SCHOOL DIVISION LEGAL STATUS

The Constitution of the Commonwealth provides that the General Assembly establish a system of free public elementary and secondary schools for all children of school age throughout the state, and seek to ensure that an educational program of high quality is established and continually maintained. The General Assembly requires that such an educational system be maintained and administered by the Board of Education, the Superintendent of Public Instruction, Division Superintendents and School Boards. The Board of Education divides the Commonwealth into school divisions of such geographical area and school-age population as will promote the realization of the standards of quality, and will periodically review the adequacy of existing school divisions for this purpose. The supervision of schools in each school division is vested in a school board selected in accordance with the applicable provisions of the Code of Virginia.

Adopted: August 27, 2004
Revised: April 11, 2013

Legal Refs.: Constitution of Virginia, article VIII, §§ 1, 5, 7.

Code of Virginia, 1950, as amended, §§ 22.1-2, 22.1-28, 22.1-71.

Cross Ref.: BB School Board Legal Status
BBAA Board Member Authority

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File: AC

NONDISCRIMINATION

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

Adopted: August 27, 2004
Revised: June 27, 2013

Legal Refs.: 20 U.S.C. §§ 1681-1688.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7, 2000e-2000e-17, 2000ff-1.

34 C.F.R. 106.9.

Constitution of Virginia, article I, § 11.

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

Cross Refs.: GB/JB Equal Employment Opportunity/Nondiscrimination
GBA/JFHA Prohibition Against Harassment and Retaliation

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File: ACA-E

GILES COUNTY PUBLIC SCHOOLS
REFERRAL PROCEDURE FOR ELIGIBILITY FOR SERVICES UNDER SECTION 504 (REHABILITATION ACT OF 1973)

___ 1. Referral submitted to principal who convenes child study committee meeting*

___ 2. Child study committee meeting with recommendations

___ 3. Evaluation procedures individually designed for student

___ 4. Eligibility meeting

___ 5. 504 Accommodation Plan developed if student has a medical or physical impairment which substantially limits one or more major life activities, including learning; parents must approve in writing before accommodations can be made; parents must be provided a copy of the 504 plan with rights; plan is filed in cumulative file to document accommodations

* Referral forms for special education may be used

Reference: Policy IGBD, ACA, Giles County Schools

GILES COUNTY PUBLIC SCHOOLS

File: AD

EDUCATIONAL PHILOSOPHY

Giles County School Board is committed to providing equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth and to ensuring that each student be equipped to communicate effectively with other people, to be competent both in the work place and in higher education and to feel confident of the ability to make creative and constructive decisions in his/her life.

Giles County School Board:

- provides the necessary trained and dedicated leadership, qualified personnel, equipment and materials to assure an appropriate education for every student;
- treats all members of the school community equitably with the highest degree of respect;
- allocates and uses assets fairly and efficiently

Adopted: August 27, 2004
Revised: June 27, 2013

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

Cross Refs.:

AC	Nondiscrimination
GA	Personnel Policies Goals
GB/JB	Equal Employment Opportunity/Nondiscrimination
GBA/JFHA	Prohibition Against Harassment and Retaliation
IGBC	Parental Involvement

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File: AE

SCHOOL DIVISION GOALS AND OBJECTIVES

A. Generally

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

The educational program introduces each student to a variety of interest and subject areas that offer exposure to the range of opportunities available in later years. These experiences produce the basis for further education and future employment. As students demonstrate increased maturity, they may assume more responsibility for the decisions regarding their education.

The school environment should be responsive and conducive to learning. The physical environment facilitates and enhances the learning experiences available to each student. A responsive environment includes competent, dedicated teachers using a variety of techniques and a classroom atmosphere where students can function and develop according to their abilities. Safety, physical comfort, and appearance also are vital environmental components.

B. Standards of Quality and Objectives

The School Board accepts the overall goals of public education as expressed by the Standards of Quality legislated by the Virginia General Assembly and implemented by State Board of Education regulations.

The School Board will report its compliance with the Standards of Quality to the Board of Education annually. The report of compliance will be submitted to the Board of Education by the chairman of the board and the division superintendent.

C. Standards of Quality--Programs and Services

The School Board commits itself to providing programs and services as stated in the Standards of Quality to the extent funding thereof is provided by the General Assembly.

Adopted: August 27, 2004
Revised: March 20, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:1, 22.1-253.13:8.

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File: AE-E

SCHOOL DIVISION GOALS AND OBJECTIVES

Section 22.1-253.13:1. Standard 1, Paragraphs C and D

Paragraph C. Local school boards shall develop and implement a program of instruction for grades K through 12 which emphasizes reading, writing, speaking, mathematical concepts and computations, and scientific concepts and processes; essential skills and concepts of citizenship, including knowledge of history, economics, government, foreign languages, international cultures, health, and geography necessary for responsible participation in American society and in the international community; fine arts and practical arts; knowledge and skills needed to qualify for further education and employment or, in the case of some handicapped children, to qualify for appropriate training; and development of the ability to apply such skills and knowledge in preparation for eventual employment and lifelong learning.

Local school boards shall also develop and implement programs of prevention, intervention, or remediation for students who are educationally at risk including, but not limited to, those whose scores are in the bottom national quartile on Virginia State Assessment Program Tests, or who do not pass the literacy test prescribed by the Board of Education. Division superintendents may require such students to take special programs of prevention, intervention, or remediation which may include attendance in public summer school sessions. Based on the number of students attending and the Commonwealth's share of the per pupil costs, additional state funds shall be provided for summer remediation programs as set forth in the appropriation act.

Paragraph D. Local school boards shall also implement the following:

1. Programs in grades K through 3 which emphasize developmentally appropriate learning to enhance success.

2. Programs designed to reduce the number of students who drop out of school. As provided in the appropriation act, state funding, in addition to basic aid, shall be allocated to support programs grounded in sound educational policy to reduce the number of students who drop out of school.

3. Career education programs for all students that promote student awareness and knowledge of careers, and emphasize the consequences of leaving school without marketable skills. School boards may include career exploration opportunities in the middle school grades.

4. Competency-based vocational education programs, which integrate academic outcomes, career guidance and job-seeking skills for all secondary students including those identified as handicapped that reflect employment opportunities, labor market needs, applied basic skills, job-seeking skills, and career guidance. Career guidance shall include employment counseling designed to furnish information on available employment opportunities to all students, including those identified as handicapped, and placement services for students exiting school. Each school board shall develop and implement a plan to ensure compliance with the provisions of this subsection.

5. Academic and vocational preparation for students who plan to continue their education beyond secondary school or who plan to enter employment.

6. Early identification of handicapped students and enrollment of such students in appropriate instructional programs consistent with state and federal law.

7. Early identification of gifted students and enrollment of such students in appropriately differentiated instructional programs.

8. Educational alternatives for students whose needs are not met in programs prescribed elsewhere in these standards. Such students shall be counted in average daily membership (ADM) in accordance with the regulations of the Board of Education.

9. Adult education programs for individuals functioning below the high school completion level. Such programs may be conducted by the school board as the primary agency or through a collaborative arrangement between the school board and other agencies.

10. A plan to make achievements for students who are educationally at risk a divisionwide priority which shall include procedures for measuring the progress of such students.

GILES COUNTY PUBLIC SCHOOLS

File: AF

COMPREHENSIVE PLAN

The Giles County School Board will adopt a divisionwide comprehensive, unified, long-range plan based on data collection, an analysis of the data, and how the data will be utilized to improve classroom instruction and student achievement. The plan will be developed with staff and community involvement and will include, or be consistent with, all other divisionwide plans required by state and federal laws and regulations. The school board shall review the plan biennially and adopt any necessary revisions. Prior to the adoption of the plan or revisions thereto, the School Board will post the plan or revisions on the division's Internet website if practicable and make a hard copy of the plan or revisions available for public inspection and copying and will conduct at least one public hearing to solicit public comment on the plan or revisions.

The divisionwide comprehensive plan will include:

(i) the objectives of the school division; including strategies for first improving student achievement, particularly the achievement of educationally at risk students, then maintaining high levels of student achievement;

(ii) an assessment of the extent to which these objectives are being achieved;

(iii) a forecast of enrollment changes;

(iv) a plan for projecting and managing enrollment changes including consideration of the consolidation of schools to provide for a more comprehensive and effective delivery of instructional services to students and economies in school operations;

(v) an evaluation of the appropriateness of establishing regional programs and services in cooperation with neighboring school divisions;

(vi) a plan for implementing such regional services when appropriate;

(vii) a technology plan designed to integrate educational technology into the instructional programs of the school division, including the division's career and technical education programs, consistent with or as part of the comprehensive technology plan for Virginia adopted by the Board of Education; and

(viii) an assessment of the needs of the school division and evidence of community participation, including parental participation, in the development of the plan.

(ix) Any corrective action plan required pursuant to VA Code § 22.1-253.13:3; and

(x) A plan for parent and family involvement to include building successful school and parent partnerships that will be developed with staff and community involvement, including participation by parents

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The School Board will present a report to the public by November 1 of each odd-numbered year on the extent to which the objectives of the divisionwide six-year plan have been met during the previous two school years.

Each school will prepare a comprehensive, unified, long-range plan, which shall be given consideration by the School Board in the development of the divisionwide comprehensive plan.

Adopted: June 29, 2007
Revised: March 20, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:6

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EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The School Board reviews its performance annually to ensure its proper discharge of responsibilities to the community. Evaluation is based on a positive approach, identifying the strengths of the School Board and opportunities for improvement.

The following elements are included in the self-evaluation process:

1. School Board members are involved in the development of an evaluation instrument and procedure.

2. The School Board evaluation instrument is completed by individual Board members on a confidential basis, and submitted to the School Board Chairman, or the Chairman's designee, for compilation.

3. The School Board meets, with all members present, to review and discuss the composite results.

4. Each conclusion is supported by objective evidence.

Based on discussion of the results, the School Board develops both short-and long-range goals and objectives to ensure continued proficiency in its areas of excellence, to strengthen weak areas and to improve the efficiency of the Board.

Adopted: August 27, 2004
Revised: March 20, 2014

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

Cross Refs.:

	AE	School Division Goals and Objectives
	AF	Comprehensive Plan
	BBA	School Board Powers and Duties

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EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Please assign a value from 1 (do not agree) to 10 (fully agree) after each of the following statements.

PART I. PERSONAL VARIABLES

Personal written mission/goal statements of board members with those of the school board. _____

Board members give evidence of physical, mental, and emotional capacity for their jobs by attending meetings regularly. _____

Board members demonstrate by their voting records and discussions a good concept of their jobs, including long-range vision. _____

In meetings, board members demonstrate the freedom and willingness to discuss difficult and controversial issues. _____

Board members will abandon strongly held positions when presented with reasoned arguments to the contrary. _____

Individual board members refrain from violating confidences of executive sessions to employees, friends, or others. _____

Individual board members who find themselves in a conflict of interest position promptly present the matter to the entire board for its advice. _____

Individual members take advantage of board in-service activities and then pass on ideas from the sessions to fellow board members. _____

Individual board members attend social and ceremonial staff events. _____

PART II. ORGANIZATIONAL VARIABLES

Comprehensive mission and current goals statements for the board are in place. _____

Comprehensive mission and current goals statements for the school division are in place. _____

Board meetings are conducted with dignity and with reasonable dispatch. _____

Board meetings follow a carefully prepared written agenda. _____

The board refrains from interfering in administrative matters assigned to the Superintendent. _____

The board and the Superintendent maintain a working atmosphere of mutual respect. _____

The board creates and maintains a working set of policies and regulations. _____

The board insists on a financial recording and reporting system that indicates clearly the financial status of the school system. _____

The board works with the Superintendent to build and keep a quality staff. _____

The board regularly invites outstanding staff members to be officially recognized and honored. _____

The board maintains and uses regular channels of communication directly with staff members and associates. _____

The board, in collaboration with the community, develops a long-range plan for construction/renovation, curriculum, services, and revenue. _____

The board implements portions of the long-range plan as expeditiously possible. _____

The board annually provides for specific in-service growth – including budgetary provisions – for the board. _____

The board provides courteous support and comfortable facilities for the press at board meetings and at other important events. _____

The board appoints a sufficient number of standing and ad hoc committees to serve as a policy development resource. _____

PART III. OUTSIDE VARIABLES

The board solicits information about and then discusses school division missions, goals, and results achieved in relation to community needs and preferences. _____

The board stays informed on recent laws, court decisions, and administrative regulations affecting the school system. _____

The board welcomes the consideration of and takes action on offers of affiliations with other groups as they might affect the welfare of the schools and community. _____

The board actively tries to influence legislation and legislators for the benefit of local students and citizens. _____

The board works to exemplify the highest standard of conduct in its relations with various religious, ethnic, and racial groups. _____

The board studies local social, economic, and demographic changes for clues on how to best serve the community. _____

PART IV. OTHER PERSONAL EVALUATIONS BASED ON OVERALL RESPONSE TO QUESTIONS. (First, provide a written statement. Then, discuss comments with the evaluator)

The evaluator's overall rating of this response. (Total points = 10) _____

SUMMARY AND FINAL REPORT

Ratings on PART I, PERSONAL VARIABLES
9 statements, each with 10 possible points (total=90)

Total points awarded: _____

Ratings on PART II, ORGANIZATIONAL VARIABLES
16 statements, each with 10 possible points (total=160)

Total points awarded: _____

Ratings on PART III, OUTSIDE VARIABLES
6 statements, each with 10 possible points (total=60)

Total points awarded: _____

Total points received on Parts I, II, and III_____= (_____)

Total possible points_____=310

Points received on PART IV, SUBJECTIVE EVALUATION_____= (_____)

Evaluator's Recommendations for Improvement:

SCHOOL BOARD LEGAL STATUS

The School Board of Giles County derives its authority from the Constitution of Virginia, the Code of Virginia, and the regulations of the State Board of Education.

The Giles County School Board members are officers of the Commonwealth.

The Giles County School Board governs the school division.

The School Board is a corporate body whose official title is "Giles County School Board".

Adopted: June 29, 2001
Revised: April 11, 2013

Legal Ref.: Constitution of Virginia, article VIII, § 7,

Code of Virginia, 1950, as amended, §§ 22.1-2, 22.1-28, 22.1-31, 22.1-71.

Cross Ref.: AA School Division Legal Status
BBAA Board Member Authority

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SCHOOL BOARD POWERS AND DUTIES

The School Board:

- adopts policy to provide for the day-to-day supervision of schools;
- sees that the school laws are properly explained, enforced and observed;
- secures, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and takes care that they are conducted according to law and with the utmost efficiency;
- cares for, manages and controls the property of the school division and provides for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
- provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
- insofar as not inconsistent with state statutes and regulations of the State Board of Education, operates and maintains the public schools in the school division and determines the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools;
- performs such other duties as shall be prescribed by the State Board of Education or are imposed by law;
- obtains public comment through a public hearing not less than ten days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the School Board at which the proposed action is taken if the public hearing is held before the action is taken;
- surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, and reports such critical shortages to the Superintendent of Public Instruction and to the Virginia Retirement System or requests the division superintendent to conduct such survey and submit such report to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System; and
- ensures that the public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or reregistration of any sex offender within the school division pursuant to Va. Code § 9.1-914.

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Adopted: October 14, 2004
Revised: June 30, 2006
Revised: June 29, 2007
Revised: March 20, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79

Cross Ref.: AF Comprehensive Plan
KN Sex Offender Registry Notification

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BOARD MEMBER AUTHORITY

The Giles County School Board is a body corporate, and in its corporate capacity is vested with all the powers and charged with all the duties, obligations, and responsibilities imposed upon School Boards by law and may sue, may be sued, contract, be contracted with, and purchase, take, hold, lease and convey school property, both real and personal. School Board members shall have no authority or duties except such as may be assigned to them by the School Board as a whole.

Adopted: November 11, 1996
Revised: April 11, 2013

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-71

Cross Ref.: AA School Division Legal Status
BB School Board Legal Status

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QUALIFICATIONS OF SCHOOL BOARD MEMBERS

At the time of appointment or election to office, each member of the School Board must be a qualified voter and bona fide resident of the school division and district, if any, which he represents and meet any other criteria set forth in state law. If a board member ceases to be a resident of the school division or that district which he represents, his position on the School Board shall be deemed vacant.

No employee of the School Board may serve on the Board.

Adopted: November 11, 1996
Revised: March 15, 2012

Legal Ref.: Code of Virginia, 1950, as amended, sections 22.1-29, 22.1-30, 22.1-57.3

Cross Ref.: BBE - Unexpired Term Fulfillment

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STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

The opinions and concerns of the students in Giles County school division are important to the Giles County School Board. Therefore, the School Board selects a student representative.

The principal of each high school nominates two students from the school to serve as the student representative to the School Board. From these nominations, the Superintendent selects the student representative subject to final approval by the School Board. The student representative serves a one year term.

The student representative serves in an advisory capacity and does not vote. The student representative does not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representative in advance of each open meeting. The student representative does not have access to confidential information, including student or personnel records. The student representative is expected to attend all voting, open meetings and complete assignments for research and data collection when requested by the School Board.

Adopted: October 22, 2015
Revised: June 30, 2016

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1

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Student Representative to the School Board

The following regulations shall support the appointment of two student representatives to the School Board (one student from Giles High and one student from Narrows High). These representatives will serve as a non-voting representative to the school board at regular open, voting meetings. They shall serve annual terms from July 1 through June 30 of the school year of the appointment and will sit at the board table.

The student representative positions will be open to a member of the upcoming senior class for their respective high school. Application packets will need to be completed and submitted to the schools selection committee for their school by April 1. The selection committee, made up of teachers, guidance counselors and high school administrative representative will review completed application packets and provide 2 recommendations to the principal. The principal will submit the 2 nominations, with completed application packets, to the Superintendent by May 1 for review.

The Chair/Vice-Chair of the School Board and Superintendent will conduct in-person interviews with the 2 nominations from both high schools and will recommend one student from each high school to the School Board. The full school board will vote on this recommendation prior to July 1.

The Chair/Vice-Chair will oversee the development of an induction process for the student representatives, to include a review of "Roberts Rules of Order," School Board Protocol, and other related information.

Students serving as representatives to the School Board will be chosen based on exemplary character and high personal standards of conduct and adherence to school policies and regulations, among other determining factors.

Application for a Student Representative Position
To the Giles County School Board

Date: _____

Name (Last): _____ (First): _____ (M.I.): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Date of Birth: _____ Place of Birth:
_____

Do you now live in the County of Giles? (Yes/No) _____

If yes, for how long? _____

Have you served the County of Giles in any capacity? (Yes/No) _____

If yes, please explain:
_____
_____
_____

In the space provided, please write no more than 250 words about why you are applying for the position and what you hope to accomplish if chosen:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Attendance Requirements: Appointees are required to attend at least 75% of the yearly School Board meetings. Absences may be excused because of personal illness or serious illness of members of the immediately family, death of a family member, unscheduled or unforeseen school trips and emergency work assignments only. All other absences are recorded as unexcused.

In the light of the above, will you be able to attend at least 75 percent of the regular meetings of the Giles County School Board? (Yes/No) _____

It is expected that the monthly time commitment for this position will range between 5 and 10 hours.

Educational Background: (Please list schools attended and merit awards received)

Summary of work and/or practical experience within the past three years:

List notable school and extracurricular activities:

References: Please list the name, address and title of at least three references that you have contacted and who support your application.

Recommendations should be returned to you in sealed envelopes with the author's signature across the back seal of the envelope. Recommendations will be opened and reviewed for those students selected as finalists to be interviewed by the School Board Chair and Vice Chair.

1. Student Counselor Recommendation (Required)
   _____

2. Teacher Recommendation (Required)
   _____

3. Teacher Recommendation (Required)
   _____

4. Optional Recommendation
   _____

Please read carefully and sign the statement below:

If selected to serve as a Student Representative to the School Board, I will attend and participate in a non-voting role at all open, voting meetings of the School Board, unless there are extenuating circumstances.

_____ _____

Signature of Student Date

Parent/Guardian Acknowledgment of Student Application for Nomination as Non-Voting Student Representative to the School Board

Please read and sign the acknowledgment below:

I understand that my child is submitting an application for nomination to serve in the non-voting role as a Student Representative to the School Board. I further understand that if my child is selected to be a Student Representative, he/she will be expected to attend all open, voting meetings of the School Board unless there are extenuating circumstances.

_____ _____
Signature of Parent/Guardian Date

Adopted: August 19, 2016

File: BBBC

(Option 1)
(Elected Boards)

BOARD MEMBER OATH OF OFFICE

All new school board members qualify by taking the oath prescribed for officers of the Commonwealth on or before the day of the initial meeting of the new School Board. Failure to take the oath of office within the time allowed by law renders the office vacant.

Adopted: August 27, 2004
Revision: June 7, 2011 (Legal Ref. Only)
Revision: June 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§15.2-1522, 15.2-1524, 22.1-31, 24.2-228, 49-1, 49-3.

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BOARD MEMBER REMOVAL FROM OFFICE

Any school board member may be removed from office in accordance with the provisions of Sections 24.2-230 through 24.2-238 of the Code of Virginia.

Adopted: November 11, 1996
Revision: March 15, 2007

Legal Refs.: Code of Virginia, 1950, as amended, §§ 24.2-230 through 24.2-238.

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UNEXPIRED TERM FULFILLMENT

Vacancies occurring in the membership of the School Board, including the position of tie breaker, if any, are filled as provided by law.

Adopted: June 29, 2001
Revised: June 10, 2003 (Legal Ref. Only)
Revised: March 19, 2015
Revised: June 30, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-2802, 15.2-410, 15.2-531, 15.2-837, 15.2-627, 22.1-39, 22.1-40, 22.1-44, 22.1-47, 22.1-50, 22.1-53, 22.1-57.3, 24.2-226, 24.2-228.

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CONFLICT OF INTERESTS AND DISCLOSURE OF ECONOMIC INTERESTS

A. Purpose

The Giles County School Board seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests, as defined by the General Assembly in the State and Local Government Conflict of Interests Act (the Act).

B. Areas of Regulation

The Act establishes five principal areas of regulation applicable to board members, officers, and employees of the Giles County School Division. They are:

1. Special anti-nepotism rules relating to school board members or superintendents of schools.
2. General rules governing public conduct by school board members regarding acceptance of gifts and favors.
3. Prohibited conduct regarding contracts.
4. Required conduct regarding transactions.
5. Disclosures required from school board members.

C. Definitions

“Advisory agency” means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

“Affiliated business entity relationship” means a relationship, other than a parent-subsidiary relationship, that exists when

(i) one business entity has a controlling ownership interest in the other business entity,
(ii) a controlling owner in one entity is also a controlling owner in the other entity, or
(iii) there is shared management or control between the business entities.

Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means any individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision of it.

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“Council” means the Virginia Conflict of Interest and Ethics Advisory Council established in Va. Code § 30-355.

"Employee" means all persons employed by a governmental or advisory agency.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in subsection A of Va. Code § 13.1-501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings, and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" does not include any offer of a ticket, coupon or other admission or pass unless the ticket, coupon, admission or pass is used; honorary degrees; any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution or program's financial aid standards and procedures applicable to the general public; a campaign contribution properly received and reported pursuant to Va. Code § 24.2-945 et seq.; any gift related to the private profession, occupation or volunteer service of the School Board member or employee or of a member of the School Board member’s or employee’s immediate family; food or beverages consumed while attending an event at which the School Board member or employee is performing official duties related to his public service; food and beverages received at or registration or attendance fees waived for any event at which the School Board member or employee is a featured speaker, presenter or lecturer; unsolicited awards of appreciation or recognition in the form of a plaque, trophy, wall memento or similar item that is given in recognition of public, civic, charitable or professional service; a devise or inheritance; travel disclosed pursuant to the Campaign Finance Disclosure Act (Va. Code § 24.2-945 et seq.); travel paid for or provided by the government of the United States, any of its territories or any state or any political subdivision of such state; travel related to an official meeting of, or any meal provided for attendance at such meeting by, the Commonwealth, its political subdivisions, or any board, commission, authority, or other entity, or any charitable organization established pursuant to § 501(c)(3) of the Internal Revenue Code affiliated with such entity, to which such person has been appointed or elected or is a member by virtue of his office or employment; gifts with a value of less than $20; attendance at a reception or similar function where food, such as hors d’oeuvres, and beverages that can be conveniently consumed by a person whil standing or walking are offered; or gifts from relatives or personal friends. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, nephew or first cousin; a person to whom the donee is engaged to be married; the donee's or donee’s spouse's parent, grandparent, grandchild, brother, sister, step-parent, step-grandparent, step-grandchild, step-brother, step-sister, the donee's brother's or sister's spouse or the donee’s son-in-law or daughter-in-law. For the purpose of this definition, "personal friend" does not include any person that the School Board member or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist's principal as defined in Va. Code § 2.2-419; or (c) a person, organization, or business who is a party to or is seeking to become a party to a contract with the School Board. For purposes of this definition, "person, organization or business" includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

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"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory of sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are “governmental agencies” for purposes of this policy.

"Immediate family" means (i) a spouse and (ii) any other person who resides in the same household as the School Board member or employee and who is a dependent of the School Board member or employee.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office.

“Parent-subsidiary relationship” means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to a School Board member or employee or to a member of the immediate family of the School Board member or employee. Such interest shall exist by reason of

(i) ownership in a business if the ownership interest exceeds three percent of the total equity of the business;

(ii) annual income that exceeds, or may reasonably be anticipated to exceed, $5,000 from ownership in real or personal property or a business;

(iii) salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed $5,000 annually; $5,000 in value and excluding ownership in a business, income or salary, other compensation, fringe benefits or benefits from the use of property;

(v) personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business.

(vi) an option for ownership of a business or real or personal property if the ownership interest will consist of the first or fourth bullets.

"Personal interest in a contract" means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or governmental agency, or represents or provides services to any individual or business and such property, business, or represented or served individual or business

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(i) is the subject of the transaction or
(ii) may realize a reasonable foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction.

Notwithstanding the foregoing, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer, employee or elected member of a local governing body is appointed by the local governing body to serve on a governmental agency or an officer, employee, or elected member of a separate local governmental agency formed by a local governing body is appointed to serve on a governmental agency, and the personal interest in the transaction of the governmental agency is a result of the salary, other compensation, fringe benefits, or benefits provided by the local governing body or the separate governmental agency to the officer, employee, elected member, or member of his immediate family.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

D. Special Anti-Nepotism Rules Relating to School Board members and Superintendents

1. The School Board may not employ or pay, and the superintendent may not recommend for employment, the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the superintendent or of a School Board member. This provision shall not be construed to prohibit the employment, promotion, or transfer within the school division, of any person within a relationship described above when such person:

- Has been employed pursuant to a written contract with a school board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of any member of the Board or superintendent; or

- Has been employed pursuant to a written contract with the School board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of such relationship; or

- Was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office by any member of the School Board or superintendent.

A person employed as a substitute teacher may not be employed to any greater extent than he was employed by the School Board in the last full school year prior to the taking of office such board member or superintendent or to the inception of such relationship.

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2. No family member (as listed in section D(1), above) of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit shall be discouraged.

E. General Rules Governing Public Conduct by School Board Members and Employees Regarding Gifts and Favors

1. Prohibited Conduct

No member or employee of the Board, shall:

a. Solicit or accept money, or anything else of value, for services performed within the scope of his or her official duties other than his or her regular compensation, expenses or other remuneration;
b. Offer or accept money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion of any person in the school division;
c. Offer or accept any money or anything else of value for or in consideration of the use of his public position to obtain a contract for any person or business with the school division;
d. Use for his or her own economic benefit, or anyone else's, confidential information gained by reason of his or her office, and which is not available to the public;
e. Accept any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence him or her in the performance of his or her official duties;
f. Accept any business or professional opportunity when he or she knows that there is a reasonable likelihood that the opportunity is being afforded him or her to influence his or her conduct in the performance of official duties;
g. Accept a gift from a person who has interests that may be substantially affected by the performance of the School Board member’s or employee’s official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the Board member’s or employee’s impartiality in the matter affecting the donor;
h. Accept gifts from sources on a basis so frequent as to raise an appearance of the use of his or her public office or employment for private gain; or
i. Use his or her public position to retaliate or threaten to retaliate against any person for expressing views on matters of public concern or for exercising any right that is otherwise protected by law, provided, however, that this prohibition shall not restrict the authority of any public employer to govern conduct of its employees, and to take disciplinary action, in accordance with applicable law.

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2. Prohibited Gifts

For purposes of this subsection:

"Person, organization or business" includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

"Widely attended event" means an event at which at least 25 persons have been invited to attend or there is a reasonable expectation that at least 25 persons will attend the event and the event is open to individuals (i) who are members of a public, civic, charitable or professional organization, (ii) who are from a particular industry or profession or (iii) who represent persons interested in a particular issue.

School Board members and employees required to file a Statement of Economic Interests as prescribed in Va. Code § 2.2-3117 and members of their immediate families shall not solicit, accept or receive any single gift with a value in excess of $100 or any combination of gifts with an aggregate value in excess of $100 within any calendar year for the School Board member or employee or a member of the School Board or employee's immediate family from any person that the School Board member or employee or a member of the School Board's or employee's immediate family knows or has reason to know is (i) a lobbyist registered pursuant to Va, Code § 2.2-418 et seq.; (ii) a lobbyist's principal as defined in Va, Code § 2.2-419; or (iii) a person, organization or business who is or is seeking to become a party to a contract with the School Board. Gifts with a value of less than $20 are not subject to aggregation for purposes of this prohibition.

Notwithstanding the above, School Board members and employees required to file a Statement of Economic Interests and members of their immediate families may accept or receive

- a gift of food and beverages, entertainment or the cost of admission with a value in excess of $100 when such gift is accepted or received while in attendance at a widely attended event and is associated with the event. Such gifts shall be reported on the Statement of Economic Interests;
- a gift from a foreign dignitary with a value exceeding $100 for which the fair market value or a gift of greater or equal value has not been provided or exchanged. Such gift shall be accepted on behalf of the Commonwealth or a locality and archived in accordance with guidelines established by the Library of Virginia. Such gift shall be disclosed as having been accepted on behalf of the Commonwealth or a locality, but the value of such gift shall not be required to be disclosed;
- certain gifts with a value in excess of $100 from a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board if such gift was provided to such School Board member or employee or a member of the immediate family of the School Board member or employee on the basis of a personal friendship. A lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board may be a personal friend of such School Board member or employee or the immediate family of the School Board member or employee. In determining whether a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board is a personal friend, the following factors shall be considered:

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(i) the circumstances under which the gift was offered; (ii) the history of the relationship between the person and the donor, including the nature and length of the friendship and any previous exchange of gifts between them; (iii) to the extent known to the person, whether the donor personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iv) whether the donor has given the same or similar gifts to other persons required to file the disclosure form prescribed in Va. Code §§ 2.2-3117 or 30-111; and

- gifts of travel, including travel-related transportation, lodging, hospitality, food or beverages, or other thing of value, with a value in excess of $100 that is paid for or provided by a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board when the School Board member or employee has submitted a request for approval of such travel to the Council and has received the approval of the Council pursuant to Va. Code § 30-356.1. Such gifts shall be reported on the Statement of Economic Interests.

