



**THE EAGLE HANDBOOK**  
*for Soaring Eagle Students and Families*

**Parental Responsibility**

**Excerpted from the Code of Virginia 1950, as amended**

**22.1-279.3. Parental responsibility and involvement requirements.**

- 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 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. A 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, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. 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 the school's or school division's policies or decisions.
- D. The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintain order, and to discuss improvement of the child's behavior and educational progress.
- E. In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. 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 (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with the school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parents have met with school officials to discuss improvements of the student's behavior, unless the school principal or his 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, as follows:
  - 1. If the court finds that a parent willfully and reasonably 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 reasonability 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 the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to section F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent of participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parents to be subject to such conditions and limitations as the court deems appropriate for the supervision, care and rehabilitation of the student or his 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 paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of the students as described in subdivision 3 of subsection G. 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.

**Notice of Requirements of VA Code of 22.0-279.3**

I am the parent of the below named child and, by my signature, I acknowledge that I have received a copy of Section 22.1-279.3 of the Code of Va Entitled "Parental Responsibility and Achievement Requirements".

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve rights protected by the constitutions or laws of the United States or the commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student full name Date of birth

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

# ACCEPTANCE OF NOTIFICATION

2023-2024

- **I verify that I have reviewed this handbook and that I will support these policies.**
- Nothing contained in this handbook shall preclude the observation of and the adherence to additional policies as they are appropriate, in accordance with other division procedures including those in the School Board Policy Manual.
- Please note any questions, concerns, or suggestions that will allow us to improve the quality of this handbook in the future. Should you have any questions that you wished answered, please contact, Dr. Karin Graham, Assistant Principal.

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

Parent Name \_\_\_\_\_

Date \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Please remove and return this page to the office or we will call to schedule a conference.

# **RUCKERSVILLE ELEMENTARY SCHOOL**

Our goals are measurable, consistent with the division goals, monitored throughout the year to ensure that we are making decisions toward achievement and actualizing our school's mission. Work progress is measured through parent surveys, student surveys and feedback, administrator and teacher evaluations, school report cards, standardized test scores (ie. SOL scores), and faculty and staff observations.

## **OUR MOTTO**

*A team above all. Above all a team.*

## **OUR STUDENT PLEDGE**

*We take care of our school, teachers, peers, and most importantly, ourselves.*

## **OUR SCHOOL COLORS**

Green (forest) and White

## **OUR MASCOT**

*The Soaring Eagle*

## **LOCATION**

Ruckersville Elementary School opened in 1998 and is located on Progress Place, approximately one mile from Routes 29 and 33 junction, west of Ruckersville, VA. RES serves over 600 students in grades kindergarten through fifth grade.

## **TELEPHONE NUMBER**

434-939-9006

## **MAILING ADDRESS**

Ruckersville Elementary School  
105 Progress Place  
Ruckersville, VA 22968

## **FAX NUMBER**

434-990-2657

## **WEBPAGE**

[res.greenecountyschools.com](http://res.greenecountyschools.com)

## **FACEBOOK PAGE**

[www.facebook.com/ATEAMABOVEALL](http://www.facebook.com/ATEAMABOVEALL)

## **OFFICE HOURS**

8:00 AM-3:00 PM

For the safety of all students, you will be asked to show a picture ID at the front office each time you enter the building. All visitors must check-in with the office when visiting the campus. Only RES faculty and staff are permitted access to the building without signing in.



# **Mrs. Regina Hisson, M.Ed.** **Principal**

August 2023

Dear RES families,

Welcome to the 2023-2024 school year! It is with great pleasure that I begin my sixth year in Greene County Schools as the Principal here at Ruckersville Elementary School. This year starts my 24th year in elementary education with 18 years of teaching and the past 5 years in GCPS as an administrator. I look forward to continuing to grow and learn alongside the students and staff here at RES as Principal. If you are new to our community or school, it will not take you long to realize that this is a special place to be!

We are energized and ready to start the 2023-2024 school year. Everyone at RES has been hard at work designing learning spaces, planning engaging activities and developing themselves professionally in preparation for the students' return.

At Ruckersville Elementary, everyone wants to see your children reach their full potential in a safe and nurturing environment. I personally look forward to building partnerships with parents and the community. I hope we can work as a team for the best interest of your children. We encourage active parent involvement, so please reach out to your child's teacher via email, call the school if you have any questions or arrange a parent/teacher conference with faculty. Together we can make this year a soaring success!

Please feel free to contact me anytime at 434-939-9006 or by email at [rhissong@greencountyschools.com](mailto:rhissong@greencountyschools.com)

My best,

**Mrs. Regina Hisson, M. Ed.**

**Principal**



# **Dr. Karin Graham** **Assistant Principal**

August 2023

Dear RES Families,

My name is Dr. Karin Graham and I have been a member of Greene County Public Schools for the past 7 years. My 19 year career in education includes elementary and middle school assistant principal, instructional coach and high school English teacher in Albemarle County, adjunct instructor for Coastal Carolina Community College, instructor for the USMC Staff Non-Commissioned Officers advanced courses, and a high school English teacher in Chelmsford, MA. It is such a privilege to be a member of the Ruckersville family!

Providing your child a safe, warm, and caring environment is essential to learning. I believe building relationships and trust is tantamount to creating a community of learners. Our teachers and staff are dedicated to ensuring not only that your student learns, but that they feel loved and cared for. Mrs. Hissong and I are committed to making sure your student's needs are met each day.

I look forward to working closely with the faculty, students, and family members of the RES Community. It is my mission to encourage students to do their best, foster a love for learning, and instill a sense of pride and accomplishment in their everyday actions at RES. Let's soar in 2023 - 2024!

Please feel free to contact me at any time at (434)939-9006 or [kgraham@greencountyschools.com](mailto:kgraham@greencountyschools.com)

Sincerely,  
Dr. Karin Graham

# GREENE COUNTY PUBLIC SCHOOLS

Stanardsville, VA 22973

434-939-9000



## School Board

Mr. Todd Sansom, Chair, Monroe District  
Mrs. Sharon Mack, Vice Chair, Ruckersville District Ms.  
Becky Roach, Stanardsville District  
Mr. Brooks Taylor, Midway District  
Mr. Jason Tooley, At-Large

## CENTRAL OFFICE ADMINISTRATION

- Dr. Andrea Whitmarsh, Superintendent
- Dr. Kyle Pursel, Assistant Superintendent
- Ms. Katie Brunelle, Director of Administrative Services
- Ms. Dawn Gillette, Director of Student Services
- Mr. Dale Herring, Director of Technology
- Dr. Wendy Mitchem, Director of Special Services
- Dr. Donna Payne, Director of Teaching and Learning
- Ms. Kristie Spencer, Director of Financial and Human Resources

## DIVISION STAFF

- Mrs. Sarah Baran, School Social Worker
- Mr. Aaron Cook, Technology Support Specialist
- Mrs. Amanda Cruvey, School Social Worker
- Mrs. Christi Dojack, Coordinator of Special Services
- Mrs. JoAnne Fox, Online Learning Coordinator
- Ms. Samantha French, Director of School Nutrition/Food Service
- Mrs. Rhonda Houchens, Payroll Clerk and Clerk of the School Board
- Mr. Jonathan Jones, Assistant Director of Technology
- Ms. Bridget Keys, Human Resources Coordinator
- Mr. Michael Kozuch, Finance Analyst
- Mr. Guy Laine, Facilities Coordinator
- Mrs. Debbie Manuel, Assistant Director of Transportation
- Mr. Larry Morris, Director of Transportation
- Mrs. Jennifer Myers, Coordinator of Innovation and Teacher Support
- Mrs. Ashleigh Norris, Administrative Assistant for Special Services
- Mrs. Moira Ryan, Special Education Teacher Support and Mentor
- Mr. Chad Saylor, Coordinator of Communications
- Mrs. Lori Shifflett, School Board Receptionist
- Ms. Joyce Woodson, School Nutrition Administrative Assistant

# 2023-2024

## Greene County Public Schools

July '23						
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February '24						
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June '24						
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8/3-8/4	New Teacher Orientation
8/4, 8/7	Flex Days
8/8	All Teachers Return
8/10	Open House - All Schools
8/8-8/15	Pre-Service Days
8/16	First Day of School
9/4	No School: Labor Day Holiday
9/8	Progress Reports Issued
9/25	No School: Professional/Planning Day
10/13	End of 1st Quarter (42 Days)
10/16	No School: Professional/Planning Day
10/25	Report Cards Issued
11/6-11/7	No School: Professional/Planning Day
11/6	P/T Conferences (Virtual) and Planning Day
11/7	P/T Conferences (Virtual) and Planning Day
11/10	Progress Reports Issued
11/20-11/21	No School: Professional/Planning Day
11/22-11/24	Thanksgiving Break
12/15	End of 2nd Quarter (42 Days)
12/18-1/1	Holiday Break
1/2	Students Return
1/10	Report Cards Issued
1/15	No School: Martin Luther King Day
2/2	Progress Reports Issued
2/19	No School: Presidents Day
3/5	No School: Professional/Planning Day
3/8	End of 3rd Quarter (47 Days)
3/20	Report Cards Issued
4/1-4/5	Spring Break
4/26	Progress Reports Issued
4/29	No School: Professional/Planning Day
5/24	Last Day of School (49 Days)
5/28	Professional/Planning Day
5/29	Professional/Planning Day
<b>NOTES</b>	
1PM Early Release on 12/15, 3/29, 5/24	
1st Semester Ends - 12/15	
2nd Semester Begins - 1/2	
	Teacher Flex Days
	Professional Days
	Open House-All Schools
	Vacation Days
	Report Cards Issued
	Progress Report
	1PM Early Release
	End of Grading Period

# **SAFETY**

Safety is, and will always be, our first priority at RES. Optimum learning occurs best in a safe environment. Should you have any questions, concerns, or suggestions, please contact Mrs. Hissong, rhissong@greencountyschools.com.

Please carefully review the following sections for reminders and updates to school safety and security procedures.

## **Arrivals and Departures**

### ***General Security***

For safety's sake, it is imperative that the school be able to contact a parent or emergency designee during the day. Please provide accurate and updated information to avoid complications in the event of an emergency. Please expediently complete all forms requesting contact information and keep the school informed of any changes that may occur throughout the year.

All visitors must report to the main office upon entering the building to sign-in on the security computer located in the office, obtain a pass and wear it in a visible place while on campus. Staff should feel free, even obliged, to introduce themselves to anyone unfamiliar to them and ask to see their pass.

Checking-in is only required during school hours. All visitors must be prepared to show valid state identification to be permitted on school grounds.

Anyone volunteering in the classroom, chaperoning field trips, or assisting with school events during school hours, must complete the Volunteer Application. Volunteer Applications are available in the office.

## **Car Rider Procedures 2023 - 2024**

### **Arrivals (Car Loop):**

Our primary focus is for students to be dropped off safely and efficiently between 8:00 – 8:20 am. A staff member will be available to assist students with exiting vehicles and monitoring the drop-off process. Please abide by staff member directions. Should you have any concerns about staff member directions or procedures, please direct them to Dr. Karin Graham, Assistant Principal.

Vehicles are to pull up to the gym doors. Students are to wait in the vehicle until a Ruckersville staff member assists them from the vehicle. Students must exit their vehicles toward the curb side. If students need to exit vehicles on the driver/parking lot side, please inform the Ruckersville staff member so he/she can escort your child/children to the sidewalk. Please do not leave cars unattended, leave the car line, or pass cars while students are exiting their vehicles.

## Arrival and Dismissal Procedures for Car Riders:

The safety of your children and all of our students is our number one priority. We have established a number of procedures to keep all of Ruckersville students safe as well as providing a smooth transition from your car to our care. Please review the procedures below to ensure a prompt and secure drop off and pick up.

### *Morning Car Rider Drop-Off*

- The designated car rider drop-off area is along the sidewalk in front of the gym doors.
- Drop-off time is from **8:00-8:20 a.m.**
- Cars should pull up to the gym doors so that we are able to unload several at a time. Students should only be released when a Ruckersville Staff Member assists them from the car.
- Students should be ready to exit vehicles immediately and only from the passenger side.
- Cars should not block the entrance to the secondary parking lot.
- Cars in line on the hill closest to Route 33 West should pull as far to the right as possible to allow bus access.
- Students cannot be unsupervised. Absolutely no students should be dropped off prior to 8:00. If you arrive prior to 8:00 with your child, you and your child must remain in the car until unloading begins.
- Parents should utilize the car drop off line. At this point, we are not able to accommodate parents walking their students to the entrance as all car riders must enter the gym doors in the mornings.

### *Afternoon Car Rider Pick-Up*

- The designated car rider pick-up area is directly outside of the gymnasium doors to the end of the sidewalk. Traffic will flow the same way as morning drop off where a Ruckersville Staff Member will escort your child to your car.
- Students enter vehicles on the passenger side only.
- All students are escorted by staff so there is no need for drivers to exit vehicles.
- Car riders begin loading at 3:00 p.m. and are typically completed by 3:20.
- Vehicles picking up students must display their assigned student number.
- **Students will only be released to authorized individuals.** Identification may be requested if an individual is unrecognized by staff.

Each vehicle must have a number for each student(s) who is getting picked up. During the first few weeks of school, all car riders should get a number assigned to them. Please clearly place the number hanging from your rearview mirror so it is visible to the staff members assisting with dismissing car riders. Each child will receive two number tags. If you lose your number tag, there will be a \$2.00 replacement fee.

If your child is going to be picked up by another individual, please send a note to school with your child or call the office prior to 2:00 providing that information. Bus transportation changes will not be allowed at this time.

**Notes regarding attendance or transportation changes can either be sent in with your child or emailed to our attendance secretary, Mrs. Megan Ice, at [mice@greencountyschools.com](mailto:mice@greencountyschools.com). If you do not receive a confirmation within the hour, you may call to verify that your request was received.**

**Should you have an emergency and need to make a change, please use your established password to validate the change. Parents or guardians are the only individuals who have the authority to make any transportation changes. Any people listed on the permission to pick-up card have been granted permission by the parent or guardian to pick up, but they may not be allowed to make any transportation changes. This is for the ensured safety of your children. All requests must be made before 2:00 PM. Requests after 2:00 PM will not be made.**

### ***Late Pick-ups***

In the event your child is not picked up from school, the office will make every attempt to contact parents, guardians, or emergency contacts. If these efforts are unsuccessful, RES will contact the Greene County Sheriff's Office for assistance and guidance.

### ***Front Office***

Our front office is a public area and place of business. Please respect the office staff's needs to maintain an accessible and welcoming environment. Due to the office staffs' varied responsibilities, they will be unable to watch children while parents attend meetings. Child-care arrangements should be made prior to attending a meeting.

Only faculty, staff, and invited visitors are permitted behind the front counter. Visiting children are to remain with their parents at all times.

Visitors beyond the office area are restricted at this time.

### **Emergency Procedures**

In our efforts to maintain a safe learning environment, we regularly practice emergency preparedness drills. These procedures are implemented with the aid of federal, state, and local emergency response protocols. For quick communication with our children, faculty, and staff, we use the safety procedures.

Safety procedures are posted in each room. Faculty and students routinely practice safety drills for unexpected events that pose a safety hazard (intruder, inclement weather or fire) throughout the school year to ensure the well-being of everyone in the building. RES Substitute Manuals and visitor communal areas also contain this information.

## **Department of Social Services**

### Reporting Requirements:

Every employee of Greene County Public Schools who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia §63.2-1509 et seq. shall immediately report the matter.