The $100 limitation imposed in accordance with this section shall be adjusted by the Council every five years, as of January 1 of that year, in an amount equal to the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, rounded to the nearest whole dollar.

No person shall be in violation of this policy if (i) the gift is not used by such person and the gift or its equivalent in money is returned to the donor or delivered to a charitable organization within a reasonable period of time upon the discovery of the value of the gift and is not claimed as a charitable contribution for federal income tax purposes or (ii) consideration is given by the donee to the donor for the value of the gift within a reasonable period of time upon the discovery of the value of the gift provided that such consideration reduces the value of the gift to $100 or less.

3. Awards to Employees for Exceptional Service

   Nothing herein shall be construed to prohibit or apply to the acceptance by a teacher or other employee of the Giles County School Board of an award or payment in the honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501 (c)(3) of the Internal Revenue Code.

F. Prohibited Conduct Regarding Contracts

1. No School Board member or employee shall have a personal interest in (i) any contract with the School Board or (ii) any contract with any government agency which is subject to the ultimate control of the School Board.
2. Exceptions - The above prohibition is applicable to:
   a. A Board member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the School Board
   b. an employee's own contract of employment
   c. Contracts for the sale by a governmental agency of services or goods at uniform

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d. A contract awarded to a member of the School Board as a result of competitive sealed bidding where the School Board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the School Board. However, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the School Board, by written resolution, shall state that it is in the public interest for the member to bid on such contract

e. The sale, lease or exchange of real property between a School Board member or employee and the School Board, provided the Board member or employee does not participate in any way as a Board member or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the School Board or Superintendent

f. The publication of official notices

g. An officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in excess of $5,000 per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract

h. Contracts between an officer's or employee's governmental agency and a public service corporation, financial institution, or company furnishing public utilities in which the officer or employee has a personal interest provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating or approving the contract

i. Contracts for the purchase of goods or services when the contract does not exceed $500

j. Grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering governmental agency

k. An officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed in the same agency, if the spouse was employed by such agency for five or more years prior to marrying the officer or employee.

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l. Employment contracts and other contracts entered into prior to August 1, 1987 provided such contracts were in compliance with the Virginia Conflict of Interests Act (or the Comprehensive Conflict of Interests Act) at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. The employment by the same governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of the persons is employed in a direct supervisory and/or administrative position with respect to the spouse or other relative residing in his household and the annual salary of the subordinate is $35,000 or more.

G. Prohibited Conduct Regarding Transactions

1. Each School Board member and school board employee who has a personal interest in a transaction:
   a. Shall disqualify himself from participating in the transaction if
      (i) the transaction has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsidiary or affiliated business entity relationship with the business in which he has a personal interest, or
      (ii) he is unable to participate pursuant to subdivision G.1.b., G.1.c., or G.1.d. of this policy.

      Any disqualification under this subsection shall be recorded in the School Board's public records. The School Board member or employee shall disclose his personal interests as required by VA Code § 2.2-3115.F and shall not vote or in any manner act on behalf of the School Board in the transaction. The member or employee shall not
      (i) attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the matter in which he has a personal interest is discussed; or
      (ii) discuss the matter in which he has a personal interest with other governmental officers or employees at any time.
   b. May participate in the transaction if he is a member of a business, profession, occupation, or group of three or more persons, the members of which are affected by the transaction, and he complies with the declaration requirements of Va. Code section 2.2-3115 H;

   c. May participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of VA Code § 2.2-3115 I; or
   d. May participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that

transaction.

2. Disqualification under this section shall not prevent any employee having a personal interest in a transaction in which his employer is involved from representing himself or a member of his immediate family in such transaction provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this policy.

3. If disqualification under subsection 1.a of this section leaves less than the number required by law to act, the remaining member or members of the board shall constitute a quorum for the conduct of business and have authority to act for the board by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.

4. The provisions of this section shall not prevent a board member from participating in a transaction merely because such a member is a defendant in a civil legal proceeding concerning such transaction.

H. Disclosure Requirements for School Board Members

1. School Board members file, as a condition of assuming office, a disclosure statement of their personal interests and other information as is required on the form prescribed by the Council pursuant to Va. Code § 2.2-3117 and thereafter file such statement annually on or before January 15. The disclosure forms are filed and maintained as public records for five years in the office of the clerk of the School Board.

2. School Board members and employees required to file the Statement of Economic Interests who fail to file such form within the time period prescribed shall be assessed a civil penalty of $250. The clerk of the School Board shall notify the attorney for the Commonwealth for the locality of any School Board member’s or employee’s failure to file the required form and the attorney for the Commonwealth shall assess and collect the civil penalty. The clerk shall notify the attorney for the Commonwealth within 30 days of the deadline for filing.

3. Any Board member or employee who is disqualified from participating in a transaction under Section G.1.a. of this policy, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate and such disclosure shall be reflected in the School Board's public records in the division superintendent’s office for a period of five (5) years.

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4. Any Board member or employee who is required to disclose his interest under Section G.1.b. of this policy shall declare his interest by stating:

- the transaction involved;
- the nature of the Board member's or employee's personal interest affected by the transaction;
- that he is a member of a business, profession, occupation or group the members of which are affected by the transaction; and
- that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day.

5. A Board member or employee who is required to declare his interest pursuant to subdivision G.1.c. of this policy shall declare his interest by stating

(i) the transaction involved;
(ii) that a party to the transaction is a client of his firm;
(iii) that he does not personally represent or provide services to the client; and
(iv) that he is able to participate in the transaction fairly, objectively and in the public interest.

The Board member or employee shall either make his declaration orally to be recorded in written minutes of the Board or file a signed written declaration with the clerk of the Board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the Board member or employee shall prepare and file the required declaration by the end of the next business day.

I. Release of Disclosure Forms

A clerk of the School Board who releases any disclosure form shall redact from the form any residential address, personal telephone number or signature contained on such form.

J. Deadlines and Coverage Periods for Disclosure Forms

A School Board member or employee required to file an annual disclosure on or before February 1 shall disclose his personal interests and other information as required on the form prescribed by the Council for the preceding calendar year complete through December 31.

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An School Board member or employee required to file a disclosure as a condition to assuming office or employment shall file such disclosure on or before the day such office or position of employment is assumed and disclose his personal interests and other information as required on the form prescribed by the Council for the preceding 12-month period complete through the last day of the month immediately preceding the month in which the office or position of employment is assumed; however, any School Board member or employee who assumes office or a position of employment in January shall be required to only file an annual disclosure on or before February 1 for the preceding calendar year complete through December 31.

When the deadline for filing any disclosure falls on a Saturday, Sunday or legal holiday, the deadline for filing shall be the next day that is not a Saturday, Sunday or legal holiday.

K. Advisory Opinions

School Board members or employees subject to the Act may seek written opinions regarding the Act from the local Commonwealth's attorney; the local county attorney; or the Council. Good faith reliance on any such written opinion of the Commonwealth Attorney or a formal opinion or written informal advice of the Council made in response to a written request for such opinion or advice regardless of whether such opinion or advice is later withdrawn, provided that the alleged violation occurred prior to the withdrawal of the opinion or advice bars prosecution for a knowing violation of the Act provided the opinion was made after a full disclosure of the facts. If the School Board member or employee relies on the opinion of the attorney for the Commonwealth in a prosecution for a knowing violation of the Act, the written opinion of the attorney for the Commonwealth shall be a public record and shall be released upon request. An opinion of the county attorney may be introduced at trial as evidence that the School Board member or employee did not knowingly violate the Act.

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Adopted: August 22, 2003
Revised: June 30, 2006
Revised: June 29, 2007
Revised: June 26, 2008
Revised: June 30, 2010
Revised: June 7, 2011
Revised: June 28, 2012
Revised: June 27, 2013
Revised: December 18, 2014
Revised: March 19, 2015
Revised: June 30, 2015
Revised: March 17, 2016
Revised: June 30, 2016
Revised: March 16, 2017
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3103.2, 2.2-3104.1, 2.2-3108, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3115, 2.2-3118.2, 2.2-3119, 2.2-3121, 2.2-3124 and 30-356.

Cross Ref.:

CBCA	Disclosure Statement Required of Superintendent
GAH	School Employee Conflict of Interests
GCCB	Employment of Family Members

GILES COUNTY PUBLIC SCHOOLS

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SCHOOL BOARD ORGANIZATIONAL MEETING

The Giles County School Board will hold an organizational meeting annually.

At that meeting the Board will

- Establish its regular meeting schedule for the following year,
- Elect one of its members as chairman,
- Approve a designee of the superintendent to attend meetings of the School Board in case of the superintendent's absence or inability to attend, and
- Appoint, on the recommendation of the superintendent, a clerk of the School Board.

Upon election, the chairman will immediately assume office and preside over the remainder of the meeting.

In addition, the Board

- May elect one of its members as vice-chairman and
- May appoint a deputy clerk.

The vice-chairman and deputy clerk, if any, will be empowered to act in all matters in case of the absence or inability to act of the chairman or clerk, respectively, or as otherwise provided by the Board.

The terms of the chairman, clerk, vice-chairman and deputy clerk will be one year.

The Board's annual organizational meeting will be held in January.

Adopted: August 22, 2002
Revised: April 11, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-72, 22.1-76

Cross Ref.: BCB School Board Officials

GILES COUNTY PUBLIC SCHOOLS

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File: BCB

SCHOOL BOARD OFFICERS

The officers of the School Board are a Chairman and Vice-Chairman. The Chairman and the Vice-Chairman are elected annually at the organizational meeting of the School Board.

School Board Chairman

The duties of the chairman are to preside at all meetings of the School Board, to perform such other duties as may be prescribed by law or by action of the School Board, and to sign all legal documents approved by the School Board.

The chairman, as a member of the School Board, has a vote on all matters before the School Board which come to a vote, but does not have an additional vote as Chairman in case of a tie.

Vice-Chairman

The Vice-Chairman, if present, shall preside in the absence of the Chairman and is empowered to act in all matters in case of the absence or inability of the Chairman to act or as provided by resolution of the School Board. If neither the chairman nor vice-chairman is present, a majority of board members present, if they constitute a quorum, shall elect one from among themselves to chair the meeting.

Adopted: November 11, 1996
Revision: August 22, 2002 (Legal Ref. Only)
Revision: April 11, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-72, 22.1-76.

Cross Ref.: BCA School Board Organizational Meeting

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SCHOOL BOARD CLERK

On recommendation of the superintendent, a clerk is and a deputy clerk may be appointed annually at the organizational meeting of the School Board.

The clerk and deputy clerk, if any, are each bonded in an amount no less than ten thousand dollars ($10,000), and the school board pays the premiums for each bond. The clerk and deputy clerk, if any, discharge under the general direction of the superintendent all duties as required by law and such other duties as may be required by the School Board or the Board of Education.

Adopted: November 11, 1996
Revised: June 7, 2011 (Legal Ref. Only)
Revised: June 30, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-76, 22.1-77.

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SCHOOL BOARD COMMITTEES

There shall be no standing committees of the School Board, except:

1. Student Disciplinary Committee and/or an Equal Employment Opportunity/Non-Discrimination Committee.

Special committees may be appointed by the Chairman or created by School Board action. These committees shall be appointed or created for a specific purpose and shall expire upon completion of the assigned task unless School Board action authorizes temporary continuance of such committees.

Adopted: June 29, 2001
Revised: April 11, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-277.06.

Cross Refs.:

	BCEA	Disciplinary Committee
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDC	Closed Meetings
	GB	Equal Employment

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ADVISORY COMMITTEES TO THE SCHOOL BOARD

The School Board may appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. In addition, pursuant to Board of Education regulations, the School Board establishes advisory committees for the following programs: special education and career and technical education. These committees shall serve without compensation for one-year terms.

A Parent Advisory Committee will be established to provide advice on all matters related to parental involvement in programs supported by Title I, Part A and/or Limited English Proficiency programs under Title III.

Adopted: August 26, 2005
Revised: June 30, 2010
Revised: April 12, 2011
Revised: June 28, 2012
Revised: June 27, 2013
Revised: March 19, 2015

Legal Ref.: 20 U.S.C. §§ 5964 (a) (6), 6318 (e)(12), 7115(a)(1)(E).

Code of Virginia, 1950, as amended, §§ 22.1-18.1, 22.1-86, 22.1-275.1

8 VAC 20-40-60.

8 VAC 20-81-230.D.

8VAC 20-120-50

8 VAC 20-131-270.

Cross Refs.:
- EB School Crisis, Emergency Management, and Medical Emergency Response Plan
- EBB Threat Assessment Teams
- IC/ID School Year/School Day
- IGBB Programs for Gifted Students
- KC Community Involvement in Decision Making

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ADVISORY COMMITTEES TO THE BOARD

Standards of Quality Planning Council

The function of this council will be to provide leadership in planning to meet the division's educational needs and to develop more effective school programs.

A committee will be appointed consisting of a chairman and other members with representation from the following groups: staff personnel, school administration, classroom teachers, para professional personnel, students and other citizens. The term of office for council members shall be two years.

Other advisory groups will be:

1. The Special Education Advisory Council
2. The Vocational Education Advisory Council
3. The Title I Advisory Council
4. The Professional Advisory Council
5. The Emergency Planning Committee
6. The Library Materials Review and Selection Committee - Challenging Controversial Materials

Routine advisory committee appointments shall be made at the first school board meeting in October.

Issued: June 30, 1995
Revised: September 26, 2013

GILES COUNTY PUBLIC SCHOOLS

File: BCG

SCHOOL ATTORNEY

The School Board may retain an attorney for legal counsel and services. The attorney, upon request by the School Board, may attend meetings of the board and its committees.

Adopted: November 11, 1996
Revised: June 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-82.

GILES COUNTY PUBLIC SCHOOLS

© 5/15 VSBA

File: BDA

REGULAR SCHOOL BOARD MEETINGS

The School Board transacts all business at School Board meetings. The School Board does not vote by secret or written ballot. However, nothing prohibits separately contacting the membership, or any part thereof, of the School Board for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting under the Virginia Freedom of Information Act.

All meetings of the School Board are open to the public, except as otherwise permitted by law.

No meeting is conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business, expect as provided in Policy BDD Electronic Participation in Meetings from Remote Locations.

The School Board gives notice of its meetings in accordance with Policy BDDA Notification of School Board Meetings.

At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to the members of the School Board for a meeting are made available for public inspection at the same time such documents are furnished to the members of the School Board.

Any person may photograph, film, record or otherwise reproduce any portion of an open meeting. The School Board may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but does not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of an open meeting. The School Board does not conduct any open meeting in any building or facility where such recording devices are prohibited.

Minutes of all regular School Board meetings are recorded in accordance with Policy BDDG Minutes.

Adopted: November 11, 1996
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 30, 2010
Revision: March 19, 2015
Revision: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 2.2-3710, 22.1-72 and 22.1-74..

Cross Refs.:

	KC	Community Involvement in Decision making
	BCA	Board Organizational Meeting
	BDD	Electronic Participation in Meetings from Remote Locations
	BDDA	Notification of Board Meetings

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File: BDB

SPECIAL SCHOOL BOARD MEETINGS

The School Board holds special and continued meetings when necessary. Special meetings are held when called by the chairman or when requested by two or more members. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member.

Business that does not come within the purposes set forth in the call of the meeting is not transacted at any special meeting of the School Board unless the members present unanimously agree to consider additional items of business.

Notice, reasonable under the circumstances, of special or continued meetings is given contemporaneously with the notice provided to members of the School Board.

Adopted: November 11, 1996
Revision: August 22, 2002 (Legal Ref. Only)
Revision: March 15, 2012
Revision: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-72

Cross Refs.: KC Community Involvement in Decision making
BCA Board Organizational Meeting
BDDA Notification of Board Meetings
BDDG Minutes

GILES COUNTY PUBLIC SCHOOLS

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File: BDC

CLOSED MEETINGS

A. Closed meetings may be held by the School Board or any committee thereof only in accordance with Virginia law, for purposes including the following:

1. Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter which involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the School Board. The School Board may not, however, discuss the compensation of Board members in closed session.

2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student in the Giles County school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents or guardians so request in writing and such request is submitted to the presiding officer of the School Board.

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the School Board.

4. The protection of the privacy of individuals in personal matters not related to public business.

5. Discussion concerning a prospective business or industry or the expansion of an exiting business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where if made public initially the financial interest of the School Board would be adversely affected.

7. Consultation with legal counsel and briefings by staff members or consultants, pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board. For purposes of this subsection, “probable litigation” means litigation which has been specifically threatened or on which the School Board or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.

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8. Consultation with legal counsel employed or retained by the School Board regarding specific legal matters requiring the provision of legal advice by such counsel. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.

9. Discussion or consideration of honorary degrees or special awards.

10. Discussion or consideration of tests or examinations or other information used, administered or prepared by a public body and subject to the exclusion in subdivision 4 of Va. Code § 2.2-3705.1.

11. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the School Board in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the School Board or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

12. Discussion or consideration of medical health and mental records subject to the exclusion in subdivision 1 of VA Code § 2.2-3075.5.

13. Discussion of plans to protect public safety as it relates to terrorist activity or specific cyber security threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 3 or 4 of Va. Code § 2.2-3705.2 where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

14. Discussion or consideration of information subject to the exclusion in pursuant to subdivision 11 of Va. Code § 2.2-3705.6 (the Public Private Education Facilities and Infrastructure Act) by the School Board or any independent review panel appointed to review information and advise the School Board concerning such information.

15. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the School Board.

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the School Board, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance,

rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

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C. The School Board or any committee thereof may permit nonmembers to attend a closed meeting of the Board or committee if such persons are deemed necessary or if their presence will reasonably aid the Board or committee in its consideration of a topic which is a subject of the meeting.

D. School Board members may attend closed meetings held by any committee or subcommittee of the Board, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise the Board. School Board members shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of Va. Code § 2.2-3707, the minutes of the committee or other entity shall include the identity of the School Board members who attended the closed meeting.

Adopted: October 14, 2004
Revised: June 29, 2007
Revised: April 11, 2013
Revised: June 30, 2015
Revised: June 30, 2016
Revised: June 30, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3711, 2.2-3712

Cross Ref.: BCE School Board Committees
BCEA Disciplinary Committee
BCF Advisory Committees to the School Board
BDDA Notification of School Board Meetings

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CALLING AND CERTIFICATION OF CLOSED MEETINGS

A. No closed meetings shall be held by the School Board or any committee thereof unless the School Board or committee has taken an affirmative recorded vote in an open meeting approving a motion which (I) identifies the subject matter, (ii) states the purpose of the meeting as authorized in Va. Code § 2.2-3711.A or other provision of law and (iii) cites to the applicable exemption or exemptions from open meeting requirements provided in the Virginia Freedom of Information Act or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of the Virginia Freedom of Information Act or authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The School Board, or committee thereof, in holding a closed meeting, shall restrict its discussion during the closed meeting only to those purposes specifically exempted under the Virginia Freedom of Information Act and identified in the motion required in subsection A, above.

C. At the conclusion of any closed meeting, the School Board or committee thereof shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting. Any member of the Board or committee who believes that there was a departure from the requirements of subdivisions (i) and (ii) above, shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the meeting.

D. Failure of the certification required by subsection C, above, to receive the affirmative vote of a majority of the members present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with these provisions. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the Virginia Freedom of Information Act.

E. Except as specifically authorized by law, in no event may the School Board or committee thereof take action on matters discussed in any closed meeting, except at an open meeting for which notice was given pursuant to VA Code §2.2-3707.

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Adopted: November 16, 1999
Revised: June 10, 2003
Revised: April 11, 2013
Revised: June 30, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3712

Cross Refs.:

BCE	School Board Committees
BCEA	Disciplinary Committee
BCF	Advisory Committees to the School Board
BDC	Closed Meetings
BDDA	Notification of School Board Meetings

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File: BDCA-E

CLOSED MEETING CERTIFICATION

Motion: _____ Date: _____
Second: _____

According to the votes recorded below, the Giles County School Board does hereby CERTIFY that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the Closed Meeting to which this certification applies; and

2. Only such public business matters as were identified in the Motion by which the Closed Meeting was convened were heard, discussed or considered by the school board.

3. Dissent: _____

_____

_____

4. Votes:

Ayes: _____
Nays: _____
Absent from Vote: _____
Absent from Meeting: _____

CERTIFIED:

_____
Clerk of the School Board

cc: School Board Attorney

CLOSED MEETING MOTION

Motion: _____ Date: _____
Second: _____

1. Recitals.

   a. The Giles County School Board desires to discuss the following matters in a Closed Meeting: the Virginia Freedom of Information Act and its recent changes, requiring the provision of legal advice of counsel.

   b. Pursuant to Va. Code Section 2.1-344.A.7 such discussions may occur in the Closed Meeting.

2. Action.

Be it RESOLVED that the Giles County School Board does hereby authorize discussion in the Closed Meeting of the matters identified herein.

3. Votes.

Ayes: _____
Nays: _____
Absent during vote: _____
Absent during meeting: _____

CERTIFIED:

_____
Clerk of the School Board

FORM #1

SAMPLE MOTION FOR GOING INTO A CLOSED MEETING

PURSUANT TO SECTION 2.1-344.1(A) OF THE CODE OF VIRGINIA, I MOVE THAT THE BOARD CONVENE A CLOSED MEETING FOR THE PURPOSE OF DISCUSSING THE FOLLOWING SPECIFIC MATTER(S):

Choose one or more of the following:

A. The discussion of the performance of a division employee which is authorized by Section 2.1-344(A)(1) of the Code of Virginia.

B. The consideration of a recommendation for disciplining a student enrolled in the school division, as authorized by Section 2.1-344(A)(2), of the Code of Virginia.

C. The discussion of the possible acquisition of a parcel of land as authorized by Section 2.1-344(A)(3), of the Code of Virginia.

D. A discussion concerning the possible location of a new industry within the boundaries of the school division, as authorized by Section 2.1-344(A)(5), of the Code of Virginia.

E. The investment of public funds, where competition is involved, which has not been publicly discussed at this time due to a possible adverse affect on the financial interest of the division, as authorized by Section 2.1-344(A)(6), of the Code of Virginia.

F. The receipt of legal advice from legal counsel concerning probable litigation involving the division, as authorized by Section 2.1-344(A)(7), of the Code of Virginia.

G. The creation of a special scholarship fund, as authorized by Section 2.1-344(A)(10), of the Code of Virginia.

H. The discussion of the adoption of a new standardized test for students in grades 1,3, 5 and 7, as authorized by Section 2.1-344(A)(11), of the Code of Virginia.

[Note: The above reasons are just a sample of the reasons that could be used to go into a closed meeting. The full list of topics for closed meetings is located at Section 2.1-344(A)(1-17) of the Code of Virginia.]

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Giles County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344.1(D) of the Code of Virginia requires a certification by this school board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Giles County School Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered.

VOTE [Note: Total number only in each category, names not required]

AYES:

NAYS:
[Note: For each nay vote, the reason for the departure from the requirements of the ACT should be described by the member or members voting nay.]

_____
Clerk/Secretary of
Giles County School Board

_____
[Meeting Date]

ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, the School Board does not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other communication means where the members are not physically assembled.

I. Quorum Physically Assembled

A school board member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. if, on or before the day of a meeting, the school board member notifies the chair of the School Board that he or she is unable to attend the meeting due a personal matter and identifies with specificity the nature of the personal matter, and the School Board

(a) approves the member's participation by a majority vote of the members present at a meeting and

(b) records in its minutes the specific nature of the personal matter and the remote location from which the member participated.

In deciding whether or not to approve a Board member's request to participate from a remote location, the Board shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting.

If a Board member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.

Such participation by a school board member shall be limited each calendar year to two meetings; or

2. if a school board member notifies the school board chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the School Board records this fact and the remote location from which the member participated in its minutes.

A school board member may participate in a meeting by electronic means pursuant to this section only when:

- a quorum of the School Board is physically assembled at the primary or central meeting location; and
- the School Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

II. Quorum Not Physically Assembled

The School Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and
- the purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this section, the School Board shall

- give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board;
- make arrangements for public access to the meeting;
- make available to the public, at the time of the meeting, a copy of the proposed agenda and agenda packets and all materials, unless exempt, that will be distributed to members of the School Board and that have been made available to the School Board's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- record minutes of the meeting in accordance with Policy BDDG; and
- record in the minutes votes taken by name in roll-call fashion.

For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting. In addition, at such meetings the School Board will make available to the public a public comment form prepared by the Virginia Freedom of Information Advisory Council.

III. Reporting

If the School Board meets by electronic means, without a quorum physically assembled, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council by December 15 of each year:

- the total number of electronic communication meetings held that year
- the dates and purposes of the meetings
- A copy of the agenda for each meeting
- the number of sites for each meeting
- the types of electronic communication means by which the meetings were held
- the number of participants, including members of the public, at each meeting location
- the identity of the members of the School Board recorded as absent and those recorded as present at each meeting location
- a summary of any public comment received about the electronic communication meetings
- a summary of the School Board's experience using electronic communication meetings, including its logistical and technical experience.

Adopted: June 29, 2007
Revised: June 26, 2008
Revised: June 27, 2013
Revised: March 20, 2014
Revised: May 29, 2014
Revised: October 22, 2015
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3708, 2.2-3708.1, 2.2-3710.

Cross Ref.: BDDG Minutes

NOTIFICATION OF SCHOOL BOARD MEETINGS

Regular Meetings

The School Board and any committees thereof shall give notice of the date, time, and location of their regular meetings by posting such notice on its website, placing a notice in a prominent public location at which notices are regularly posted and in the office of the clerk of the School Board at least three working days prior to the meeting. In addition, the School Board and any committees thereof shall publish notice of their meetings by electronic means whenever feasible. At least one copy of the proposed agenda and all agenda packets and other nonexempt materials furnished to members of the School Board and any committees thereof shall be made available for public inspection at the same time the documents are furnished to members of the School Board or committee.

Special Meetings

Notice, reasonable under the circumstance, of special, emergency or continued meetings shall be given contemporaneously with the notice provided to members of the School Board or committee.

Notification of Closed Meetings Held Solely for the Purpose of Interviewing Candidates for the Position of Superintendent

The notice provisions described above do not apply to closed meetings of the Board held solely for the purpose of interviewing candidates for the position of superintendent. Prior to any such closed meeting the School Board shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within fifteen days thereafter.

Direct Notification

Notice of all school board meetings shall be furnished directly to any person who requests such information. Requests to be notified of all meetings should be made at least once a year in writing and include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. Unless the person making the request objects, the school division may provide electronic notice of all meetings in response to such requests.

Adopted: November 16, 1999
Revised: August 22, 2002
Revised: April 14, 2009
Revised: April 11, 2013
Revised: June 30, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 2.2-3712.

Cross Ref.:
- BCE School Board Committees
- BCEA Disciplinary Committee
- BCF Advisory Committees to the School Board
- BDA Regular School Board Meetings
- BDB Special School Board Meetings

GILES COUNTY PUBLIC SCHOOLS

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AGENDA PREPARATION AND DISSEMINATION

The preparation of the agenda shall be the responsibility of the School Board chairman, with the assistance of the superintendent. Any member of the School Board may submit items for inclusion on the proposed agenda.

A copy of the proposed agenda and all agenda packets and materials is made available for inspection by the public at the same time such documents are furnished to the School Board members unless the materials are exempt under the Virginia Freedom of Information Act.

Adopted: December 12, 1996
Revised: August 22, 2002
Revised: March 15, 2007
Revised: March 20, 2014
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78

Cross Ref.: BDDA Notification of School Board Meetings

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File: BDDC-E

AGENDA FORMAT

The normal order of business at regular Board meetings will be:

I. Executive Session

II. Call to Order

III. Public Comments

IV. Recognitions

V. Consent Items

VI. Superintendent's Report

VII. Concerns/Mission Statement Accomplishments
   A. School Board Members
   B. Administrators/Supervisors

VIII. Adjournment

Adopted: July 31, 2017

GILES COUNTY PUBLIC SCHOOLS

File: BDDD

QUORUM

At any meeting of the Giles County School Board, a majority of the Board constitutes a quorum.

Adopted: December 12, 1996
Revised: June 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §22.1-73

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File: BDDE

RULES OF ORDER

The Giles County School Board establishes rules of order and may adopt bylaws, policies and regulations.

Adopted: December 12, 1996
Revised: June 7, 2011 (Legal Ref. Only)
Revised: June 30, 2015

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

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File: BDDF

VOTING METHOD

Each School Board member's vote on every decision is recorded in the minutes of the meeting. The minutes of the meeting also reflect the method and result of all votes. No votes are taken by secret or written ballot.

In any case in which there is a tie vote of the School Board when all members are not present, the question shall be passed by until the next meeting when it shall again be voted upon even though all members are not present. Any tie vote shall defeat the motion, resolution or issue voted upon.

Adopted: December 12, 1996
Revised: August 22, 2002
Revised: June 30, 2006
Revised: June 29, 2007
Revised: March 20, 2014
Revised: December 18, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3710, 22.1-57.3, 22.1-75.

Cross Refs.: BDD Electronic Participation in Meetings from Remote Locations
BDDG Minutes

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File: BDDG

MINUTES

Minutes are recorded at all open meetings, approved by the School Board in regular session, signed by the clerk and chairman of the Board, and kept and stored in accordance with the provisions of the Code of Virginia.

Draft minutes and all other records of open meetings, including audio or audio/visual records, are public records open pursuant to the Virginia Freedom of Information Act as described in Policy KBA Requests for Information and Regulation KBA-R Requests for Information.

Minutes may be taken during closed meetings of the School Board, but are not required. Such minutes are not subject to mandatory public disclosure.

Minutes are not required to be taken at deliberations of study commissions or study committees, or any other committees or subcommittees appointed by the School Board except where the membership of any such commission, committee or subcommittee includes a majority of the School Board.

Minutes include, but are not limited to

- the date, time, and location of the meeting;
- the members of the School Board recorded as present and absent;
- a summary of the discussion on matters proposed, deliberated or decided; and
- a record of any votes taken.

Adopted: November 16, 1999
Revised: August 22, 2002 (Legal Ref. Only)
Revised: June 26, 2008
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3707, 2.2-3712, 22.1-74

Cross Refs.: BDC Closed Meetings
BDD Electronic Participation in Meetings from Remote Locations
KBA Requests for Information
KBA-R Requests for Information

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File: BDDH
(Also KD)

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Giles County School Board to observe its deliberations. Any member of the community may address the Board on matters related to the Giles County Public Schools at any regular meeting as provided in the accompanying regulation. Persons wishing to address the School Board are requested to contact the superintendent, the School Board chairman, or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. Upon recognition by the chairman, the speaker shall address himself to the chairman and if, at the conclusion of his remarks, any member of the School Board desires further information, the member will address the speaker only with the permission of the chairman. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

A reasonable period of time, four (4) minutes, as determined by the School Board, will be allocated at each regular meeting for community members to present matters of concern.

Adopted: December 12, 1996
Revision: October 14, 2004 (Legal Ref. Only)
Revision: June 26, 2008
Revision: June 7, 2011
Revision: March 20, 2014
Revision: March 19, 2015
Revision: June 30, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Refs.: BDDE Rules of Order

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PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Giles County Public Schools invites and encourages active participation by those in attendance at School Board meetings. Individuals wishing to address the board must notify the board clerk of their intent to address the School Board and sign up to speak. Public comments are received during the designated time on the agenda, at the beginning of the meeting, following the call to order and approval of the agenda. As information, the board has designated four (4) minutes as the reasonable period of time to address the board. If an individual feels that the designated 4 minutes will not be sufficient, a written request, including reasons for the additional time, must be submitted no later than 24 hours prior to the day of the school board meeting. Approval will be determined by the School Board Chairman, with a maximum time of 10 minutes being granted. Individuals wishing to speak to the board are asked to provide multiple written copies of their comments to provide to board members.

Individuals addressing the board are expected to show appropriate courtesy to School Board members, as the Board is committed to showing respect and courtesy to all citizens. Individuals should refrain from statements or conduct that likely could result in disruption or due delay in the orderly transaction of the business scheduled for consideration by the board. Individuals will also address the board in a civil tone and demeanor, and shall not make personal or profane remarks or any threatening remarks/gestures, to any member of the board, staff, or general public.

Members of the audience shall not be permitted to interrupt any speaker or meeting by asking questions or making comments. They are also expected to respect the opinions of others and shall refrain from disruptive behaviors which impede the orderly conduct of any Board meeting. Any person(s) who conduct(s) him/herself in the aforementioned manner shall, at the discretion of the Chairperson or a majority of the board, be ruled out-of-order, and if necessary, shall be removed from the premises.

Chairperson

Prior to public comments at school board meetings, the Chairperson will read the following statement: “The Giles County School Board welcomes the public to its meetings and offers individuals an opportunity to address the Board during public comments. Citizens are asked to follow the guidelines as established in the school division’s regulations KD-R/BDDH-R. Please refrain from discussing personnel items or naming specific students during public comments. For the record, please state your name and the subject of your remarks. Public comments are limited to 4 minutes per speaker, unless prior approval has been given to waive the designated time limit. I will ask a member of the board/superintendent to time each speaker. If anyone wishes to make comments, please make sure you have signed up with the board clerk.”

Adopted: March 20, 2014
Revised: March 19, 2015

BOARD POLICY MANUAL

The School Board is guided by written policies that are readily accessible to the board, division employees, students, parents, and citizens. The division manual shall be reviewed at least every five years and revised as needed.

A current copy of all division policies and regulations approved by the School Board are posted on the division's website and are available to employees and the public. Printed copies of the policies and regulations are available as needed to citizens who do not have online access. The superintendent shall ensure that an annual announcement is made at the beginning of the school year and, for parents of students who enroll later in the academic year, at the time of enrollment, advising the public regarding the availability of the policies and regulations.

Adopted: October 14, 2004
Revised: June 29, 2007
Revised: June 27, 2013

Legal Ref.: Code of Virginia, 1950, as amended § 22.1-253.13:7

Cross Ref.: BFC Policy Adoption
CH Policy Implementation

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POLICY ADOPTION

It is the responsibility of the School Board to adopt policies for governing the school division. The power to enact policy cannot be delegated to an employee or agent such as the superintendent or a single member of the School Board.

Policy is a basic statement of the intent of the School Board which creates rights and responsibilities for the conduct of the school division's business. Being of a dynamic nature, policies are subject to revision by the School Board.

Regulation is the manner or method of implementation of policy by the superintendent and staff, subject to change as conditions and/or circumstances may dictate.

Policies shall be developed and presented to the Board evidencing the consideration given to the views of the division's community. The final authority for adoption rests solely with the School Board.

When a proposed action of the School Board, initiated either by Board member or administration, affects existing School Board policies, the existing policy and regulation, if any, shall be referenced so that the effect of the new action will be clear.

Unless otherwise provided, when policies are adopted, altered or replaced, the new or revised policy shall become effective upon adoption.

All regulations for implementation of the policies shall be developed by or through the superintendent. They shall be presented to the School Board as information items, unless the School Board informs the Superintendent that it wants to act on a specified regulation.

Where changes in policy and/or regulations are made, these shall be prepared and distributed to all concerned for insertion into the policy and/or regulations manuals so that action of the School Board may be implemented as soon as possible.

Adopted: December 12, 1996
Revised: May 15, 2008
Revised: September 17, 2009
Revised: November 20, 2009
Revised: June 27, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.

Underwood v. Henry County School Board, 245 Va. 127, 427 S.E.2d 330, (1993).

Cross Refs.:
	BF	Board Policy Manual
	BFE/CHD	Administration in Policy Absence
	CH	Policy Implementation

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File: BFD

POLICY DISSEMINATION

All employees of the Giles County School Board, are expected to become familiar with, to understand, and to observe the Board policies and regulations contained in this manual.

To accomplish this, it is urged that the superintendent review and assist in interpreting the manual to members of his central office staff and to principals of the various schools. Principals are responsible to inform persons working under their supervision about the policy manual and to render assistance in interpreting the manual. The Superintendent or his designee will be responsible to inform employees working under his supervision and assist them in proper interpretation of the Board policies and regulations.

The superintendent will confer and give counsel to any employee who cares to discuss Board policy by requesting and being granted an appointment hour for the discussion.

Adopted:

File: BFE
(Also CHD)

ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken by the school division and the School Board has provided no guidelines for administrative action, the superintendent has the power to act, but the superintendent's decisions are subject to review by the School Board at its next regular meeting. It is the duty of the superintendent to inform the School Board promptly of such action and of the need for policy.

Adopted: December 12, 1996
Revised: June 7, 2011 (Legal Ref. Only)
Revised: June 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

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BOARD-STAFF COMMUNICATIONS

The Giles County School Board supports and encourages two-way communication between the Board and employees. The superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. A description of the two-way communication system is included in this policy manual.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or the administrative staff.

The School Board desires to develop and maintain the best possible working relationship with the employees of the school division. The School Board welcomes the viewpoints of employees, and it shall allow time at its meetings for employees to be heard.

The School Board does not discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.

Adopted: December 12, 1996
Revision: October 14, 2004 (Legal Ref. Only)
Revision: May 15, 2008
Revision: June 26, 2008
Revision: March 20, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.1.

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BOARD-STAFF COMMUNICATIONS

Communication Plan for Non-Professional Employees

Introduction

To improve and ensure open channels of communication between the Giles County School Board and its non-professional employees, a plan of operation has been designed and approved.

Philosophy and Purposes

The concept of open communication includes such basic tenets as:

1. The right of each individual employee to talk with his immediate supervisor, principal, director, administrative assistant, division superintendent, and/or the Board regarding any problem of concern to him;

2. The exception that the superintendent will discuss with and seek advice from central office and school administrators/ supervisors on problems of mutual concern;

3. The expectation that the superintendent will welcome suggestions from individual employees and will present such suggestions as he deems appropriate to the Board for consideration;

4. That press releases of all regular monthly Board meetings, as well as information from special meetings which directly concern non-professional employees, will be made available to all work sites.

Issued: July 31, 2017

Communications Plan for Professional Employees

Introduction

To improve and ensure open channels of communication between the Giles County School Board and its professional employees, a plan of operation has been designed and approved.

Philosophy and Purposes

The concept of open communications includes such basic tenets as:

1. The right of each individual employee to talk with his immediate supervisor, principal, supervisor, assistant superintendent, division superintendent, and/or the Board regarding any problem of concern to him;

2. The expectation that the superintendent will discuss with and seek advice from central office and school administrators/supervisors on problems of mutual concern;

3. The expectation that the superintendent will welcome suggestions from individual employees and will present such suggestions as he deems appropriate to the Board for consideration;

4. That press releases of all regular monthly Board meetings, as well as information from special meetings which directly concern professional employees, will be made available to all work sites; and

5. That an elected representative council of professional employees will advise and communicate with the superintendent and the Board.

The Professional Advisory Council

The Board recognizes the Giles Education Association as the official representative for its members. The membership of the association includes both professional and paraprofessional employees. The professional advisory council is not intended to replace or compete with the association. The council's purpose is to represent all professional employees regardless of their membership in associations and/or organizations.

The council will advise and communicate to the superintendent and the Board concerns of the employees it represents. Its scope of operation will include employee salaries, fringe benefits, personnel policies, and other school-related matters.

Membership of the council will be determined as follows:

1. One member representing central office administrators/ supervisors;

2. One member representing school administrators/ supervisors;

3. One member representing each school having a faculty of from one to 15 members;

4. Two members representing each school having a faculty of from 16 to 40 members;

5. Three members representing each school having a faculty of 41 or more members; and

6. The superintendent will be an ex officio member.

All council members will be elected through secret ballot by their peers. The term of office will be two years (except for the first year) and will be staggered among the membership to provide experiential continuity. The term of office will coincide with school sessions.

Vacancies on the council will be filled by proper election and will be for the remainder of an unexpired term.

The council will annually elect a chairperson, a vice chairperson, and a secretary from its membership at the first meeting of the school session.

The council will meet at 3:30 p.m. on the fourth Monday of each odd numbered month except July. Other meetings may be held upon the request of the superintendent, the Board, or council chairperson. Board members are welcome to attend council meetings.

The Executive Committee

In order to provide open and ongoing communications which are functional, manageable, and efficient, the interaction of the council and the superintendent and/or the Board should be directed through an executive committee of the council. The committee will be composed of the following council members:

1. The council chairperson;
2. The council vice chairperson;
3. The council secretary;
4. One administrator/supervisor (central office or school);
5. Two members-at-large; and
6. The superintendent, ex officio.

The administrator/supervisor and the two members-at-large shall be elected annually by and from the council membership at its first meeting of the school session.

The committee will be responsible for conveying the concerns of the council to the superintendent and/or the Board and will act as a liaison between the council as a whole and the superintendent and/or the Board.

The committee will meet at the request of the superintendent, the Board, the council chairperson, or at the direction of the council. Board members will be notified of committee meetings and are welcome to attend.

Election Schedule for Professional Advisory Council

Schools	Number of Members	Schedule
Giles High School	3	2 in even-numbered years 1 in odd-numbered years
Narrows High School	2	1 each year (odd-even)
Eastern Elementary School	2	1 each year (odd-even)
Macy McClaugherty School	2	1 each year (odd-even)
Narrows Elementary School	2	1 each year (odd-even)
Giles Co. Vocational School	1	1 in odd-numbered years
Central Office Administrators/ Supervisors	1	1 in odd-numbered years
School Administrators/ Supervisors	1	1 in even-numbered years
	14	

Odd-numbered year positions will be a one year term from 1980 election.

Issued: August 20, 1991

File: BHB

SCHOOL BOARD MEMBER IN-SERVICE ACTIVITIES

The School Board places a high priority on the importance of a planned and continuing program of inservice education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The School Board shall plan specific inservice activities designed to assist school board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the educational activities of the local schools; and, to deepen their insights into the nature of leadership in a modern democratic society.

School Board members will participate annually in high-quality professional development activities at the state, local or national levels on governance, including, but not limited to, personnel policies and practices; the evaluation of personnel; curriculum and instruction; use of data in planning and decision making; and current issues in education.

Funds shall be budgeted annually to support this program. Individual School Board members shall be reimbursed for out-of-pocket costs incurred through participation in approved activities. The School Board shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the School Board's continuing in-service educational activities.

The School Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in School Board conferences, workshops and conventions conducted by the Virginia and the National School Boards Association.

2. Division-sponsored training sessions for School Board members.

3. Subscriptions to publications addressed to the concerns of school board members.

Adopted: December 12, 1996
Revision: August 22, 2002 (Legal Ref. Only)
Revision: October 14, 2004 (Legal Ref. Only)
Revision: May 15, 2008
Revision: June 27, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-78, 22.1-253.13:5.D.

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SCHOOL BOARD MEMBER COMPENSATION AND BENEFITS

Each member of the Giles County School Board shall receive an annual salary as provided by law.

The Chairman of the School Board will receive no additional compensation.

Actual expenses incident to performance of official duties by a School Board member may be reimbursed on presentation of an expense voucher with receipts attached. Compensation is paid for mileage incurred for attendance at a meeting of the School Board and in conducting other official business of the School Board.

Adopted: August 22, 2003
Revision: May 15, 2008
Revision: January 21, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-1414.1 et seq., 22.1-32, 22.1-55, 22.1-85

Cross Ref.: BHE School Board Member Liability Insurance

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SCHOOL BOARD MEMBER LIABILITY INSURANCE

The Giles County School Board shall provide liability insurance, or self-insurance, for its members while performing functions or services for the school division to cover the costs and expenses incident to liability, including those for settlement, suit or satisfaction of judgment, arising from their conduct in discharging their duties or in performing functions or services for the school division.

Adopted: December 12, 1996
Revision: May 15, 2008

Legal Refs.: Code of Virginia, 1950, as amended, section 22.1-84

Cross Refs.: BHD Board Member Compensation and Benefits
EI Insurance Management

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ADMINISTRATION GOALS

The Giles County School Board places the primary responsibility and authority for the administration of the school division in the superintendent. The superintendent is responsible for the direction, leadership, and coordination of students and staff in their efforts to reach educational goals adopted by the School Board.

The School Board expects the division superintendent to provide leadership in:

1. Decision-making

2. Communication.

3. Planning, organizing, implementing, and evaluating educational programs.

4. Developing and maintaining close working relationships and channels of communication within the school system and community.

Adopted: December 12, 1996
Revised: March 15, 2012

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-253.13:7, 22.1-70, 22.1-78

Cross Refs.: CBA Qualifications and Duties of the Superintendent
CBG Evaluation of the Superintendent

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QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

I. QUALIFICATIONS

1. The candidate for superintendent shall meet the qualifications as set forth in State Board of Education Regulations Governing Licensure of School Personnel.

2. Preference shall be given to those applicants whose experience and education demonstrate a balance between instruction and business administration.

3. Eligibility shall be limited to individuals whose records indicate they possess the following attributes:

   a. Good character
   b. Management talent
   c. Leadership
   d. Knowledge of school law
   e. Understanding of special education
   f. Outstanding ability in career and technical and academic education

The position of superintendent is a performance-based position with remuneration directly dependent on the achievement of the performance goals and standards established by the School Board and the School Board's evaluation of the superintendent.

II. MAJOR DUTIES

1. Serves as chief executive officer of the School Board.

   A. Attends School Board meetings.
   B. Implements policies of the School Board.
   C. Reports to the School Board about the status of programs, personnel and operations of the schools.
   D. Recommends actions to the School Board.
   E. Communicates as liaison between the School Board and school personnel.
   F. Assists the chairman in developing and distributing notices and agenda of meetings of the School Board.

2. Acts as the educational leader of the schools.

   A. Supervises the principals and assistant superintendents.
   B. Oversees planning and evaluation of curriculum and instruction.
   C. Develops for approval by the School Board procedures for adopting textbooks and other instruction materials.
   D. Visits schools on a regular basis.
   E. Maintains a current knowledge of developments in curriculum and instruction.

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3. Enforces school laws and regulations.

   A. Observes such directions and regulations as the Superintendent of Public Instruction or Board of Education may prescribe.
   B. Makes reports to the Superintendent of Public Instruction whenever required.
   C. Distributes promptly all reports, forms, laws and regulations which may be received from the Superintendent of Public Instruction.
   D. Enforces school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education.
   E. Prepares and maintains administrative procedures, guidelines and regulations to be used to implement School Board policy. If Board action is required by law or the Board has specifically asked that certain types of regulations be given prior Board approval, these regulations and guidelines shall be placed in the School Board manual. The administrative procedures, guidelines and regulations shall be discussed with the staff and made available for their information.

4. Oversees staff personnel management.

   A. Organizes recruitment of personnel.
   B. Reassigns personnel to schools and offices.
   C. Insures administration of personnel policies and programs.
   D. Supervises evaluation of personnel.
   E. Provides for maintenance of up-to-date job descriptions for all personnel.

5. Oversees facility management.

   A. Prepares long and short-range plans for facilities and sites.
   B. Insures the maintenance of school property and safety of personnel and property.
   C. Inspects school property on a regular basis.
   D. Approves the utilization of school property.
   E. Monitors any construction, renovation and demolition of school facilities.
   F. Represents the schools before local or state agencies which control building requirements or provide financing for buildings.
   G. Closes public school buildings which appear to him to be unfit for occupancy.

6. Oversees financial management.

   A. Prepares budget for School Board approval.
   B. Insures that expenditures are within limits approved by the School Board.
   C. Reports to the School Board on financial condition of the schools.
   D. Establishes procedures for procurement of equipment and supplies.
   E. Ensures that an accurate record of all receipts and disbursements of school funds is kept.

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7. Directs community relations activities.

   A. Articulates educational programs and needs to the community.
   B. Responds to concerns expressed in the community.
   C. Maintains contact with the news media.
   D. Participates in community affairs.
   E. Involves the community in planning and problem solving for the schools.

8. Oversees pupil personnel services.

   A. Monitors pupil personnel services.
   B. Insures adequate pupil record system.
   C. Implements policies and programs relating to behavior and discipline of pupils.
   D. Maintains programs for health and safety of pupils.
   E. Communicates as liaison between schools and community social agencies.

Adopted: June 29, 2001
Revised: June 7, 2011
Revised: March 19, 2015

Legal Ref.: Constitution of Virginia, article VIII, § 5c;

Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-136; 22.1-253.13:7.

8 VAC 20-22-50.

8 VAC 20-22-600.

8 VAC 20-390-10.

8 VAC 20-390-40.

8 VAC 20-390-50.

8 VAC 20-390-60.

8 VAC 20-390-70.

8 VAC 20-390-80.

8 VAC 20-390-90.

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8 VAC 20-390-100.

8 VAC 20-390-110.

GILES COUNTY PUBLIC SCHOOLS

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File: CBB

APPOINTMENT AND TERM OF THE DIVISION SUPERINTENDENT

The School Board appoints the superintendent from the list of eligibles certified by the Board of Education and determines the term of employment. The superintendent's term expires on June 30. The superintendent serves an initial term of not less than two years nor more than four years. At the expiration of the initial term, the superintendent is eligible to hold office for the term specified by the School Board, not to exceed four years.

If the School Board fails to appoint a division superintendent within 180 days of a vacancy, the Virginia Board of Education will appoint a superintendent for the division. If the School Board has not appointed a superintendent within 120 days of a vacancy, it will submit a written report to the Superintendent of Public Instruction demonstrating its efforts to make an appointment and containing a status report with a timeline for making the appointment prior to the 180-day deadline. If the School Board does not appoint a superintendent within 180 days of a vacancy, it will immediately notify the Virginia Board of Education, in writing, of its failure to do so. Within 30 days of the 180th day after the vacancy occurs, the School Board will submit, in writing, its preferred candidate(s), not to exceed three, for the position. The Virginia Board of Education may consider these candidates and other eligible individuals. The Virginia Board of Education may authorize the State Superintendent of Public Instruction to conduct the search for a division superintendent.

If the Virginia Board of Education appoints a superintendent, the contract for the superintendent will be negotiated by the School Board.

Adopted: December 12, 1996
Revised: August 22, 2002 (Legal Ref. Only)
Revised: June 30, 2006
Revised: June 30, 2010
Revised: March 19, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-60, 22.1-61.

Procedures for Appointment of a School Division Superintendent by the Virginia Board of Education (adopted by the Virginia Board of Education March 22, 2006) (available at http://www.pen.k12.va.us/VDOE/VA_Board/Meetings/2006/mar22min.pdf).

Cross Refs.: CBA Qualifications and Duties of the Superintendent
CBD Superintendent's Compensation and Benefits

GILES COUNTY PUBLIC SCHOOLS

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File: CBD

SUPERINTENDENT'S CONTRACT, COMPENSATION AND BENEFITS

The Superintendent's contract shall set forth the Superintendent's compensation and benefit package. The superintendent's contract is available to the public pursuant to the Virginia Freedom of Information Act.

The School Board shall not renegotiate a Superintendent's contract during the period following the election or appointment of new members and the date such members are qualified and assume office.

When the Superintendent's contract is being renegotiated, each member of the school board will be notified at least 30 days in advance of any meeting at which a vote is planned on the renegotiated contract unless the members agree unanimously to take the vote without the 30 days notice. Each member's vote on the renegotiated contract will be recorded in the minutes of the meeting.

Adopted: August 22, 2003
Revised: April 11, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3705.8, 22.1-60.
Cross Ref.: CBB Appointment and Term of the Division Superintendent

GILES COUNTY PUBLIC SCHOOLS

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File: CBE

SEVERANCE BENEFITS

Any severance benefits provided to a departing Superintendent will be publicly announced prior to the Superintendent's departure.

Adopted: June 29, 2007

_____

_____

Legal Ref.: Code of Virginia, 1950, as amended, § 15.2-1510.1.

EVALUATION OF THE SUPERINTENDENT

It is the responsibility of the School Board to maintain and improve the quality of administration and instruction. One of the primary methods used in carrying out this responsibility is to work with the superintendent in improving his or her effectiveness.

Annually, the superintendent will provide to the School Board a work plan designed to implement the goals set for the division by the School Board. The School Board shall evaluate the superintendent annually. The School Board shall develop the instrument to evaluate the superintendent after consulting (1) the uniform performance standards and criteria developed by the Board of Education and (2) the superintendent. The superintendent's evaluation will include student academic progress as a significant component and an overall summative rating. Informal evaluations may also take place as the Board deems appropriate, provided that specific criteria for such appraisals be communicated to the superintendent.

Each Board member will be involved in assessing the superintendent's job performance on a continuing basis and by completing the formal evaluation instrument. Upon conclusion of the annual performance appraisal, the evaluation will be reviewed with the superintendent by the Board or its designees.

Adopted: August 26, 1999
Revision: June 30, 2000 (Legal Refs. Only)
Revision: October 14, 2004 (Legal Refs. Only)
Revision: June 7, 2011 (Legal & Cross Refs. Only)
Revision: June 27, 2013

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-60.1, 22.1-253.13:5.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, approved Sept. 27, 2012 to become effective July 1, 2014)

Cross Ref.: CBA Qualifications and Duties for the Superintendent

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Superintendent Summative Performance Report

Directions: Evaluators use this form prior to provide the superintendent with an assessment of performance. The superintendent should be given a copy of the form at the end of each evaluation cycle.

Superintendent: _____ **School Year(s):** _____

School: _____

Performance Standard 1: Mission, Vision, and Goals

Exemplary *In addition to meeting the requirements for Proficient...*	**Proficient** *Proficient is the expected level of performance.*	**Developing/Needs Improvement**	**Unacceptable**
The superintendent establishes a highly productive relationship with the local school board to formulate and implement the school division's mission, vision, and goals to promote student academic progress.	The superintendent works with the local school board to formulate and implement the school division's mission, vision, and goals to promote student academic progress.	The superintendent has not reached a level of proficiency in working with the local school board to formulate and implement the school divisions, mission, vision, and goals to promote student academic progress.	The superintendent does not work with the local school board to formulate and implement the school divisions, mission, vision, and goals to promote student academic progress.
☐	☐	☐	☐
Comments:			

Performance Standard 2: Planning and Assessment

Exemplary *In addition to meeting the requirements for Proficient...*	**Proficient** *Proficient is the expected level of performance.*	**Developing/Needs Improvement**	**Unacceptable**
The superintendent proactively seeks out research on the effective use of assessment data and ensures division personnel are aware of relevant findings and are using data to improve instructional programs, resulting in improved student academic performance.	The superintendent strategically gathers, analyzes, and uses a variety of data to guide planning and decision-making consistent with established guidelines, policies, and procedures that result in student academic progress.	The superintendent has not reached a level of proficiency in gathering, analyzing, and using a variety of data to guide planning and decision-making consistent with established guidelines, policies, and procedures that result in student academic success.	The superintendent does not gather, analyze, and use a variety of data to guide planning and decision-making consistent with established guidelines, policies, and procedures that result in student academic success.
☐	☐	☐	☐
Comments:			

Performance Standard 3: Instructional Leadership

Exemplary *In addition to meeting the requirements for Proficient...*	**Proficient** *Proficient is the expected level of performance.*	**Developing/Needs Improvement**	**Unacceptable**
The superintendent actively and consistently employs innovative and effective leadership strategies that empower teachers, maximize student academic progress, and result in effective teaching and learning that reflects excellence.	The superintendent fosters the success of all teachers, staff, and students by ensuring the development, communication, implementation, and evaluation of effective teaching and learning that leads to student academic progress and school improvement.	The superintendent has not reached a level of proficiency in fostering the success of all teachers, staff, and student students by facilitating the development, communication, implementation, or evaluation of effective teaching and learning that leads to student academic progress and school improvement.	The superintendent does not foster the success of all teachers, staff, and students by facilitating the development, communication, implementation, or evaluation of effective teaching and learning that leads to student academic progress and school improvement.
☐	☐	☐	☐
Comments:			

Performance Standard 4: Organizational Leadership and Safety

Exemplary *In addition to meeting the requirements for Proficient...*	**Proficient** *Proficient is the expected level of performance.*	**Developing/Needs Improvement**	**Unacceptable**
The superintendent is highly effective at organizational management, demonstrating proactive decision-making, coordinating safe, efficient operations, and maximizing available resources.	The superintendent fosters the safety and success of all teachers, staff, and students by supporting, managing, and evaluating the division's organization, operation, and use of resources.	The superintendent has not reached a level of proficiency in supporting, managing, or evaluating the division's organization, operation, safety, or use of resources.	The superintendent inadequately supports, manages, or evaluates the division's organization, operation, safety or use of resources.
☐	☐	☐	☐
Comments:			

Performance Standard 5: Communication and Community Relations

Exemplary *In addition to meeting the requirements for Proficient…*	**Proficient** *Proficient is the expected level of performance.*	**Developing/Needs Improvement**	**Unacceptable**
The superintendent proactively seeks and creates innovative and productive methods to communicate and engage effectively with stakeholders.	The superintendent fosters the success of all students through effective communication with stakeholders.	The superintendent has not reached a level of proficiency in communicating on issues of importance to stakeholders.	The superintendent demonstrates ineffective or detrimental communication with stakeholders.
☐	☐	☐	☐
Comments:			

Performance Standard 6: Professionalism

Exemplary *In addition to meeting the requirements for Proficient…*	**Proficient** *Proficient is the expected level of performance.*	**Developing/Needs Improvement**	**Unacceptable**
The superintendent demonstrates professionalism through published works, formal presentation(s), and/or formal recognition(s) or award(s).	The superintendent fosters the success of teachers, staff, and students by demonstrating professional standards and ethics, engaging in continuous professional development, and contributing to the profession.	The superintendent has not reached a level of proficiency in demonstrating professional standards, engaging in continuous professional development, or in contributing to the profession.	The superintendent shows disregard for professional standards and ethics, engaging in continuous professional development, or contributing to the profession.
☐	☐	☐	☐
Comments:			

Performance Standard 7: Division-wide Student Academic Progress

Exemplary *In addition to meeting the requirements for Proficient…*	**Proficient** *Proficient is the expected level of performance.*	**Developing/Needs Improvement**	**Unacceptable**
The superintendent's leadership results in a high level of student academic progress with all populations of learners.	The superintendent's leadership results in acceptable, measurable division-wide student academic progress based on established standards.	The superintendent's leadership has not reached a level of proficiency in promoting student academic progress that meets the established standard.	The superintendent's leadership consistently results in inadequate student academic progress.
☐	☐	☐	☐
Comments:			

Overall Evaluation Summary (based on Cumulative Summative rating range decided by school division):
Include comments here

☐ **Exemplary**

☐ **Proficient**

☐ **Developing/Needs Improvement**

☐ **Unacceptable**

☐ **Recommended for *Targeted Professional Growth*. (One or more standards are *Unacceptable*, or two or more standards are *Developing/Needs Improvement*.)**

Commendations:

Areas Noted for Improvement:

Superintendent Improvement Goals:

_____	_____
Evaluator's Name	Superintendent's Name
_____	_____
Evaluator's Signature	Superintendent's Signature (Superintendent's signature denotes receipt of the summative evaluation, not necessarily agreement with the contents of the form.)
_____	_____
Date	Date

Superintendent Self-Evaluation Form

Directions: Superintendents should use this form annually to reflect on the effectiveness and adequacy of their practice based on each performance standard. Please refer to the performance indicators for examples of behaviors exemplifying each standard.

Superintendent: _____ **Date:** _____

School Division: _____ **School Year:** _____

1. Mission, Vision, and Goals

The superintendent works with the local school board to formulate and implement the school division's mission, vision, and goals to promote student academic progress.

Areas of strength:

Areas needing work/strategies for improving performance:

2. Planning and Assessment

The superintendent strategically gathers, analyzes, and uses a variety of data to guide planning and decision-making consistent with established guidelines, policies, and procedures that result in student academic progress.

Areas of strength:

Areas needing work/strategies for improving performance:

3. Instructional Leadership

The superintendent fosters the success of all teachers, staff, and students by ensuring the development, communication, implementation, and evaluation of effective teaching and learning that leads to student academic progress and school improvement.

Areas of strength:

Areas needing work/strategies for improving performance:

4. Organizational Leadership and Safety

The superintendent fosters the safety and success of all teachers, staff, and students by supporting, managing, and evaluating the division's organization, operation, and use of resources.

Areas of strength:

Areas needing work/strategies for improving performance:

5. Communication and Community Relations

The superintendent fosters the success of all students through effective communication with stakeholders.

Areas of strength:

Areas needing work/strategies for improving performance:

6. Professionalism

The superintendent fosters the success of teachers, staff, and students by demonstrating professional standards and ethics, engaging in continuous professional development, and contributing to the profession.

Areas of strength:

Areas needing work/strategies for improving performance:

7. Divisionwide Student Academic Progress

The superintendent's leadership results in acceptable, measurable divisionwide student academic progress based on established standards.

Areas of strength:

Areas needing work/strategies for improving performance:

Client Survey
(Optional)

The purpose of this survey is to allow you to give the superintendent ideas about the quality of his or her performance. The information will be used for improvement purposes.

Directions: DO NOT PUT YOUR NAME ON THIS SURVEY. Listed below are several statements about the superintendent. Check your response to each statement in the appropriate column. If you wish to comment, please write your comments in the space after the items.