All instructional personnel must complete a course in child abuse prevention and recognition. As educators, we are required reporters for Child Protective Services. This means that we do not make judgments about any suspicious comments made by children or any questionable marks or bruises, we simply pass the information on to DSS and let them determine if there are grounds for investigating.

Should you have any questions or concerns about a report or the nature of reporting, please see Principal Regina Hissong.

## **Character Education**

Our goals for the RES Character Education program are to inspire, equip and empower students to make a positive difference in their world. As a school community we teach children about the impact of their kindness and compassion on others. The ultimate outcome is a safer, more respectful school community. These qualities are integrated into our student pledge: *We take care of our school, our teachers, our peers, and most importantly, ourselves!*

## **Positive Referrals and “Eagle Class of the Week”**

We will start every school day the right way by recognizing our accomplishments and good news as a school community on the morning announcements. One of the accomplishments announced daily includes positive referrals. A positive referral is a way for any adult in our school to recognize students’ hard work, act of caring, and teamwork. Classes may earn class of the week, based on the following criteria throughout each month. Winners will be announced the first Monday of each week:

- First week of the month (**taking care of our school**)- Cleanest Classroom (Mr. Davis chooses)
- Second week of the month (**taking care of our teachers**) - Class that returned the most books (Mrs. Weaver chooses)
- Third week of the month (**taking care of our peers**) - Class on best behavior in the cafeteria (Cafeteria/TA’s choose)
- Fourth week of the month (**taking care of ourselves**) - Class with the most ST Math puzzles solved (Dr. Graham will tally up)

If a class or bus earns a positive referral for the week we will announce it on Friday. In addition to the honor and recognition, students and classes earn privileges with their positive referral.

## **Eagle Ambassadors**

Eagle Ambassadors is a team of student assistants who work directly with administration and other faculty and staff at RES. There are many positions for Eagle Ambassadors from working in the office and library, Safety Patrol, Assistant in PE, and other responsibilities. To be considered an Eagle Ambassador, students must have good attendance, be in 3rd-5<sup>th</sup> grades, complete a virtual application at school (link shared from

their teacher) and get three RES adult references. Students may participate in an interview process before an Eagle Ambassador position is selected.

### **Field Trip Policy**

These policies are consistent with the GCPS policies. Only children directly associated with the grade level, course, or student group may participate in the field trip.

- Students and chaperones participating in the field trip must use school-sponsored transportation.
- All field trips require approved school insured transportation (e.g. school or charter bus).
- While space can be limited, RES makes every effort to allow an approved parent/volunteer to chaperone a trip.
- Parents who intend on chaperoning or joining the trip must make arrangements by the stated deadline.
- **All chaperones require a background check and must be approved through the RES administration.**
- All permission forms and chaperone background checks must be submitted at least one week prior to the field trip—or by the deadline stated on the permission form.
- In instances when there is a limit on chaperones, chaperones are chosen on a lottery system by homeroom/assigned class to ensure fairness in parent participation.
- A photo identification is required for all chaperones on the day of the field trip.
- Students requesting scholarship support to participate in a field trip, must indicate need on the permission slip.
- There are no refunds for field trips. Once money has been paid for a trip, the spot is secured. This applies to circumstances where students lose field trip privileges due to discipline issues or become sick.
- We request that parents attending field trips park in the parking lot next to the ball field located at the entrance of the school. This will allow faculty and staff ample parking. Under no circumstances should any car be parked on the road blocking traffic.

Thank you for your support and understanding. Please do not hesitate to contact us if you have any questions about GCPS or RES policies and procedures.

## **CLINIC PROCEDURES**

Our nurse, Ms. Tina Watson, is on duty daily during school hours. She will call parents and send students home if they present with the following symptoms: fever, vomiting, or diarrhea. If a student is sent home for an illness, the child is to stay out of school until they are symptom-free for 24 hours without medication. RES meets the standard of having at least two personnel on staff who are CPR/First-Aid certified.

### ***Medication Policies***

1. All requests to administer medications will need a medication form completely filled out by a parent/guardian and the signature of the physician for prescription medications.
2. Medication bottles will need a pharmacy label with directions on how the medication is to be administered. We cannot accept containers with only handwritten information.
3. **Asthma Action Plan:** Any student with asthma who requires having an inhaler with him/her during school must have an Asthma Action Plan completed by the parent/guardian and the physician. It is preferable to have the inhaler stored in the clinic and report there as needed if at all possible.
4. The signature of a parent/guardian and the physician is needed in order to change doses or stop a medication.
5. Medication will be sent home if any of the following occur:
  - a. If any medication is not accompanied by the proper forms.
  - b. If a student does not report to the clinic for his/her medication. If this happens, parents will be notified first.
6. Clinic staff will notify parents when a refill of medication is needed.
7. All prescription medication is to be brought into school by an adult. **No prescription medications should be brought into school by a student.**
8. Lice is an ongoing difficulty in all school settings. Please notify the school nurse if your child has lice. This will help us attempt to alleviate the infestation at school.
9. Hearing and vision screenings are required by law for all Kindergarten and Third grade students. These screenings are provided in school. Parents/guardians will be notified if the student needs further evaluation. If you do not want your child evaluated in school, it is the parent/guardian responsibility to provide evidence that a screening has been completed.
10. Extra clothing is not provided by RES. If your child has a history of bowel or bladder incidents, please provide extra clothing for your child to keep at school.
11. Parents/guardians should provide the school with their most current contact information in case of emergency, as well as a plan, should your child become sick at school.

### ***Allergy Management Information for Parents and Students of Greene County Public Schools***

Within our school community there are individuals who have potentially life threatening allergies to food(s). Eating or having contact with food allergens can lead to a life-threatening reaction called anaphylaxis. Signs of anaphylaxis include: hives, difficulty breathing, vomiting and diarrhea, swelling of the lips, mouth and throat, itching and sneezing, loss of consciousness, and death due to shock.

Allergy safe zones will be available, as an option, for students with food allergies, during meal times at school. This should be addressed in a medical or 504 plan.

You can help staff and the school by taking advantage of opportunities to learn more about food allergies, and by helping your child understand the foods they freely enjoy can be dangerous to others.

Here are a few suggestions for you as a parent:

- Never take food allergies lightly; they can be serious and life-threatening.
- Ask your child's friends what they are allergic to and help them avoid it.
- Tell your child, "Do not share food or eating utensils."

- Talk with your child about the need for hand washing, with soap and water, after eating. This is an essential step in preventing accidental exposure.

We do not have a ban on any food(s) within Greene County Public Schools. Employees and students can pack any food they choose for their lunch and snacks. We do ask that **only prepackaged** foods that have ingredients clearly labeled, be sent in for classroom celebrations, class projects, after school activities, or any activity where food is brought in for a group. **Items brought in for classroom celebrations should only be distributed in class and should be checked by the nurse for allergy safety.**

If you have any questions please contact Ms. Tina Watson, the school nurse, at [twatson@greencountyschools.com](mailto:twatson@greencountyschools.com).

## **INSTRUCTION**

The Greene County School System is making every effort to provide the best educational experience for your child. To that end, the system works very hard to recruit and employ the best teachers for your children, therefore we do not permit teacher requests.

You, as a parent or guardian of a child in the Greene County School System, have a right to know the professional qualifications of the teacher(s) your child works with each day. Teacher licensure information can be accessed on the [Virginia Department of Education](#) website under [Teacher Licensure](#). You also have the right to request the following information regarding a teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.

In addition, if your child is provided services by a paraprofessional, you may request information regarding that person's qualifications. If you are interested in obtaining the above information, it will be forwarded to you in a timely manner if you make a written request to this address:

Assistant Superintendent for Instruction  
Greene County Public Schools  
P.O. Box 1140  
Stanardsville, VA 22973

## **Teachers, Student Teachers, and Substitute Teachers**

Ruckersville Elementary is committed to providing quality instruction with a highly-trained and qualified full-time staff. On the occasions a full-time staff member is not available, your child may be instructed by a trained substitute teacher, possibly on a long-term basis; or further, student teachers may lead instruction under the supervision of a lead teacher. All teachers, student teachers, interns/practicum students, and substitute teachers must have a completed background check.

## **Volunteers**

All visitors that want to come into the building during the school day must have **background checks** completed prior to working with students. Volunteers may enter the building during a school day to volunteer with our PTA, help in a designated classroom, chaperone a field trip or eat lunch with their child. If you are volunteering within a specific grade level or classroom, you must be stationed in that area the entire time you are in the building. Under no circumstances should you be visiting other classrooms, disrupting instructional time, roaming the hallways, or loitering in the office. This includes parent/guardian volunteers and PTA volunteers. Please contact the office with any questions regarding volunteering or the volunteer registration process. Volunteers may be restricted for the health and safety of students and staff.

## **Standards of Learning**

The Virginia Standards of Learning stipulate the curriculum that is to be taught and learned in each content area and grade level. These standards can be located on the Virginia Department of Education website. The delivery of instruction is determined by school professionals. In order to ensure optimum delivery of instruction, GCPS promotes collaborative work among faculty to determine the pacing of instruction. Curriculum Guides outline the scope and sequence of instruction. Curriculum Guides can be found on the GCPS web page.

## **Grading**

At the Federal, State and Division level there is an expectation that student performance is to be measured and reported on the basis of clear curriculum content and student performance standards. Therefore, academic grades should be directly based on student performance in mastering approved State and Division curriculum standards.

Please keep in close contact with your child's teacher. Parent Portal is a way for parents to check their child's grades online. Parents will be able to sign up and get their access cards at Open House and in the Main Office. *Please note that parents will need to show photo identification to pick up their access card.*

The grading scale for students in **K-4 grades** is as follows:

- L..... Limited
- P..... Progressing
- M..... Meets Expectations
- E..... Exceeds Expectations

The grading scale for **5th grade** is as follows:

- A.....90-100
- B.....80-89
- C.....70-79
- D.....60-69
- F.....Below 60

## **Late Work Policy**

Policies regarding late work are set by each team. For more information, please refer to your child's team's brochure.

## **Homework**

Homework can reinforce skills and concepts learned in the classroom and helps develop good study skills and habits.

Homework guidelines:

- If homework is assigned there should be coordination between teachers with consideration for the importance of student participation in family and evening activities for the child.
- Students should spend time each day studying or reading, whether or not homework is assigned.
- Homework assignments should not be new material for students, but should be a review, extra practice or an extension of material already taught in school.
- Students should be able to complete their homework within a reasonable amount of time, with the exception of special projects, failing to use class time productively, and falling behind due to tardies or absences.
- Parents should communicate with their child's teacher if there is any concern or confusion around something that is sent home for their child to complete.

Guidelines for homework:

- 1) Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- 2) Homework should be assigned in such a manner that it will be clearly understood by all students.
- 3) Homework should serve a valid purpose and be closely related to classroom activities.
- 4) Homework is not to be completed for the child by another person.
- 5) Teachers should seek to determine the causes if a student regularly fails to complete assigned work.
- 6) Age appropriate homework should not exceed 10 minutes for each year a child is in school (10 minutes-1st grade, 20 minutes- 2nd grade, etc.).
- 7) Homework should not be used for disciplinary purposes.

## **Observations**

School administrators for Greene County Public Schools regularly conduct walkthroughs. Walkthroughs are an observational tool providing administrators a mechanism to visit a classroom for 3-15 minutes per visit. During this time, administrators make note of teacher instructional strategies, student activities, levels of student engagement, how the lesson is differentiated, and the critical thinking level the lesson involves.

Generally, the RES administration approaches observations from a coaching standpoint. Observational data is used to generate purposeful conversations about improving and enriching the learning experience. Data from the observations are used for professional development and increasing the quality of student learning, the development of the school experience for students, and to promote a safe and risk-free learning environment.

## **Teacher/Class Assignments**

RES will not invite or accept parent requests for classroom placements or teacher assignments. This is based on the principle that all teachers at RES are qualified, prepared, and caring for all students assigned to them by administration. However, if there is a concern about a teacher, teacher assignment, or student grouping,

then direct your concern to the principal. Please contact the main office to schedule a meeting with Mrs. Hissong to discuss the nature of the concern.

### **Retention**

A retention form must be filed in the office before we will officially recommend to a parent that we feel retaining a student is necessary. Consideration for retention will be communicated with the home before the end of the second quarter. A decision regarding retention will be based on multiple sources of information and with a committee of professionals.

It is the responsibility of the teacher to make parents aware of students experiencing a severe lack of progress before the end of the second quarter. The teacher will document intervention strategies, arrange parent conferences, set goals targeted for specific areas of need, and monitor progress regularly.

### **Assessments**

RES utilizes a variety of assessments to determine student strengths and areas of need. Additionally, we hope to optimize the use of assessments to develop a responsive and flexible approach to instruction. The following are assessments that are utilized at RES throughout the school year.

### **SOL Tests**

State-required tests based on the Standards of Learning for grades 3-5 in certain content areas.

**Fall/ Winter Growth Assessments:** Grades 3- 5 (Reading/Math)

**Spring SOL Assessments:** Grade 3 (Reading, Math), Grade 4 (Reading, Math, VA Studies) and Grade 5 (Reading, Math, Science)

### **PALS- Phonological Awareness Literacy Screening**

Fall--All kindergarten through third grade students are given the PALS statewide reading assessment during October.

Winter--All kindergarten through third grade students are given the PALS statewide reading assessment during January.

Spring--All kindergarten through third grade students will be given the PALS assessment in May.

### **Benchmark Assessments**

Benchmark assessments will be given quarterly in 2nd through 5th grades to determine student progress in reading and math. In 4th grade students will take quarterly benchmarks in Virginia Studies and 5th grade will assess quarterly in Science. Teachers use the information from these benchmarks to determine the best areas of focus during their daily intervention blocks throughout the school year.

**VKRP - Virginia Kindergarten Readiness Program** is given to all kindergarten students at the beginning of the year and again at the end of the year. VKRP compliments the PALS assessments by adding measures of mathematics, self-regulation, and social skills.

## **PROGRAM DESCRIPTIONS**

Ruckersville Elementary encourages productive and frequent communication between the school and community members; specifically, we rely on regular, positive communication between teachers and parents. Please consider your child's teacher the primary source and primary contact for communication concerns, requesting grade or assessment information, or for sharing successes. The office staff is always available to address any concerns regarding your child.

***Specials Programs:*** The following programs are referred to as Specials. Every student will be in each Specials class at least once per week for 45 minutes.

- PE** Our physical education program's success relies on the creativity of our PE teacher, Stacey Powdrell. Our goal is to provide your child with an opportunity to have fun while learning new motor skills in a safe and nurturing environment.
- Music** Music is regarded as an academic subject supported by all staff members. Jacob Meadows facilitates a seamless and inspiring musical environment.
- Library** Karen Weaver is the school's librarian and media specialist. Ms. Weaver promotes research using electronic and traditional resources.
- No materials may leave the library without being checked out through the media center computer program. This allows us to keep a record of where each item is and helps us locate materials your child needs.
- Each student may check out books each week when the class visits the library. Students with an overdue book may not check out any more books until the overdue book is returned. Students are responsible for books they check out. If a book is damaged or lost, the student will pay the replacement cost of the item.
- Art** Stephanie Litton is our art teacher. The art program ties very closely into the units being presented in the academic core subjects and many activities are co-planned with the classroom teachers. Ms. Litton plans so students feel free to create in their own manner while providing students with relevant information on art history and technique. The work from art class is regularly displayed in our halls and display cases.
- STEM** Science, Technology, Engineering, and Math class is a special offered to students in grades K-5. The class is a student-centered and project-based course taught by our STEM teacher, Sue Davies. Through experiential learning, STEM will augment grade level standards in the areas of science, math, and technology. Additionally, content strands are integrated into units of study that promote: real life connections, 21st century learning skills, and collaborative and social learning.