Dr. Terry E. Arbogast, II	Giles County	
Superintendent's Name	School Division	School Year

Respondent: ___ Parent ___ Community Member ___ Public Official ___ Other (explain)

	The superintendent…	**Cannot Judge**	**Strongly Disagree**	**Disagree**	**Agree**	**Strongly Agree**
1.	Provides effective leadership	0	1	2	3	4
2.	Involves parents and the community in the identification and accomplishment of school division goals	0	1	2	3	4
3.	Maintains visibility	0	1	2	3	4
4.	Demonstrates effective communication skills	0	1	2	3	4
5.	Develops and communicates a vision for the school division	0	1	2	3	4
6.	Participates in community activities	0	1	2	3	4
7.	Encourages the use of community resources and volunteer services	0	1	2	3	4
8.	Is approachable and accessible	0	1	2	3	4
9.	Is a positive ambassador for the school division	0	1	2	3	4
10.	Handles crises in a calm and effective manner	0	1	2	3	4
11.	Uses sound financial management practices	0	1	2	3	4
12.	Provides for two-way communication	0	1	2	3	4
13.	Is sensitive to the needs of all constituencies in our community	0	1	2	3	4
14.	Demonstrates a professional demeanor	0	1	2	3	4
15.	Promotes continuous student achievement and school improvement	0	1	2	3	4

COMMENTS:

Survey Summary Form
(Optional)

Superintendent's Name: Dr. Terry E. Arbogast, II **Date: _____**

School Division: Giles County **School Year: _____**

Directions: Superintendents should tabulate and analyze the client surveys and provide a summary of the results. This may be included as part of the superintendent's documentation.

1. How many surveys did you distribute?

2. How many completed surveys were returned?

3. What is the percentage of completed questionnaires you received? _____**%**

Client Satisfaction Analysis

4. Describe your survey population(s).

5. List factors that might have influenced the results.

6. Analyze survey responses and answer the following questions:

   A) What did clients perceive as your major strengths?

   B) What did clients perceive as your major weaknesses?

   C) How can you use this information for continuous professional growth?

Superintendent's Annual Goals

Directions: This form is a tool to assist superintendents in setting goals that result in measurable divisionwide student academic progress. Goals may relate to other standards, but all goals should address Standard 7 as well. Use a separate sheet for each goal.

Superintendent: _____ **Date:** _____

School Division: _____ **School Year:** _____

Preliminary approval granted by school board on: _____

Mid-year review conducted by school board on: _____

Year-end review conducted by school board on: _____

Goal:	
Check the standard(s) to which the goal relates ☐ 1. Mission, Vision, and Goals ☐ 2. Planning and Assessment ☐ 3. Instructional Leadership ☐ 4. Organizational Leadership and Safety ☐ 5. Communication and Community Relations ☐ 6. Professionalism ☒ 7. Divisionwide Student Academic Progress	
Expected term to completion: ☐ Short-term ☐ Mid-term ☐ Long-term	
Indicators of Success	***Mid-Year Assessment of Goal by School Board***
	Evidence to Date

_____ _____

Evaluator's Signature Date

_____

Evaluator's Name

SCHOOL BUILDING ADMINISTRATION

The Giles County School Board, upon recommendation of the superintendent, employs principals and assistant principals who hold licenses as prescribed by the Board of Education.

A principal provides instructional leadership in, is responsible for the administration of and supervises the operation and management of the school or schools and property to which he has been assigned, in accordance with the rules and regulation of the School Board and under the supervision of the superintendent.

A principal may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to his supervision.

Adopted: December 12, 1996
Revision: August 22, 2002 (Legal Ref. Only)
Revision: April 11, 2013
Revision: June 27, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-293.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals, Virginia Board of Education.

Cross Refs.:
- EB School Crisis, Emergency Management, and Medical Emergency Response Plan
- DGC School Activity Funds
- DGD Funds for Instructional Materials and Office Supplies
- GCN Evaluation of Professional Staff

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File: CF-R

COVERAGE FOR ELEMENTARY/MIDDLE SCHOOLS (WHEN PRINCIPALS ARE OUT OF BUILDING)

Each school will have a plan approved by the Superintendent for administrative coverage when principal is not available. This plan will be in the teacher handbook, student handbook, and part of the crisis management plan.

The plan will include:

- principal's designee
- designee's back-up

When elementary/middle principals are in the county but out of their school building and an administrative decision needs to be made, the secretary will be responsible for notifying the principal's designee. The secretary or designee will arrange for class coverage while the problem is being resolved. It will be the responsibility of the designee to determine whether the principal needs to be notified.

When principals are out of the county or on sick leave, the designee will be in charge and a substitute will be called in for the designee. Principals have been asked to have 2 designees designated each year.

Due to the added responsibility of being a designee, the principal's designee will be awarded two additional personal leave days a year in lieu of this additional responsibility. These personal leave days will be determined jointly by the principal and the designee. This compensation applies to both designees.

Issued: November 16, 1999
Revised: October 19, 2016

GILES COUNTY PUBLIC SCHOOLS

File: CGCA

GILES COUNTY SCHOOLS
TITLE I PARENTAL INVOLVEMENT POLICY

1. Statement of Purpose

Giles County School District is committed to the goal of providing quality education for every student. To this end, we want to establish partnerships with parents. Everyone gains if school and home work together to promote high achievement. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

2. Parental Involvement in Developing the Policy

The county PAC (Parent Advisory Council) consisting of 5 parents of Title I students from each school, 1 classroom teacher from each school, and the Title I teachers will meet, help develop, and approve the Giles County Parental Involvement Policy.

3. Annual Meeting for Title I Parents (held in each school)

The annual meeting for parents will be held in September. At this meeting parents will be given information about the Title I guide lines, copies of the Giles County Parental Involvement Policy, and be offered an opportunity to serve on the school or county PAC or both.

The annual meeting will be held twice for the convenience of parents, in the evening and again the following morning. Parents will be sent written notices about the meeting times and will also be contacted through telephone calls so that as many parents as possible will attend.

4. School-Parent Compact

According to the new Title I regulations, each school must share responsibility with parents for high student performance by developing a school-parent-student compact jointly with the parents of children participating in the program. These compacts will outline how parents, staff, and students will share responsibility for promoting high student achievement. Parents on the school planning team will be involved in designing these compacts.

Parents will receive the compact from their child's school with a checklist of responsibilities that teachers, parents, and students will each have for helping students achieve their goals of high achievement.

5. Types of Parental Involvement

There are many ways in which parents can become involved with their children's education. The Giles County School district values both the at-home contributions and those which take place at school and in the community. Reading to children at home and talking with them at a family meal are as important as volunteering at school and serving on advisory committees. The annual awards assembly is an important event in which the school, parents, and students are all involved in awarding achievement. Many types of parental involvement are needed in a school-home-community partnership that will help all our children to succeed.

Resources or materials, valuable for parents use in helping their child reach his maximum achievement, will be provided at participating schools.

6. Matching Programs to the Needs of Our Community

Each year, the Giles County School District will assess the needs of parents and children through a variety of measures, including a questionnaire sent home to parents, so that the Title I Program will be tailored to meeting those need. Workshops and other programs will be available to match the expressed needs.

7. Staff-Parent Communication

Communications with parents will include a Title I newsletter distributed four times each year. There will also be notices of all activities and meeting sent home with children, phone calls, conferences, and home visits as needed. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem.

Teachers will provide progress reports for parents each nine weeks when the regular school report card is sent home.

8. Evaluation

The Giles County Title I Advisory Committee (PAC) will be involved in the process of school review and improvement. The aim will be to evaluate the schools, collecting information in a variety of ways, including visits to schools and observation of classes.

There will be an annual evaluation of the content and effectiveness of the Title I Parental Involvement Program, and parents will be asked for their input. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still needs to be overcome. Giles County Schools will revise its Parental Involvement Policy on the basis of this annual review.

This commitment to family involvement has been approved by the Giles County School Board. The policy will be coordinated by Title I Supervisory staff and teachers throughout the county. Direct participation and initiative is deemed a requirement for each Title I teacher's role.

Adopted: June 30, 1995
Revised: February 16, 2017 (Page 2 Only)

Legal Ref.: Section 200.53, Federal Register, Volume 51, Number 96, 19 May 1986

Giles County Public Schools
District Wide Title I Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

Giles County Public Schools agree to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will involve the parents of children served in Title I, Part A schools in decisions about how funds for parental involvement are spent.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;
(B) that parents are encouraged to be actively involved in their child's education at school;
(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
(D) the carrying out of other activities, such as those described in section 1118 of the ESEA**.**

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **Giles County Public Schools** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- Each school will convene an annual meeting within the first six weeks after the opening of school.
- Each school will adopt a School Level Parental Involvement Plan, incorporating suggestions made by the parents.
- Multiple opportunities will be available for parents to attend the annual meeting.
- The first annual meeting will be held at times determined most convenient for those involved.
- Curriculum information will be made available to all parents at the annual meeting.
- Assessment information will be made available to all parents at the annual meeting.
- Each elementary school will establish members which will make the Division Title I Advisory Council.
- Each school Advisory Council will establish a bi-annual meeting schedule that will be approved by the Council members.
- Meeting agendas for the meetings will be available to parents via the School Board Office.
- The Advisory Council will provide a time slot on each agenda for public comment.

2. **Giles County Public Schools** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- The Title I Advisory Council meetings will be open to all parents.

- The primary function of the school-level Title I Advisory Council will be to allow parents to review available data with school staff and to provide input to assist schools in modifying and updating School Improvement Plans if applicable.

- The Title I Advisory Council will provide ongoing communication and monitoring concerning the progress of the goals and objectives outlined in School Improvement Plans if applicable.

3. **Giles County Public Schools** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

   - Giles County Public Schools will operate a county-wide Parent Resource Center for all parents and students. It will be centrally located at the Giles County School Board Office.

   - The Parent-Resource Center will be open during school hours. Assistance will be available from 3:15 until 4:30 and is available for all parents interested.

   - The Parent Resource Center will have curriculum information and all available services provided by the school division.

   - The Parent Resource Center will have available information on parenting skills, Internet use, and general technology skills.

   - The Parent Resource Center will have available information regarding homework assistance.

4. **Giles County Public Schools** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs by:

   - Giles County Public Schools will work cooperatively with the local *Head Start Program*.

   - Giles County Public Schools operate a PALS reading program for students in grades K-3.

   - Each school will offer students the opportunity to attend a county-wide summer school program based on data regarding student performance and needs. Every Title I student will be invited to attend.

   - Giles County Public Schools will operate a division-wide preschool program.

   - Preschool workshops will be available in the following areas: Home Safety, and Health & Nutrition.

   - Workshops will be held at the schools and offered at various times to accommodate parent schedules.

- Teachers and/or School Resource Officers may conduct home visits during the school year.

- Each school will be encouraged to develop Family Reading Night activities.

5. **Giles County Public Schools** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

   - Giles County Public Schools will conduct a parent survey in April of each year in order to determine the level of participation and to identify barriers that have prevented participation.

   - Parent surveys will be school-based and will be offered to parents.

   - Parent surveys will be available for all interested parties.

   - Each building principal will use the parent survey as baseline data for the upcoming year and establish a parental involvement participation goal for the next school year.

   - Each school will develop and implement strategies to increase parental involvement based on survey data and comments from the parent advisory committee meetings.

   - The Title I Advisory Council may be representative of the following stakeholders: economically disadvantaged, disabled, limited English proficiency, limited literacy, or any racial or ethnic minority background.

   - The Title I Advisory Council will work collaboratively with schools to develop the School Improvement Plan if applicable.

   - Giles County Public Schools will continue to use, web sites and special notices to notify parents.

   - All District Level and School Level Parental Involvement Plans will be available on the Title I web site, in the Principal's office, Title I classrooms and at the School Board Office.

6. **Giles County Public Schools** will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators

  - Giles County Public Schools will establish dates on the school calendar for parent/teacher conferences.

  - School and individual teacher websites are encouraged and may provide parental involvement information, daily schedules, class work, home work, school events, supply lists, and contact information.

  - The division's parental involvement policy will be available at the School Board Office, Principal's office, Title I classrooms and on the division website.

  - Information regarding how to access division curriculum and state standards will be available in each student handbook and on the division website.

  - Title I teachers and staff will be available to assist parents who do not have access to computers.

  - Title I personnel will offer technology information for parents.

  - Workshops and meetings at each Title I school outlining state and local assessments to be administered during the school year. Principals will schedule the dates and times of these workshops so that they are conducive to maximum parental participation.

  - The Division Director of Testing will review established benchmarks for achieving state accreditation and Adequate Yearly Progress as defined by No Child Left Behind legislation.

  - A Parent Resource Center will be centrally located at the Giles County School Board Office. Learning materials may also be checked out from the individual Title I classrooms.

  - The division will provide adequate information about the procedures for written complaints and procedures for resolving issues of violations.

- The division will inform parents of their right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child.

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Technology workshops will be offered.
- Parenting skills workshops will be offered.
- Newsletters and pertinent information will be distributed.
- Reading and math workshops will be offered.
- A Parent Resource Center will be centrally located at the Giles County School Board Office.

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Teachers will receive training that focuses on the parental involvement portion of the program.
- The division will annually conduct in-service on community outreach with administrators and supervisory personnel.
- Community outreach will be a component of the division's beginning teacher orientation program.
- Title I may coordinate with the PTA to plan and offer parent workshops and activities.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Giles County Public Schools maintain a Parent Resource Center that is centrally located at the Giles County School Board Office.

- Giles County Public Schools will work cooperatively with the local *Head Start Program*.

- Giles County Public Schools will operate a division-wide preschool program for at- risk four-year old children.

- All parents will be encouraged to attend pertinent meetings and school- related events.

- Meetings and workshops may be available in the following areas: Home Safety, and Health & Nutrition. Parents will be encouraged to attend.

- Meetings and workshops will be offered at various times to accommodate parent schedules.

- Teachers along with the School Resource Officers may be encouraged to conduct home visits if deemed necessary.

- All applications and notifications will be available and interpreters may be provided to assist parents in completing applications if deemed necessary.

- Giles County Public Schools will disseminate information in accordance with federal guidelines for Supplemental Education Services.

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Giles County Public Schools will establish dates on the school calendar for parent/teacher conferences. The school calendar will be available on the division website and in the student handbook.

- Upcoming programs and events will be posted and advertised through a variety of communication modes such as notes home, web sites, and ads in the local newspaper.

- School and individual teacher websites may provide daily schedules, class work, home work, school events, supply lists, and contact information.

- Dates for progress reports and 6-week report cards will be made available to all parents.

- Information regarding how to access division curriculum and state standards will be available in each student handbook and on the division website.

- Parents of LEP students will have access to a translator as needed.

PART III. ADOPTION

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the minutes from quarterly Division Advisory Council meetings.

This policy was adopted by the **Giles County School Board** on **11/13/14**. The school district will make available this policy to all parents of participating Title I, Part A children.

____
(Signature of Authorized Official)

_____
(Date)

File: CGCB

TITLE I EQUIVALENCY

In compliance with Federal regulations concerning the equivalency of designated project and non-project schools under Title I guidelines, the Giles County School Board assures equal consideration of all in the district schools in regard to the following standards:

1. A division-wide salary schedule which is applicable to all staff regardless of school assignment.

2. The assignment of teachers, administrators, and support personnel to all schools that is comparable within a 10% allowable variance.

3. The provision of curriculum and instructional materials funding on an equal per pupil basis within the school system with the only difference in rates being a difference of amounts in elementary and secondary schools.

Adopted: June 30, 1995

File: CGCC

GILES COUNTY SCHOOLS

Complaint Resolution Procedures in accordance with state guidelines (200.75, 200.34)

The Giles County School Board hereby establishes the following procedures for receiving, investigating, and resolving complaints concerning violations of ESEA Title I or of applicable provisions of the General Education Provisions Act in connection with programs under ESEA Title I.

1) **Receiving Complaints**

Complaints should be formally registered with the Giles County Schools ESEA Title I office in Giles. A complaint statement will be typed at the ESEA Title I office and signatures will be required of the complainant. The written complaint will be delivered to the Giles County School Superintendent within five (5) days for action.

2) **Investigating Complaints**

The Giles County School Superintendent, upon receipt of the written complaint from the Director of ESEA Title I, will, himself or his appointee, investigate the complaint within fifteen (15) days. If the investigation is of such nature that requires additional time, an extension will be requested from the State Department of Education, ESEA Title I Division.

3) **Resolution of Complaint**

Within ten (10) days of the completion of the investigation and hearing, a resolution and written decision will be rendered. The dissemination of information concerning these procedures will be provided to interested parties including all district and school parent advisory councils.

4) **Appeal**

The complainant is provided the right to appeal the final resolution of the local education agency to the State Education Agency within thirty (30) days after receipt of the written decision.

Adopted: June 30, 1995

File: CGCC-E

COMPLAINT FORM

ESEA TITLE I PROGRAM

GILES COUNTY SCHOOLS

Complainant's Name

Address

Telephone

Statement of Complaint:

The aforestated complaint has been registered with the ESEA Title I Office as of this date_____.

_____

Signature of Complainant Signature of ESEA Title I Rep.

***This complaint statement will be filed in the office of the Superintendent of Giles County Schools within three (3) days of affixed date.**

Issued: June 30, 1995

GILES COUNTY PUBLIC SCHOOLS

POLICY IMPLEMENTATION

Development of Regulations

The School Board authorizes the superintendent to promulgate such regulations as are necessary to carry out the policies adopted by the Board. If Board action is required by law or the Board asks that certain regulations or types of regulations be approved by the Board, the superintendent will present those regulations to the Board for action. The superintendent shall make all regulations available to School Board members, employees and the public and shall see that the regulations are placed in the School Board Policy Manual or are kept with the Policy Manual.

Dissemination of Policies and Regulations

Administrators and supervisors are responsible for informing staff members of all newly adopted or revised policies and regulations.

Adopted: December 12, 1996
Adopted: August 27, 1998
Revision: March 15, 2007
Revision: June 27, 2013

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

Cross Ref.:
	BF	Board Policy Manual
	BFC	Policy Adoption

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File: CHD
(Also BFE)

ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken by the school division and the School Board has provided no guidelines for administrative action, the superintendent has the power to act, but the superintendent's decisions are subject to review by the School Board at its next regular meeting. It is the duty of the superintendent to inform the School Board promptly of such action and of the need for policy.

Adopted: December 12, 1996
Revised: June 7, 2011 (Legal Ref. Only)
Revised: June 30, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78

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REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

I. Acts Reported to the Principal

A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports are made to the superintendent and to the principal (or designee) on all incidents involving:

(i) 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;

(ii) the assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, 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;

(iii) 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;

(iv) any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;

(v) the illegal carrying of a firearm, as defined in Va. Code § 22.1-277.07, onto school property;

(vi) 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;

(vii) 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;

(viii) 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

(ix) any illegal possession of weapons, alcohol, drugs, or tobacco products.

The principal of each school collects and maintains information on the above listed acts which occur on school property, on a school bus, or at a school-sponsored activity.

B. The superintendent and the principal or his designee receive reports from 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 clauses (i) through (viii) of subsection A and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. The superintendent may request that the reports include information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court. When the superintendent 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, the superintendent reports such information to the principal of the school in which the juvenile is enrolled.

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II. Reporting Duties of the Principal and Superintendent

The principal or designee reports all incidents required to be reported pursuant to section I of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that are provided by the Department and makes such information available to the public.

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 I.B. of this policy.

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal immediately reports to local law-enforcement officials any of the acts listed in clauses (ii) through (vii) of subsection I.A. of this policy which may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection I.A.

In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal also immediately reports any act enumerated in clauses (ii) through (v) of subsection I.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 that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported pursuant to this policy, 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 regarding other students.

III. Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent's designee.

The School Board develops, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs to prevent violence and crime on school property and at school-sponsored events, which include prevention of hazing. Activities designed to prevent the recurrence of violence and crime, including hazing, may include such interventions as education relating to Virginia's criminal law, school crime lines, peer mediation, conflict resolution, community service requirements, and any program focused on demonstrating the consequences of violence and crime. The School Board may develop and use a network of volunteer services in implementing prevention activities.

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IV. Purpose

The purpose of reporting acts of violence and substance abuse is to develop a program of prevention activities to provide a safe environment conducive to learning.

Adopted: October 14, 2004
Revised: June 30, 2006
Revised: April 12, 2007
Revised: April 12, 2011
Revised: June 7, 2011
Revised: March 19, 2015
Revised: March 17, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 22.1-279.3:1, 22.1-279.9.

8 VAC 20-560-10

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File: CM

SCHOOL DIVISION ANNUAL REPORT

The School Board, with the assistance of the Division Superintendent, makes a report on or before September 15 of each year covering the work of the schools for the year ending June 30, to the Board of Education on forms supplied by the Superintendent of Public Instruction.

Adopted: August 26, 1999
Revised: June 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-81.

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SCHOOL DIVISION ANNUAL REPORT CARD

I. Division Report Cards

The Giles County School Board will annually prepare and disseminate a division report card. The report card will contain, but is not limited to, the following information:

- Information, in the aggregate, on student achievement at each proficiency level on the Standards of Learning. The information will also be disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged and each combined subgroup, if any, identified by the Virginia Department of Education. Disaggregated information will not be provided if the number of students in a category is less than 10.
- Information that provides a comparison between the actual achievement levels of economically disadvantaged students, students from major racial and ethnic groups, students with disabilities, and students with limited English proficiency and Virginia's annual measurable objective for each such group of students on each of the Standards of Learning.
- The percentage of students not tested (disaggregated by the same categories and subject to the same exception described in the first bullet above).
- The most recent 2-year trend in student achievement in each subject area, and for each grade level, for which Standards of Learning tests are required.
- Aggregate information on any other indicators used by Virginia to determine the adequate yearly progress of students in achieving Virginia's academic achievement standards.
- Graduation rates for secondary school students. The graduation rates reported will include graduation rates for public school students who graduate from secondary school with a regular diploma in the standard number of years.
- The names of reward schools, priority schools and focus schools.
- The professional qualifications of teachers in the division, the percentage of such teachers teaching with emergency or provisional credentials, and the percentage of classes in the Division not taught by highly qualified teachers, in the aggregate and disaggregated by high-poverty compared to low-poverty schools which, for the purpose of this provision, means schools in the top quartile of poverty and the bottom quartile of poverty in Virginia.
- Information showing how students served by the division achieved on the Standards of Learning tests compared to students in the state as a whole.
- The state's percentage of students at each achievement level on the National Assessment of Educational Progress (NAEP) in reading and mathematics for grades four and eight for the "all students" group. The data will be disaggregated by race, ethnicity, disability status, English proficiency and status as economically disadvantaged. The participation rates for English Learners and students with disabilities will also be reported.

The report card will also show, by the year following implementation of college and career-ready standards, but no later than the 2014-2015 school year, college-going and college credit-accumulation rates for all students and sub-groups of students in each high school and and information that shows how the school's students' achievement on the Standards of Learning and other indicators of adequate yearly progress compared to students in the division and the state as a whole.

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The Giles County School Board will publicly disseminate the information in the annual report card to all schools in the division and to all parents of students attending those schools in an understandable and uniform format. To the extent practicable, the information will be provided in a language that the parents can understand. The Board will also make the information widely available through public means such as posting on the Internet, distribution to the media, and distribution through public agencies.

II. School Performance Report Cards

The Giles County School Board shall ensure that every school in the division, regardless of whether or not that school receives funds under Title I, Part A, shall provide annually to the parents and the community a School Performance Report Card containing information for the most recent three-year period. Such information shall include but not be limited to:

- Virginia assessment program results by percentage of participation and proficiency and disaggregated by student subgroups.
- the accreditation rating earned by the school.
- attendance rates for students.
- information related to school safety to include, but not be limited to, incidents of crime and violence.
- information related to qualifications and educational attainments of the teaching staff.

In addition, School Performance Report Cards for secondary schools shall include the following:

- Advanced Placement (AP) information to include percentage of students who take AP courses and percentage of students who take AP tests.
- International Baccalaureate (IB) or Cambridge course information to include percentage of students who are enrolled in IB or Cambridge programs and percentage of students who receive IB or Cambridge Diplomas.
- college-level course information to include percentage of students who take college-level courses including dual enrollment courses.
- Number and percentage of (i) graduates by diploma type as prescribed by the Board of Education, (ii) certificates awarded to the senior class including high school equivalency credentials, and (iii) students who do not complete high school.
- Number and percentage of drop-outs.
- the number of Board-approved industry certifications obtained.
- the number of state licensure examinations passed.
- the number of national occupational competency assessments passed.
- the number of Virginia workplace readiness skills assessments passed.
- the number of career and technical education completers who graduated. A “career and technical education completer” is a student who has met the requirements for a career and technical concentration or specialization and all requirements for high school graduation or an approved alternative education program.

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Adopted: August 27, 2004
Revised: June 29, 2007
Revised: June 30, 2010
Revised: November 19, 2010
Revised: October 24, 2013
Revised: May 29, 2014

Legal Ref.: 20 U.S.C. §6311.

34 C.F.R. 200.11.

Non-Regulatory Guidance, State and Local Report Cards: Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended, U.S. Department of Education (as Revised February 8, 2013).

Code of Virginia, 1950, as amended, § 22.1-253.13:4

8 VAC 20-131-270.

ESEA Flexibility Request Virginia Department of Education (as revised and submitted January 11, 2013)

MANAGEMENT OF FUNDS

The superintendent or superintendent's designee is responsible for administering the division budget in accordance with board policies and applicable state and federal regulations and laws. The superintendent or superintendent's designee uses appropriate fiscal planning and management methods, modeled after the best accepted business practices and directed toward the educational goals of the division.

1. If the appropriating body appropriates funds to the School Board by total expenditures, funds may be transferred by the School Board from one category to another. If funds are appropriated to the School Board by major classifications, no funds are expanded by the School Board except in accordance with such classifications without the consent of the body appropriating the funds.

2. The superintendent may be authorized by the School Board to make line item transfers within a category.

The School Board manages and controls the funds made available to it for the public schools and incurs costs and expenses.

Adopted: February 12, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: May 15, 2008
Revision: March 20, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-89, 22.1-94.

Cross Refs.:
- DB Annual Budget
- DG Custody and Disbursement of School Funds
- DI Financial Accounting and Reporting
- DJ Small Purchasing
- DJA Purchasing Authority
- DJF Purchasing Procedures
- DK Payment Procedures
- DL Payroll Procedures

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File: DB

ANNUAL BUDGET

The annual school budget is the financial outline of the division's education program. It presents a proposed plan of expenditures and the expected means of financing those expenditures. After adoption, it provides the primary means of managing expenditures.

The fiscal year begins on the first day of July and ends on the thirtieth day of the following June.

The superintendent prepares, with the approval of the school board, and submits to the appropriating body, an estimate of the amount of money needed during the next fiscal year for the support of the public schools of the school division. The estimate sets up the amount of money needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

The superintendent or superintendent's designee prepares a budget calendar identifying all deadlines for the annual budgetary process. The calendar includes at least one work session for reviewing the budget and at least one public hearing on the budget. Notice of the time and place for the public hearing is published at least ten days in advance, in a newspaper having general circulation within the school division.

Upon approval of the school division's budget by the appropriating body, the school division publishes the approved budget in line item form, including the estimated required local match, on its website and the document is also made available in hard copy as needed to citizens for inspection.

Adopted: February 12, 1997
Revision: June 10, 2003 (Legal Ref. Only)
Revision: June 26, 2008
Revision: June 29, 2009
Revision: June 7, 2011
Revision: June 30, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2500, 15.2-2503, 15.2-2504, 15.2-2506, 22.1-90 , 22.1-91, 22.1-92, 22.1-93, 22.1-94.

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CUSTODY AND DISBURSEMENT OF SCHOOL FUNDS

All School Board funds generated by school activities and classified "school activity fund accounts," 2) petty cash funds, and 3) accounts established for the purchase of instructional materials and office supplies, are deposited with the Giles County Treasurer, who is in charge of receipts, custody and disbursement of School Board funds and who keeps such funds in an account or accounts separate and distinct from all other funds. Checks must be drawn on the School Board account by the Giles County Treasurer, Pearisburg, Virginia.

Disbursement of School Board funds is approved as provided in Policy DK Payment Procedures.

Adopted: September 16, 1997
Revision: May 15, 2008
Revision: June 30, 2010
Revision: March 19, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-116, 22.1-122.1 and 22.1-123.

8 VAC 20-240-10.

Cross Refs.: DGC School Activity Funds
DGD Funds for Instructional Materials and Office Supplies
DJB Petty Cash Funds
DK Payment Procedures

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AUTHORIZED SIGNATURES

The superintendent will designate annually an administrator who will be authorized to sign state documents in the superintendent's absence or inability to sign.

GILES COUNTY PUBLIC SCHOOLS

File: DGC

SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular school activities, including, but no limited to, entertainment, athletic contests, facilities fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account, and from any and all activities of the school involving personnel, students, or property are considered school activity funds.

Each school keeps an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the Giles County School Board. The principal is bonded, and the school board prescribes, by regulation, rules governing such bonds for employees who are responsible for school activity funds.

School activity funds are audited at least once a year by a duly qualified accountant or accounting firm approved by the School Board. A copy of the audit report is filed in the superintendent's office. Monthly reports of such funds are prepared and filed in the principal's office and annual reports are filed in the office of the principal or division superintendent. The cost of such audits are a proper charge against the school activity funds.

Adopted: May 15, 2008
Revised: November 19, 2010
Revised: December 18, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-122.1.

8 VAC 20-240-10.

8 VAC 20-240-20.

8 VAC 20-240-40.

Cross Refs.: DG Custody and Disbursement of School Funds
DM Cash in School Buildings

SCHOOL ACTIVITY FUNDS

All employees of the School Board who are responsible for school activity funds shall be covered by a blanket fidelity bond in an amount to be recommended by the Superintendent.

The School Board shall pay the premiums on such bond.

Adopted: November 19, 2010

GILES COUNTY PUBLIC SCHOOLS

File: DGD

FUNDS FOR INSTRUCTIONAL MATERIALS AND OFFICE SUPPLIES

The school board may, by resolution and subject to the approval of the appropriating body, establish accounts in each of its departments and schools committed solely for the purchase of instructional materials and office supplies. The school board may authorize the transfer of a percentage of the funds budgeted for a school or division department, not to exceed thirty-five percent of the allocation, into the account.

The account shall be managed by the principal of the school or head of the division department who shall file a monthly accounting of the funds with the division superintendent. No additional funds shall be transferred into any such account unless the monthly accounting has been filed. The funds in the account may be disbursed for payment of obligations by issuing a negotiable check signed by the principal or head of the division department, and a second person designated by the school board. At the close of the fiscal year, all funds remaining in the accounts shall be returned to the school board simultaneously with a full accounting of the disbursements. All such accounts shall be subject to an annual audit as prescribed by Va. Code § 15.2-2511 and to relevant provisions of the Virginia Public Procurement Act.

Adopted: May 15, 2008
Revised: March 20, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-122.1.

Cross Refs.:
- DG Custody and Disbursement of School Funds
- DJA Purchasing Authority
- DJB Petty Cash Funds
- DJF Purchasing Procedures
- DJG Vendor Relations
- DK Payment Procedures

GILES COUNTY PUBLIC SCHOOLS

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File: DI

FINANCIAL ACCOUNTING AND REPORTING

The superintendent or superintendent's designee is responsible for implementing a modern system of accounting for all school funds as established by the Board of Education and the Auditor of Public Accounts.

The Giles County School Board receives monthly statements of the funds available for school purposes.

At least once each year the school board submits a report of all its expenditures to the appropriating body. Such report is also made available to the public either on the school division website or in hard copy at the central school division office, on a template prescribed by the Board of Education.

Adopted: March 12, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: May 15, 2008 (Legal Ref. and Cross Ref. Only)
Revision: June 29, 2009
Revision: October 22, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-90, 22.1-115.

Cross Ref.:
- CBA Qualifications and Duties of the Superintendent
- DA Management of Funds
- DB Annual Budget
- DG Custody and Disbursement of School Funds
- DGC School Activity Funds
- DGD Funds for Instructional Materials and Office Supplies
- DJB Petty Cash Funds
- EF Food Service Program

GILES COUNTY PUBLIC SCHOOLS

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File: DI-R

FINANCIAL ACCOUNTING AND REPORTING
Telephone Usage

Telephone usage in all schools, school offices, and school facilities is designated for professional business use. Although personal calls are not prohibited, telephones in all schools, school offices and school facilities primary use is for business.

No personal long distance calls are to be billed or charged to any Giles County school, school office, or school facility.

A monthly accounting by each school, school office, and school facility regarding long distance phone calls shall occur on forms and/or directives issued by the Superintendent of Schools or his designee. Each principal or school facility manager are responsible for the monitoring and accounting of telephone usage and verification of long distance calls.

Issued: January 17, 1996

GILES COUNTY PUBLIC SCHOOLS

File: DIA

REPORTING PER PUPIL COSTS

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the schools, the division superintendent will also prepare and distribute, within a reasonable time as prescribed by the Board of Education, notification of the estimated average per pupil cost for public education in the school division for the coming school year in accordance with the budget estimates provided to the appropriating body. The notification will also include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

The notice will be made available in a form provided by the Department of Education and shall be published on the school division's website or in hard copy upon request.

Adopted: August 27, 2004
Revised: June 7, 2011
Revised: June 28, 2012

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-92(A).

Cross Ref.: DB Annual Budget

GILES COUNTY PUBLIC SCHOOLS

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File: DJ

SMALL PURCHASING

Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services and nontransportation related construction if the aggregate or the sum of all phases is not expected to exceed $100,000 and transportation-related construction if the aggregate or sum of all phases is not expected to exceed $25,000. However, such small purchase procedures shall provide for competition wherever practicable. Such small purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed $60,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.

Adopted: June 30, 1997
Revised: August 27, 2004 (Legal Ref. Only)
Revised: June 29, 2009
Revised: June 30, 2011
Revised: June 28, 2012
Revised: June 27, 2013
Revised: June 30, 2015
Revised: June 30, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78

Cross Ref.: DJF Purchasing Procedures

GILES COUNTY PUBLIC SCHOOLS

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File: DJA

PURCHASING AUTHORITY

The superintendent with the School Board's formal approval may designate a qualified employee to serve as the purchasing agent for the Board. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state laws and regulations and School Board policies. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act.

All personnel in the division who desire to purchase equipment and supplies shall follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent, or superintendent's designee, for approval and processing.

Internal Controls

The superintendent, or superintendent's designee, establishes appropriate procedures for internal accounting controls.

Purchasing and Contracting

The Giles County Public Schools encourages full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting within the school division to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted: September 16, 1997
Revision: January 13, 1999 (Legal Ref./Cross Ref. Change Only)
Revision: August 22, 2002 (Legal Ref. Only)
Revision: May 15, 2008
Revision: March 20, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq.; 22.1 70 and 22.1-78.

Cross Ref.:
- DGC School Activity Funds
- DGD Funds for Instructional Materials and Office Supplies
- DJ Small Purchasing
- DJB Petty Cash Funds
- DJF Purchasing Procedures

GILES COUNTY PUBLIC SCHOOLS

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File: DJB

PETTY CASH FUNDS

The School Board may, by resolution, establish petty cash funds for the payment of properly itemized bills for materials, services, or supplies furnished to the school division under conditions calling for immediate payment to the vendor upon delivery. Such funds shall not exceed $2,000 each.

If it establishes any petty cash funds, the school board will appoint an agent or other person who shall be authorized only to approve payment of claims arising from commitments made pursuant to provisions of law from such petty cash funds. Any agent or person into whose hands any such fund is placed may pay such claims therefrom without necessity of prior receipt and audit of the claims by the school board and without approval and issuance of the warrant of the school board.

The clerk of the school board shall report payments from petty cash funds to the school board or to any appointed agent of the school board for approval and reimbursement promptly after any claim has been paid.

A bond in the amount of $4,000 will be required for each person distributing petty cash funds, but no additional bond shall be required of any person already bonded in the required amount.

Adopted: February 12, 1997
Revised: May 15, 2008

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-123.

Cross Ref.: DJF Purchasing Procedures

GILES COUNTY PUBLIC SCHOOLS

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File: DJF

PURCHASING PROCEDURES

All procurements made by the school division are in accordance with the Virginia Public Procurement Act.

Certification Regarding Sex Offenses

As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board requires the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to the school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

Unauthorized Aliens

The School Board provides in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Discrimination by Contractor Prohibited

The School Board includes the following provisions in every contract of more than $10,000:

1. During the performance of this contract, the contractor agrees as follows:

   a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

   b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

   c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract

or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

Adopted: September 16, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 29, 2007
Revision: June 26, 2008
Revision: April 14, 2009
Revision: April 12, 2011
Revision: October 22, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 2.2-4311, 2.2-4311.1, 22.1-296.1.

Cross Ref.:

GCDA	Effect of Criminal Conviction
IGBGA	Online Courses and Virtual School Programs
KN	Sex Offender Registry Notification

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GILES COUNTY PUBLIC SCHOOLS

File: DJF-R

PURCHASING PROCEDURES

A. All procurements made by the school division will be in accordance with school board policy, these regulations, and the Virginia Public Procurement Act.

B. Unless otherwise authorized by law or otherwise provided in these regulations, all public contracts with non-governmental contractors for the purchase or lease of goods or for the purchase of services, insurance, or construction will be awarded after competitive sealed bidding or competitive negotiation as provided below.

1. Professional services shall be procured by competitive negotiation.

2. Upon a determination made in advance by the school board and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, for a specific procurement of goods, services, insurance, or construction, then that specific procurement may be made by competitive negotiation. The writing shall document the basis for this determination.

3. Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination.

4. A contract for the purchase or lease of goods or for the purchase of services, insurance, or construction which is not expected to exceed $50,000.00 is not required to be let in accordance with competitive sealed bids or competitive negotiation, but will provide for competition wherever practicable and be let in accordance with these regulations.

C. The following contracts may be let without competition

1. Purchase of goods or services which are performed or produced by persons, or in schools or workshops, under the supervision of the Virginia Department for the Visually Handicapped; or which are performed or produced by non-profit sheltered workshops serving the disabled.

2. Contracts for legal services, expert witnesses, and other services associated with litigation or regulatory proceedings without competitive sealed bidding or competitive negotiation, provided that the pertinent provisions of state law remain applicable.

3. Extension of the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.

4. Contracts for insurance if purchased through an association of which it is a member if the association was formed and is maintained for the purpose of promoting the interest and welfare of and developing close relationships with similar public bodies, provided such association has procured the insurance by use of competitive principles and provided that the public body has made a determination in advance after reasonable notice to the public and set forth in writing that competitive sealed bidding and competitive negotiation are not fiscally advantageous to the public. The writing shall document the basis for this determination.

D. All purchases of and contracts for supplies, materials, equipment, or contractual services, other than emergency services, estimated to exceed $1,500.00 but less than $15,000.00 shall be made in the open market and legal advertisement for these bids are not required. The purchasing agent shall obtain at least three quotations of price (telephone quotations are permissible). These quotations will be reduced to writing. However, when three or more companies, regularly engaged in the production and sale of a particular supply, material, or equipment, are diligently solicited for quotations, and one or more for good and sound reasons does not provide a quotation, the purchasing agent is authorized to negotiate with a firm that can furnish the required item.

E. When safety and/or emergencies are prime factors or equipment is required to match or replace existing equipment, the requirement for three quotations in the $1,500.00 to $10,000.00 range is waived. This applies only to cases where bidding either formal or informal is impracticable due to time constraints or the nature of the equipment, at which time the purchasing agent would be required to furnish a sole source justification and attach the same to the purchase order.

F. Before a bid is considered for award, the bidder may be requested by the purchasing agent to submit a statement regarding previous experience in performing comparable work, business and/or technical organization, financial resources, and plant available to be used in performing the work or in supplying materials, supplies, and equipment.

G. A contractor may be debarred from contracting with the board for the following reasons:

1. default on quotations;
2. fraud;
3. violation of anti-trust laws;
4. unsatisfactory performance for a public bid;
5. failure to perform;
6. violation of the Virginia Public Procurement Act; and
7. debarrment by the Commonwealth of Virginia or any of its agencies.

The purchasing agent shall determine if a contractor is debarred and the length of the debarrment. The purchasing agent will notify the contractor in writing of his determination. Such notice shall state the reasons for the debarrment. The right of a contractor to contest the determination is governed by state law. A contractor who is debarred will be disqualified from receiving invitations for bids or requests for proposals and from receiving awards of contracts.

H. The board, through its purchasing agent, will consider small and minority businesses in all phases of procurement. Minority person means a person who is a citizen or lawful permanent resident of the United States, and who is Black, Hispanic, Asian American, American Indian, Alaskan Native, or a member of other groups or other individuals found to be economically and socially disadvantaged by the Small Business Administration.

I. Should a bidder desire to submit a complaint or request, an explanation with regard to the meaning or interpretation of the invitation for bids or request for proposal, the complaint or the request for explanation shall be submitted in writing to the purchasing agent in sufficient time to allow a reply to reach the bidder prior to the date for submission of bids. Explanations will be in the form of an amendment to the invitation for bids or request for proposal and will be furnished all prospective bidders. Bidders must acknowledge receipt of all amendments with their bids.

J. Unless canceled or rejected, a responsive sealed bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds, the school board may, at its discretion, select such items or item as it deems appropriate to obtain a contract price within available funds. Items to be considered for negotiating purposes are: time, methods, change in quality and type without compromising the intended end product, all in the best interest of the school board. The procedures and conditions for such negotiations shall be summarized in the invitation to bid as follows:

1. The purchasing agent will notify the lowest responsible bidder that his bid exceeds the funds available and request a conference to negotiate the price downward.

2. The low bidder confirms the negotiated price to the purchasing agent.

3. If within the funds allocated and the end product is not compromised, a purchase order is issued based on negotiations.

4. If negotiations do not come within funds available, the bidder shall be notified and additional funds shall be solicited.

5. Should additional funds not be available, specifications may be changed to reflect lower costs and re-advertising for bids initiated.

K. A bidder may withdraw a bid from consideration if the price bid was substantially lower than other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetical error or an unintentional omission which can be clearly shown by objective evidence drawn from inspection of the original work papers, documents, and materials used in the preparation of the bid sought to be withdrawn. This bidder shall give notice in writing of the claim of right to withdraw the bid within two business days after the conclusion of the bid opening procedure.

1. No bid may be withdrawn under this paragraph when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent (5%).

2. If a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid.

3. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

4. If the bidder is not allowed to withdraw the bid under this paragraph, the purchasing agent shall notify the bidder of the decision in writing and such notice shall state the reasons for the decision.

L. Upon award of any construction contract exceeding $15,000 awarded to any prime contractor, a performance bond and a payment bond each in the sum of the contract amount shall be furnished by the contractor.

M. Contractual claims, whether for money or other relief, shall be submitted in writing to the purchasing agent within sixty (60) days after final payment; however, written notice of the contractor's intent to file such claim must be submitted to the purchasing agent at the time of occurrence. The purchasing agent shall render a decision in writing to the contractor within thirty (30) days after receipt of the claim.

N. For the purposes of the Board's Purchasing Policies, the following definitions apply:

1. "Responsible bidder" or "offeror" shall mean a person who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance, and who has been prequalified, if required.

2. "Responsive bidder" shall mean a person who has submitted a bid which conforms in all material respects to the Invitation to Bid.

O. Each school within the division may enter into contracts providing that caps and gowns, photographs, class rings, yearbooks, and graduation announcements will be available for purchase or rental by students, parents, faculty or other persons using non-public money through the use of competitive negotiation as provided in these regulations.

Issued: August 11, 1994
Revised: October 26, 2000 (Page 1, Item 4)
Revised: June 28, 2012 (Page 1, Item 4)

Legal Refs.: Small Business Act, § 8a, as amended, 15 U.S.C. 637a Code of Virginia, 1950, as amended, § 2.1-117, et seq.: §§ 11-37 through 11-61

GILES COUNTY PUBLIC SCHOOLS

File: DJF-E

TO: All Proposers

FR: Division Superintendent
Responsible Administrator

DATE:

RE: Request for Proposal (RFP)
RFP Number--
Title of RFP--

GENERAL INSTRUCTIONS

Enclosed are specifications and forms for subject RFP. This solicitation and resulting contract(s) shall be established using procedures applicable to competitive negotiation. You are hereby requested to submit your proposal to furnish the specified goods and/or services. Please note that proposal(s) must be submitted on the forms provided with this request. Proposals will be received as follows:

PLACE:	School Board Office
RECEIVING DATE:	
OPENING TIME:	2:00 p.m.

Any proposal received after the date and time stated above will not be considered. Also, all proposals will be received subject to the conditions cited herein. GCPS reserve the right to reject any or all proposals in whole or in part, to waive any informality and to base all conclusions, decisions, and actions upon accordance with the best interests of GCPS. It is also understood that GCPS shall be the sole deciding authority on the acceptance of proposals and any subsequent action thereto including award or non-award of contract(s). Proposals will be regarded as firm for 45 days after the opening date cited above and, except as mutually agreed upon by subsequent negotiation, may not be withdrawn or altered during that time.

GILES COUNTY PUBLIC SCHOOLS

MEMORANDUM

TO: Administrative Assistant

FROM: Company or Individual Indicated Below

RE: Transmittal of Proposal
Number--
Title--
Opening Date--

In compliance with this Request for Proposal and to all the instructions, specifications, and conditions imposed herein, the Undersigned offers and agrees to furnish and deliver any one or all the goods and/or services described at the price(s) indicated.

We hereby submit this proposal and agree to enter into a written contract, if requested, and to furnish such security as the attached proposal conditions may require. Also, we herewith assure the buyer that we are conforming to the provisions of the Civil Rights Act of 1964.

My signature below certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same goods and/or services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. I certify that I am authorized to sign this proposal for the company or individual making this offer.

COMPANY NAME

ADDRESS

TELEPHONE

DATE

SUBMITTED BY_____ NAME/

_____TITLE

_____ SIGNATURE

GILES COUNTY PUBLIC SCHOOLS

The Giles County Public School System (GCPS) is soliciting proposals for the purchase of _____ (Definitions/specifications for item or service to be purchased.

The selection process will be in compliance with the regulations under the provisions of the Virginia Procurement Act and Giles County School Board Policy. It is understood that GCPS reserves the right to cancel any contract resulting from this solicitation immediately upon providing notification to the contractor in writing from James E. Wheeler, Jr. This cancellation will be without liability to GCPS for breech of contract. GCPS reserves the right at their discretion to accept/reject proposals for good reason submitted after the deadline.

Proposers who will be involved in this project must be covered under worker's compensation and must abide by all federal and state laws. Proposers must show evidence that they do not owe back taxes to Giles County. If this RFP pertains to any school building that is being financed under Virginia Public School Authority, the administrator delegated to review this RFP for the Giles County School Board will take appropriate steps to ensure that IRS regulations regarding tax exempt bonds are not violated in the proposed contract for services.

SUBMISSION REQUIREMENTS

A complete response consists of the following:

1. Mailed or otherwise delivered in a sealed envelope which indicates the return address of the sender, RFP number, title, opening date, and time of opening on the outside of the envelope.
2. The transmittal sheet enclosed with this request properly completed.
3. Certificate of insurance, if applicable.
4. Any additional information as may be required by GCPS.

AWARD CRITERIA

GCPS may engage in individual discussions with one or more offerors deemed fully qualified, responsible, and suitable on the basis of initial responses with emphasis on professional competence, to provide the required services/products. At the discussion stage, nonbinding estimates of quotes may be addressed. At the conclusion of the discussions, on the basis of evaluation factors published in the request for proposals and all information developed in the selection process to this point, the offerors will be ranked in the order of preference if need be. If ranking occurs, negotiations shall be entered into with the offeror ranked first. If a contract satisfactory and advantageous to GCPS can be negotiated with a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price. Should GCPS determine in its sole discretion that only one offeror is fully qualified, or that

one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

GILES COUNTY PUBLIC SCHOOLS

NOTE: SEND SEPARATE SHEET FOR LIST SENT

****

PLEASE RUN FOR 2 WEEKS

GILES COUNTY PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
RFP NUMBER--
TITLE:

DATE

The Giles County Public School System is soliciting proposals for (item/service).

The selection process will be in compliance with the regulations under the provisions of the Virginia Procurement Act and Giles County School Board Policy.

If you are interested in submitting a proposal, please contact (name) at the School Board Office, Route 1 Box 52, Pearisburg, VA 24134, 921-1421(extension) before (date).

Giles County Public Schools reserves the right to reject any or all proposals in whole or in part, to waive any informality, and to base all conclusions, decisions, and actions upon accordance with the best interests of Giles County Public Schools.

GILES COUNTY PUBLIC SCHOOLS

TO BE FILED WITH APPROPRIATE RFP

#

TITLE OF RFP

Giles County Schools have determined that competitive sealed bidding may not be either practicable or fiscally advantageous to the public for a specific procurement of goods, services, insurance, or construction in certain instances. If this appears to be true, specific procurement may be made by competitive negotiation.

A determination has been made to use the RFP process for this solicitation. This is based on our past efforts to successfully negotiate lower prices with successful providers of goods and services.

If this RFP pertains to any school building that is being financed under Virginia Public School Authority, the administrator delegated to review this RFP for the Giles County School Board will take appropriate steps to ensure that IRS regulations regarding tax exempt bonds are not violated in the proposed contract for services.

_____

ADMINISTRATIVE ASSISTANT DATE

GILES COUNTY PUBLIC SCHOOLS

File: DJG

VENDOR RELATIONS

No vendor, agent, or sales representative enters the schools to advertise or sell goods or services to employees or students except as provided herein. Anyone found soliciting goods or services to students or employees in the schools or on school property during school hours without authorization is subject to legal action.

Vendors are not permitted to make appointments with individual School Board employees without the permission of the principal, or the superintendent, or the superintendent's designee. No vendor is permitted to sell, arrange demonstrations of products or services, or take orders for goods or services without prior authorization from the principal, or superintendent, or the superintendent's designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school division from having access to the schools in the course of their routine business duties.

Prohibition on Solicitation or Acceptance of Gifts

No employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offeror, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value is exchanged.

Disclosure of Subsequent Employment

No employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the end of employment by the school division unless the employee or former employee provides written notification to the division prior to commencement of employment by that bidder, offeror or contractor.

Adopted: February 12, 1997
Revised: June 30, 2006
Revised: June 28, 2012

Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4370, 2.2-4371, 22.1-78, 22.1-293.

Cross Ref.: GAH School Employee Conflict of Interests

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File: DJG - R

VENDOR REGULATIONS

1. All interested vendors of products and services will be invited to the opening school celebration held during the preschool week activities. Through the use of displays and other advertising the vendors may solicit business for their product or service.

2. Those vendors who are on the approved payroll deduction list may set-up at each school once a year to advertise their product or discuss with interested employees, their products or service. These once-a-year displays/set-ups shall be approved in advance by the school principal.

3. Vendors, approved for payroll deduction or not, shall not be permitted to solicit business during the regular school day. Any before or after school visitations by vendors shall be approved in advance by the school principal.

Issued: October 23, 1995

GILES COUNTY PUBLIC SCHOOLS

PAYMENT PROCEDURES

School Board

The School Board examines all claims against it, except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies, and when approved, orders or authorizes payment thereof. A record of such approval and order or authorization is made in the minutes of the school board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the school board.

The warrant shall be signed by the chairman or vice-chairman, and countersigned by the clerk or deputy clerk, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education.

Fiscal Agent

The School Board may, by resolution, appoint an agent and deputy agent to examine and approve claims against it. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board.

However, (1) when the agent is the superintendent, who also occupies the position of School Board clerk, a countersignature from the chairman or vice-chairman is required and (2) when the deputy agent and the deputy clerk is one and the same person, the warrant must be countersigned by either the clerk or the agent of the School Board.

Each warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The face of the warrant shall state the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the School Board on the specified date.

Any such agent or deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bond or bonds and the premium therefore shall be paid out of funds made available to the School Board.

Special Warrants

The Giles County School Board may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for

(i) all employees under written contract,

(ii) all other employees whose rates of pay have been established by the school board or its properly delegated agent, upon receipt of certified time sheets or other evidence of service performed, and

(iii) payment on contracts for school construction projects according to the terms of such contracts.

All such special warrants shall be signed by the clerk or deputy clerk of the school board and countersigned by the superintendent or the chairman or vice-chairman of the school board. When the superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the school board at its next regular meeting.

Adopted: May 15, 2008
Revised: March 20, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-122, 22.1-122.1, 22.1-123.

Cross Refs.: DG Custody and Disbursement of School Funds
DJB Petty Cash Funds
DGD Funds for Instructional Materials and Office Supplies

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GILES COUNTY PUBLIC SCHOOLS

File: DK-R

PAYMENT PROCEDURES - AUTHORIZATION

Payment authorization procedures shall ensure that all orders placed and received are verified by at least a two-person process. In other words, the same person placing the order should either have someone else check-in the item **or** someone else in the organization/office shall verify the receipt of the items. This procedure is required whether a purchase order is utilized or not during the procurement procedure, and refers to all purchases, large or small.

This process may be accomplished by a second party signing the packing slip, one copy of a purchase order upon receipt of merchandise, or by simply obtaining a co-signature on the packing slip, along with the originator of the purchase.

Issued: September 17, 1996

Ref: Audit Requirement 1995-96
Hicok and Fern, CPA

GILES COUNTY PUBLIC SCHOOLS

File: DL

PAYROLL PROCEDURES

All salaries and supplements paid to all employees will be paid in accordance with the schedule approved by the School Board. If the school board receives a waiver from the Board of Education permitting it to require students to attend prior to August 15, the school board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school division will maintain records that accurately reflect the compensation and related benefits of each employee.

Adopted: March 12, 1997
Revised: May 15, 2008

Legal Ref.: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-296

Cross Refs.: DK Payment Procedures
DLB Salary Deductions

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GILES COUNTY PUBLIC SCHOOLS

File: DLB

SALARY DEDUCTIONS

Federal and State income taxes will be automatically deducted from each employee's paycheck based on the most recent withholding statement provided by the employee. In the absence of a withholding statement, deductions will be made based on federal and/or State tax regulations.

A list of all voluntary deductions available to employees will be published annually and provided to all employees. Any additional voluntary deduction requests must be recommended by the superintendent and approved by the School Board.

Adopted: March 12, 1997

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296

GILES COUNTY PUBLIC SCHOOLS

File: DLB-R

SALARY DEDUCTIONS

The following voluntary deductions may be made at the request of all full-time employees:

.Tax Sheltered Annuity
.United Fund
.Hospitalization
.GEA Employees Federal Credit Union
.GEA Dues
.Cancer Insurance

Any additional voluntary deduction requests must be recommended by the superintendent and approved by the School Board.

Issued: March 12, 1997

GILES COUNTY PUBLIC SCHOOLS

File: DLC

EXPENSE REIMBURSEMENTS

The School Board encourages attendance and participation of school personnel in professional development activities in order to improve work skills and to maintain high morale.

Requests for reimbursement from School Board funds will be honored only for activities approved in advance by the superintendent or superintendent's designee and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

Adopted: February 12, 1997
Revision: May 15, 2008
Revision: June 27, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5, 22.1-296.

Cross Ref.: GCL Professional Staff Development

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GILES COUNTY PUBLIC SCHOOLS

File: DLC-R

EXPENSE REIMBURSEMENTS

1. **Transportation**

Public Carrier - Original receipts for bus, air, train, limo, and taxi are required.

Private Auto Mileage - Traveler is to take the most direct route and to submit actual (not estimated) mileage. Reimbursement is .40 cents per mile if a county vehicle has been applied for, but is not available. If a personal vehicle is used by choice, reimbursement is .20 cents, and needs approval prior to travel.

Parking - May be claimed. Receipts are required, if not, an available explanation should accompany the request.

2. **Lodging**

Lodging expenses must be necessary and reasonable. Supporting receipts and original hotel bills covering lodging accommodations must be submitted with the reimbursement request and any unusual charges explained fully.

3. **Meals**

General Information - Maximum reimbursement for three meals is established at $35 or the state approved rate for the area, whichever is the lesser amount per day. Should the amount the state allows be greater than the established $35, it is the responsibility of the traveler to provide evidence of the higher approved rate. The cost of alcoholic beverages is **not** reimbursable. Do not include tips in the cost of meals. List them separately. Receipts are required for meals.

4. **Tips**

Meal Tips - Reimbursement for tips is set at 15% of the cost of the meal including tax.

Other Tips - Other tips are recognized as a legitimate part of the cost of travel and a proper charge when such expenses are necessary. All payments of this type should be kept to a minimum.

5. **Telephone Calls**

Business Calls - Calls made on official state business and paid for by the traveler may be claimed for reimbursement. In the case of toll charges,, (as distinguished from local calls charged against the hotel bill) the points and parties between which the calls were made must be stated on the voucher with the reason they were made.

Personal Calls - For every three full and consecutive nights of travel away from home, one three-minute

personal call is allowable, at any time during the period.

6. Exceptions may be granted by the Superintendent, depending upon the nature and location of the travel. These exceptions must be requested in advance and at the time the Professional Leave Request (SB-155a) is submitted. The state travel regulations will be utilized as a guide when an exception has been requested.

Issued: November 19, 1997
Revised: August 21, 2009

GILES COUNTY PUBLIC SCHOOLS

File: DM

CASH IN SCHOOL BUILDINGS

Teachers and other school personnel who come into possession of cash in connection with the school activities will not leave the money unattended. As soon as is possible, and no later than the end of the school day, personnel in possession of cash shall turn it over to the principal's office for safe-keeping and proper accounting.

Adopted: February 12, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: May 15, 2008
Revision: June 30, 2010

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-68, 22.1-70, 22.1-78.

Cross Ref.: DGC School Activity Funds

GILES COUNTY PUBLIC SCHOOLS

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File: DM-R

SUPPORT ORGANIZATIONS
Management of Funds

The purpose of this regulation is to develop guidelines for the separation of internal school accounts and accounts that are owned by support organizations and not under the control or authority of the school or school division.

Support groups, such as booster organizations, who wish to operate separate and apart from a school or school division must adhere to the following conditions in order for schools or school division to accept contributions for their benefit:

.Membership must be limited to non-school employees or school employees who are not acting in any capacity as school employees and whose members agree to sign a statement that they agree to not hold themselves out to the public as acting in any official capacity for the Giles County Schools.

.The organization shall have by laws which prohibit members from holding themselves out as acting in an official school capacity and demonstrate the organizations separate identity from the Giles County School System.

.The organization must clearly solicit funds for their organization, not the school or the school division.

.The organization shall show evidence of accountability.

.The organization shall have an annual audit.

.Funds which are raised or received and are given to the school or school division must be expended by the school or school division in conformance with federal, local, and state laws, polices, and regulations.

.The organization must demonstrate in writing to the Giles County Superintendent or his designee their compliance with these conditions annually.

.Should a school or the school division accept funds from such an organization they are required to see that the intent of the gift is followed.

.School support groups who wish to operate as part of a school or school division must:

.Conform to all federal, local, and state laws, polices, and regulations.

.All revenues must be placed in the school account.

.All transactions will be audited and controlled by the school or school division.

Issued: May 24, 1993

GILES COUNTY PUBLIC SCHOOLS

File: DN

DISPOSAL OF SURPLUS ITEMS

The school division shall apply trade-in allowances on equipment to be replaced against the purchase cost of the new equipment whenever possible.

The school division may dispose of equipment having to trade-in value by informal bid, auction or pre-priced sale as appropriate to the public. If items are valued in excess of $500.00, formal authorization for negotiated sale or for putting the items to bid shall be obtained from the School Board.

The bidder or purchaser shall certify whether he/she is an officer or employee of the division or a member of the immediate family of an officer or employee. Officers and employees of the school division, and members of their immediate families, may purchase surplus property from the school division only if the property is being sold at uniform prices available to the public or if the goods are sold for less than $500.00

If reasonable attempts through the bidding or direct sales process to dispose of the items are unsuccessful, then the superintendent is authorized to arrange for their disposal.

Obsolete educational technology hardware and software that is being replaced pursuant to VA Code § 22.1-199.1(B)(4) may be donated to other school divisions, to students as provided in Board of Education guidelines, and to preschool programs in the Commonwealth. In addition, the school board may donate such obsolete educational technology hardware and software and other obsolete personal property to a Virginia nonprofit organization which is exempt from taxation under § 501(c)(3) of the Internal Revenue Code.

Adopted: August 26, 2005
Revised: June 30, 2006 (Legal Refs. Only)
Revised: November 19, 2010

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3108.B.2, 2.2-3109.C.3, 2.2-3110.A.7, 22.1-68, 22.1-78, 22.1-79 (3), 22.1-129, 22.1-199.1(B)(4).

Guidelines for the Donation to Public School Students of Replaced Educational Hardware and Software by Local School Boards (Attachment A to Virginia Department of Education Superintendent's Memo No. 197 (Oct. 20, 2000)).

GILES COUNTY PUBLIC SCHOOLS

08/10 VSBA

File: DO

NON-LOCALLY FUNDED PROGRAMS

In order to further the goals and objectives of the school division, the School Board may seek sources of revenue to supplement the funds provided through local, state and federal appropriations.

To promote efficiency in developing proposals and making application for specially funded programs, the superintendent may establish standard procedures for the preparation of proposals and their review. The superintendent shall ensure that none of the conditions of acceptance is in conflict with the policies of the Board, the objectives of the division, or State or federal law.

The superintendent may submit proposals or applications for grants prior to approval by the School Board. No such application or proposal shall be binding on the Board without its approval.

Adopted: March 12, 1997
Revised: May 15, 2008
Revised: May 29, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-88.

Cross Ref.:
- AE School Division Goals and Objectives
- KH Public Gifts to the Schools
- KQ Commercial, Promotional and Corporate Sponsorships and Partnerships

GILES COUNTY PUBLIC SCHOOLS

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SUPPORT SERVICES

The non-instructional operations of the school division are an important component of the educational process and support the instructional program.

The Giles County School Board provides support services necessary for the efficient and cost-effective operation of its schools.

Adopted: February 12, 1997
Revised: June 29, 2009
Revised: June 27, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79(3), 22.1-184, 22.1-253.13:2

Cross Refs.: EBA Buildings and Grounds Inspection
EC Buildings and Grounds Management and Maintenance

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SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLAN

Each school will develop a written school crisis, emergency management and medical emergency response plan as defined below. The School Board will annually review each school's plan and will provide copies of such plans to the chief law-enforcement officer, the fire chief, the chief emergency medical services official, and the emergency management official of the locality. The Department of Education and the Virginia Center for School and Campus Safety will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Board of Education and the Virginia Center for School and Campus Safety.