# **STUDENT SUPPORT SERVICES**

## **RES Clubs**

RES is proud to support, promote, and offer extra-curricular clubs to our student body. Our clubs are supported by site based funds, PTA support, and school sponsored fundraisers. Membership of a club is outlined in the club's brochure. For all clubs, an application must be completed and returned with parent permission.

The GCPS and RES Student Code of Conduct applies to all club activities. Misbehavior or any level of infraction can result in the temporary or permanent revocation of club participation/membership.

Parents are responsible for picking up his/her child at the designated time stated in the club brochure. **If a student is not picked up at the designated time, the parent will be informed that the privilege of club membership is revoked.** Parents are asked to plan ahead and establish open lines of communication with faculty.

## **ELL Services**

Students identified as LEP (Limited English Proficiency) are provided support services for language acquisition. At Ruckersville Elementary, Emily Clayton and Lanette Hillman, work collaboratively with general education teachers to provide individualized, small group, and whole group classroom instruction for students K-5. Should you have questions about ELL services, please contact Ms. Clayton at [eclayton@greencountyschools.com](mailto:eclayton@greencountyschools.com).

## **Child study referral process**

The purpose of the child study team is to focus on the needs of the students experiencing educational difficulties and identify strategies and accommodations that will promote student success. To this point, the Child Study Team relies on implementing effective intervention strategies, a tiered-model of instruction, and collaboration. Intervention strategies are regularly reviewed for progress and inform the team's decision to refer for a special education evaluation. Please contact the office with any questions.

## **Life Skills/Character Education**

As mandated by the Commonwealth of Virginia, RES integrates life skills and character education as part of its general education program through classes with our school counselor. RES utilizes the concepts from The Leader in Me as well as Responsive Classroom. RES believes strongly that good character and life skills are crucial to student success.

## **Section 504**

Referrals are accepted from any source, though parents and teachers are the most frequent sources. The definition of a qualified person with a disability under Section 504 is any person who has a physical or mental impairment which substantially limits one or more major life functions. Please contact the office with any questions.

## **Special Education**

Regulations Governing Special Education for Children with Disabilities in Virginia have been revised and became effective July 7, 2009. Ruckersville Elementary, its service providers, its educators, and parents of students with disabilities collaborate consistently to ensure Individualized Education Programs reflect the resources to best serve students with disabilities.

## **Response to Intervention**

Any student who is performing below grade level can receive intervention and remediation services. These services are provided in either the general education and/or resource classrooms. These learning environments are strategic in providing individualized and specific instruction to students who are struggling with reading and/or math.

When students are not successful in the general education program, it is the responsibility of the teachers to initiate the intervention process. Basic classroom intervention, also referred to as Tier 1 Response (RtI) to Intervention involves the teacher consulting with his/her colleagues to talk about the nature of the student's difficulty or lack of progress/success. It is incumbent on the teacher to communicate with the parent when a child is struggling.

In the event that a child continues to struggle with the general education program after instructional strategies have been implemented, more intensive strategies will be considered with an administrator, intervention specialist, other educators, and parent(s) to determine a plan to help your child become successful. Parents will be notified in writing when their child is receiving Tier 2 or Tier 3 services identified in a RTI Plan.

## **STUDENT BEHAVIOR**

### **Ruckersville Elementary School Student Pledge**

Our Soaring Eagle Student Pledge is fundamental to our comprehensive discipline plan, student programming, character education, and our expectations for students as members of the Ruckersville Elementary School community. Each morning over the morning announcements students are reminded and charged with taking care of their four responsibilities: "We take care of our school, teachers, peers, and most importantly, ourselves."

## **Attendance**

### ***Ruckersville Elementary School District***

It is important to abide by the district lines for school attendance in elementary schools. Contact any school office to check your address and see where your child should attend; proof of residence is required and is checked. It is against the law to provide an inaccurate address for the purposes of registering a child for school; however, you may apply for an exception if there are extenuating circumstances. You may write to Dr. Kyle Pursel, and ask if you qualify for an **annual** exception. Exception made for one student does not guarantee an exception for siblings.

### ***Tardies***

Students who arrive at school after 8:20AM must be escorted by a parent/legal guardian to the front office. It is the responsibility of the parent to sign the student in. Students will not be permitted into class without a slip from the office. For the safety of your child, students may not be dropped off outside of the building.

### ***Daily Attendance***

In order to be successful in school, it is important for students to be punctual in attendance. We can help the students master the curriculum only if we can expose them to the curriculum. Unfortunately, not all learning is related to content. Ruckersville Elementary School provides a rigorous education program that incorporates 21<sup>st</sup> century learning skills. Some of these skills include collaborative and project based learning.

Parents must make sure that their child is getting to school on time daily. Parents and school personnel work together to ensure regular attendance. Please work with us to emphasize the importance of attendance and its relationship to school success.

Parents are asked for their children to be at school before 8:20AM. **Parents may not pull students out from class the last 15 minutes of the day.** Please avoid excessive tardiness in the mornings and excessive early departures from school in the afternoons. The impact of lost instruction time is immeasurable—and dismissing your child from class creates an interruption for other students' learning. We know student success is correlated to time on instruction.



## ATTENDANCE POLICIES AND PROCEDURES

### **POLICY**

- The law requires that students remain in school until they reach their 18<sup>th</sup> birthday or until a high school diploma is earned (whichever happens first). This is the case unless the student is enrolled in an alternative academic program that is approved by the superintendent of the school system (ex: GED program, home school program, or private school). The superintendent may also approve a withdrawal from school for certain special circumstances to be determined on a case-by-case basis.
- Students are expected to attend school for the entire instructional day. *Tardies/early releases are only considered excused if verified by documentation that a student has a medical appointment, court, or a situation approved by an administrator.* A note from a parent stating "excuse my son/daughter for being late" is NOT considered an excused tardy.
- Each student is allotted 10 parent reported absences each year. These absences include: Illness (II), Court Date (CD), Funeral/Death in the Family (FN), Religious Reasons (RR), and Prearranged Absence/Vacation (VAC).
- If a student accumulates 10 absences for illness by parent report and the school has not been given any documentation that a doctor has seen the student, the student's school will require a doctor's note be turned in for ANY further reports of illness (for the remainder of the school year) to be considered excused absences.
- Parents wishing to request a prearranged absence must make the request in writing to the building principal. Building principals will evaluate student attendance and achievement in making a decision.

### **PROCEDURE**

- Once a student accumulates 3 *unexcused absences*, the student's school officials will make contact with the parent/guardian. The school official will let the student and parent/guardian know that if absences continue, a referral will be made to the *Attendance Review Committee*, and that a meeting with this committee will be required.
- Upon the 5<sup>th</sup> *unexcused absence*, the teacher(s) will make a referral to the *Attendance Review Committee*.
- Once a referral is made to the *Attendance Review Committee*, a committee member will schedule the student and the parent/guardian of that student for the next immediate *Attendance Review Committee meeting* and discuss possible outcomes if absences continue or there is a lack of family/student attendance at the meeting (ex: referral to school social worker, court, etc).
- At the *Attendance Review Committee meeting*, an *Attendance Improvement Plan* form will be completed and signed by the parent and the student. The *Attendance Improvement Plan* will be monitored by members of the *Attendance Review Committee*.
- The *Director of Student Services* will be contacted if there is a lack of progress given sufficient time to implement the plan. The *Director of Student Services* will conduct a final review of the *Attendance Improvement Plan* with the family and the *Attendance Review Committee* and make adjustments to the plan as needed.

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- When the next *unexcused absence occurs*, the *Attendance Review Committee* will make a referral to the *School Social Worker who handles attendance issues*.
- The *School Social Worker* will have a meeting with the student and the parent/guardian to discuss the attendance problem and develop a plan for successful attendance. Discussion of *CHINS (Child in Need of Supervision) for truancy* will happen.
- If the meeting does not occur with the Social Worker, or unexcused absences continue to occur after the meeting with the Social Worker, *court involvement will begin (please see below procedures and outcomes)*.

#### **PROCEDURES AND POSSIBLE OUTCOMES OF COURT INVOLVEMENT**

- A *Diversion Plan Meeting* (with the family/student, the School Social Worker, the Probation Officer of Greene County) will occur to allow a final chance to keep the student and parent/guardian from having to go to court. Diversion Plans are for 90 days. If the student is compliant, then the plan is successfully discharged.
- An *Intake* appointment to file a CHINS (Child in Need of Supervision or Child in Need of Services) petition will occur if the student is not compliant with the diversion plan or the student and parent/guardian fails to attend scheduled appointments to develop a diversion plan. From there a court date will be set and the student and parent/guardian will be summoned to court.
- The *initial court date will be a first call*; the family will determine whether they want to be represented by an attorney (either one they retain or a court appointed attorney).
- The next court date will be set for the Judge to determine whether or not a student is a Child in Need of Supervision or Services.
- If the student is found to be a *CHINS*, the student will be *court ordered to attend school all day every day*. Other things may be court ordered, such as riding the school bus, participating in class, completing all assignments, having no discipline referrals, and compliance with community based services.
- The judge will refer the case to *FAPT (Family Assessment and Planning Team) which will make recommendations to the Judge that will likely be included in the court order*.
- If the *student and/or parent/guardian does not comply with any part of the court order, it will be a violation of the court order* and the case will go back to court.
- If the Judge determines that the student is *guilty of violating the court order*, the Judge can issue consequences. The most restrictive consequences can include time in juvenile detention or placement in foster care.
- *If it is the parent that is not in compliance, he/she will come to court on a show cause petition; if found guilty, the parent/guardian could be fined and/or serve time in jail*.

**PLEASE NOTE – For younger students (typically Kindergarten through 5th grade), parents will be held accountable more immediately.**

- *Criminal charges (either Failure to comply with the compulsory attendance law OR Contributing to the Delinquency of a Minor)* may be filed on the parent with the magistrate serving Greene County.
- The parent/guardian will be summoned to court.
- First call will be to explain the right to an attorney.
- The next court date will be to determine if the parent/guardian is guilty or not; *If found guilty, a parent/guardian can be fined and/or the parent/guardian can serve up to 12 months in jail*.

## Expectations

### **Dress Code**

Student dress and apparel must conform to school board stated policy and may not present a hazard to health or safety, interfere with school work, or present a disruption to others.

Following these simple rules may serve as a guide for appropriate school dress:

- ◆ Shoes must be worn at all times. Sneakers or soft-soled shoes are to be worn to physical education class. High heels for girls are not safe and therefore inappropriate.
- ◆ **Shorts and skirts should be a length that is even with the end of your fingers** when you have your arms straight down at your sides.
- ◆ **Tank top straps must be at least 2 fingers wide.** Halter tops, spaghetti straps, and backless tops are not permitted. Shirts must also be an appropriate length that does not reveal the torso - stomachs, sides, and/or backs.
- ◆ Pants/shorts should not reveal underwear or require you to constantly hold them up. Students who have pants/shorts hanging below their waist will be asked to pull them up or to change their pants/shorts.
- ◆ Clothing, buttons, or other personal belongings with words, pictures, or innuendos imprinted that suggest vulgarity, racial slurs, obscenity, and gang symbols or gun/alcohol/drug/tobacco use are not permitted. Wallet chains, spike necklaces or other spike jewelry are prohibited.
- ◆ Students will be asked to remove hats in the building. However, hats may be worn during recess or as a special privilege.

Students who do not meet the dress codes will be asked if they have a change of clothes in the building. If not, parents will be called to either bring in a change of clothes, or to pick up the student to go home and change.

### **Dress Code on Field Trips**

The dress code is in effect for all students on school sponsored trips and activities. In events and trips that involve water or swimming, girls are asked to wear one-piece bathing suits. The faculty and staff have discretion over student dress/bathing apparel. Inappropriate attire may result in any of the following: a) the student's loss in privileges, b) student being asked to dress with covering clothes, c) parents required to bring appropriate clothing, and/or d) parents called to pick up the student.

### **Electronic Devices**

Pursuant to GCS Electronic Device Policy (June 2012), **Cell phones, electronic devices, or any other personal items should remain off and in the student's backpack at all times.** Ruckersville Elementary School is not responsible for the loss or damage of any personal property. Items that are in use or visible during school hours will be taken into custody by faculty and/or staff and turned over to Karin Graham,

Assistant Principal. Only a parent/legal guardian may retrieve the item by making an appointment with Dr. Graham.

Visitors, including parents, are required to seek permission before photographing students, other than his/her own. Likewise, visitors are not permitted to share electronic devices with any child during the school day. In the event that a visitor violates this expectation, he/she will be asked to put the electronic device away, or he/she may be asked to leave the campus.

## **Classroom expectations**

The classroom expectation at RES is for all students to respect the environment in which they learn, work, and play. We strongly believe that respect for the environment extends to both home and school, and we take pride in working together with our school community.

## **Cafeteria**

Staff members are assigned cafeteria supervision. With the responsibility of supervision is the expectation to ensure the safety of our students. To that end, any adult charged with supervisory duties is in a position to discipline or refer students for behavior.

There are five (5) specific rules to follow in the lunchroom. The rules are simple and concise.

- 1) Stay seated or raise your hand to get up
- 2) Use indoor voices and turn off voices for announcements
- 3) Raise your hand for help
- 4) Clean the table before you leave
- 5) Check the floor area for spills and debris

## **Playground**

Recess/playground supervision consists of at least one adult for every class of students. Personnel are required to provide equal supervision of the recess area, where adults work together using a grid approach. Any adult providing supervision duty is in a position to ensure safety and security. Students are encouraged and permitted to wear sunglasses, hats, sunscreen, and lip balm during outdoor recess.

## **Substance Abuse Policy**

All students will receive definitions of controlled substances and an orientation commensurate with their level of understanding about the regulations regarding substance abuse in the Greene County Public Schools in guidance.

Policies cover student possession or use of controlled substances either on school property, during school sponsored activities, or suspicion of use prior to coming onto school property or attending school sponsored activities.

## **First offense sanctions:**

- The principal will be notified immediately.
- The principal will notify the superintendent and then the parents.

- The superintendent will notify the school board.
- The school may follow additional guidelines for disciplinary action including notifying the Sheriff's office, a minimum school suspension of ten days and a referral for substance abuse assessment.

Second offense sanctions will include a referral to the school board with a recommendation for expulsion.

### **Toys/ Items brought from home:**

Teachers will communicate their classroom expectation on toys as they can present a distraction to learning when brought to school. If you have any questions, please ask your child's teacher for more information. School personnel can not be responsible for lost, stolen or broken items sent to school.

### **Positive Behavior Initiatives**

Positive Behavior Initiatives is a comprehensive approach to cultivating and promoting a safe school environment. It is the promoted philosophy at RES that discipline is used to ensure safety, reinforce appropriate choices and behaviors, and teach children how to make better decisions for themselves.

### **Positive Referrals**

Positive Referrals are used by all faculty and staff to recognize students if they are: effective communicators, self-directed learners, quality producers, responsible citizens, and/or competent problem solvers. Students are recognized on the morning announcements, receive a positive referral to bring home and share with the family, and can either choose a computer sticker or a privilege card when they receive a positive referral.

Positive Referrals are written for individuals and groups of students. Classes and buses may also earn Positive Referrals, in turn determining the "Eagle Class of the Week."