The School Board designates the Superintendent or his designee as emergency manager.

Each school will annually conduct school safety audits as defined below. The results of such school safety audits will be made public within 90 days of completion. The School Board may withhold or limit the release of any security plans, walk-through checklists and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The completed walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or his designee. Each school will maintain a copy of the school's safety audit, which may exclude such security plans, walk-through checklists and vulnerability assessment components, within the office of the school principal and will make a copy of such report available for review upon written request.

Each school shall submit a copy of its school safety audit to the superintendent. The superintendent shall collate and submit all such school safety audits, in the prescribed format and manner of submission, to the Virginia Center for School and Campus Safety and shall make available upon request to the chief law-enforcement officer of the locality the results of such audits.

The superintendent will establish a school safety audit committee to include, if available, representatives of parents, teachers, local law-enforcement, emergency services agencies, local community services boards, and judicial and public safety personnel. The school safety audit committee will review the completed school safety audits and submit any plans, as needed, for improving school safety to the superintendent for submission to the School Board.

"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions, bomb threats; gun, knife, or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for both.

"School safety audit" means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses will include recommendations for structural adjustments, changes in school safety procedures, and revisions to the School Board's standards for student conduct.

Each school will maintain records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections will be determined by the local School Board in consultation with the local health and fire departments. In addition, the school administration will:

1) Equip all exit doors with panic hardware as required by the Uniform Statewide Building Code ; and
2) Conduct fire drills at least once a week during the first month of school and at least once each month for the remainder of the school term. No fire drills will be conducted during periods of mandatory testing required by the Board of Education. Evacuation routes for students shall be posted in each room. At least one simulated lockdown and crisis emergency evacuation activity should be conducted early in the school year.

Each school will have contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid.

In addition, the school administration will ensure that the school has:

1) Written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior. The plan will be outlined in the student handbook and discussed with staff and students during the first week of each school year;
2) Space for the proper care of students who become ill; and
3) A written procedure for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity; and
4) Written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

Adopted: October 14, 2004
Revised: June 30, 2006
Revised: June 29, 2007
Revised: June 29, 2009
Revised: June 28, 2012
Revised: June 27, 2013
Revised: May 29, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-79.8.

Acts 2006, c. 164.

8 VAC 20-131-260.

Cross Refs.:

CLA	Reporting Acts of Violence and Substance Abuse
EBAA	Reporting of Hazards
EBBA	First Aid/CPR Certified Personnel
EBCB	Safety Drills
EEAB	School Bus Scheduling and Routing
GBEB	Staff Weapons in School
JFC	Student Conduct
JFC-R	Standards of Student Conduct
JFCD	Weapons in School
JFCE	Gang Activity or Association
JHCD	Administering Medicines to Students
JHH	Suicide Prevention
KK	School Visitors

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File: EBA

BUILDINGS AND GROUNDS INSPECTION

The School Board is responsible for the maintenance of the property of the school division. In order to fulfill this responsibility, the School Board will cause the schools to be inspected at reasonably frequent intervals. Inspections required by law will be performed as required by law.

The results of inspections will be reported to the School Board.

Adopted: February 12, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 29, 2009

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-1165, 22.1-79(3),

8 VAC 20-131-260

File: EBAA

REPORTING OF HAZARDS

Any employee who discovers a dangerous condition should report the condition immediately to the employee's supervisor, the superintendent, or the superintendent's designee.

The superintendent shall name a designee to evaluate and label toxicity of all art materials used in the division in accordance with criteria established by the Virginia Department of Education. All materials which meet the criteria as toxic shall be so labeled. Such materials are not used in kindergarten through grade 5.

Adopted: September 16, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 29, 2009
Revision: March 20, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-274.1

8 VAC 20-530-10 et seq.

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File: EBAB

POSSIBLE EXPOSURE TO VIRAL INFECTIONS

Upon notification from a School Board employee who believes he/she has been involved in a possible exposure-prone incident which may have exposed the employee to the blood or body fluids of a student, the superintendent shall contact the local health director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations based upon all information available to him/her, regarding how the employee can reduce any risks from such exposure.

The superintendent shall share these recommendations with the School Board employee.

The superintendent and the School Board employee shall not divulge any information provided by the local health director regarding the student involved except as described below. The information provided by the local health director shall be subject to any applicable confidentiality requirements set forth in Va. Code § 32.1-35.

Whenever any school board employee is directly exposed to body fluids of any person in a manner which may, according to the current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the person whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. Such person shall also be deemed to have consented to the release of such test results to the school board employee who was exposed. If the person whose blood specimen is sought for testing is a minor, the parent, guardian or person standing in loco parentis of such minor shall be notified prior to initiating such testing. In other than emergency situations, it shall be the responsibility of the school board employee to inform the person of this provision prior to the contact that creates a risk of such exposure.

If the person whose blood specimen is sought for testing is a minor, and that minor refuses to provide such specimen, consent for obtaining such specimen shall be obtained from the parent, guardian, or person standing in loco parentis of such minor prior to initiating such testing. If the parent or guardian or person standing in loco parentis withholds such consent, or is not reasonably available, the person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person may petition the juvenile and domestic relations district court in the county or city where the minor resides or resided or, in the case of a nonresident, the county or city where the school board has its principal office, for an order requiring the minor to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this policy.

Whenever any person is directly exposed to the body fluids of a school board employee in a manner that may, according to the then current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the school board employee whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. The school board employee shall also be deemed to have consented to the release of

such test results to the person.

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Except if the person to be tested is a minor, if the person whose blood specimen is sought for testing refuses to provide such specimen, any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person, may petition the general district court of the county or city in which the person whose specimen is sought resides or resided, or, in the case of a nonresident, the county or city where the school board has its principal office, for an order requiring the person to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this section. At any hearing before the court, the person whose specimen is sought or his counsel may appear. The court shall be advised by the State Health Commissioner or his designee prior to entering any testing order. If a testing
order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor.

Adopted: August 22, 2003
Revision: June 26, 2008
Revision: March 20, 2014
Revision: June 30, 2015

Legal Refs.: Code of Virginia, § 22.1-271.3, 32.1-45.1

Cross Refs.:	EBBB	Personnel Training-Viral Infections
	GBE	Staff Health
	JHCC	Communicable Diseases
	JHCCA	Blood-borne Contagious or Infectious Diseases

GILES COUNTY PUBLIC SCHOOLS

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File: EBB

THREAT ASSESSMENT TEAMS

The superintendent will establish a threat assessment team for each school. Teams may serve one or more schools as determined by the superintendent. The teams will assess and intervene with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Virginia Center for School and Campus Safety including procedures for referrals to community services boards or health care providers for evaluation or treatment when appropriate.

Each team will include persons with expertise in counseling, instruction, school administration and law enforcement. Each team will

- provide guidance to students, faculty and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self;
- identify members of the school community to whom threatening behavior should be reported; and
- implement policies adopted by the School Board.

A principal who has received information that a juvenile is a suspect in or has been charged with certain violations of law pursuant to Va. Code § 16.1-301 may provide such information to a threat assessment team. No member of a threat assessment team may disclose any such information or use such information for any purpose other than evaluating threats to students and school personnel.

Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team shall immediately report its determination to the superintendent or superintendent's designee. The superintendent or superintendent's designee shall immediately attempt to notify the student's parent or legal guardian. Nothing in this policy precludes school division personnel from acting immediately to address an imminent threat.

Upon a preliminary determination by the threat assessment team that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Va. Code §§ 19.2-389 and 19.2-389.1, and health records, as provided in Va. Code § 32.1-127.1:03. No member of a threat assessment team shall redisclose any criminal history record information or health information obtained pursuant to this policy or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

Each threat assessment team will report quantitative data on its activities according to guidance developed by the Department of Criminal Justice Services.

The superintendent may establish a committee to oversee the threat assessment teams or may assign the oversight of the teams to an existing committee. If such a committee is established, it will include individuals with expertise in human resources, education, school administration, mental health and law enforcement.

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Adopted: June 27, 2013
Revised: May 29, 2014
Revised: June 30, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 16.1-301, 22.1-79.4.

Cross Refs.:		
	CLA	Reporting Acts of Violence and Substance Abuse
	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	JFC	Student Conduct
	JFCD	Weapons in School
	JFC-R	Standards of Student Conduct
	JFCI	Substance Abuse-Student Assistance Program
	JGD/JGE	Student Suspension/Expulsion
	JDGA	Disciplining Students with Disabilities
	JFCE	Gang Activity or Association
	JFCC	Student Conduct on School Buses
	JHH	Suicide Prevention
	JM	Restraint and Seclusion of Students
	JO	Student Records
	KNAJ	Relations with Law Enforcement Authorities

GILES COUNTY PUBLIC SCHOOLS

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File: EBBA

EMERGENCY FIRST AID, CPR AND AED CERTIFIED PERSONNEL

In school buildings with an instructional and administrative staff of ten or more, there shall be at least three employees who have current certification or training in emergency first aid, cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). If one or more students diagnosed as having diabetes attend such school, there shall be at least two employees who have been trained in the administration of insulin and glucagon.

In school buildings with an instructional and administrative staff of fewer than ten, there shall be at least two employees who have current certification or training in emergency first aid, CPR and the use of an AED. If one or more students diagnosed as having diabetes attend such school, there shall be at least one employee who has been trained in the administration of insulin and glucagon.

When a registered nurse, nurse practitioner, physician or physician assistant is present, no employee who is not a registered nurse, nurse practitioner, physician or physician assistant shall assist with the administration of insulin or administer glucagon. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin and administer glucagon.

Adopted: August 27, 1998
Revision: August 22, 2002 (Legal Ref. Only)
Revision: October 14, 2004 (Legal Ref. Only)
Revision: April 14, 2009
Revision: June 28, 2012 (Legal & Cross Ref. Only)
Revision: June 27, 2013

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-274, 22.1-274.4.

Cross Ref.: EB School Crisis, Emergency Management, and Medical Emergency Response Plan
JHCD Administering Medicines to Students

GILES COUNTY PUBLIC SCHOOLS

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File: EBBA-R

AUTOMATIC EXTERNAL DEFIBRILLATIOR POLICY (AED)

Giles County Public Schools are not required to provide automatic external defibrillators (AED's). They are a recommended piece of equipment for the purpose of aiding the response to an emergency situation for a victim in cardiac arrest. AED's are portable devices used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. Early access defibrillation has been recognized as a significant factor in survival from incidents of sudden cardiac arrest. Adequate preparation for responding to a life-threatening emergency can save lives.

Each principal shall designate staff member(s) for School Health Service personnel to coordinate training and monitor current CPR/First Aid/AED certification of staff members within the school building. Each principal will assure a coordinated plan for responding to an emergency is in place in each school building.

Employee training will be consistent with CPR/First Aid/AED training certifications provided by the American Heart Association, Red Cross or other authorized agencies. All school nurses employed by the Giles County Public Schools will be CPR certified and AED trained. Other school employees will be encouraged to obtain CPR certification and AED training. This training will be offered as part of Giles County Public Schools staff development as needed. Employees should also be aware that they are not liable for rendering such emergency care, as stated in the Code of Virginia.

Any person having attended and successfully completed a course in cardiopulmonary resuscitation, which has been approved by the State Board of Health, who, in good faith and without compensation, renders or administers cardiopulmonary resuscitation, cardiac defibrillator, or other life- sustaining or resuscitative treatments or technologies which have been approved by the State Board of Health regulations to any sick or injured person shall be deemed qualified to administer such emergency treatments and procedures and such individual shall not be liable for acts or omissions resulting from the rendering of such emergency resuscitative treatments or procedures. (Code of Virginia) 8.01- 225 (A) (6)

AED response protocol shall be posted in assigned areas for use of the AED.

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) RESPONSE PROTOCOL

The following AED Response Protocol has been developed as a guideline for Giles County Public Schools. The protocol should be reviewed on an annual basis and updated as needed.

1. Conduct an initial assessment of the patient and environment.
    - Assess the scene for safety.
    - Use standard (universal) precautions.
    - Assess patients for unresponsiveness (this MUST precede starting compressions)
    - If unresponsive, no breathing or no normal breathing, (ie, only gasping), activate EMS and in-house emergency plan per school protocol or policy.
    - Call for an AED.

2. Checks for pulse.
    - Checks for carotid pulse which should take no more than 10 seconds
3. Deliver high –quality CPR(initiates compressions within 10 seconds of identifying cardiac arrest):
    - Correct placement of hands/fingers in center of chest.
        - Adult: Lower half of breastbone
        - Adult: 2-handed (second hand on top of the first or grasping the wrist of the first hand)
    - Compression rate of at least 100/min.
        - Delivers 30 compressions in 18 seconds or less
    - Adequate depth for age
    - Adult: at least 2 inches (5).
    - Complete chest recoil after each compression
    - Minimizes interruptions in compressions:
        - Less than 10 seconds between last compression of one cycle an first compression of next cycle
        - Compressions not interrupted until AED analyzing rhythm
        - Compressions resumed immediately after shock/no shock indicated.
4. Integrates prompt and proper use of AED an CPR:
    - As soon as the AED is available, turn on the AED and follow prompts.
    - Remove all clothing from the chest area. Dry the chest if it is wet.
    - Apply defibrillation pads. Look at the symbols on the AED pads and place pads as shown on the illustrations. Ensure pads are making good contact with the patient's chest. Do not place pad over the nipple, medication patches, or visible implant devices.
    - Places proper-sized pads for victim's age in correct location

- Clears rescuers from victim for AED to analyze rhythm(pushes ANALYZE button if required by device)

- Clears victim and delivers shock
- Resumes chest compressions immediately after shock delivery
- Does NOT turn off AED during CPR
- Provides safe environment for rescuers during AED shock delivery:
    - Communicates clearly to all other rescuers to stop touching victim
    - Delivers shock to victim after all rescuers are clear of victim
- Switches during analysis phase of AED

5. Provides effective breaths:
    - Opens airway adequately
    - Delivers each breath over 1 second
    - Delivers breaths that produce visible chest rise
    - Avoids excessive ventilation
6. Actions to take when the EMS arrives. Responders working on the victim should document and communicate important information to the EMS provider, such as :
    - Victim's name
    - Known medical problems, allergies or medical history
    - Time the victim was found, condition and vital signs if obtained
    - Type and time of intervention(s) provided, to include the number of shocks delivered and length of time the defibrillator was used
    - Patients response to intervention(s) and information from the AED screen

Post-incident Procedure:

1. An employee should notify the building administrator as soon as possible.
2. A designated employee should check the AED

Periodic Maintenance-schedule and after use:

1. Inspect the exterior and connector for dirt or contamination.
2. Check supplies, accessories and spared for expiration dates and damage.
3. Check operation of the AED by removing and reinstalling the battery and running a battery insertion test.

Adopted: June 28, 2012

GILES COUNTY PUBLIC SCHOOLS

File: EBBB

PERSONNEL TRAINING - VIRAL INFECTIONS

All school personnel having direct contact with students shall receive appropriate training in the etiology, prevention, transmission modes, and effects of blood-borne pathogens, specifically, hepatitis B and human immunodeficiency viruses or any other infections that are the subject of regulations promulgated by the Safety and Health Codes Board of the Virginia Occupational Safety and Health Program within the Department of Labor and Industry.

Adopted: June 30, 1997
Revised: June 30, 2017

Legal Refs.: Code of Virginia, § 22.1-271.3

Cross Refs.:

EBAB	Reporting of Possible Exposure to Viral Infections
JHCC	Communicable Diseases
JHCCA	Blood-Borne Contagious or Infectious Diseases

GILES COUNTY PUBLIC SCHOOLS

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File: EBCB

FIRE DRILLS

Fire Drills

Each school holds a fire drill twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drills

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

Tornado Drills

There is at least one tornado drill every school year in every school.

Adopted: February 12, 1997
Revised: June 30, 2006
Revised: June 27, 2013
Revised: June 30, 2016

Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-184.

Acts 2006, c. 164.

Cross Refs.: EB School Crisis, Emergency Management and Medical Emergency Response Plan

GILES COUNTY PUBLIC SCHOOLS

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File: EBCD

SCHOOL CLOSINGS

The superintendent or his/her designee may order the closing, the delay in opening or the early dismissal of any or all schools in order to protect the safety and welfare of the students and staff.

Unless employees are notified that their work schedule is changed because of adverse weather or emergency conditions, it is expected that all employees will work according to the terms of their contract and division policy.

During adverse weather or emergency conditions, however, employees will follow guidelines related to work schedules. The guidelines may be reviewed by the School Board.

Adopted: February 12, 1997
Revised: June 29, 2009

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-98

Cross Refs.: GAA Staff Time Schedules

GILES COUNTY PUBLIC SCHOOLS

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File: EBCD-R

COMMUNICATION PROCEDURE FOR DEALING WITH SCHOOL RELATED EMERGENCIES

Emergency situations may come in all different forms--everything from guns in the schools to natural disasters (during school hours). Immediate responsibility for dealing with emergency situations will be in the realm of the principalship. The safety of staff and students is the principal's immediate responsibility.

The following procedure will be in place for disseminating information in relation to school emergencies:

1. A person and an alternate will be designated by the principal of each school to handle communications.

2. The Sheriff's office (921-3842) will be notified immediately. They will be asked to notify local officers (if the school location is within town jurisdictions) and/or other appropriate emergency services.

3. The Superintendent or his designee will be notified (921-1421 or 921-2435). An open phone line will be maintained between the Superintendent's office and the school.

4. The Superintendent's office will release an immediate information bulletin to identified media (radio and television). At this point, the Chairman of the School Board will also be notified.

5. As soon as the emergency situation is under control, a debriefing meeting will be held at the Superintendent's office with those individuals directly involved. The outcome of this meeting will be the development of a press release which will be issued immediately.

6. The Superintendent will establish a date and guidelines for a formal evaluation of how the situation was handled.

7. It will be the responsibility of each school to make arrangements in notifying individual parents of emergency situations that involve their children. This could be done by a committee whose responsibility would be to personally call parents or other methods which the school may feel are appropriate. This arrangement should be included as part of each school's communication procedure.

Issued: November 11, 1992

GILES COUNTY PUBLIC SCHOOLS

EMERGENCY CLOSINGS/INCLEMENT WEATHER

All activities, including academic, athletic (game or practice), club, or field trip, etc., to be conducted on a day when schools are closed must have the approval of the Principal.

The decision to modify, postpone, cancel, or continue the regular scheduled activities is at the discretion of the Principal.

Club sponsors, coaches, and others responsible for students and activities on days schools are closed are required to have approval from the Principal prior to conducting the activity.

No student who is unable to attend an activity or who is late for an activity because of weather conditions or other unsafe conditions will be penalized for not participating in the activity.

The Principal will make the decision to follow the regular schedule, postpone, or cancel the scheduled activity based upon their understanding of the community and input from authoritative sources (Highway Department, Police, Weather Service, etc.)

The Principal will make every effort to consider the conditions with respect to all persons involved, (staff, students, spectators) and that their safety be the primary consideration for deciding whether or not to conduct an activity during school closings. Every attempt will be made to notify affected parties as soon as practically possible in order to communicate the status of an activity that is scheduled on a day when schools are closed.

When schools are closed due to inclement weather and activities are scheduled, the principal shall submit a report (along with supporting rationale) to the Superintendent/designee (EBCD-E Page 2). This report will address the principal's decision to have the event.

Issued: August 20, 1991
Re-issued: June 3, 1997 - *Correction Only
(*Corrected File Name from EDCD-R to EBCD-R)
Revised: February 14, 2000

(REV. 4/97)

GILES COUNTY PUBLIC SCHOOLS
BOMB THREAT PROCEDURE

Obtain as many details as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or detection--request more data by expressing a desire to save lives.

A. BOMB THREAT CALL CHECKLIST. Secretary should attempt to ask the following. The majority of calls will not stay on the phone for you to ask these questions, but try.

1. Exact location of the bomb.
2. Time set to go off.
3. What does it look like.
4. What the explosive is.
5. Why was it placed.
6. When the caller hangs up, you hang up. Immediately, pick the phone back up and dial *57 (everyone except Eastern; they dial *69). Listen for the confirmation announcement and hang up. The number of the last call you received will now be reported to your local telephone company. At Eastern, the announcement will identify the number the call came from.

B. WHEN A BOMB THREAT IS CALLED IN, IMMEDIATELY NOTIFY:

1. Principal.
2. The principal/designee will notify the Sheriff's Department (921-3842). (Ask that the information not be announced to the public.) No lapse time should occur in making this call.
3. The principal/designee will notify the Superintendent or his designee (the Superintendent will designate a member of his staff to assist).

A decision by the school principal/designee must be made when to evacuate the building. The safety of students/personnel will always be the most important factor in this decision.

C. EVACUATION OF BUILDING

1. Students are to be removed from the building immediately to an area no closer than 300 feet and remain there.
2. Teachers will be responsible for:
   -- the safe evacuation of students from their rooms
   -- a procedure for taking roll in the identified evacuation area

-- supervision of students during the evacuation
-- being sure evacuation provisions are made for handicapped students

3. The Giles County Sheriff's Office, with assistance from other officers, will be responsible for:
   -- facilitating the building search

   -- controlling all entrance gates leading to and from the school grounds
4. Principal/designee:
   -- will assign personnel to verify that all exit doors are locked immediately following evacuation of students
   -- after consultation with the Giles County Sheriff's Office, determine when the facilities are to be re-entered
   -- have custodial staff and other personnel available for advisory duty and first aid
   -- will instruct all personnel, if a suspicious device (bomb) is discovered, not to handle it

D. GENERAL INFORMATION

1. School principal/designee will need to locate an area for buses to assemble at least 300 feet away from the school. There should also be a procedure for loading buses in cases of emergency.
2. If students are to be evacuated from school grounds, students driving cars to school should be released prior to loading of buses.
3. Students or unauthorized personnel are not to be allowed back in the school building until a re-entry decision has been made by the police and school administration.
4. A code should be developed (for staff use only) that will signal the difference between a bomb threat and a fire drill.
5. Information concerning the location of natural gas, propane, or electrical connections is to be made available.
6. School principal shall designate personnel to be in charge when they are not available.
7. Following incidents such as bomb threats, the police department has recommended that a debriefing session be held with those involved.

GILES COUNTY PUBLIC SCHOOLS
BOMB THREAT CHECKLIST AND TELEPHONE PROCEDURE

Name of operator _____ Time _____ Date

Number at which call was received _____ School

Caller's identify:
Male ___ Female ___ Adult ___ Juvenile ___ Approximate age

Origin of call:
Local ___ Long distance ___ Booth ___ Internal

Voice characteristics:

Loud	___	Soft
High pitch	___	Deep
Raspy	___	Pleasant
Intoxicated	___	Other

Language:

Excellent	___	Good
Fair	___	Poor
Foul	___	Other

Manner:

Calm	___	Angry
Rational	___	Irrational
Coherent	___	Incoherent
Deliberate	___	Emotional
Righteous	___	Laughing

Speech:

Fast	___	Slow
Distinct	___	Distorted
Stutter	___	Nasal
Slurred	___	Lisp

Accent:

Local	___	Not local
Foreign	___	Race
Religion		

Background noises:

Factory machines	___	Trains
Bedlam	___	Animals

Music	___	Quiet	
Office machines	___	Voices	
Mixed	___	Airplanes	
Street traffic	___	Party	

_____
DATE PRINCIPAL SIGNATURE

GILES COUNTY PUBLIC SCHOOLS

PRINCIPAL'S REPORT ON
SCHEDULED EVENTS DURING INCLEMENT WEATHER

EVENT DATE: _____

SCHOOL: _____

EVENT: _____

RATIONALE FOR ALLOWING EVENT TO OCCUR: _____

_____

_____

_____
PRINCIPAL SIGNATURE

Issued: February 14, 2000

GILES COUNTY PUBLIC SCHOOLS

File: EC

BUILDINGS AND GROUNDS MANAGEMENT AND MAINTENANCE

The superintendent will have the general responsibility for the care, custody, and safekeeping of all school property. The principal of each school will be responsible for the operation, supervision, care, and maintenance of the school plant.

The school division shall maintain documentation of any pesticide application that includes the target pest, the formulation applied, and the specific location of the application.

Adopted: February 12, 1997
Revised: June 29, 2009
Revised: June 30, 2010
Revised: May 29, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§22.1-70, 22.1-78, 22.1-79(3), 22.1-132.2, 22.1-293.D.

Cross Refs.:

CF	School Building Administration
EA	Support Services
EBA	Buildings and Grounds Inspection
FE	Playground Equipment
IIBEA-R/GAB-R	Acceptable Computer System Use
KF	Distribution of Information/Materials
KG	Community Use of School Facilities
KGB	Public Conduct on School Property
KGC	Use of Tobacco and Electronic Cigarettes on School Premises
KJ	Advertising in the Schools
KL	Public Complaints
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

GILES COUNTY PUBLIC SCHOOLS

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File: ECA

INVENTORY AND REPORTING OF LOSS OR DAMAGE

I. Inventories

The Superintendent shall devise an adequate system of inventory of school property to identify items for the purpose of insurance and to control the loss of property.

The inventory shall include, but not be limited to the following: buildings, movable equipment, vehicles, and all other items of significant value. Each school shall keep a complete inventory of all equipment, listing make, source, date of purchase, model, serial number, and other identifying data.

II. Reporting Losses

All loss of or damage to school property shall be promptly reported to the Superintendent.

Adopted: January 13, 1999
Revised: June 29, 2009
Revised: March 20, 2014

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

Cross Refs.:

EC	Buildings and Grounds Management and Maintenance
ECAB	Vandalism
EI	Insurance Management
JFC-R	Standards of Student Conduct

GILES COUNTY PUBLIC SCHOOLS

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File: ECAB

VANDALISM

The School Board urges staff, students and the public to cooperate in the reduction of vandalism by reporting incidents of vandalism and the name of any person(s) believed to be responsible.

The School Board may institute action and recover from the parents or either of them of any minor living with such parents or either of them up to $2500 for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by such minor.

In addition, a student who damages or destroys public property will be subject to whatever disciplinary action is deemed necessary and advisable by the school principal.

Adopted: August 22, 2002
Revision: October 14, 2004 (Legal Ref. Only)
Revision: June 26, 2008
Revision: June 29, 2009
Revision: March 20, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-78, 22.1-253.13:7.C.3.

Cross Refs.:

ECA	Inventory and Reporting of Loss or Damage
IIBEA/GAB	Acceptable Computer System Use
JFC-R	Standards of Student Conduct

GILES COUNTY PUBLIC SCHOOLS

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File: EDC

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

To ensure the security and efficient use of school property, the superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials and equipment by employees and outside organization(s).

Employees are prohibited from utilizing school property for personal use or gain.

Adopted: September 16, 1997
Revised: June 29, 2009
Revised: March 20, 2014
Revised: May 29, 2014

Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132

Cross Refs.:

DN	Disposal of Surplus Items
GBEC/JFCH	Tobacco-Free School for Staff and Students
IIBEA/GAB	Acceptable Computer System Use
KF	Distribution of Information/Materials
KG	Community Use of School Facilities
KGA	Sales and Solicitations in Schools
KGC	Use of Tobacco and Electronic Cigarettes on School Premises

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GILES COUNTY PUBLIC SCHOOLS

File: EDC-R

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

Equipment assigned to schools will not be loaned, rented or used for non-school purposes.

Equipment issued through the educational resource center will be issued for school use, and used only under the supervision of school personnel.

Exceptions to the above will be at the discretion of the superintendent. If exceptions are made, the superintendent shall report them to the School Board monthly.

Equipment stolen while in a teacher's possession will be reported immediately. If the item is not reported, the teacher will be responsible.

Issued: September 16, 1997

GILES COUNTY PUBLIC SCHOOLS

File: EEA

STUDENT TRANSPORTATION SERVICES

The School Board provides for the transportation of students as required by state and federal laws and regulations.

The superintendent collaborates with the local social services agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged and funded for the duration of time in foster care. The procedures ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with 42 U.S. C. § 675(4)(A) and ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their school of origin, the school division will provide transportation to the school of origin if the local social services agency agrees to reimburse the local school division for the cost of such transportation, the school division agrees to pay for the cost of such transportation or the school division and the local social services agency agree to share the cost of such transportation.

Students may be suspended from using school transportation services for violations of the Student Code of Conduct or when the student endangers the health, safety or welfare of other riders. In such cases the parent or guardian is responsible for transporting the student to school.

Adopted: February 12, 1997
Revision: August 22, 2002 (Legal Ref. & Cross Ref. Only)
Revision: June 29, 2009
Revision: March 20, 2014
Revised: March 16, 2017
Revised: June 30, 2017

Legal Ref.: 20 U.S.C. § 6312.

Code of Virginia, §§ 22.1-176, 22.1-78, 22.1-221, 22.1-254.

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Cross Ref.:	EEAB	School Bus Scheduling and Routing
	EEAC	School Bus Safety Program
	IICA	Field Trips
	JCA	Transfer Requests by Student Victims of Crime
	JEC-R	School Admission
	JECA	Admission of Homeless Children
	JECB (Opt. 1)	Admission of Nonpublic Students for Part-Time Enrollment
	JEG	Exclusions and Exemptions from School Attendance
	JFCC	Student Conduct on School Buses
	JFC-R	Standards of Student Conduct
	LC-E	Charter School Application

GILES COUNTY PUBLIC SCHOOLS

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File: EEAB

SCHOOL BUS SCHEDULING AND ROUTING

The operation of school buses is scheduled to maximize safety and efficiency.

School bus routes, school sites, and safety of students at designated school bus stops are reviewed at least once each year and as changes occur. Routes are reviewed for safety hazards, fuel conservation, and to assure the most efficient use of buses. School administrators shall evaluate the safety of pupils at bus stops periodically and shall, at the request of the school board, report the results annually to the school board.

A written vehicular and pedestrian traffic control plan for each school shall be reviewed annually for safety hazards. All new school site plans shall include provisions that promote vehicular and pedestrian safety.

Adopted: February 12, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 29, 2009
Revision: April 11, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

8 VAC 20-70-150.

8 VAC 20-70-160.

Cross Refs.: EB School Crisis, Emergency Management, and Medical Emergency Response Plan

GILES COUNTY PUBLIC SCHOOLS

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DEFINITION OF A SCHOOL BUS AND TRANSPORTING STUDENTS IN COUNTY VEHICLES

Refer to Virginia Code 46.2-100 for definition of a school bus. The Giles County School Board, on November 18, 1998, voted to place in regulation the following:

- All Giles County Schools' activity vans will be considered school buses from the standpoint of driver licensure and certification (must meet all CDL requirements for driving a school bus under Virginia Code 46.2-100). **(see exception #1)**
  Exception #1
  Employees will be allowed to drive the activity vans after they sign-off stating they have reviewed the School Bus Driver curriculum issued by DOE.
  This pertains only to activity vans with capacities of less than 16 passengers including the driver. Activity vans will have signage that indicates the license requirements. It is the employee's responsibility to ensure they are in compliance.