### **Discipline Referrals**

The supervision and control of students will be maintained during the period when the student is on school property, going to and from school, or participating in any school-sponsored activity. Any GCPS student is under the direction of the campus administrator. If a student violates any school rule or regulation, he/she is subject to disciplinary action. Certain factors will be taken into consideration when addressing matters of discipline. The nature and frequency of the offense, the student's age and the student's attitude will affect how disciplinary action will be handled. Some examples of corrective measures which may be utilized by faculty and/or administrators include:

- 1) Refocus/Referral
- 2) Loss of Privileges
- 3) Parental Contact by note, phone, or conference from the teacher
- 4) Parent/Principal Conference
- 5) Team Intervention
- 6) Behavior Action Plan
- 7) Loss of Field Trip(s)/Clubs/Student Programming
- 8) Lunch Detention
- 9) Bus Detention
- 10) Suspension in-school
- 11) Suspension out of school
- 12) Suspension from school and/or bus

13) Other strategies that are deemed beneficial and appropriate

## **STOPit Reporting**

We will again utilize the online STOPit reporting system in an effort to mitigate bullying and unkind student behaviors. Both students and parents will have access to the STOPit mobile app and can report anonymously. School officials will review each report, investigate, and act accordingly. Our goal is to create safer school communities both in school and online.

## **Searches**

### **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials that could be a threat to health, safety, and or welfare of other students.

### **Property Searches**

Student desks, cubbies, and cabinet spaces are the property of the School Board and remain at all times under the control of the school administration. Periodic general inspections of desks may be conducted by authorities at any time, without cause, without notice, without student consent, and without a search warrant.

## **Bus Behavior**

In order to promote safety and welfare of all students being transported by county school buses, orderly conduct must be observed by all students at all times. If a student's behavior is a problem on the bus, the driver will write a referral to the school's administrator who will contact the home. Serious or pervasive misconduct on the bus could result in the loss of bus privileges. In these instances, parents or guardians will need to make alternate transportation arrangements. Several buses are equipped with digital video/audio equipment which will be reviewed by an administrator in the event of reports of misconduct. Bus drivers are responsible for the upkeep of their buses and report to the transportation department. Transportation's phone number is 434-939-9000.

### **Non-allowed items**

Items that will result in discipline consequences in some form and a parent conference:

- 1) Weapons including firearms, knives or look alike weapons
- 2) Bullets (or bullet shells) or items that are part of a weapon
- 3) Matches or lighters
- 4) Potentially dangerous substances like gasoline, lighter fluid or ammunition
- 5) Alcohol or drugs
- 6) Tobacco products

### **Restricted items**

Items that will result in parent contact and documentation:

- 1) Skateboards or skates
- 2) Glass containers

- 3) Chewing gum
- 4) All electronic games, MP3 players, DS players, and other electronic gaming/media devices
- 5) Cell phones

These are not permitted anywhere on school grounds during the school day and must be kept off and in the student's backpack if they are brought for legitimate reasons.

We highly discourage students from bringing expensive items to school, even for show and tell time, as we cannot be responsible for their protection and return. Any items needed for after school programs must be kept there at their request and liability.

## **School Lunch Information - School Year 2023 - 2024**

The National School Breakfast and Lunch Programs are regulated by the United States Department of Agriculture (USDA). The school breakfast and lunch menus are planned using the Dietary Guidelines for Americans.

Breakfast provides: 1-2 servings/bread/grain or, 1 cup of fruit, and 8 oz. milk. A meat/meat alternative may be offered if the minimum grain requirement is met. The school lunch provides a minimum of: 1 oz. meat/meat alternate,  $\frac{3}{4}$  cup of vegetable,  $\frac{1}{2}$  cup of fruit, 8 oz. milk, and 1 oz. of grain per day. Please note, it is your child's responsibility to make his/her lunch choice every day. In the event your child comes to school late, he/she must make his/her lunch choice in the office before going to the classroom.

All student meals will be free for the 2023 - 2024 school year.

Adult Breakfast - \$1.70 and Adult Lunch - \$3.75

Menus are available on the district website under Nutrition: [www.greenecountyschools.com](http://www.greenecountyschools.com).

## **TEAMWORK**

### **Parent/Teacher Conferences**

Parent input and communication remains an important and desired tradition for RES. The school and county websites provide updates on school happenings. Parent/Teacher Conferences are scheduled for the fall.

### **Parent Involvement**

All parents are encouraged to volunteer in their child's classroom or volunteer to help in the school. Please remember a background check is necessary prior to volunteering. We have an active and devoted PTA. The work and effort of the PTA provides our students the opportunity to participate in many major activities. We appreciate your attendance at PTA meetings and events.

## **School Fundraisers**

Ruckersville Elementary may sponsor a Spring school-wide fundraiser. The proceeds of this fundraiser will be to purchase school supplies for students.

In addition, PTA plans to hold a limited number of fundraisers. Please refer to the PTA Facebook page for more information.

## **Lost and Found**

Over the course of the school year, we accumulate a variety of coats, sweaters, sweatshirts, hats, bags, and jackets. Lost and Found is where items that remain unclaimed by the original owners are placed.

Our Lost and Found section is located in the school cafeteria. We strongly encourage parents to place their child's name on a tag for any clothing item or bag that they regularly bring to school.

Further, we recommend checking the lost and found section regularly if an item has gone missing. Unclaimed items are donated to a local charity quarterly per year and notably during the Winter Break and at the end of the school year.

## **FACILITY**

### **Community Use**

The School Board believes in and supports the full and best possible utilization of its physical facilities for the benefit of the citizens of the county. To achieve this end, the use of school facilities for school and student-related activities, as well as by outside organizations and groups, shall be encouraged when these activities will not directly or indirectly interfere with the educational program and mission of the schools in the school division.

The safety of citizens, students, and employees and the care, maintenance and preservation of school property shall be primary considerations in the use of school facilities. The Superintendent or designee reserves the right to deny usage or terminate any existing or permitted use that is inconsistent with this regulation and its related Board Policy. The failure to promptly pay all rental charges or damages by any group using school facilities may be considered sufficient grounds for refusal to grant further use of school property to an applicant.

Our custodians are scheduled full time for routine maintenance and cleaning duties. Therefore, use of the facilities after school hours must include returning the facility to the condition in which it was found including disposing of trash in our outside dumpsters. Any time refreshments are offered by an outside group, the activity must be scheduled in the cafeteria without exception. If clubs or organizations ask to use a classroom, the teacher must assume responsibility for its upkeep by them if he/she grants permission.

The after school care program, Greene County - YMCA Afterschool Program, is housed at our facility daily. More information can be found at <https://piedmontymca.org/ymca-after-school-greene>

## **Rules and Regulations Governing Use of Greene County Public School Facilities**

The Greene County School Board recognizes the value of allowing the use of school property for worthwhile local community and civic purposes. The School Board also recognizes the necessity of making the facilities available for school related organizations. Other local non-service organizations and non-school related groups may be allowed to use the school facilities, pursuant to GCPS policy and the principal's discretion, but will be charged a rental and/or service fee. For the most up to date listing of base and service fees and to make payment contact GCPS Central Office.

### **Application Procedures**

1. Applications can be picked up at the Ruckersville Elementary School front office.
2. One person shall personally assume responsibility for representing the organization or club in working out the details for the use of facilities with a building administrator. This includes filling out the application properly and securing building level approval for the event and date.
3. Once the application has been approved by an administrator, it will be sent to Central Office. Applications will not be accepted after the third day of the month preceding the School Board meeting.
4. After action is taken, one copy of the application will be filed at Central Office, one will be sent to the school, and one will be returned to the applicant.
5. Any fees, if applicable, will be noted on the application and must be paid in full before the scheduled event at Central Office.
6. A copy of the contract must be kept on hand by the patron when gaining access or using the facility.

### **Regulations**

1. School activities, at all times, shall have precedence over any other use of school buildings and grounds.
2. Fees will be charged in accordance with the fee schedule established by the Greene County School Board.
3. If any organization requires custodial preparation and/or clean up service beyond the regular working hours, a rate shall be assessed and paid. Usage of the facilities involving food and drinks warrants a fee for custodial services. If a custodian is not required, the organization is responsible to make sure the building is left in the same condition as it was when they arrived. If the cafeteria was used, at least one regular cafeteria worker must be in attendance and paid for time worked.

4. Applicants shall be responsible for any damage to school property during the agreed upon rental period.
5. Applicants may only use the area of the building for which they have entered into contract for usage. Accessing and using areas outside of the contractual area is considered trespassing and will be handled as such.
6. During the time that there are organizations or clubs using the school facilities, the principal or his designee shall make sure that the facilities have been properly secured.
7. The club or organization using the school facilities shall accept the responsibility for maintaining order and if necessary shall provide for proper police and fire protection.



Dear Greene County Families:

The Virginia Department of Education (VDOE) requires school divisions to administer the Standards of Learning assessments (SOLs) in Reading and Mathematics (grades 3-8), Science (grades 5 and 8), Virginia Studies (grade 4), and Civics (grade 7) each Spring. Additionally, students in grades 3-8 are also administered a Growth Assessment in Reading and Mathematics in the fall and winter. High school students will take SOL assessments in Reading, Math, and Science to earn verified credits and to meet federal participation requirements.

Students will be assessed during the regular school day. More information about school-specific testing schedules and procedures will be shared closer to each testing window.

It is important for us to gather data from these assessments to provide information regarding the effectiveness of instruction and to provide intervention to students as needed. You can support your child by encouraging them to get a good night's rest, eating a nutritional breakfast, and doing their best on each assessment.

Thank you for being a vital partner in your child's education!

Sincerely,

Dr. Donna Payne  
Director of Teaching and Learning  
Greene County Public Schools  
434-939-9000

P.O. Box 1140, 40 Celt Road, Stanardsville, Virginia 22973  
Office: 434-939-9000 | Fax: 434-985-4686  
[greenecountyschools.com](http://greenecountyschools.com)



Dear Parents and Guardians:

This fall and spring The Virginia Department of Education requires school divisions to administer the Virginia Kindergarten Readiness Program (VKRP) screening to all pre-k and kindergarten students and the Phonological Awareness Screening (PALs) to all students in grades K-2 (as well as any 3rd-grade student who is new to Virginia or attended summer school). Students will be screened during the regular school day.

[Below you will find additional information about these screening tools.](#)

Since 2015, the Virginia Kindergarten Readiness Program (VKRP) has worked closely with the Phonological Awareness Literacy Screening (PALS) to provide a snapshot of school readiness skills across multiple domains. PALS assesses literacy skills, while VKRP assesses mathematics, self-regulation, and social skills. Together, they aim to provide a more comprehensive picture of kindergarten readiness across the Commonwealth.

As a literacy screening, PALS provides a comprehensive assessment of young students' knowledge of the important literacy fundamentals that are predictive of future reading success. PALS is the state-provided screening tool for Virginia's Early Intervention Reading Initiative (EIRI) and is used by 99% of school divisions in the state.

[PALs Family Information](#)

[VKRP Family Information](#)

Thank you for being a vital partner in your child's education!

Sincerely,

Dr. Donna Payne  
Director of Teaching and Learning  
Greene County Public Schools



Dear Greene County Families:

Greene County Public Schools believes that all students should engage in relevant and authentic learning experiences. Our balanced assessment plan includes the use of various types of assessments, both common across grade levels/content areas and specific to classroom instruction. Performance assessments are different from traditional tests and provide students opportunities to apply their knowledge and use what they have learned through the completion of a task.

Common performance assessments are implemented at every grade level with specific focus on the following: Grade 3 Science and History, Grade 5 Writing and US I, and Grade 6 US I. These performance assessments replaced the Standards of Learning (SOL) tests for these courses. Local and state-developed performance assessments are implemented for the following high school level courses: Grades 9-11 Writing, World Geography, World History I, World History II and Virginia & US History. These performance assessments replaced the Standards of Learning (SOL) tests for these courses and are used to verify credit for graduation. Performance assessments are given in addition to various types of formative assessments and multiple choice/open ended summative assessments. These assessments are used to measure a student's understanding of content standards and inform instructional planning.

If your child is in one of the courses listed above you will receive a copy of the rubric with their score on their performance assessment(s). These will be sent home with your child after each assessment which take place during daily instruction and at various times throughout the year. Should you have any specific questions about your child's performance, you may reach out to their teacher. Please feel free to contact me with any general questions you may have about performance assessments.

Thank you for being a vital partner in your child's education!

Sincerely,

Dr. Donna Payne  
Director of Teaching and Learning  
Greene County Public Schools  
[dpayne@greencountyschools.com](mailto:dpayne@greencountyschools.com)  
434-939-9000

P.O. Box 1140, 40 Celt Road, Stanardsville, Virginia 22973  
Office: 434-939-9000 | Fax: 434-985-4686  
[greencountyschools.com](http://greencountyschools.com)



Dear Parent/Guardian,

During the months of September and October all 2nd & 4th grade students will take the Naglieri Nonverbal Aptitude Test, Third Edition. This test is designed to assess nonverbal reasoning and problem-solving in a way that's fair to all students regardless of language, culture, or socio-economic background. For each item on the NNAT-3, a design or pattern is presented but with one missing part. From five choices, the student must select the part that best completes the whole. Testing will be completed in a group setting and takes approximately 30 minutes to complete.

This screening test is a first step in evaluating students for the Gifted Program. If a student scores extremely well, with parent permission, a formal gifted evaluation will start. This evaluation includes many components such as an additional test of cognitive abilities, parent input, teacher rating scales, observation, etc. With all these components, a meeting will be held to discuss whether a student qualifies for the Gifted Program.

It is also important to know that teachers and parents may, at any time, make a referral for a gifted evaluation. If you have questions about your child and whether they may be gifted, it is always a good idea to talk with your child's teacher first. If you have additional questions, please contact your school's gifted coordinator.

**School Gifted Coordinators:**

NGES -Mara Zornes - [mzornes@greencountyschools.com](mailto:mzornes@greencountyschools.com)

RES - Jennifer Hogsten - [jhogsten@greencountyschools.com](mailto:jhogsten@greencountyschools.com)

## **POLICIES**

### **Notification of Screening Process**

In accordance with state guidelines and regulations the screening process for all children enrolled in Greene County Public School system including transfers from out of state, is as follows:

1. All students through 3<sup>rd</sup> grade, within 60 business days of initial enrollment in a public school, shall be screened in speech, voice, language, fine and gross motor functions to determine if a referral for an evaluation for special education and related services is indicated. In addition, speech, voice, and language function for all 2<sup>nd</sup> grade students shall be screened during the school year.
2. All students, within 60 business days of initial enrollment in a public school, shall be screened in the areas of vision and hearing to determine if a referral for an evaluation for special education and related services is indicated. In addition, the vision and hearing of all children in 3<sup>rd</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grades shall be screened during the school year.

This information is provided as written notification to parents of the types of screenings which will take during the school year. Parents will be notified if a student fails a screening.

### ***Greene County Public Schools***

#### ***Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)***

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or

7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

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. Or you may contact us at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

### ***Greene County Public Schools Scoliosis Screening Procedure***

According to Virginia State Law 8VAC20-690-30 school districts are required to provide either annual scoliosis screenings or annual parent educational information in grades 5-10 within 60 business days after the opening of each school year.

Parent education information should include a minimum of:

- 1) definition of scoliosis
- 2) description of how scoliosis is identified
- 3) statement describing why it is important to screen for the condition
- 4) description of the types of screening procedure
- 5) description of potential treatments for the condition
- 6) information on where screening may be obtained

More information can be located on the Health Services web page, navigable from the GCPS web page. You may also contact the school nurse, Tina Watson, for more information.

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **NOTICE: Weapons in School Policy**

File: JFCD

### I. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school division is prohibited, and grounds of disciplinary action.

A student who has possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code §18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code §22.1-277.07 or a firearm muffler or firearm silencer or a pneumatic gun as defined in Va. Code §15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Disciplinary proceedings for violation of this policy will be initiated promptly.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in section Va. Code §22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
- slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain,
- any disc, of which whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as throwing star or oriental darts.
- explosives, and
- destructive devices as defined in section Va. Code §22.1-277.07, or other dangerous articles.

## II. Students with Disabilities

- A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.
- B. Additional authority to remove a student with a disability from school for a weapons violation.

1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition:

“a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.”

Adopted: July 10, 2007  
Revised: June 21, 2023

**The Greene County Public School system does not discriminate on the basis of race, origin, sex, disability, or age in its programs and activities. The following people respond to inquiries regarding the discrimination policies:**

**Mrs. Katie Brunelle, Director of Administrative Services  
Dr. Wendy Mitchem, Compliance Coordinator Section 504 Director of Special Services**

# School Safety

## Assessment and Care Team

- A threat is a concerning communication or behavior that suggests a person may intend to harm someone else or themselves. The threat may be spoken, written, or gestured. It may be observed by or communicated directly to the target of the threat, or it may be observed by or communicated to a third party.
- Threat assessment is mandated in all public K-12 schools and institutions of higher education in Virginia. Threat assessment in Virginia is a fact-based process relying primarily on an appraisal of behaviors to identify potentially dangerous or violent situations, and to address them in a professional and timely manner.
- It is important to remember that the role of the threat assessment team is protective and preventative. The team's goal is to maintain the health, safety, and well-being of all persons involved, while also connecting the subject(s) of concern with appropriate intervention.
- At Greene County Public Schools, our threat assessment team is known as the "Assessment and Care Team" (ACT) and includes, at a minimum, building and central office administrators, school counselors, school psychologists, and school resource officers.
- Upon receipt of information that a student has said or done something that indicates inflicted or desired harm to themselves or someone else, an initial report will be made, safety measures (if needed) put into place, and two members of the ACT will decide if a full assessment is warranted.
  - If the individual appears to pose an imminent threat of serious violence, the team leader or school administrator (or designee) shall notify law enforcement.
  - Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, the threat assessment team shall immediately report its determination to the superintendent or designee.
  - If it is determined that there is no identifiable threat/concern or that there is a low level of concern, the appropriate member of the team shall ensure that the individual is referred to the appropriate school- or community-based resources.
- After assessment, a member of the team will contact the parent to notify them of the level of concern and recommended actions.

### **Policies**

As policies can and will change throughout a school year, please refer to the Greene County Public Schools website for the most up to date policy information.

#### [GCPS Policy Manual](#)

The following policies pages are provided in this handbook because they tend to be frequently searched by parents and community members. As stated above, these policies may change throughout a school year so always refer to the [GCPS Policy Manual](#) to ensure you are viewing the most up to date information.

PLEASE NOTE: School rules and policies are much like our governing laws; they are subject to change at any given time. We strive to make changes in this handbook to keep it as up-to-date as possible. Students will be notified of changes in policy as they occur

## **ONLINE COURSES AND VIRTUAL SCHOOL PROGRAMS**

The Greene County School Board may enter into contracts, consistent with the criteria approved by the Board of Education, with approved private or nonprofit organizations to provide multi-division online courses and virtual school programs. Such contracts shall be exempt from the Virginia Public Procurement Act.

Information regarding online courses and programs that are available through the school division will be posted on the division's website. The information will include the types of online courses and programs available to students through the division, when the division will pay course fees and other costs for nonresident students, and the granting of high school credit.

Any student enrolled in any online course or virtual program offered by the school division shall be enrolled in a public school in Virginia as provided in Va. Code § 22.1-3.1. The student's parent or guardian shall give written permission prior to the enrollment of the student in any full-time virtual program offered by the school division.

A student who resides in Greene County School Division will not be charged tuition for enrolling in any online course or virtual program offered by the school division. However, tuition may be charged to students, except children with disabilities who are enrolled in the division's full-time virtual school program, who do not reside within the boundaries of the school division.

Teachers who deliver instruction to students through online courses or virtual school programs must be licensed by the Board of Education and are subject to the requirements of Policy GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect.

The administrator of a virtual school program must hold an advanced degree from a regionally accredited institution of higher education with educational and work experience in administering educational programs.

For purposes of this policy, the following definitions apply.

"Multi-division online provider" means (i) a private or nonprofit organization that enters into a contract with a local school board to provide online courses or programs through that school board to students who reside in Virginia both within and outside the geographical boundaries of that school division; (ii) a private or nonprofit organization that enters into contracts with multiple local school boards to provide online courses or programs to students in kindergarten through grade 12 through those school boards; or (iii) a local school board that provides online courses or programs to students who reside in Virginia but outside the geographical boundaries of that school division. However, "multi-division online provider" shall not include (a) a local school board's online learning program in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of that school division; (b) multiple local school boards that establish joint online courses or programs in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of those school divisions; (c) local school boards that provide online learning courses or programs for their students through an arrangement with a public or private institution of higher education; or (d) local school boards providing online courses or programs through a private or nonprofit organization that has been approved as a multi-division online provider.

"Online course" means a course or grade-level subject instruction that (i) is delivered by a multi-division online provider primarily electronically using the Internet or other computer-based methods and (ii) is taught by a teacher primarily from a remote location, with student access to the teacher given synchronously, asynchronously, or both.

"Virtual school program" means a series of online courses with instructional content that

- i. is delivered by a multi-division online provider primarily electronically using the Internet or other computer-based methods;
- ii. is taught by a teacher primarily from a remote location, with student access to the teacher given synchronously, asynchronously, or both;
- iii. is delivered as a part-time or full-time program; and
- iv. has an online component with online lessons and tools for student and data management.

Legal Code of Virginia, 1950, as amended, §§ 22.1-212.24, 22.1-212.25, 22.1-212.26, 22.1-212.27, 22.1-215, 22.1-296.1, 22.1-296.2, and 22.1-296.4.

Cross

[DJF - Purchasing Procedures](#)

References

[GCDA - Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect](#)

[IGBA - Programs for Students with Disabilities](#)

[IGBG - Off-Site Instruction and Virtual Courses](#)

## **FAMILY LIFE EDUCATION (FLE)**

### **Generally**

The GREENE COUNTY School Board provides Family Life Education (FLE) based on the FLE Standards of Learning (SOL) and curriculum guidelines developed by the Board of Education. The SOL objectives related to dating violence and the characteristics of abusive relationships are taught at least once in middle school and at least twice in high school. The high school FLE curriculum incorporates age-appropriate elements of effective and evidence-based programs on the prevention of dating violence, domestic abuse, sexual harassment, including sexual harassment using electronic means, and sexual violence, human trafficking, and the law and meaning of consent. Such age-appropriate elements of effective and evidence-based programs on the prevention of sexual violence may include instruction that increases student awareness of the fact that consent is required before sexual activity. The FLE curriculum offered in any school incorporates age-appropriate elements of effective and evidence-based programs on the importance of the personal privacy and personal boundaries of other individuals and tools for a student to use to ensure that he respects the personal privacy and personal boundaries of other individuals. The FLE curriculum incorporates age-appropriate elements of effective and evidence-based programs on the harmful physical and emotional effects of female genital mutilation; associated criminal penalties; and the rights of the victim, including any civil action pursuant to Va. Code § 8.01-42.5.

The FLE curriculum may incorporate age-appropriate elements of effective and evidence-based programs on the prevention, recognition, and of child abduction, child abuse, child sexual exploitation and child sexual abuse, and in any such curriculum offered in high school, human trafficking of children.

The School Board reviews its family life education curricula at least once every seven years, evaluates whether the curricula reflects contemporary community standards, and revises the curricula if necessary.

### **Right of Parental Review**

A parent or guardian has the right to review the family life curricula, including all supplemental materials used in the program. A complete copy of all printed materials not subject to copyright protection and a description of all audio-visual materials is made available through any available parental portal and kept in the school library or office and made available for review to any parent or guardian during school office hours before and during the school year. The audio-visual materials are made available to parents for in-person review, upon request, on the same basis as printed materials are made available.

The School Board develops and distributes to the parents or guardians of students participating in the FLE program and posts for public viewing on the division's website a summary designed to assist them in understanding the program implemented in its school division and to encourage parental guidance and involvement in the instruction of the students.

Such information reflects the curricula of the program as taught in the classroom. The following statement is included on the summary: "Parents and guardians have the right to review the family life education program offered by their school division, including written and audio-visual educational materials used in the program. Parents and guardians also have the right to excuse their child from all or part of family life education instruction."

Legal Code of Virginia, 1950, as amended, §§ 22.1-207.1, 22.1-207.1:1, 22.1-207.2.

Cross  
References [BCF - Advisory Committees to the School Board](#)  
[IIA - Instructional Materials](#)  
[INB - Teaching About Controversial Issues](#)  
[KLB - Public Complaints About Learning Resources](#)

## ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating learning, resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, interactive whiteboards/panels, audio-visual equipment, multimedia devices, workstations, remote network access, cloud services, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate division business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines 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

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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, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
- (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
- (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (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.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet.

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The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. Users of the system agree to indemnify the School Board for any losses, costs, or damages relating to or arising out of any violation of this policy or the Technology Use Guidelines.

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 is not responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board reviews and amends, if necessary, this policy every two years.

Adopted:

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Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 2.2-5514.1, 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-23.3, 22.1-70.2, and 22.1-78.

Cross Refs.:	ECAB	Vandalism
	EGAA	Reproduction and Use of Copyrighted Materials
	GBA/JHFA	Prohibition Against Harassment and Retaliation
	GCPD	Professional Staff Discipline
	GCQB	Staff Research and Publishing
	JFC	Student Conduct

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## THE VIRGINIA ASSESSMENT PROGRAM AND GRADUATION REQUIREMENTS

### Generally

The Board of Education has established educational objectives known as the Standards of Learning (SOLs), which form the core of Virginia's educational program, and other education objectives, which together are designed to ensure the development of the skills that are necessary for success in school and in preparation for life in the years beyond.

The GREENE COUNTY School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets or exceeds the requirements of the Board of Education. It awards diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who meet the requirements prescribed by the Board of Education and meet such other requirements as are prescribed by the school board and approved by the Board of Education.

GREENE COUNTY School Board awards diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma and graduate from high school are those in effect when the student enters ninth grade for the first time.

### Children of Certain Federal Employees

In order to facilitate the on-time graduation of children of federal employees serving under orders pursuant to Title 22 or 50 of the United States Code enrolled in kindergarten through grade 12, the superintendent or superintendent's designee

- waives specific courses required for graduation if similar coursework has been satisfactorily completed in a local education agency in the state from which the child is sent, brought, or caused to be sent or brought or provides reasonable justification for denial of such waiver. If a waiver is not granted to a student who would qualify to graduate in the state from which the student is sent, brought, or caused to be sent or brought, the school division provides an alternative means of acquiring required coursework so that graduation may occur on time; and
- accepts, in lieu of testing requirements for graduation in Virginia, (i) exit or end-of-course exams required for graduation from the state from which the student is sent, brought, or caused to be sent or brought, (ii) national norm-referenced achievement tests, or (iii) alternative testing acceptable in Virginia.

The parent serving under orders pursuant to Title 22 or 50 of the United States Code must present documents indicating that the parent is required to move in order to perform the parent's job responsibilities and such move results in the student's relocation to the school division.

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## Virginia Assessment Program

In kindergarten through eighth grade, where the administration of Virginia Assessment Program tests are required by the Board of Education, each student is expected to take the tests following instruction. Students who are accelerated take the test aligned with the highest grade level, following instruction in the content. No student takes more than one test in any content area in each year, except in the case of expedited retakes as provided for in 8 VAC 20-131-30. Schools use the test results in kindergarten through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students.

Each student in middle and secondary school takes all applicable end-of-course SOL tests following course instruction. The superintendent certifies to the Department of Education that the division's policy for dropping courses ensures that students' course schedules are not changed to avoid end-of-course SOL tests. Students who achieve a passing score on an end-of-course SOL test will be awarded a verified unit of credit in that course in accordance with 8 VAC 20-131-110. Students may earn verified credits in any courses for which end-of-course SOL tests are available. Students are not required to take an end-of-course SOL test in an academic subject after they have earned the number of verified credits required for that academic content area for graduation unless such test is necessary in order for the school to meet federal accountability requirements. Middle and secondary schools may consider the student's end-of-course SOL test score in determining the student's final course grade.

Participation in the Virginia Assessment Program by students with disabilities is prescribed by provisions of their Individualized Education Program (IEP) or 504 Plan. All students with disabilities are assessed with appropriate accommodations and alternate assessments where necessary.

Any student identified as an English Learner (EL) participates in the Virginia Assessment Program. A school-based committee convenes and makes determinations regarding the participation level of EL students in the Virginia Assessment Program. In kindergarten through eighth grade, EL students may be granted a one-time exemption from SOL testing in the areas of writing, and history and social science.

## Definitions

### Authentic Performance Assessment

An "Authentic Performance Assessment" is a test that complies with guidelines adopted by the Board of Education that requires students to perform a task or create a product that is typically scored using a rubric.

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### Standard Unit of Credit

A “standard unit of credit” or “standard credit” is a credit awarded for a course in which the student successfully completes 140 clock hours of instruction and the requirements of the course. A standard unit of credit may be awarded based on a waiver of the 140 clock hour requirement as provided in Policy IKFD Alternative Paths to Attaining Standard Units of Credit.

### Verified Unit of Credit

A “verified unit of credit” or “verified credit” is a credit awarded for a course in which a student earns a standard unit of credit and completes one of the following:

1. Achieves a passing score on a corresponding end-of-course SOL test.
2. Achieves a passing score on an additional test, as defined in 8 VAC 20-131-5, as a part of the Virginia Assessment Program.
3. Meets the criteria for the receipt of a locally awarded verified credit when the student has not passed a corresponding SOL test.
4. Meets the criteria for the receipt of a verified credit for English (writing) by demonstrating mastery of the content of the associated course on an authentic performance assessment that complies with guidelines adopted by the Board of Education.

Students may also earn verified credits by taking alternative tests to the SOL assessment. Such tests may only be those approved by the Virginia Board of Education, and the student may earn verified credits only by achieving that score established by the Board of Education.

### Virginia Assessment Program

The “Virginia Assessment Program” is a system used to evaluate student achievement that includes SOL tests and additional tests that may be approved from time to time by the Board of Education.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-370, 22.1-371, 22.1-380, 22.1-253.13:1, 22.1-253.13:4.

8 VAC 20-131-5.

8 VAC 20-131-30.

8 VAC 20-131-50.

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8 VAC 20-131-51.

8 VAC 20-131-110.

Guidelines for Graduation Requirements; Local Alternative Paths to Standard Units of Credit (Virginia Board of Education Oct. 2015).

Cross Refs.:	IAA	Notification of Learning Objectives
	IGBA	Programs for Students with Disabilities
	IKFA	Locally Awarded Verified Credits
	IKFD	Alternative Paths to Attaining Standard Units of Credit
	IKH	Retaking SOL Assessments

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**SPORTSMANSHIP, ETHICS AND INTEGRITY**

The School Board recognizes the value of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The School Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

Legal Code of Virginia, 1950 as amended, §§ 22.1-78.

Cross [JFC - Student Conduct](#)

References [JFCAA - Student Dress and Grooming](#)

[KQ - Commercial, Promotional and Corporate Sponsorships and Partnerships](#)

## STUDENT CONDUCT

### Generally

The GREENE COUNTY School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all GREENE COUNTY school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts the learning environment.

The School Board and superintendent biennially review the model student conduct code developed by the Virginia Board of Education to incorporate into policy and the Standards of Student Conduct a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

### Parental Involvement and Responsibility

Each parent of a student enrolled in GREENE COUNTY schools has a duty to assist in enforcing this policy, 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. This policy, the Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of this policy, the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review

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this policy, the 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.