- Any employee transporting students on a regular basis must have successfully completed the 24 hour CDL licensure preparatory class OR must sign-off stating they have reviewed the School Bus Driver curriculum issued by DOE. They do not have to complete additional requirements towards P (passenger) and S (school bus) endorsements.

- Anyone who is in training to receive their CDL must be trained on school buses. Exclusive training on activity vans will not be allowed.

Revised: November 16, 1999
Revised: November 21, 2008 (Page 1 Only)
Revised: April 16, 2015 (Page 1 Only)
Revised: August 14, 2015 (Page 1 Only)
Revised: August 19, 2016 (Page 1 Only)

SCHOOL BUS SCHEDULING AND ROUTING

Giles County Public Schools will not route school buses or activity vans on non-state maintained roads.

Issued: November 16, 1999

GILES COUNTY PUBLIC SCHOOLS

File: EEAC

SCHOOL BUS SAFETY PROGRAM

All buses and other vehicles owned and operated by the school division are inspected for safety in accordance with the regulations prescribed by the Department of Education.

All accidents, regardless of the amount of damage involved, are reported to the transportation supervisor.

Crashes involving school buses resulting in property damage of $1,500 or more or personal injury are reported to the Virginia Department of Education at least once per month. The superintendent or superintendent's designee notifies the Virginia Department of Education of any school bus crash involving serious injuries, requiring professional medical treatment, or death within the next working day after the crash.

No person uses any wireless telecommunications device, whether handheld or otherwise, while driving a school bus, except in case of an emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Nothing in this policy prohibits the use of two-way radio devices or wireless telecommunications devices that are used hands free to allow live communication between the driver and school or public safety officials.

Adopted: August 22, 2002
Revision: June 26, 2008
Revision: June 29, 2009
Revision: April 11, 2013
Revision: June 30, 2017

Legal Ref.: Code of Virginia, 1950, as amended, § 46.2-919.1.

8 VAC 20-70-130.

8 VAC 20-70-140.

GILES COUNTY PUBLIC SCHOOLS

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File: EEAD

SPECIAL USE OF SCHOOL BUSES

The use of school buses for purposes other than transporting children to and from school for the regular school hours and for extracurricular activities is permitted with prior approval of the superintendent and in accordance with regulations pertaining to field trips.

In addition, the School Board may enter into agreements with its appropriating body, or any state agency or any federal agency established or identified pursuant 42 U.S.C. § 3001 et seq. providing for the use of the school buses of the division by such body or agency for public purposes, including transportation for the elderly. Each such agreement shall provide for reimbursing the school board in full for the proportionate share of any and all costs, both fixed and variable, of such buses incurred by such school board attributable to the use of such buses pursuant to such agreement. The appropriating body, or state or federal agency, shall indemnify and hold harmless the school board from any and all liability of the school board by virtue of use of such buses pursuant to an agreement.

Adopted: February 12, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 29, 2009

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-176; 22.1-182.

Cross Ref.: IICA Field Trips

GILES COUNTY PUBLIC SCHOOLS

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File: EF

FOOD SERVICE MANAGEMENT

The Superintendent is authorized to develop and implement an efficient and effective food services system for the students and employees of the school division. From time to time the superintendent shall report to the School Board on the financial status of the division's food service operations.

Adopted: February 12, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 29, 2009
Revision: March 20, 2014

Legal Refs.: 42 U.S.C. § 1751 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-89.1, 22.1-115.

8 VAC 20-290-10.

Cross Refs.: DI Financial Accounting and Reporting
EFB Free and Reduced Price Food Services
JHCF Student Wellness

GILES COUNTY PUBLIC SCHOOLS

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File: EF-R

FOOD SERVICE FUND EXPENDITURE

The following guidelines shall regulate food service funds in Giles County Public Schools.

* Food service funds are to be used only for the operation or improvement of the non-profit school food service.

* Funds are not to be used for land, buildings, or the construction of facilities. If the room used to serve meals is a multi-purpose room used as an auditorium, gymnasium, or for other activities outside of the lunch period, expenditures for physical improvement should be pro-rated. This pro-ration must be justified, documented, and approved by the Superintendent or his designee. If questionable, the State Department Food Service Division will be consulted.

* Employee monetary gifts, and presents cannot be paid from food service funds. Non-food service employee salaries for support employees must be pro-rated based on actual time records.

* Expenditures for non-food service equipment such as copying machines, computers, and software are to be approved by the Superintendent or his designee in consultation with the Department of Education Food Service Division prior to purchase. Requests of this nature must be pro-rated on an actual use basis. Records of this pro-ration must be kept on file.

* Any other costs or expenditures applied against the food service fund must be done in a prudent manner, pro-rated on an actual use basis, and approved by the Superintendent or his designee with consultation with the Department of Education Food Service Division.

ISSUED: October 22, 1991

GILES COUNTY PUBLIC SCHOOLS

File: EFB

FREE AND REDUCED PRICE FOOD SERVICES

The Giles County school division provides free and reduced-price breakfasts, lunches, and milk to students according to the terms of the National School Lunch Program and the National School Breakfast Program.

School officials will determine student eligibility based on guidelines established by federal law. Eligible students are provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or designee establishes rules and procedures as needed to implement this policy.

The criteria for determining a student's eligibility and the procedures for securing free and reduced-price meals and milk is publicly announced at the beginning of each school year and provided to parents of all children in attendance at Giles County public schools.

The division's policy with regard to situations in which a student who is eligible for a reduced-price meal does not have money on account or in hand to cover the portion of the cost of the meal at the time of service is stated in Policy JHCH-R. Policy JHCH School Meals and Snacks is delivered to all households at the start of the school year and to households that transfer into the school division during the school year.

The students who participate in the free or reduced-cost meals and milk programs are not overtly identified, distinguished, or served differently than other students.

Adopted: February 12, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 29, 2009
Revision: December 18, 2014
Revision: June 30, 2017

Legal Refs.: 42 U.S.C. §§ 1758, 1772 and 1773.

7 C.F.R. §§ 210.9, 220.20, 245.5, 245.8.

Code of Virginia, 1950, as amended, § 22.1-207.3

8 VAC 20-290-10.

Cross Refs.: JHCF Student Wellness
JHCH School Meals and Snacks

GILES COUNTY PUBLIC SCHOOLS

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Giles County Public Schools
School Nutrition Program
Charge Policy for Food Service Programs

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced price of full price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

- In an effort to ensure all students receive nourishment during the school day, all students will have the opportunity to receive a school breakfast and/or lunch (the reimbursable tray). Applicable meal price will be charged to the student's account.
- Students without funds to pay for a reduced price or full price meal will be allowed to charge breakfast and/or lunch (reimbursable tray).
- Ala carte items will only be sold when students have cash or have a positive balance in the terminal.
- Students who charge a meal will receive the same reimbursable meal options as other students.
- All student/adult account balances will carry forward from year to year.
- Adult meal charges are not permitted.
- This written policy will be posted on the SBO website and placed in the school calendar that's distributed to all students yearly. It will also be shared with all faculty/staff and school nutrition employees.
- All parents/guardians are encouraged to complete a free/reduced meal household application. For assistance in completing this, contact the Food Service Supervisor at 921-1421 x 17. Applications can be completed at any time throughout the year, but must be completed yearly. Eligibility from the previous school year carries over the first 30 operating days of the next school year, or until a new application is received.
- Pre-payment of meals is encouraged. Parents/guardians have several options for making payments. (1) Cash or check is accepted at the school office; (2) Students can bring cash or check to use at the café terminal; (3) Anyone can use a credit card online through My School Bucks (www.myschoolbucks.com) (additional fees may apply).
- When a student's debt reaches $25, the school administrator will enforce exclusion of the student from extra-curricular activities (participation in ceremonies, athletics, clubs, field trips, etc). Once the debt falls below $25, the student's privileges will be restored immediately.
- A $75 fee will be charged on all returned checks for insufficient funds.
- Unpaid meal charges may be carried over at the end of the school year, thus allowing collection efforts to continue into the new school year until debt is paid in full.

Notifying the Household of Low or Negative Balances on Student Meal Accounts

- Parents/guardians can set up "low balance notifications" through www.myschoolbucks.com.
- Students may inquire or see their account balance. If the cashier sees their balance is low, a friendly reminder will be communicated to the student at the point of sale.
- Weekly notifications (phone call, email, letter, automated call, verbal, or text message) may be made to all students who owe food service debt.
- Unpaid meal charges are considered delinquent debt (the term meal indicates any food, beverage, or snack purchased through the food service department).

Collection Procedures for Debt

- All collection attempts are documented by date, time, and details of collection attempt.
- Delinquent account collection may be conducted daily at schools or at the School Board Office (Food Service Supervisor).
- The School Board Office (Food Service Supervisor) will notify households (phone call, email, letter, automated call, verbal, or text message) of negative balances that exceed $15.
- Notifications to households will include the amount of unpaid meal charges and the expected payment date. Should parents/guardians request a copy of the student's meal participation report, one will be provided.
- The consequences of non-payment will be determined on a case-by-case basis.
- The employees responsible for managing unpaid meal charges are school nutrition staff, with the assistance from school administration.

Delinquent Debt

- Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year.
- Bad debt is unallowable in the School Nutrition Program and cannot be carried over to the next school year.
- Funds resulting from bad debt cannot be recovered using School Nutrition Program funds and must be offset by non-federal sources. Unpaid debts are paid from non-federal resources within the school division.

Assistance to Households

- Households with questions or needing assistance may contact the Food Service Supervisor at (540) 921-1421 extension 17, or email at clawson@gilesk12.net.
- Parents/guardians may complete a free/reduced meal application at any time throughout the school year. Forms are available in school offices and at the School Board Office. Faxed forms are unallowable. Once applications are received by the

Food Service Supervisor, a determination will be made and notifications sent within 10 days.

- Parents are encouraged to pre-pay student meal accounts either in person at the school or online at www.myschoolbucks.com. Parents/guardians can monitor participation and account balance at no cost at www.myschoolbucks.com.
- Repayment contracts may be developed by the Food Service Supervisor (921-1421 extension 17). Terms will be limited to 6 months.
- If a parent/guardian regularly fails to provide meal money or send food to school with the student, administrators will determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

Adopted: June 30, 2017

FOOD SANITATION PROGRAM

The personnel and the facilities used for food services in the school division are subject to state laws regulating restaurants and other food establishments. School dining facilities are also governed by regulations promulgated by the State Board of Health.

Adopted: August 11, 1994
Revision: March 15, 2007
Revsion: June 29, 2009 (Legal Ref. Only)

Legal Ref.: Code of Virginia, 1950, as amended, section 35.1-1.

12 VAC 5-421-10 et seq.

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HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP) PLAN

Each of the Giles County Public School cafeterias understand and recognize the importance of HACCP. HACCP prevents food safety problems before they happen by identifying and controlling possible hazards that can contaminate food as it flows through the facility. Our HACCP plan is developed around seven principles.

1. Identify hazards.
2. Identify critical control points.
3. Establish critical limits.
4. Establish monitoring procedures.
5. Establish corrective actions.
6. Establish verification procedures.
7. Establish record-keeping procedures.

Our HACCP team consists of the Superintendent, Assistant Superintendent, Director of Operations, Commodity Manager, Principal, School Health Coordinator, Cafeteria Manager, and parents. The team developed this HACCP plan for Giles County Schools and will review it annually. This plan addresses several goals:

1. Developing SOPs (Standard Operating Procedures) for all cafeterias to use. The SOPs for food service operations are those practices and procedures in the food production process (receiving, storing, preparing, cooking, holding, serving, reheating, cleaning, and sanitizing). These SOPs will be placed in areas where employees can find them easily. Managers are responsible for ensuring that all employees receive training annually on SOPs.
2. Strengthening the prerequisite programs (facility design, supplier control, specifications, equipment installation and maintenance, cleaning and sanitation, personal hygiene, training, chemical control, pest control, receiving/storing/transporting, and food temperature control).
3. Surveying and evaluating the current operating system. The team will identify the flow of the food in the facility, review menus and identify all potentially hazardous foods and how they will be prepared/consumed, and develop a flow diagram for each of these to determine where hazards may occur.

Once the flow of the food has been identified and menu items have been grouped, the team will address several principles:

1. Analyze Hazards—A hazard is a biological, chemical or physical property that can cause an unacceptable health risk for consumers. A hazard analysis is the process of collecting and evaluating information on the biological, chemical and physical hazards associated with food. The team will look for potential hazards that are reasonably likely to occur in an operation.
2. Critical Control Points—Any step in the flow of food where a physical, chemical or biological hazard can be controlled. A CCP is an essential step to prevent, eliminate, or reduce a food safety hazard to an acceptable level. Loss of control at this point

may result in an unacceptable health risk.

3. Critical Limits—Critical limits are typically minimum and/or maximum times and temperatures that must be met to keep food safe at the CCPs. A critical limit is a clearly written direction to take a specific action that is measurable.
4. Monitoring Procedures—Monitoring procedures help the school system determine if the critical limits are being met.
5. Corrective Action—A corrective action is a specific, pre-planned action that a child nutrition program must take when a deviation occurs. A deviation is the failure to meet a critical limit for a CCP. This pre-planned, specific action will correct the problem, or deviation.
6. Verification Procedures—Verification is the procedure that confirms a HACCP program is working according to the plan. It allows an operation to maintain an effective food safety program and update the program as needed.
7. Record-keeping—Accurate record-keeping is an essential part of a successful HACCP program. The following records will be maintained at the school level: the HACCP plan, support documentation such as employee training records, and records that are generated during the operation of the plan such as time and temperature logs.

Standard Operating Procedures (SOPs)

Receiving

A calibrated, accurate thermometer is used to take temperatures of potentially hazardous foods (foods in which microorganisms are able to grow rapidly—they are often moist, high in protein, and have a neutral or slightly acidic pH).

Temperatures of frozen and refrigerated foods are taken immediately upon delivery.

Potentially hazardous foods (foods in which microorganisms are able to grow rapidly—they are often moist, high in protein, and have a neutral or slightly acidic pH) are removed from the temperature danger zone (41°F to 140°F) and placed in storage as quickly as possible.

Refrigerated foods are received at or below 41°F.

Only pasteurized dairy products are accepted.

Frozen foods are received solidly frozen.

Potentially hazardous foods that are not at acceptable temperatures are rejected.

Cans with swelled tops or bottoms, leakage, flawed seals, rust or dents are not accepted by the operation. Unacceptable products are rejected.

Products should be evaluated by odor, sight, and touch. Unacceptable products are rejected.

Dry goods are dry, free of mold, and free of insects. Packages are not to be punctured, slashed, or torn. If so, they are not accepted.

Products must meet order specifications.

Storage

Food is stored in its original container if the container is clean, dry, and intact. If necessary, food is repackaged in cleaned and labeled containers.

Food is never put into empty chemical containers and vice versa.

FIFO (first in first out) procedures are used for storage. Items are labeled for date received.

Dry storage temperatures are between 50 and 70 °F.

Cooked and ready-to-eat foods are stored above raw foods, never below.

Refrigerator temperatures are between 32 and 41 °F and are checked daily.

Freezer temperature is 0°F or below and is checked daily.

All food stored in the refrigerator or freezer is covered, dated, and labeled.

Potentially hazardous foods are stored no more than seven days at 41°F or for four days at 45°F, from the date of preparation. Products are dated.

Pesticides and chemicals are stored in a locked cabinet away from food handling and storage areas.

Detergents, sanitizers, polishes, and other cleaning agents never should come into contact with food and are stored in original labeled containers. They are stored away from food storage.

Preparation

Ingredients are pre-chilled (sandwiches and salads).

Potentially hazardous frozen foods are always thawed in refrigerators at 41°F or lower.

If needed for immediate cooking, frozen potentially hazardous food products are thawed under potable running water at 70°F or lower and prepared within four hours. The frozen potentially hazardous food products can also be thawed in the microwave if these products are cooked conventionally immediately upon thawing.

The lowest shelf in the refrigerator is used for thawing meats, fish, and poultry to prevent cross-contamination.

Raw products are separated from cooked and/or ready-to-eat products during preparation.

If thawed potentially hazardous foods are maintained above 41°F for more than four hours, the

foods are discarded.

Cooking

Foods are cooked to the recommended minimum end-point temperatures or higher.

Temperatures of potentially hazardous foods are checked in the product's center or thickest part.

Internal food temperatures are measured using a cleaned and sanitized thermocouple or thermometer accurate to plus or minus 2°F.

Thermometers and thermocouples are cleaned and sanitized before and after each use.

Batch cooking (preparing food as needed) is used to reduce holding times of food.

The temperature of cooking equipment is allowed to return to the required temperatures between batches.

Hot-holding equipment is not used to cook food.

When cooking potentially hazardous food products in a microwave, the final internal temperature is at least 165°F.

Fruits and vegetables that are cooked for hot holding are cooked to at least 140°F.

Ready-to-eat food that is commercially processed and packaged is heated to 140°F for hot service.

Holding/Serving

If potentially hazardous foods are held out of temperature control in the temperature danger zone (41°F - 140°F) for more than 4 hours, they are discarded.

If hot foods are held between 41°F and 140°F for less than 4 hours, they should be reheated to 165°F before serving.

Holding equipment should be preheated or prechilled to maintain the correct temperature.

New product is never mixed with old product.

Raw potentially hazardous food is never mixed with cooked food.

After preparation, cold foods are held at 41°F or below.

Temperatures on serving lines are checked at least every two hours.

Transported foods are held hot at ≥140°F or cold at ≤41°F. If held at incorrect temperatures for

more than four hours, food is discarded. If less than four hours, food to be served hot is reheated to 165°F.

Reusing Prepared Foods

If potentially hazardous foods are held in the temperature danger zone (41°F - 140°F) for more than four hours, they are discarded.

Hot, potentially hazardous foods are cooled to 70°F within two hours and to 41°F within an additional four hours.

If it appears that food will not cool to 70°F within two hours, reheat it to 165°F or higher for at least 15 seconds within two hours. Then serve food or immediately begin the cooling process and use proactive means to speed cooling.

If potentially hazardous foods are cooled too slowly, they are discarded.

Foods reheated in a microwave must be heated to 165°F. The food should stand for two minutes so the heat spreads evenly throughout. If possible, the food should be stirred or rotated.

Foods to be reused are heated to 165°F (in the thickest part) within two hours. If not, product is discarded.

Before storing, cooled foods are labeled with the date and time they were prepared.

Refrigerated, ready-to-eat, potentially hazardous foods that are prepared and held for more than 24 hours must be used within seven days or less if food is held at 41°F or lower, or four days or less if held at 45°F or lower, from the date the foods were prepared.

Cleaning and Sanitizing

Kitchenware is washed, rinsed, and sanitized after each use.

Equipment that handles potentially hazardous foods is cleaned at least every four hours.

The third sink of a three-compartment sink is used for sanitizing. Items are sanitized by being immersed in either hot water (171°F) for 30 seconds or a properly mixed chemical sanitizing solution for the recommended time.

If using a hot water sanitizing machine, the wash (150°F - 165°F) and the sanitizing water (165°F - 194°F) temperatures are checked daily and maintained. Temperatures vary depending on type of equipment.

For fixed equipment, removable parts are removed after each use, then washed, rinsed, and sanitized by immersion.

For fixed equipment, non-removable food contact surfaces are washed, rinsed, and sanitized with a cloth.

General Food Preparation and Service

Thermometers and other temperature measuring devices are calibrated regularly.

Times and temperatures are recorded accurately.

Raw food is separated from cooked and ready-to-eat food.

Only potable (safe to drink) water comes in contact with food and food-contact surfaces and is used in making ice.

Uncleaned and nonsanitized surfaces of equipment and utensils do not contact raw or cooked, ready-to-eat food.

Food-contact surfaces are cleaned and sanitized before and after every use.

Food-contact surfaces are cleaned and sanitized after an interruption.

Food-contact surfaces are cleaned and sanitized at least every four hours during continual use.

Employees do not touch ready-to-eat food with bare hands.

Employees wear plastic gloves and have minimal direct contact with food.

Plastic gloves are worn over cuts and abrasions and bandages on hands and forearms.

Employees change gloves when they become soiled or torn, before beginning a different task, and at least every two hours, or more often, if necessary, during continual use.

Employees wash hands using warm-hot water and a 20-second scrub with soap before beginning to work, before putting on gloves, when changing gloves, during work as needed, when switching from working with one food to another, when going from a nonfood preparation task to a food preparation task, after cleaning tables, scraping, or washing dirty dishes and utensils, and after touching anything that might be a source of contamination (telephone, raw food, smoking, eating, drinking, chewing gum or tobacco, sneezing, coughing, using the toilet, handling trash or garbage, touching head, hair, or face).

Employees do not sneeze or cough near foods.

Employees do not have sores or signs of transmittable illnesses.

Employees are required to report health problems.

Employees with diarrhea, fever, vomiting, jaundice, sore throat with fever, uncontrollable, excessive coughing or sneezing, and open skin sores do not work with edible foods.

Employees who are ill are sent home.

Personal Hygiene

Employees wash hair and bathe daily.

Employees wear clean clothing.

Employees wear hair restraints.

Employees keep nails short and clean and do not wear fingernail polish or artificial nails.

Employees eat, drink, and smoke only in designated break areas.

Employees do not wear jewelry.

Employees do not touch hair, hair restraints, clothes, or skin (without afterward thoroughly washing hands and exposed parts of arms).

Equipment Maintenance

Temperature measuring devices are calibrated regularly.

Cooking and hot-holding equipment (grills, ovens, steam tables, etc.) are routinely checked, calibrated if necessary, and are operating properly.

Cooling equipment (refrigerators, rapid chill units, freezers, salad bars, etc.) are routinely checked, calibrated if necessary, and are operating properly.

Warehousing equipment is operating according to manufacturer's specifications.

Adopted: August 26, 2005

GILES COUNTY PUBLIC SCHOOLS

File: EGAA

REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

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The Giles County School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the Superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the division procedures or is permissible under law should contact the principal who will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time is it necessary for a staff member to violate copyright laws in order to properly perform his or her duties. At no time is it necessary for a student to violate copyright laws in order to complete any assigned work. For staff members, violation of copyright laws or division requirements may result in discipline up to and including termination of employment. For students, violation of copyright laws or division requirements may result in discipline up to and including suspension or expulsion.

Adopted: February 12, 1997
Revised: June 26, 2008
Revised: March 20, 2014

Legal Refs: 17 U.S.C § 101 et seq.

Cross Ref:	JFC-R	Standards of Student Conduct
	GAB/IIBEA	Acceptable Computer System Use
	GCPD	Professional Staff Members: Contract Status and Discipline

GILES COUNTY PUBLIC SCHOOLS

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File: EGAA-R

REPRODUCTION OF COPYRIGHTED MATERIALS

INTERPRETATION FOR EDUCATORS IN GILES COUNTY SCHOOLS

Introduction

Teachers and administrators in Giles County Schools desire to provide students with access to quality materials at the lowest cost possible. The copyright law does provide fair use limits for educators who need to use copyrighted works. This document represents the interpretation of the Copyright Law for Giles County Schools (classified as nonprofit educational institutions). The best option is to plan in advance and to receive written permission from publishers to use copyrighted material. In seeking such permission the request should include:

1. title, author(s) or editor(s), edition number
2. exact amount (pages) of material to be used, preferably including a photocopy of the material involved
3. number of copies to be made
4. description of how material will be used, for what purpose and/or course and frequency of use if for more than one occasion
5. type of duplication (photocopy, ditto, etc.)

Photocopying

Single Copy:

Teachers preparing to teach a class may make or request to have made a single copy of:

- a book chapter
- an article from a newspaper or periodical
- a short story, essay, or short poem
- a chart, graph, diagram, cartoon, drawing, or picture from book, periodical, or newspaper.

Multiple Copies:

Teachers desiring to duplicate a copy of a work for EACH student must:

- include a notice of copyright with each copy AND meet these three tests:

1. BREVITY TEST: For POETRY; a copy of a poem if less than 250 words and if printed on no more than two pages or, no more than 250 words if from a longer poem;

For PROSE; any complete story, essay or article under 2,500 words OR excerpts of not more than 1,000 words or 10% of the work; for SPECIAL, SHORTER WORKS, so designated because they contain illustrations (eg. children's stories) may not be copied in their entirety even though they contain less than 2,500 words. Educators may NOT copy more than two published pages containing no more than 10% of the text.

For ILLUSTRATIONS; no more than one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

2. SPONTANEITY TEST: "Inspiration and decision to use the work" must occur so soon prior to classroom use that it would not be feasible for the teacher to write for and receive permission to duplicate the material. The teacher must request the copying and not as directed by an administrator.

3. CUMULATIVE EFFECT TEST: Copies of the material must be for only one course in the school in which copies are made;

No more than one short poem, article, story, essay or two excerpts may be copied from the same author;

No more than three copies from the same collective work or periodical during one class term.

There must not be more than nine instances of such multiple copying for one course during one class term.

Prohibited Copying

Some uses are prohibited regardless of the otherwise permissible copying.

- Educators may not create through photocopying their own anthologies, compilations or collective works whether brought together in one collection or reproduced and used separately.
- Copying must NOT substitute for the purchase of books, periodicals, or reprints. THIS ESPECIALLY APPLIES TO THE DUPLICATION OF "CONSUMABLE" MATERIALS SUCH AS WORKBOOKS, TEST BOOKLETS, AND STANDARDIZED TESTS WHICH MAY NOT BE DUPLICATED.
- The teacher must not duplicate the same item from one term to another.

Music

(See also: Audio Visual Materials - Audio Disc, Cassettes, Tape Recordings)

Permissible Copying

- Educators are permitted to make copies of music in an emergency defined as "replace purchased copies which for any reason are not available for an IMMINENT performance "AS LONG AS replacement copies are purchased later").
- For academic purposes other than performances, a teacher or researcher may duplicate a single copy of an "entire performable unit (section, movement, aria, etc.)" if that unit is unavailable except in a larger work and if it is out of print, as confirmed by the copyright proprietor. For other nonperformance educational purposes, multiple copies of no more than 10% of the whole work may be made as long as the excerpt does not comprise a performable unit. This multiple copying should not exceed one copy per student.
- Printed copies of purchased music may be edited or simplified EXCEPT alterations or addition of lyrics.
- A single copy of a sound recording of copyrighted music may be made for use in "constructing aural exercises or examinations"--THIS APPLIES TO THE COPYRIGHT OF THE MUSIC ITSELF AND NOT TO ANY COPYRIGHT THAT MAY EXIST IN THE SOUND RECORDING.
- A single copy of a recording of performance(s) by students is permissible for evaluation or rehearsal purpose and may be retained by the teacher or educational institution.

Prohibited Copying

- "To create or replace or substitute for anthologies, compilations or collective works."
- Copying from works intended to be "consumable" such as workbooks, exercises, standardized tests and answer sheets.
- For performance except as above.

Photocopying by Library Media Staff

Copying is to take place ONLY at the specific request of users or other libraries.

Under Section 108 of the Copyrights Act library employees are permitted to make a SINGLE copy of a work as long as the library receives no financial gain, and affixes notice of copyright on all duplicated works.

In addition to the above requirements, the library media center may make copies only under the following conditions:

- It may duplicate in facsimile form a published, copyrighted work that is damaged, deteriorating, lost or stolen if a reasonable effort determines no possibility for replacement.
- Recordings are to be shown to students no more than twice during the 10-day period. . . the second time for instructional reinforcement only.
- After the 10-day period the recordings may be viewed only by teachers.
- If several teachers request videotaping of the same program, duplicate copies are permitted. (ALL copies are subject to the same restrictions as the original).

- Off-air recordings may not be physically or electronically altered or combined with others to form anthologies, but do not have to be shown in their entirety.
- All copies of the recordings must include the copyright notice on the broadcast program as recorded.
- Schools may not build library collections of videotapes of television programs.

From Public Broadcasting Services

Four public broadcasting services drew up a joint policy statement that allows schools specific videotaping privileges for their production: Public Broadcasting Service, Public Television Library, Great Plains National Instructional Television Library, Agency for Instructional Television. Educators may record broadcasts from these agencies on the following conditions:

- Recordings may be made only by students, faculty or staff members in accredited, nonprofit education institutions.
- May be used only for instruction or educationally related activities in a classroom, laboratory, or auditorium.
- May be used only in the school for which they were made.
- The recordings may be used "only during the seven day period of local ETV and other educational broadcast licensed by the distribution agency, and will be erased or destroyed immediately at the end of the period..."
- ALL REQUESTS FOR TAPING MUST COME DIRECTLY FROM TEACHERS AND MUST BE SHOWN ONLY TO STUDENTS AND FACULTY FOR INSTRUCTIONAL PURPOSES.

Videos (or other multi-media material) rented, purchased, or taped at home by teachers are generally not permitted for use under copyright protection laws, unless they fall under the specific “fair use” safe harbors for copying. In cases where the safe harbor rule may apply, no video (or other multi-media material) with a restricted rating shall be used for entertainment purposes.

POLICIES TO BE FOLLOWED:
-- Policy IIA (Evaluation of Instructional Material)
-- Policy KLB (Public Complaints About Learning Resources)

Penalties for Infringement of Copyright

-- EDUCATORS, EDUCATION INSTITUTIONS, AND SCHOOL DIVISIONS MAY BE SUED IF THEY VIOLATE OR INFRINGE THE RIGHTS OF COPYRIGHT.
-- The legal or insurance protection of Giles County Schools will not be extended to employees who knowingly violate copyright laws.
-- The copyright law specifies a normal penalty of from $250 to $10,000 in statutory damages for each violation, but the penalty can be as much as $100,000 for a willful violation. Even if a defendant is judged not to be in violation of the law, court costs and attorneys' fees must be borne by the individual and/or organization charged with the copyright infringement.

COMPUTER SOFTWARE COPYRIGHT COMPLIANCE

In an effort to discourage violation of software copyright laws and to prevent illegal use of the computer system, staff shall follow the procedures listed below.

1. Division employees will be expected to adhere to the provisions of Public Law 96-517, Section 7(b) which amends Section 117 and Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This section states ".... it is not an infringement of the owner of a copy of computer programs to make or authorize the making of the copy or adaptation of that computer program provided.

(a). That such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with the machine and that it is used in no other manner, or;

(b). That such a new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

(c). The following computer software may also be copied by or at the individual request of a staff member for classroom use:

1. In-house production and

2. Works that are not copyrighted or works in the public domain.

2. The proper use of computers will be taught through planned computer curriculum and computer-related instruction for students. Staff will address the ethical and practical problems caused by software piracy.

3. Division employees are expected to maintain software and supporting manuals in a safe place. The manual needs to be available for software and hardware audit.

4. When software is being used on a disk sharing system, efforts will be made to secure this software from copying.

5. Illegal copies of copyrighted programs may not be made or used on school equipment.

6. The superintendent or his/her designee is the only individual who may sign license agreements for software in the school division. Each school using the software should have a copy of the signed software duplication.

7. No employee of the school division will surreptitiously or illegally access any database or electronic bulletin board.