The school principal or principal's designee notifies the parents of any student who violates a School Board policy, the Standards of Student Conduct, or the compulsory school attendance requirements when such violation is likely to 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 such a petition. The notice states (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations district court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education as described in Policy CLA Reporting Acts of Violence and Substance Abuse.

If a parent fails to comply with the requirements of this Policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G was based and the reasons therefor. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

#### Prevention, Intervention, and Treatment Activities and Programs

Any student involved in a reportable drug or violent incident, as described in Policy CLA Reporting Acts of Violence and Substance Abuse, participates in prevention and intervention activities deemed appropriate by the superintendent or superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

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## Prohibited Conduct

The following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

### Bullying and Use of Electronic Means for Bullying

Bullying is prohibited. "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 cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

The principal or principal's designee notifies the parent of any student involved in an alleged incident of bullying within 24 hours of learning of the allegation of bullying.

### Gang Activity

Gang activity, as defined in Policy JFCE Gang Activity or Association, is prohibited.

### Harassment

As provided in Policy JFHA/GBA Prohibition Against Harassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

### Hazing

Hazing is prohibited.

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.

### Intentional Injury of Others

Students are prohibited from intentionally injuring others.

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#### Self-defense

Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

#### Threats: Intimidation

Students are prohibited from making any verbal, written or physical threat of bodily injury to another person.

#### Trespassing

Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property.

#### Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs

Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/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 or what the student believes is any of the restricted substances listed below.

Students are prohibited from being 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, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, 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.

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 school principal and the superintendent determine that the student used anabolic steroids during the

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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.

#### Use of Profane or Obscene Language and Conduct

Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

#### Vandalism

Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person.

The School Board may recover damages sustained because of the willful or malicious destruction or, or damage to, public property pursuant to Policy ECAB Vandalism.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§16.1-260, 18.2-56, 18.2-308.1, 18.2-308.7, 22.1-23.3, 22.1-78, 22.1-200.1, 22.1-253.13:7; 22.1-254, 22.1-276.3, 22.1-277, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.3, 22.1-279.3:1, 22.1-279.6, 22.1-288.2.

Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, Virginia Board of Education June 2021.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	EBB	Threat Assessment Teams
	ECAB	Vandalism
	IIBEA/GAB	Acceptable Computer System Use
	JFCE	Gang Activity or Association
	JFCF	Drugs in School
	JFG	Search and Seizure
	JFHA/GBA	Prohibition Against Harassment and Retaliation
	JGA	Corporal Punishment
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	JN	Student Fees, Fines and Charges

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## **STUDENT ABSENCES/EXCUSES/DISMISSALS**

### **I. Student Attendance Policy**

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

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

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

- for middle and high school students, one school day per school year to engage in a civic event
- a maximum of two school days per academic year for participation in a 4-H educational program or activity; no credit will be provided for a student whose participation in a 4-H educational program or activity occurs during scheduled Standards of Learning assessments or during any period of time that the student is suspended or expelled from school; the student's principal or assistant principal may request a representative of 4-H to provide documentation of a student's participation in order for the student's absence to be excused
- subject to guidelines established by the Virginia Department of Education, students who are members of a state- or federally-recognized tribal nation that is headquartered in Virginia shall be granted one excused absence per academic year to attend such nation's pow wow gathering provided that the student's parent provides the student's school advance notice of the absence in the manner required by the school
- Student illness
- Death in the family
- Legal appointments
- Religious holidays
- Prearranged absences that have been approved by the building principal

The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

The superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to

compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.  
Students shall attend school for a full day unless excused by the principal or principal's designee.

High school students may spend a maximum of five school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

An attendance officer, or a division superintendent or superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

## II. Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences.

### A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a pupil fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the pupil's parent is aware of and supports the absence; and (3) a reasonable effort to notify the parent has failed, the principal or principal's designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal's designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

### B. Upon Additional Absences Without Parental Awareness and Support

If the pupil is absent for more than one additional day after direct contact with the pupil's parent and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with the pupil, the pupil's parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether the student's parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

## III. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, 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 court, which may take action to suspend the student's driver's license.

#### IV. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

#### V. Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. The superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/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 is maintained in each school.

Legal Code of Virginia, 1950, as amended, §§ 22.1-227.1, 22.1-254, 22.1-258, 22.1-260, 22.1-279.3, 46.2-323 and 46.2-334.001.

8 VAC 20-730-10.

8 VAC 20-730-20.

Cross [IGAJ - Driver Education](#)  
References [JFC - Student Conduct](#)

## COMPULSORY ATTENDANCE

### Generally

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 shall cause such child to attend 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 five-year-old child, the requirements of this policy may be alternatively satisfied by causing the child to attend any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

As used in this policy, "attend" includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.

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 the child's eighteenth birthday, and
- any child whom the superintendent has required to take a special program of prevention, intervention, or remediation as provided in Va. Code §§ 22.1-253.13:1.C and 22.1-254.01.

The requirements of this policy do not apply to

- any person 16 through 18 years of age who is housed in an adult correctional facility when such 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 has achieved a passing score on a high school equivalency examination approved by the Board of Education or who has otherwise complied with compulsory school attendance requirements.

### Individual Student Alternative Education Plan

The School Board may allow the compulsory attendance requirements to be met pursuant to an individual student alternative education plan developed in conformity with guidelines prescribed by the Board of Education under the following conditions:

1. The student must be at least sixteen years of age.
2. There shall be a meeting of the student, the student's parents, and the

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principal or principal's designee of the school in which the student is enrolled to develop the plan, which must include the following:

- career guidance counseling;
  - mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the School Board, with attendance reported to the principal or principal's designee;
  - mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment;
  - successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
  - counseling on the economic impact of failing to complete high school; and
  - procedures for re-enrollment.
3. A student for whom such an individual student alternative education plan has been granted but who fails to comply with the conditions of the plan is in violation of the compulsory attendance laws, and the superintendent or attendance officer shall seek immediate compliance with such laws.

#### Alternative Education Programs

The superintendent may, in accordance with the procedures set forth in Va. Code § 22.1-276.01 et seq. and School Board policy and upon a finding that a school-age child has been

- charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person;
- found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to subsection G of Va. Code § 16.1-260;
- suspended pursuant to Va. Code § 22.1-277.05; or
- expelled from school attendance pursuant to Va. Code §§ 22.1-277.06, 22.1-277.07, or subsection C of § 22.1-277,

require a student to attend an alternative education program as provided by Va. Code §§ 22.1-209.1:2 or 22.1-277.2:1.

Prior to requiring a student to attend an alternative education program, the

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superintendent provides (1) written notice to the student and the student's parent/guardian that the student will be required to attend an alternative education program and (2) written notice to the student and the student's parent/guardian of the right to a hearing before the superintendent or superintendent's designee regarding the placement. The decision of the superintendent or superintendent's designee regarding such alternative education placement is final unless altered by the School Board, upon written petition, by the student or the student's parent, for a review of the record by the School Board. Any petition for review of the decision of the superintendent or superintendent's designee must be filed within 15 days.

Whenever a court orders any pupil into an alternative education program, including a program of general educational development, offered in the public schools, the School Board shall determine the appropriate alternative education placement of the pupil regardless of whether the pupil attends the public schools it supervises or resides within its school division.

#### Reports Regarding Nonenrolled Children

The attendance officer, the superintendent, or the superintendent's designee checks the reports submitted pursuant to subsection A of Va. Code § 22.1-260 with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the attendance officer, the superintendent, or the superintendent's designee, within five days after receiving all reports submitted pursuant to subsection A of Va. Code § 22.1-260, makes a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. The attendance officer investigates all cases of nonenrollment and, when no valid reason is found therefor, notifies the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-261, 22.1-277.2:1.

Cross Refs.: JEG Exclusions and Exemptions from School Attendance  
LBD Home Instruction

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### **GANG ACTIVITY OR ASSOCIATION**

The GREENE COUNTY School Board recognizes the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students shall not engage in gang activity on school grounds, on school buses or on any school sponsored activity. In addition, students shall not engage in gang activity using the School Division computer system at any time. A gang is defined as any group of three or more persons whose purpose includes:

- commission of illegal acts
- participation in activities that threaten the safety of persons or property
- disruption of the school environment
- creation of an atmosphere of fear and intimidation.

Students are subject to disciplinary action in accordance with Policy JFC Student Conduct and the Standards of Student Conduct issued by the superintendent for participating in gang activity. Gang activity is defined as:

- wearing, using, distributing, displaying, or selling 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 handshakes) showing membership or affiliation in a gang;
- using any speech or committing any act in furtherance of the interests of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and inciting other students to act with physical violence;
- inappropriate congregating, bullying, cyberbullying, 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.

The superintendent or superintendent's designee, in cooperation with local law enforcement and/or juvenile agencies, develops and regularly updates a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes and symbols.

The superintendent or superintendent's designee provides in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk of gang involvement and promote membership in authorized school groups and/or activities as an alternative.

Legal Code of Virginia, as amended, §§ 18.2-46.1, 22.1-70, 22.1-78, 22.1-79(2), §22.1-276.01.

Cross  
References [IIBEA/GAB - Acceptable Computer System Use](#)  
[JFC - Student Conduct](#)

## DRUGS IN SCHOOL

### I. Generally

No person may manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance, or marijuana while

- on the property, including building or grounds, of any public school;
- on public property or any property open to public use within 1,000 feet of the property, including building or grounds, of any public school;
- on any school bus; or
- at any designated school bus stop or any public property or any property open to public use within 1,000 feet of such school bus stop during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school sponsored activity.

### A. Expulsion

A student who is determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD/JGE Student Suspension/Expulsion. The superintendent may determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another form of discipline is appropriate. Any such disciplinary action shall be taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

### B. Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in BLANK school division's drug and violence prevention plan.

The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

### C. Required Reporting to Parents and Local Law Enforcement

The principal reports a violation of this policy to parents and local law enforcement as required by Policy CLA Reporting Acts of Violence and Substance Abuse.

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## II. Students with Disabilities

- A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.
- B. Additional authority to remove a student with a disability from school for a drug violation.
1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
  2. For purposes of this forty-five (45) school day removal, "illegal drugs" and "controlled substance" are defined as follows:
    - a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).
    - b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

Adopted:

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Legal Refs: 20 U.S.C. § 1415.  
21 U.S.C. § 812.

Code of Virginia, 1950, as amended, §§ 18.2-247, 18.2-250, 18.2-255.2, 22.1-277.08.

8 VAC 20-81-10.

Cross Refs: CLA            Reporting Acts of Violence and Substance Abuse  
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JGD/JGE	Student Suspension/Expulsion
JFC	Student Conduct
JGDA	Disciplining Students with Disabilities

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## ADMINISTERING MEDICINES TO STUDENTS

### Self-Care and Self-Administration of Medication

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to

- carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and
- self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

A School Board employee, as defined in Va. Code § 22.1-274.E, who is a registered nurse, licensed practical nurse, or certified nurse aide and who has been trained in the administration of insulin, including the use and insertion of insulin pumps, and the administration of glucagon may assist a student who is diagnosed with diabetes and who carries an insulin pump with the insertion or reinsertion of the pump or any of its parts. Prescriber authorization and parental consent shall be obtained for any such employee to assist with the insertion or reinsertion of the pump or any of its parts. Nothing in this policy requires any employee to assist with the insertion or reinsertion of the pump or any of its parts.

### Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the

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permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.

- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.

#### Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and administer it to any student believed to be having an anaphylactic reaction.

#### Albuterol Inhalers

Albuterol inhalers and valved holding chambers are stocked in each school in the division to be administered by any school nurse, licensed athletic trainer under contract with the school division, employee of the School Board, employee of a local appropriating body, or employee of a local health department who is authorized by the local health director and trained in the administration of albuterol inhalers and valved holding chambers for any student believed in good faith to be in need of such medication.

#### Regulation

The superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

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Adopted:

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Legal Refs.: Code of Virginia, as amended, §§ 22.1-78, 22.1-274, 22.1-274.01:1, 22.1-274.2, 54.1-2952.2, 54.1-2957.02, 54.1-3408.

Cross Refs.:	EBBA	Emergency First Aid, CPR and AED Certified Personnel
	JHCE	Recommendation of Medication by School Personnel
	JO	Student Records

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## STUDENT SUSPENSION/EXPULSION

### I. DEFINITIONS

As used in this Policy,

“Alternative education program” includes night school, adult education, or another education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

“Destructive device” means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code § 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. “Destructive device” does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in Va. Code § 18.2-308.2:2.

“Disruptive behavior” means a violation of school board policies or the Standards of Student Conduct issued by the superintendent pursuant to Policy JFC Student Conduct that interrupts or obstructs the learning environment.

“Exclusion” means a Virginia school board’s denial of 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” means any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, 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.

“Firearm” means (1) any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any such weapon; or

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(3) any unloaded firearm in a closed container. "Firearm" does not include any pneumatic gun as defined in this Policy.

"Long-term suspension" means any disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days.

"One year" means 365 calendar days as required in federal regulations.

"Pneumatic gun" means any implement, designed as a gun, that will expel a BB or a pellet by action of pneumatic pressure. "Pneumatic gun" includes a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact.

"School property" means any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

"Short-term suspension" means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.

In Sections III, IV, VI, and VIII of this Policy, "superintendent's designee" means a 1) trained hearing officer or 2) professional employee in the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.

## II. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy.

Except as provided in subsection C of Va. Code § 22.1-277 or Va. Code §§ 22.1-277.07 or 22.1-277.08, no student in preschool through grade three is suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled from school attendance.

The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

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The superintendent is responsible for creating procedures to ensure that suspended students are able to access and complete graded work during and after the suspension.

### III. SHORT-TERM SUSPENSIONS

A pupil may be suspended for not more than ten school days by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal or teacher may suspend the pupil after giving the pupil 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 version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal or teacher responsible for such suspension reports the facts of the case in writing to the superintendent or superintendent's designee and the parent of the pupil suspended. The superintendent or superintendent's designee reviews forthwith the action taken by the principal, assistant principal or teacher upon a petition for such review by any party in interest and confirms or disapproves such action based on an examination of the record of the pupil's behavior.

The decision of the superintendent or superintendent's designee is final and may not be appealed.

Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days includes notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program or alternative education program or educational option, which is not a part of the educational program offered by the school division, are borne by the parent of the student.

### IV. LONG-TERM SUSPENSION

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and the pupil's parent of the proposed action and the reasons therefore and of the right to a hearing before the superintendent or

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superintendent's designee. The decision of the superintendent or superintendent's designee may be appealed to the full School Board. Such appeal shall be decided by the School Board within thirty days.

The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) the School Board or division superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.

## V. EXPULSION

- Generally

Pupils may be expelled from attendance at school after written notice to the pupil and the pupil's parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board. The School Board confirms or disapproves of the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and the pupil's parent includes notification of the length of the expulsion and provides information to the parent of the student concerning the availability of community-based educational, training and intervention programs. The notice also states whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during the expulsion is borne by the parent of the student.

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Nothing in this section shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this Policy to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice also advises the parent of such student that the student may petition the School Board for readmission to be effective one calendar year from the date of the expulsion, and of the conditions, if any, under which readmission may be granted.

Such students may apply and reapply for readmission to school in accordance with the following schedule:

- The student who has been expelled from school by the School Board may file a written petition for readmission with the superintendent no less than 300 and no more than 320 days after the effective date of the expulsion.
- The School Board will consider and act upon such a petition prior to the expiration of 365 days from the effective date of the expulsion. If the petition is denied, subsequent petitions for readmission may be filed a year later unless a different time period is set by the School Board when ruling on the initial petition for readmission.

#### Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below are based on consideration of the following factors:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;
- the student's disciplinary history, including the seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student's age and grade level;
- the results of any mental health, substance abuse or special education assessments;
- the student's attendance and academic records; and
- other appropriate matters.

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection precludes the School Board from considering any of the factors listed above as "special circumstances" for purposes of expulsions discussed in the following subsections.

#### Firearms, Destructive Devices and Pneumatic Guns

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The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1, or to have possessed a firearm or destructive device as defined in this policy, a firearm muffler or firearm silencer or a pneumatic gun as defined in this policy on school property or at a school-sponsored activity. A school administrator or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board authorizes the superintendent or superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

The exemptions set out in Va. Code § 18.2-308 regarding concealed weapons apply, *mutatis mutandis*, to the provisions of this Policy. The provisions of this section do not apply to students who possess such firearm or firearms or pneumatic guns as a part of the curriculum or other programs sponsored by the schools in the school division or any organization permitted to use school premises.

#### Drug Offenses

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance or imitation controlled substance as those terms are defined in Va. Code § 18.2-247 onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate. In addition, the School Board authorizes the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

#### C. Procedure for School Board Hearing

The procedure for the School Board hearing is as follows:

- The School Board determines the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing is private unless otherwise specified by the School Board.
- The School Board may ask for opening statements from the principal or principal's representative and the student or student's parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.
- The parties then present their evidence. Because the principal has the ultimate burden of proof, he presents his evidence first. Witnesses may be

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questioned by the School Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, the student's parent(s) and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.

- The parties shall produce such additional evidence as the School Board may deem necessary. The School Board is the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the School Board and, when so received, are marked and made part of the record.
- The School Board may, by majority vote, uphold, reject or alter the recommendations.
- The School Board transmits its decision, including the reasons therefor, to the student, the student's parent(s), the principal and superintendent.

#### VI. ALTERNATIVE EDUCATION PROGRAM

The School Board may require any student who has been

- charged with an offense relating to the laws of Virginia, or with a violation of School Board policies, on weapons, alcohol, or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G;
  - found guilty or not innocent of an offense relating to Virginia's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G;
  - found to have committed a serious offense or repeated offenses in violation of School Board policies;
  - suspended pursuant to Va. Code § 22.1-277.05; or
  - expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection C of Va. Code § 22.1-277,
- to attend an alternative education program.

The School Board may require such student to attend such programs regardless of where the conduct occurred.

The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

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The School Board authorizes the superintendent or superintendent's designee to require students to attend an alternative education program consistent with the provisions of the previous paragraph after (i) written notice to the student and the student's parent that the student will be required to attend an alternative education program and (ii) notice of the opportunity for the student or the student's parent to participate in a hearing to be conducted by the superintendent or the superintendent's designee regarding such placement. If the student or parent wants to participate in a hearing regarding the placement, the student or parent must notify the superintendent or superintendent's designee within 5 days of receiving the written notice of the student's assignment to the alternative education program. The decision of the superintendent or superintendent's designee regarding such alternative education placement is final unless altered by the Board upon written petition by the student or student's parent for a review of the record by the School Board. Such petition must be received by the superintendent or superintendent's designee within 5 days after receiving written notice of the decision after the hearing.

A principal or principal's designee may impose a short-term suspension, pursuant to Va. Code § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code § 16.1-260.G, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

As used in this section, "charged" means that a petition or warrant has been filed or is pending against a pupil.

## VII. REPORTING

- A. Except as may otherwise be required by federal law, regulation or jurisprudence, reports are made to the superintendent and to the principal or principal's designee on all incidents involving
- (1) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity;
  - (2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or Va. Code § 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity;
  - (3) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
  - (4) any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
  - (5) the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;

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- (6) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85 or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school-sponsored activity;
  - (7) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
  - (8) the arrest of any student for an incident occurring on a school bus, on school property or at a school sponsored activity, including the charge therefor; and
  - (9) any illegal possession of weapons, alcohol, drugs or tobacco products.
- B. The superintendent and the principal or principal's designee receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code § 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this policy, and whether the student is released to the custody of the student's parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260 reports such information to the principal of the school in which the juvenile is enrolled.
- C. The principal or principal's designee submits a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education.
- In submitting reports of such incidents, principals and superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this policy.
- D. The principal or principal's designee also notifies the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information concerning other students.
- E. Whenever any student commits any reportable incident as set forth in this subsection, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent's designee.
- F. Except as may otherwise be required by federal law, regulation or jurisprudence, a principal immediately reports to the local law-enforcement agency any act

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enumerated in clauses (2) through (7) of subsection VII.A. of this policy that may constitute a felony offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.

In addition, except as may be prohibited by federal law, regulation or jurisprudence, the principal also immediately reports any act enumerated in clauses (2) through (5) of subsection VII.A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal reports whether the incident has been reported to local law enforcement pursuant to this subsection and if the incident is so reported, that the parents may contact local law enforcement for further information, if they so desire.

- G. For purposes of this section, "parent" or "parents" means any parent, guardian or other person having control or charge of a child.

#### VIII. RE-ADMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to the student's regular school.

Any student who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the BLANK Schools, in accordance with Policy JEC School Admission. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

In excluding any such expelled student from school attendance, the School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code § 22.1-277.06. The School Board shall not impose additional conditions for readmission to school.

No suspended student is admitted to the regular school program until such student and the student's parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or principal's designee determines that re-admission, without parent conference, is appropriate for the student.

If the parent fails to comply with this policy or Policy JEC School Admission, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board or superintendent or superintendent's designee, as the case may be at the relevant hearing, the student may

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re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission.

The School Board may permit students excluded pursuant to this section to attend an alternative education program provided by the School Board for the term of such exclusion.

#### IX. DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities are disciplined in accordance with Policy JGDA Disciplining Students with Disabilities.

Adopted:

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Legal Refs.: 20 U.S.C. § 7961.

Code of Virginia, 1950, as amended, §§ 15.2-915.4, 16.1-260, 18.2-119, 18.2-308.1, 18.2-308.7, 18.2-308.2:2, 22.1-200.1, 22.1-254, 22.1-276.01, 22.1-276.2, 22.1-277, 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-277.2:1, 22.1-279.3:1.

8 VAC 20-560-10.

Cross Refs.:	IGBH	Alternative School Programs
	JEC	School Admission
	JFC	Student Conduct
	JFCD	Weapons in School
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	KG	Community Use of School Facilities

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## TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

### Generally

Students are prohibited from possessing any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.

In addition, the use or distribution of any tobacco product or nicotine vapor product, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

The superintendent is responsible for developing a regulation which contains

- provisions for the enforcement of this policy among students, employees, and visitors, including the enumeration of possible sanctions or disciplinary actions, and
- referrals to resources to help staff and students overcome tobacco addiction.

### Definitions

"Nicotine vapor product" means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

Adopted:

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Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 18.2-371.2, 22.1-79.5, 22.1-279.6.

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Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse  
GBEC/KGC Tobacco Products and Nicotine Vapor Products  
KG Community Use of School Facilities  
KGB Public Conduct on School Property

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## SEARCH AND SEIZURE

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the 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 under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property. Searches may be conducted wherever the student is involved in a school-sponsored function.

### 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.

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be:

1. justified at its inception and
2. reasonably related in scope to the circumstances justifying the search.

An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A personal search may include requiring a student to be scanned with a metal detector.

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Strip searches involve an extreme intrusion into the rights of a student and may only be conducted when an extremely serious situation exists requiring immediate action because of an imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be



## STUDENT FEES, FINES AND CHARGES

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher's price. If sold, the School Board ensures that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees are not charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

The following fees are charged.

Fees may be charged for 1) optional services such as parking or locker rental; 2) student-selected extracurricular activities; 3) class dues; 4) field trips or educationally-related programs that are not required instructional activities; 5) fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum; 6) distance learning classes for enrichment which are not necessary to meet the requirements for a diploma; 7) summer school, unless the classes are required for remediation as prescribed by the Standards of Quality; 8) overdue or lost or damaged library books; 9) lost or damaged textbooks; 10) consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student; 11) the behind-the-wheel portion of the driver's education program; 12)

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a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and 13) the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied for additional official copies; official electronic copies of student transcripts must be provided for free.

Fees may not be charged 1) as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction; 2) for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H; 3) for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged; 4) for pupil transportation to and from school; or 5) for summer school programs or other forms of remediation required by the Standards of Quality.

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.

Each time a fee is charged, notice is given that a fee waiver may be requested. The notice includes directions as to how to apply for a waiver.

This policy is provided to parents annually and posted on the division's website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee.

No student's report card, diploma or class schedule is withheld because of nonpayment of fees or charges. No student is suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the superintendent may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of the pupil's studies. Such action may include

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seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

Revised: May 10, 2023

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-6, 22.1-243, 22.1-280.4.

8 VAC 20-720-80.

Cross Refs.: ECAB            Vandalism  
                  IIA                Instructional Materials

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## PROHIBITION AGAINST HARASSMENT AND RETALIATION

### I. Policy Statement

The GREENE COUNTY School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, 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 based on protected group status at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's protected group status at school or any school sponsored activity, 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 includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

- promptly investigates all complaints, written or verbal, of harassment based on protected group status at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

### II. Definitions

The Compliance Officer is the person designated by the School Board to receive complaints of harassment referred by the Title IX Coordinator and oversee investigation of those complaints as described below.

"Consent" is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.  
Prohibited Conduct

Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; 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 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 benefit from the educational program or work environment).

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

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

"Sexual harassment prohibited by Title IX" means conduct on the basis of sex that satisfies one or more of the following:

- an employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual's participation in unwelcome sexual conduct;
  - unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; or
  - "sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).
- Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- 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 education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including socioeconomic level regardless of whether the personal characteristic is protected by law.

"Title IX" means 20 U.S.C. §§ 1681-1688 and the implementing regulations.

"Title IX Coordinator" means the person designated by the School Board to coordinate its efforts to comply with its responsibilities under this policy and Title IX.

The Title IX Coordinator may be contacted at: [compliance\\_officer@greencountyschools.com](mailto:compliance_officer@greencountyschools.com)

### III. Complaint Procedures

#### Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to the Title IX Coordinator or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the superintendent.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted.

The complaint, and identity of the person allegedly harassed and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by Title IX. If they may be, the Title IX Grievance Process below is followed. If they cannot be sexual harassment prohibited by Title IX, then the complaint is referred to the Compliance Officer who follows the procedures below.

The Title IX Coordinator also determines whether the alleged harassment may also constitute criminal conduct and ensures that law enforcement officials are notified if necessary.

If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy GAE Child Abuse and Neglect Reporting.  
Investigation by Compliance Officer

#### Generally

##### The Compliance Officer

- receives complaints of harassment referred by the Title IX Coordinator;
- conducts or oversees the investigation of any alleged harassment referred by the Title IX Coordinator;
- assesses the training needs of the school division in connection with complaints referred by the Title IX Coordinator;
- arranges necessary training; and
- ensures that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

##### Compliance Officer Formal Procedure

Upon receiving a referral of a complaint of alleged prohibited harassment from the Title IX Coordinator, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after referral of the complaint to 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 harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the person allegedly harassed and the alleged harasser shall 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 person allegedly harassed, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the person allegedly harassed and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. 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 after 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 harassment conducted under this policy or by an appropriate state or federal agency.

#### Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the person allegedly harassed and the alleged harasser. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the GREENE COUNTY 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 and including expulsion or discharge. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the person allegedly harassed receives counseling.

## Appeal

If the superintendent or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment 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, 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 alleged harasser and the person allegedly harassed.

- If the superintendent or superintendent's designee determines that prohibited harassment 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.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

### Compliance Officer Informal Procedure

If the person allegedly harassed and the person accused of harassment agree, the person allegedly harassed' s principal or principal's designee or supervisor may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the person allegedly harassed and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Compliance Officer Formal Procedures set forth herein. The principal or principal's designee or supervisor shall notify the person allegedly harassed and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

## Sexual Harassment Prohibited by Title IX

### Definitions

"Actual knowledge" means notice of sexual harassment prohibited by Title IX or allegations of sexual harassment prohibited by Title IX to the Title IX Coordinator or any official of the school division who has authority to institute corrective measures or to any employee of an elementary or secondary school.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment prohibited by Title IX.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by Title IX against a respondent and requesting that the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. [1] When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process below is followed.

"Program or activity" includes locations, events or circumstances over which the School Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by Title IX.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of parts of campus, and other similar measures. Any supportive measures provided to the complainant or respondent are maintained as confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### Title IX Grievance Process

#### Generally

Any person may report sex discrimination prohibited by Title IX, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The reporting party may use the form, Report of Harassment, GBA-F/JFHA-F, to make a complaint. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Complainants and respondents are treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The Title IX Coordinator promptly contacts the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

Applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the School Board are notified

- of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator; and
- that the School Board does not discriminate on the basis of sex in its education program or activity and that it is required by Title IX not to discriminate in such a manner. The notification states that the requirement not to discriminate extends to admission and employment and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

The School Board prominently displays the contact information for the Title IX Coordinator and this policy on its website and in each handbook or catalog it makes available to persons listed above who are entitled to notifications.

Nothing herein precludes a respondent from being removed from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and that the respondent is provided with notice and an opportunity to challenge the decision immediately following the removal.

Nothing herein precludes a non-student employee respondent from being placed on administrative leave during the pendency of a grievance process

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to the School Board's education program or activity.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All relevant evidence is evaluated objectively, including both inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a complainant, respondent, or witness.

Any Title IX Coordinator, investigator, decision-maker, or any person who facilitates an informal resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process receives training on the definition of sexual harassment prohibited by Title IX, the scope of the School Board's education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

A finding of responsibility may result in disciplinary action up to and including expulsion for students or dismissal of employees.

The standard of evidence used to determine responsibility is preponderance of the evidence.

This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

#### Notice of Allegations

On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties who are known:

- notice of the grievance process, including any informal resolution process, and
- notice of the allegations of sexual harassment potentially constituting sexual harassment prohibited by title IX, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment prohibited by Title IX, and the date and location of the alleged incident, if known.

The written notice

- includes a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
- informs the parties of any provisions in the School Board's code of conduct or the superintendent's Standards of Student Conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance

process.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations is provided to the parties whose identities are known.

#### Dismissal of formal complaints

A formal complaint or any allegations therein must be dismissed if the conduct alleged in the complaint

- would not constitute sexual harassment prohibited by title IX even if proved,
- did not occur in the School Board's education program or activity, or
- did not occur against a person in the United States.

Such a dismissal does not preclude action under another provision of the School Board's code of conduct or the superintendent's Standards of Student Conduct.

A formal complaint or any allegations therein may be dismissed if at any time during the investigation:

- a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled or employed by the School Board; or
- specific circumstances prevent the School Board from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

#### Investigation of formal complaint

When investigating a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the School Board and not on the parties provided that a party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party are not accessed, considered, disclosed or otherwise used without the voluntary, written consent of the party's parent, or the party if the party is an eligible student, to do so for this grievance procedure.

The parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.

The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The choice or presence of advisor for either the complainant or respondent is not limited in any meeting or grievance proceeding.

Any party whose participation is invited or expected is provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

The investigator provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

The investigator creates an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, sends to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the question any decision to exclude a question as not relevant.

#### Determination regarding responsibility

The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility.

The written determination must include

- identification of the allegations potentially constituting sexual harassment prohibited by Title IX;

- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- findings of fact supporting the determination;
- conclusions regarding the application of the School Board's code of conduct or the superintendent's Standards of Student Conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School Board imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School Board's education program or activity will be provided to the complainant; and
- the procedures and permissible bases for the complainant and respondent to appeal.

The decision-maker must provide the written determination regarding responsibility to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

#### Appeals

Either party may appeal from a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Notification of appeal must be given in writing to the Title IX Coordinator.

As to all appeals, the Title IX Coordinator

- notifies the other party in writing when an appeal is filed and implements appeal procedures equally for both parties;
- ensures that the decision-maker for the appeal is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and
- ensures that the decision-maker for the appeal complies with the standards set forth in title IX and this policy.

The appeal decision-maker

- gives both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- reviews the evidence gathered by the investigator, the investigator's report, and the decision-maker's written decision;
- issues a written decision describing the result of the appeal and the rationale for the result; and
- provides the written decision simultaneously to both parties and the Title IX Coordinator.

#### Timelines

The investigative report will be provided to the parties within 35 days from the date the formal complaint is filed.

A decision will be issued within 10 working days from the date the investigative report is submitted to the decision-maker.

Either party may appeal within 5 working days from the date the written determination regarding responsibility is given to the parties.

Any appeal will be resolved with 15 calendar days from the filing of the appeal.

If the parties agree to an informal resolution process, these deadlines are tolled from the time one party requests an informal resolution process until either the time the other party responds, if that party does not agree to the informal resolution process, or until either party withdraws from the informal resolution process.

Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; disciplinary processes required by law or School Board policy; or the need for language assistance or accommodation of disabilities.

#### Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the parties may participate in an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. When one party requests an informal resolution process, the other party must respond to the request within 3 days. The informal resolution process must be completed within 10 days of the agreement to participate in the process.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:



42 U.S.C. §§ 2000e-2000e-17.

42 U.S.C. § 2000ff-1.

34 C.F.R. 106.9.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.

Cross  
References

[AC - Nondiscrimination](#)

[AD - Educational Philosophy](#)

[GB - Equal Employment Opportunity/Nondiscrimination](#)

[GBM - Professional Staff Grievances](#)

[GBMA - Support Staff Grievances](#)

[JB - Equal Educational Opportunities/Nondiscrimination](#)

[JFC - Student Conduct](#)

[GCPD - Professional Staff Discipline](#)

[JFHA-F/GBA-F - Report of Harassment](#)

[JFHA-F/GBA-R - Report of Harrassment](#)

[JHG-R - Child Abuse and Neglect Reporting](#)

[KKA - Service Animals in Public Schools](#)

## STUDENT RECORDS

### Generally

The GREENE COUNTY School Board maintains accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws.

The superintendent and/or his designee(s) is responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The superintendent also provides for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

### Definitions

For the purposes of this policy, the GREENE COUNTY Public Schools uses the following definitions.

**Authorized representative** – any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 CFR § 99.31(a)(3) to conduct, with respect to federal- or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

**Directory information** - information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user.

**Early childhood education program** – a Head Start program or an Early Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional, and physical development and is a state prekindergarten program, a program under section 619 or Part C of the Individuals with Disabilities Education Act, or a program operated by a local educational agency.

Education program - any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

Education records - any information recorded in any way including handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche maintained by the GREENE COUNTY School Board or an agent of the school division which contains information directly related to a student, except

- records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
- records created and maintained for law enforcement purposes by the GREENE COUNTY School Board's law enforcement unit, if any. A law enforcement unit is any individual, office, department, or division of the school division that is authorized to enforce any local, state, or federal law, refer enforcement matters to appropriate authorities or maintain the physical security and safety of the school division;
- in the case of persons who are employed by the GREENE COUNTY School Board but who are not in attendance at a school in the division, records made and maintained in the normal course of business which relate exclusively to the person in his capacity as an employee;
- records created or received after an individual is no longer in attendance and that are not directly related to the individual's attendance as a student;
- grades on peer-graded papers before they are collected and recorded by a teacher; and
- any electronic information, such as email, even if it contains personally identifiable information regarding a student, unless a printed copy of the electronic information is placed in the student's file or is stored electronically under an individual student's name on a permanent and secure basis for the purpose of being maintained as an educational record. For purposes of this policy, electronic information that exists on a back-up server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained.

Eligible student - a student who has reached age 18.

Parent - a parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Student - any person who is or has been in attendance at GREENE COUNTY Public Schools regarding whom the school division maintains education records or personally identifiable information.

Dissemination and Maintenance of Records About Court Proceedings

Adjudications

The superintendent shall disseminate the notice or information regarding an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G. contained in a notice received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

A parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order, the court in which the disposition was rendered, shall be notified in writing of any disciplinary action taken with regard to any incident upon which the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefor. The parent or guardian shall also be notified of his or her right to review, and to request an amendment of, the student's scholastic record.

Every notice of adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 received by a superintendent, and information contained in the notice, which is not a disciplinary record as defined in Board of Education regulations, shall be maintained by him and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260, the notice shall become a part of the student's disciplinary record.

Any notice of disposition received pursuant to Va. Code § 16.1-305.1 shall not be retained after the student has been awarded a diploma or a certificate as provided in Va. Code § 22.1-253.13:4.

Petitions and Reports

The superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as follows:

- If the juvenile is not enrolled as a student in a public school in the division to which the notice or report was given, the superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed or the Director of the Department which sent the report and may forward the notice of petition or report to the superintendent of the division in which the juvenile is enrolled, if known.
- Prior to receipt of the notice of disposition in accordance with Va. Code § 16.1-305.1 the superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the division. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.
- If the superintendent believes that disclosure of information regarding a report received pursuant to Va. Code § 66-25.2:1 to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel, he may

disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.  
Protective Orders and Orders Prohibiting Contact with a Child

Any school principal who receives notice that a circuit court, general district court, juvenile and domestic relations district court, or magistrate has issued a protective order for the protection of any child who is enrolled at the school, or any other order prohibiting contact with such a child, notifies licensed instructional personnel and other school personnel who (i) provide direct educational or support services to the protected child or the child subject to the order, (ii) have a legitimate educational interest in such information, and (iii) are responsible for the direct supervision of the protected child or the child subject to the order that such order has been issued.

#### Annual Notification

The school division annually notifies parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) including

- the right to inspect and review the student's education records and the procedure for exercising this right;
- the right to request amendment of the student's education records that the parent believes to be inaccurate, misleading or in violation of the student's privacy rights and the procedure for exercising this right;
- 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;
- the type of information designated as directory information and the right to opt out of release of directory information;
- that the school division releases records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- the right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
- a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and
- the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division's alleged failure to comply with FERPA.

#### Procedure to Inspect Education Records

Parents of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

#### Copies of Education Records

The GREENE COUNTY Public Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review the records.  
Fees for Copies of Records

The fee for copies will be 30/100 cents per page. The actual cost of copying time and postage will be charged. The GREENE COUNTY Public Schools does not charge for search and retrieval of the records. The GREENE COUNTY Public Schools does not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.  
Types, Locations, and Custodians of Education Records

The GREENE COUNTY Public School shall provide parents on request a list of the types and locations of education records collected, maintained, or used by the school division.

#### Disclosure of Education Records

The GREENE COUNTY Public Schools discloses education records or personally identifiable information contained therein only with the written consent of the parent or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following.

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- a person employed by the School Board
- a person appointed or elected to the School Board
- a person employed by or under contract to the School Board to perform a special task, such as an attorney, auditor, medical consultant, or therapist
- a contractor, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records

A school official has a legitimate educational interest if the official is:

- performing a task that is specified in his or her position description or by a contract agreement
  - performing a task related to a student's education
  - performing a task related to the discipline of a student
  - providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
  3. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs and in accordance with applicable federal regulations.
  4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.
  6. To organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction. The studies must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information. The information must be destroyed when it is no longer needed for the purposes for which the study was conducted. The School Board must enter into a written agreement with the organization conducting the study which
    - specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
    - requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study stated in the written agreement;
    - requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
    - requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.
  7. To accrediting organizations to carry out their functions.
  8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
  9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
  10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it will record the following information:
    - the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
    - the parties to whom the division disclosed the information.
  11. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.
  12. Directory information so designated by the school division.
  13. When the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the division under 42 U.S.C. § 14071 and applicable federal guidelines.

The school division discloses or makes available to a guardian ad litem, on request, any information, records, or reports concerning a student for whom a petition for guardianship or conservatorship has been filed that the guardian ad litem determines are necessary to perform his duties under Va. Code § 64.2-2003.

The school division will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom it discloses personally identifiable information from education records.

#### Unauthorized Disclosure of Electronic Records

In cases in which electronic records containing personally identifiable information are reasonably believed to have been disclosed in violation federal or state law applicable to such information, the school division shall notify, as soon as practicable, the parent of any student affected by such disclosure, except as otherwise provided in Va. Code §§ 32.1-127.1:05 or 18.2-186.6. Such notification shall include the (i) date, estimated date, or date range of the disclosure; (ii) type of information that was or is reasonably believed to have been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.

#### Disclosure to Federal Agencies

Notwithstanding any other provision of law or policy, no member or employee of the GREENE COUNTY School Board will transmit personally identifiable information, as that term is defined in FERPA and related regulations, from a student's record to a federal government agency or an authorized representative of such agency except as required by federal law or regulation.

#### Disclosure of Information Relating to Home Instructed Students

Neither the superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of Policy LBD Home Instruction or subdivision B 1 of Va. Code § 22.1-254. However, the superintendent or School Board may disclose, with the written consent of a student's parent, such information to the extent provided by the parent's consent. Nothing in this policy prohibits the superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

#### Audit or Evaluation of Education Programs

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education, and state and local educational authorities may have access to education records in connection with an audit or evaluation of federal- or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

Any authorized representative other than an employee must be designated by a written agreement which

- designates the individual or entity as an authorized representative;
- specifies the personally identifiable information to be disclosed, specifies that the purposes for which the personally identifiable information is disclosed to the authorized representative is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or comply with federal legal requirements that relate to those programs; and specifies a description of the activity with sufficient specificity to make clear that the work falls within the exception of 34 CFR § 99.31(a)(3) including a description of how the personally identifiable information will be used;
- requires the authorized representative to destroy personally identifiable information when the information is no longer needed for the purpose specified;
- specifies the time period in which the information must be destroyed; and
- establishes policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personally identifiable information from further disclosure and unauthorized use, including limiting use of personally identifiable information to only authorized representatives with legitimate interests in the audit or evaluation of a federal- or state-supported education program or for compliance or enforcement of federal legal requirements related to such programs.

#### Military Recruiters and Institutions of Higher Learning

The GREENE COUNTY Public Schools provides, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless a parent or eligible student has submitted a written request that the student's name, address and telephone listing not be released without the prior written consent of the parent or eligible student. The school division notifies parents of the option to make a request and complies with any request.

The school division provides military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

#### Record of Disclosure

The GREENE COUNTY Public Schools maintains a record, kept with the education records of each student, indicating all individuals (except school officials who have a legitimate educational interest in the records), agencies or organizations which request or obtain access to a student's education records. The record will indicate specifically the legitimate interest the party had in obtaining the information. The record of access will be available only to parents, to the school official and his assistants who are responsible for the custody of such records and to persons or organizations which audit the operation of the system.

The requirements related to records of disclosure stated above do not apply to disclosures made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails to destroy information, the division will not permit access to information from education records to that third party for a period of at least five years.

#### Directory Information

The GREENE COUNTY School Board notifies parents and eligible students at the beginning of each school year what information, if any, it has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

No school discloses the address, telephone number, or email address of a student pursuant to the Virginia Freedom of Information Act unless the parent or eligible student affirmatively consents in writing to such disclosure. Except as required by state or federal law, no school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with Virginia law and this policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

Parents and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student's name, identifier or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly or to disclose a student ID card or badge that exhibits

information designated as directory information and that has been properly designated as directory information.

#### Correction of Education Records

The procedures for the amendment of records that a parent or eligible student believes to be inaccurate are as follows.

1. Parents or the eligible student must request in writing that the GREENE COUNTY Public Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. GREENE COUNTY Public Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.
3. Upon request, GREENE COUNTY Public Schools shall arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
4. The parent or eligible student may, at his or her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
5. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
6. GREENE COUNTY Public Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.
7. If GREENE COUNTY Public Schools decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.
8. If GREENE COUNTY Public Schools decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained and disclosed whenever the school division discloses the portion of the record to which the statement relates.

Confidentiality of HIV and Drug and Alcohol Treatment Records

The GREENE COUNTY Public Schools complies with the confidentiality requirements of Va. Code § 32.1-36.1 providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division maintains confidentiality of drug and alcohol treatment records as required by federal and state law.

Legal                    18 U.S.C. §§ 2331, 2332b.  
                              20 U.S.C. §§1232g, 7908.  
                              42 U.S.C. § 290dd-2.  
                              34 C.F.R. 99.3, 99.7, 99.10, 99.11, 99.20, 99.21, 99.22, 99.31, 99.32, 99.33, 99.34, 99.35,  
                              99.36, 99.37.  
                              Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3705.4, 2.2-3804, 16.1-260, 16.1-  
                              305.1, 16.1-305.2, 22.1-254.1, 22.1-297.3:2, 22.1-287, 22.1-287.01, 22.1-287.02, 22.1-  
                              287.1, 22.1-288, 22.1-288.1, 22.1-288.2, 22.1-289, 23.1-405, 32.1-36.1.

Cross                    [IJ - Guidance and Counseling Program](#)  
References            [JEC - School Admission](#)  
                              [JECA - Admission of Homeless Children](#)  
                              [JFC - Student Conduct](#)  
                              [JGD/JGE - Student Suspension/Expulsion](#)  
                              [JGDA - Disciplining Students with Disabilities](#)  
                              [JHCB - Student Immunizations](#)  
                              [JHCD - Administering Medicines to Students](#)  
                              [JOA - Student Transcripts](#)  
                              [JRCA - School Service Providers' Use of Student Personal Information](#)  
                              [KBA-R - Requests for Information](#)  
                              [KBC - Media Relations](#)

[KNB - Reports of Missing Children](#)

[KP - Parental Rights and Responsibilities](#)

[LEB - Advanced/Alternative Courses for Credit](#)

[KBA-R - Requests for Information](#)

## STUDENT TRANSCRIPTS

### Generally

Secondary school transcripts contain information as specified by the Virginia Board of Education.

### Test Record

The superintendent is responsible for establishing a procedure by which parents, guardians or others with legal control of a student can elect in writing to have the student's test record excluded from the student transcript. The test record includes at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores.

### High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. The superintendent specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

Legal Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-23.3, 22.1-253.13:3.  
8 VAC 20-131-90.  
8 VAC 20-160-30.

Cross [JO - Student Records](#)  
References

**COMMUNITY USE OF SCHOOL FACILITIES**

The School Board may permit use of school property by members of the community when such use will not impair the efficiency of the school. The superintendent shall develop guidelines and applications for use of school property. Requests for the use of any school facilities shall be made to the superintendent or superintendent's designee. The superintendent shall report actions taken under this policy to the School Board at the end of each month.

If the School Board permits the use of its facilities by members of the community or the distribution of literature on school property or at school functions, it will permit such use or such distribution by the Boy Scouts of America, the Girl Scouts of the United States of America, and other youth groups designated as patriotic societies by federal law, to the same extent and in the same manner as all other persons or groups.

Legal                    20 U.S.C. § 7905  
                               Code of Virginia, 1950, as amended, §§ 22.1-79.3, 22.1-130.1, 22.1-131, 22.1-132.  
                               Acts 2016, c. 647.

Cross                    [GBEC \(Also JFCH and KGC\) - Tobacco-Free School for Staff and Students](#)  
 References            [IGDA - Student Organizations](#)  
                               [KF - Distribution of Information/Materials](#)