8. No employee of the school division will encourage or allow any student to surreptitiously or illegally duplicate computer software or illegally access any data base or electronic bulletin board.

9. The principal of each school site or manager of each department is responsible for enforcing this regulation.

Penalties for Infringement of Copyright

EDUCATORS, EDUCATION INSTITUTIONS, AND SCHOOL DIVISIONS MAY BE SUED IF THEY VIOLATE OR INFRINGE THE RIGHTS OF COPYRIGHT.

THE LEGAL OR INSURANCE PROTECTION OF GILES COUNTY SCHOOLS WILL NOT BE EXTENDED TO EMPLOYEES WHO KNOWINGLY VIOLATE COPYRIGHT LAWS.

COPYRIGHT INFRINGEMENT INVOLVING THE REPRODUCTION OR DISTRIBUTION OF AT LEAST 10 COPIES OF ONE OR MORE COPYRIGHTED WORK(S) WITH A RETAIL VALUE IN EXCESS OF $2500 (ANY KIND, NOT JUST COMPUTER SOFTWARE) WITHIN A 180 DAY PERIOD IS A FELONY. FIRST OFFENSE IS PUNISHABLE IN GENERAL BY A SENTENCE OF UP TO 5 YEARS AND/OR A FINE OF UP TO $25O,000 FOR INDIVIDUALS AND UP TO $500,000 FOR ORGANIZATIONS. ANY SUBSEQUENT OFFENSE IS PUNISHABLE IN GENERAL BY A SENTENCE OF UP TO 10 YEARS AND/OR THE FINES SPECIFIED ABOVE.

Issued: June 30, 1993
Revision: February 12, 1997 (File Name Change Only)
Revision: January 26, 2001 (Page 5 Only)
Revision: March 21, 2001 (Page 5 Only)

Revision: June 26, 2008 (Combine EGAAA-R with EGAA-R)

GILES COUNTY PUBLIC SCHOOLS

File: EI

INSURANCE MANAGEMENT

The School Board maintains such insurance on school property, including vehicles, as it deems necessary or is required by law. The School Board may provide liability insurance, or may provide self-insurance, for certain or all of its officers and employees and for student teachers and other persons performing functions or services for any school in the school division, regardless of whether payment is made for such functions or services. Such insurance, including workers' compensation and all property and casualty insurance, is placed with insurance companies authorized to do business in Virginia or provided by insurance pools, groups, or self-insured programs authorized by the state Bureau of Insurance.

Adopted: August 27, 2004
Revision: September 21, 2006
Revision: March 20, 2014

Legal Refs.: Code of Virginia, 1950, §§ 15.2-2700 through 15.2-2709;, 22.1-84; 22.1-188 through 22.1-198.

GILES COUNTY PUBLIC SCHOOLS

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FACILITIES DEVELOPMENT GOALS

Any educational program is influenced greatly by the environment within which it functions. The development of a quality educational program and school facilities which help to implement it must go hand in hand.

The School Board's goal is to provide facilities of the kind and size that will best support and accommodate the division's educational program and the number of students enrolled.

The School Board will constantly strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching.

The Board aims specifically toward:

1. New buildings and renovations that will accommodate and facilitate those new organizational and instructional patterns that support the division's educational philosophy and instructional goals.

2. Meeting all safety requirements through the remodeling of older structures.

3. Providing such building renovations as needed to meet requirements on the availability of public school facilities to handicapped persons.

4. Building design and construction that will lend themselves to low maintenance costs and the conservation of energy. These two factors will also be given special consideration in the renovation of buildings.

5. Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed and with the viewpoints of teachers, students, and the community considered.

Adopted: February 12, 1997
Revision: October 14, 2004 (Legal Ref. Only)

Legal Refs: Code of Virginia, 1950, as amended, §§22.1-78, 22.1-79 (3), 22.1-253.13:6.B.

File: FB

FACILITIES PLANNING

The School Board is responsible for the regular operation and orderly development of all school facilities. The Board concerns itself with both short and long-range planning.

The superintendent presents to the School Board annually, or as necessary to coordinate with the planning process of the appropriating body, a Capital Improvement Program which includes recommendations regarding timing, location, costs and savings associated with:

1. New building requirements

2. Restoration and renewal of existing school facilities

The superintendent may make recommendations for new buildings and renovations after input concerning facilities utilization, development and closure from a broad based committee representing the staff and community.

Recommendations are supported by data that supports the feasibility and need for construction and/or renovation.

Adopted: June 29, 2001
Revised: March 19, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79(3).

Cross Ref.: AF Comprehensive Plan
BCF Advisory Committees to the School Board

GILES COUNTY PUBLIC SCHOOLS

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File: FE

PLAYGROUND EQUIPMENT

When any playground equipment is installed on School Board property the Board assumes ownership of that equipment unless specifically stated otherwise by agreement. For this reason the maintenance of the playground equipment installed by a school or community group is the responsibility of the School Board.

Once equipment is installed on School Board property, the Principal of the school has the responsibility to inspect the equipment on a regular basis and the authority to order its repair or removal from the school property. The principal may also restrict or deny the use of such equipment until such time as, in his or her opinion, it is restored to a safe condition.

Consideration should be given to designing the outdoor learning environment to support classroom learning.

Adopted: June 29, 2001
Revised: March 18, 2010
Revised: December 18, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-293

Guidelines for School Facilities in Virginia's Public Schools (Virginia Department of Education, September 2013).

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File: FE-R

PLAYGROUND EQUIPMENT

Guidelines and Regulations

- Where the school community expresses an interest in developing a playground, it is the responsibility of the principal of the school to notify the superintendent of the school's interest. The principal will act as the school's major resource person for the duration of the project.

- The superintendent will review the principal's request and assign the Coordinator of Physical Education to act as the system resource personnel for the school's project.

- The principal will prepare a development proposal in cooperation with the school community and the Coordinator of Physical Education incorporating the following guidelines:
    a. The structures must be closely related to the existing site.
    b. The structures will not interfere with the large open space play areas.
    c. The structures are designed to elicit a wide variety of responses and appeal to the children's sense of creativity.
    d. The structures have a variable environment in terms of texture, levels, and heights as a means of providing for individual differences.
    e. Opportunities exist for pupils to be self-testing and for self-initiated competition in the structures.
    f. Manipulation of equipment by children is possible.
    g. The structures provide for both individual and group activity.

- The principal will be responsible for designating time limits within the context of the proposal leading to a proposed completion date and shall present initial drafts of the Community plans to Administrative Council.

- Administrative Council will rule on the feasibility of the project following the principal's presentation.

A development will show --

a. a detailed plot plan with specific structures and locations
b. materials to be employed and sources
c. schedule of construction
d. labor arrangements
e. full costing particulars including community contributions and sources plus any proposed board contribution.

Administrative Council will forward the proposal to the Operations Committee of the board when it is satisfied that the proposal meets all board requirements.

- The Operations Committee will review and make recommendations to the board.

Issued: August 11, 1994

GILES COUNTY PUBLIC SCHOOLS

File: FEA

EDUCATIONAL FACILITIES SPECIFICATIONS

To ensure that all new and remodeled facilities are designed to best implement the educational program, the superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new buildings. Educational specifications are detailed descriptions of:

1. All the activities that are expected to take place in the building;
2. The curriculum to be housed in the building;
3. Specific architectural characteristics desired; and
4. The facilities needed, their equipment requirements, and their relationship to other facility elements.

When educational specifications are prepared, an introductory section will also be included which will be devoted to a brief description of the community and the educational philosophy of the division. Consultants may be used in the development of educaitonal specifications when deemed necessary by the superintendent and approved by the School Board.

Adopted: February 12, 1997
Revised: March 18, 2010

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-79(3), 22.1-138, 22.1-140

Cross Refs.:

AF	Comprehensive Plan
FA	Facilities Development
FB	Facilities Planning
FECBA	Energy-Conserving Construction
FECBB	Accommodations for the Disabled
FEB	Construction Planning

GILES COUNTY PUBLIC SCHOOLS

File: FECBA

ENERGY EFFICIENT CONSTRUCTION

Efficient use of energy in construction and operation of school division buildings is a high priority. To the extent permitted by the Public Procurement Act, a proposed project which contains the most energy-efficient plans within an acceptable budget shall have priority. Energy efficiency will be considered in the architectural evaluation.

A continuous study of energy use shall be maintained by the administration for future planning in new construction.

Adopted: February 12, 1997
Revised: March 18, 2010

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78

Cross Refs.:

DJF	Purchasing Procedures
FA	Facilities Development
FEA	Educational Facilities Specifications

GILES COUNTY PUBLIC SCHOOLS

File: FECBB

ACCOMMODATIONS FOR THE DISABLED

Plans for new buildings and renovations or alterations of existing buildings will offer such design and accommodations as to make the newly constructed buildings and renovated or altered areas accessible to disabled persons as required by law.

Adopted: February 12, 1997
Revised: March 18, 2010

Legal Refs.: 29 U.S.C. § 794

42 U.S.C. §§ 12182, 12183

Cross Ref.: AC Nondiscrimination

GILES COUNTY PUBLIC SCHOOLS

File: FEG

CONSTRUCTION PLANNING

No public school building or addition or alteration thereto, for either permanent or temporary use, is advertised for bid, contracted for, erected, or otherwise acquired until the plans and specifications therefor have been approved in writing by the division superintendent and are accompanied by a statement by an architect or professional engineer licensed by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects that such plans and specifications are, in the professional opinion and belief of the architect or professional engineer, in compliance with the regulations of the Board of Education and the Uniform Statewide Building Code. The superintendent's approval, architect's or engineer's statement, and a copy of the final plans and specifications are submitted to the Superintendent of Public Instruction.

Adopted: February 12, 1997
Revised: March 18, 2010
Revised: June 30, 2010
Revised: March 19, 2015

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-140.

Cross Refs.: FEA Educational Facilities Specifications

GILES COUNTY PUBLIC SCHOOLS

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PUBLIC DEDICATION OF NEW FACILITIES

The School Board may have a public dedication ceremony following completion of major building projects.

Adopted: February 12, 1997
Revised: August 27, 2004 (Cross Ref. Only)
Revised: December 18, 2014 (Cross Ref. Only)

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

Cross Ref.: FFA Naming School Facilities

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SCHOOL NAMES

It is the responsibility of the Giles County School Board to determine the name of schools and school facilities in the division. The Board will solicit and accept input from the public regarding the names of schools and school facilities but reserves the right to make the final decision regarding the name of any school or school facility. Suggestions regarding the name of a school or school facility must be in writing, must state the name of the person or group making the suggestion and must state the reasons supporting the suggestion. The School Board may create a committee to make recommendations to the Board on the naming of any school or school facility.

No school or school facility will be named for a living individual.

The Board may rename a school or school facility upon a determination that it is appropriate to do so. The procedure for renaming a school or school facility will be the same as the procedure outlined above.

Adopted: August 27, 2004
Revised: December 18, 2014
Revised: November 10, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.

Cross Ref.: BCE School Board Committees
FF Public Dedication of New Facilities

MEMORIALS

The Board recognizes that when a school community experiences the sudden death of a student or staff member, it is important to the school community and to those who are personally affected by the death to acknowledge the event. Additionally, certain traumatic events occurring on a local, state or national level may also give rise to the need for district acknowledgment through appropriate activities. Requests from students, staff, parents or others for remembering or memorializing a person or event may be approved by the superintendent or designee, subject to the provisions of this policy.

The Board recognizes that memorials of flowers, personal messages and mementoes are often created at lockers, parking spaces and other areas on district property upon such losses or events. Memorials of this type may be permitted at the discretion of the building principal. He/She will consult with the family of the deceased, as appropriate. The display of all remembrances will be temporary in nature, removed in a timely manner and offered to the family.

Requests may be made to memorialize an individual or event in school yearbooks, at graduation ceremonies and other district activities. Activities that will not detract from scheduled classroom or school activities, or the celebration of student accomplishments may, with prior building principal approval, be authorized. Activities or events may be rescheduled or cancelled with prior superintendent approval only.

In considering memorial activity requests, the administration will balance memorializing or commemorating the individual or event on the one hand, while not creating an atmosphere that glamorizes a traumatic event or self-destructive behavior on the other.

Contributions may be made to a general scholarship fund established by the family or friends memorializing a member or members of the school community or in memory or recognition of certain events. Memorial scholarships may be accepted and awarded under criteria provided by the family/friends and approved by the district in honor of a person who had special significance to the students, district or community. All such offers will be submitted to the superintendent with pertinent information concerning the purpose of the memorial scholarship and will be approved by the School Board. Funds will be administered by the district, in collaboration with the respective schools administration or scholarship committee.

Those memorial gardens already in existence on school grounds, prior to this policy, will be grandfathered in and will be maintained by the school.

Adopted: May 17, 2012

WALL OF HONOR

The board recognizes that there may be requests to recognize living individuals who had many years of dedicated service to a school or the school system. These living individuals may be recognized by requests submitted to the administration of the school. This request needs to be submitted in writing and will outline the reasons supporting why the person should be recognized. A committee consisting of the Principal, Assistant Principal, 2 other faculty members and a School Board Office representative will be established to review the request and determine whether it will be approved. If approved by this committee, the recognition will be in the form of an 8 ½ x 11 portrait style certificate/plaque/etc. These will be installed in an area designated by the school as a wall of recognition. Funding for this request will be the responsibility of the individual(s) making the request.

Adopted: October 19, 2016

RETIREMENT OF FACILITIES

School division buildings may become unsuitable for their present use, but may be used to benefit the school division or public in other ways. The superintendent reviews division schools and facilities on a continuing basis. The superintendent may recommend to the School Board that a particular school or school facility should be retired or its use changed. In determining whether a facility is to be retired, the School Board may consider the following factors, among others:

1. The adaptability of the building for continued use for its present purpose;

2. The suitability of the site of the building;

3. The maintenance and upkeep costs of the building; and

4. The historic value of the building to the community.

The School Board shall invite the viewpoints of community residents and staff in making its decision to retire a school building.

If the School Board determines to close a facility, it will first consider other uses that the school division might make of the building prior to considering relinquishing possession of the building.

Adopted: February 12, 1997
Revised: March 18, 2010
Revised: December 18, 2014

Legal Ref.: Code of Virginia, §§ 22.1-79, 22.1-129, 22.1-135, 22.1-136.

Cross Ref.: KG Community Use of School Facilities

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PERSONNEL POLICIES GOALS

The goal of the employment policies and practices of the Giles School Board is to promote the employment and retention of highly qualified personnel to effectively serve the educational needs of students.

No employee, contractor or agent of the Giles School Board may assist a school board employee, contractor or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the employee, contractor or agent knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of law. This prohibition does not apply if the information giving rise to probable cause

1. A. has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct and
   B. has been properly reported to any other authorities as required by federal or state law, including title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and the regulations implementing it and
2. A. the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor or agent engaged in sexual misconduct regarding a minor in violation of law;
   B. the school employee, contractor or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
   C. the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor or agent within 4 years of the date on which the information was reported to a law enforcement agency.

Adopted: March 12, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 30, 2006
Revision: March 18, 2010
Revision: June 27, 2013
Revision: March 16, 2017

Legal Ref.: 20 U.S.C. § 7926.

Code of Virginia, 1950, as amended, § 22.1-295.

Cross Refs.:

AC	Nondiscrimination
GAE/JHG	Child Abuse and Neglect Reporting
GB	Equal Employment Opportunity/Nondiscrimination
GBL	Personnel Records
GBN	Staff Hiring Procedure

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STAFF TIME SCHEDULES

Work Schedules

The workday for full-time licensed and professional staff is a minimum of seven hours and thirty minutes and continues until professional responsibilities to the student and school are completed. Elementary school teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Work schedules for other employees are defined by the superintendent or superintendent's designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel conform to federal and state regulations. The superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which will require non-exempt employees to work more than 40 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

Overtime and Compensatory Time

The Giles County School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the employee's supervisor. All overtime work must be expressly approved in writing by the superintendent or superintendent's designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek must be signed by each employee and submitted to the finance officer. The finance officer reviews work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time

(1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and
(2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee will be paid for any unused compensatory time at the rate of not less than the higher of

(1) the average regular rate received by the employee during his/her last three years of employment, or
(2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

Employees are provided with a copy of this policy and are required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy constitutes the written agreement required in this section.

Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Adopted: June 30, 2007
Revised : June 29, 2009
Revised : March 20, 2014

Legal Refs.: 29 U.S.C. § 201 et seq.

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-291.1, 40.1-28.8 et seq.

Cross Ref.: IC/ID School Year/School Day

FLSA Regulation

It is the policy of the Giles County School Board to be in compliance with the Fair Labor Standards Act. All school personnel are classified as either exempt or non-exempt. Exempt employees, such as teachers, administrators, network administrators, technology coordinators, guidance counselors, librarians, supervisors, and others, are exempt and not eligible for overtime. The workday for these exempt employees will continue until professional responsibilities to the student and the schools are completed. All other employees are non-exempt.

It is the principal's responsibility to ensure that all non-exempt employees do not exceed their contracted hours weekly, except in case of emergency. Principals must also ensure that timesheets are maintained correctly. Improper Pay deductions of exempt employees as set forth in 29 CFR 541.602 are prohibited. Employees will be reimbursed if any improper deductions are made.

The Giles County School Board discourages overtime work by non-exempt employees. A non-exempt employee may not exceed his or her designated work hours per week without prior authorization from the Superintendent/Designee in writing in advance, except in case of emergency.

Comp time will be awarded as straight time until 40 weekly hours are worked. In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of one and one-half hours for each hour worked in excess of 40 hours worked per week. Non-exempt employees may carry up to 40 hours of comp time. Once 41 hours of comp time have been accumulated, then monetary compensation will be provided for any time over 40 hours.

Employees must use all comp hours prior to June 30 of each year or the remaining balance of comp time hours will be issued as a monetary compensation, unless prior approval is granted from the Superintendent/Designee.

The work week is classified as 12:00 a.m. Saturday until 11:59 p.m. Friday.

Non-exempt personnel notices of employment are for a specified time noted in that employment document, exclusive of a lunch break unless otherwise indicated. Principals shall enforce and monitor those hours.

Non-exempt personnel are not allowed to volunteer in any school assigned duties which may be part of their job description. Non-exempt employees may be permitted to coach, provided the principal and/or athletic director monitor FLSA compliance issues.

Issued : May 25, 2004
School Board acknowledged – June 30, 2004
Revised: April 16, 2015

ACCEPTABLE COMPUTER SYSTEM USE

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

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

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

(1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
(2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
    (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
    (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
    (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
(3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
(4) provisions establishing that all usage of the computer system may be monitored;
(5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, 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 prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
(8) a component of Internet safety for students that is integrated in the division's instructional program

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

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

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

The school board will review, amend if necessary, and approve this policy every two years.

Adopted:
Revised: June 30, 2006
Revised: June 29, 2009
Revised: June 30, 2010
Reviewed: June 28, 2012 (No Changes)
Revised: June 27, 2013
Reviewed: June 30, 2014 (No Changes)

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

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

Cross Refs.: GCPD Professional Staff Members: Contract Status and Discipline
GDPD Support Staff Members: Contract Status and Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

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ACCEPTABLE COMPUTER SYSTEM USE POLICY

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include:
(1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
(2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C.§ 2256; (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and (c) material that the school division deems to be harmful to juveniles as defined in Va.Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C.§ 254(h)(7)(G), and material that is otherwise inappropriate for minors;
(3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
(4) provisions establishing that the online activities of minors will be monitored;
(5) provisions designed to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
(6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
(7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
(8) 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.

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

Computer System Use - Terms and Conditions

1. Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. Privilege. The use of the Division's computer system is a privilege, not a right.

3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
-using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
-sending, receiving, viewing or downloading illegal material via the computer system.
-unauthorized downloading of software.
-using the computer system for private financial or commercial purposes.
-wastefully using resources, such as file space.
-gaining unauthorized access to resources or entities.
-posting material created by another without his or her consent.
-submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
-using the computer system while access privileges are suspended or revoked.
-vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
-intimidating, harassing, bullying, or coercing others.
-threatening illegal or immoral acts.

4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:
-Be polite.
-Users shall not forge, intercept or interfere with electronic mail messages.
-Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
-Users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
-Users shall respect the computer system's resource limits.
-Users shall not post chain letters or download large files.
-Users shall not use the computer system to disrupt others.
-Users shall not modify or delete data owned by others.

5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

6. Security. Computer system security is a high priority for the school division. If an employee identifies a security problem, the employee shall notify the building principal or network system administrator immediately. If a student identifies a security problem, the student shall notify the teacher or school employee supervising the student immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited. Any violation of this regulation shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. Electronic Mail (Includes Instant Messaging System). The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. Enforcement. Software is installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

11. Internet Safety. The School Division provides teachers training for integrating Internet Safety concepts into instructional activities. Instructional personnel will teach and enforce Internet Safety concepts so students are able to describe the Internet as a cyber community, identify risks they may encounter, explain actions they may take to safeguard their identity, demonstrate respect for others and for intellectual property on the Internet, and identify appropriate behaviors as related to social networking, blogging, email/IM, and website design.

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each child and his or her parent/guardian must sign this Agreement before being granted use of the School Division's computer system.

Prior to signing this Agreement, read Policy and Regulation GAB/IIBEA, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your child's principal.

STUDENT

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulations. I understand that the School Division may access and monitor my use of the computer system, including my use of the internet, email and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature_____

Date_____

Student Name Printed_____

PARENT/GUARDIAN

I have read this Agreement and Policy and Regulation GAB/IIBEA. I understand that access to the computer system is intended for educational purposes and the Giles County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my child.

I grant permission for my child to use the computer system and for the School Division to issue an account for my child.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Name Printed

_____

Adopted: June 30, 2005
Revision: August 24, 2007
Revision: August 22, 2008
Revision: June 29, 2009
Reviewed: June 28, 2012 (No Changes)
Revision: June 27, 2013
Reviewed: June 30, 2014 (No Changes)

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

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

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Members: Contract Status and Discipline
GDPD Support Staff Members: Contract Status and Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

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File: GAB-R2/IIBEA-R2

Bring Your Own Device (BYOD) Program

The Board recognizes that many students own electronic technology devices (smart phones, laptops, tablets, etc.) that they may choose to use under teacher direction for instructional purposes. The Bring Your Own Device program allows students to use privately owned electronic devices to access the Giles County Public Schools wireless network. Wireless access provided for personal electronic devices is designed to support educational experiences and instructional outcomes. Connecting to the Giles County Public Schools wireless network with personal devices is a privilege, not a right, and is not a requirement for division students. Permission to bring and use privately owned technology devices is contingent upon strict adherence to Giles County Public Schools guidelines as set forth herein. If a student's use of a personal electronic device disrupts the instructional environment, that student's privileges may be limited or revoked.

The purpose of the Giles County Public Schools computer network(s) is to support research and instruction, and the business of conducting education, by providing access to unique resources and opportunities for collaborative work. Access or transmission of any material in violation of any U.S. or state law or state agency provisions is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for any non-educational purpose (as defined by Giles County Public Schools) or commercial activity by any individual or organization, regardless of profit or non-profit status, is not acceptable. Use for product advertisement or political lobbying is strictly prohibited.

Students and parents/guardians that elect to bring personally owned electronic devices to any of Giles County's schools do so voluntarily and agree that such devices will only be used when authorized by a teacher, and will turn off said device if instructed to do so. It is also agreed that such devices are brought to school at the student's and parent/guardian's own risk. In the event that a privately owned device is damaged, lost, or stolen, Giles County Public Schools is not responsible for any property, financial, or data loss. Parents and students are required to review and sign the Bring Your Own Device Agreement Form prior to bringing a personal device to school.

The Board authorizes the Superintendent (or designee) to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Giles County Public Schools
Bring Your Own Device Program
Student – Parent/Guardian Regulation

Purpose

Giles County Public Schools recognizes that many students own electronic devices (smart phones, laptops, tablets, etc.) that they may choose to use under teacher direction for instructional purposes. This regulation will allow students to use privately owned electronic devices to access the Giles County Public Schools wireless network. Wireless access provided for personal electronic devices is designed to support students' educational experiences and instructional outcomes. Connecting to the Giles County Public Schools wireless network with personal electronic devices is a privilege, not a right, and is not a requirement for division students. Permission to bring and use privately owned electronic devices is contingent upon strict adherence to Giles County Public Schools guidelines as set forth herein. If a student's use of a personal electronic device disrupts the instructional environment, that student's privileges may be limited or revoked.

General Rules

1. No privately owned electronic device may be attached to any Giles County Public Schools network if a signed Acceptable Computer System Use Policy agreement form, and a signed copy of this regulation are not on file with Giles County Public Schools.

2. This policy does not grant permission for use of personal electronic devices at any or all times. Teacher permission is required for student use of privately owned electronic devices during classroom instruction or the classroom period.

3. Teachers may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.

4. Only the owner of record may use an approved personal electronic device. Teachers will not request that students loan devices to other students.

5. The use of privately owned electronic devices is strictly limited to instructional activities as directed by Giles County Public Schools teaching staff.

6. Recognizing that certain electronic devices may not be appropriate for instruction, personal electronic devices will only be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to: laptops, netbooks, tablets, smart phones, and e-readers. The final determination of whether a device is appropriate to connect to the Giles County Public Schools network will be made by Giles County Public Schools staff.

7. Students are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet Service Provider while engaged in approved electronic device use for instruction in any Giles County Public Schools school or facility.

8. Certain personal devices may not successfully connect to the Giles County Public Schools network if certain technical specifications for wireless protocol are not met by the device.

9. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on Giles County Public Schools grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game.

10. Students should not attempt to connect personal electronic devices by cable to the Giles County Public Schools network. Network access is provided via wireless connection only. No privately owned electronic device may be connected to any Giles County Public Schools network using an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.

11. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s). Use of photographic devices, either still image or video, shall not be used in an illegal manner or in a way which violates a published Board policy, including, but not limited to the following:

a. In a locker room or restroom
b. In any classroom except under the direct supervision of the teacher
c. In any place or situation in which a person has a reasonable expectation of privacy, without the person's permission. (If the person is mentally impaired, permission must be obtained from the person's parent or guardian.)
d. In a way that would violate copyright law
e. To harass, intimidate, bully another person
f. To invade a person's privacy

Any image depicting a person in any place or situation in which there is a reasonable expectation of privacy may not be published, broadcast, or transmitted to any other person/device without the consent of the person/persons appearing in the image.

12. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.

13. No student shall use another student's division-issued log-on credentials.

14. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.

15. No division-owned academic or productivity software may be installed on personal devices.

16. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption of or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, school personnel and/or student.

17. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school division Internet filters.

18. Under the provisions of the Giles County Public Schools' BYOD program, parents who grant permission for students to use their own devices at school, as well as students who bring a personal device do so knowing that it will diminish their expectation of privacy regarding their personal device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated federal or state law, Giles County Public Schools policies, administrative procedures, school rules, or engaged in other misconduct while using the device.
19. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, Giles County Public Schools is not responsible for any property, financial, or data loss.

20. All terms, conditions, and regulations of the division's Acceptable Computer System Use Policy remain in effect and are in no way superseded by this policy.

21. Giles County Public Schools personnel are not authorized to perform maintenance on, nor install or manipulate any product of any type (hardware, operating system, or software) on any personally owned device. Students and parents should not expect technical services of any type for their personal devices to be provided by division personnel.

Consequences of Inappropriate Use

Violation of school or division policies, local, state and/or federal laws while using a personal electronic device while attached to any Giles County Public Schools wireless network, or on Giles County Public Schools property will result in appropriate disciplinary and/or legal action as specified in the Student Code of Conduct, Giles County Public Schools' School Board policy as well as by local, state and/or federal law.

Privately Owned Electronic Device Security Risks

Laptops and other portable electronic devices are vulnerable to loss and theft. Students and parents who grant permission for their children to bring privately owned electronic devices onto school property must assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is lost or stolen, it is the owner's responsibility to include filing a police report if necessary. Per Giles County Public Schools policy, the school division will not accept responsibility for loss, damage, theft, or non-working personal property. In the event that a student believes that his/her Giles County Public Schools password has been compromised, he/she should immediately reset his/her password using a school division computer.

Recommendations

It is highly recommended that any and all personally owned devices brought on school property have the following:
- Engraved identification indicating the owner of the device.
- Proper storage/carrying bag or other protective cover.
- Proper licenses for all software installed.
- Reputable anti-virus/anti-malware software with current subscription for updates.

Adopted: January 19, 2017

File: GAB-E1/IIBEA-E2

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT FOR EMPLOYEES

Each employee must sign this Agreement as a condition for using the School Division's computer system. Each employee must sign this Agreement before being permitted to use the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEAR, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your school principal.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Signature _____ Date _____

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Giles County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system.

Employee Signature _____ Date _____

GILES COUNTY PUBLIC SCHOOLS

Giles County Public Schools
Bring Your Own Device Program Agreement

I, the parent or guardian of _____ (student's name), the minor student who has signed, along with me, this bring your own device agreement, understand that the minor child for whom I am responsible as indicated above and by our signatures below, must adhere to the terms of this agreement. I understand that by allowing the minor child named above to bring a privately owned electronic device to school that I accept sole responsibility for any loss, damage, or theft of said device. I also understand that Giles County Public Schools reserves the right to examine privately owned electronic devices and search the contents of said device if there is reason to believe that school division policies or local, state and/or federal laws have been violated.

I also understand, and have conveyed such to the minor child named above, that all rules, regulations, and instructions provided by Giles County Public Schools staff regarding this privilege shall be followed.

Parent or Guardian Name (Please print): _____

Parent or Guardian Signature: _____ Date: ____/____/____

Student Name (Please print): _____

Student Signature: _____ Date: ____/____/____

ACCESS TO EMPLOYEE SOCIAL MEDIA ACCOUNTS

The Giles County School Board does not require current or prospective employees to disclose the username or password to the employee's personal social media accounts or to add an employee, supervisor or administrator to the list of contacts associated with the employee's personal social media account.

If the School Board or a School Board employee inadvertently receives an employee's username and password to, or other login information associated with, the employee's personal social media account through the use of an electronic device provided to the employee by the School Board or a program that monitors the School Board's network, the Board will not be liable for having the information but will not use the information to gain access to the employee's social media account.

This policy does not prohibit the School Board and its agents from viewing information about a current or prospective employee that is publicly available.

This policy does not prohibit the School Board from requesting an employee to disclose the employee's username and password for the purpose of accessing a personal social media account if the employee's social media account activity is reasonably believed to be relevant to a formal investigation or related proceeding by the Board of allegations of an employee's violation of federal, state or local laws or regulations or of the Board's written policies. If the Board exercises its rights under this paragraph, the employee's username and password will only be used for the purpose of the formal investigation or a related proceeding.

Adopted: June 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, § 40.1-28.7:5.

Cross Ref.: GAB/IIBEA Acceptable Computer System Use

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CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Every employee of the Giles County School Board 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 to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board posts in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

Complaints of Abuse and Neglect

The School Board and the local department of social services have adopted a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student. The interagency agreement is based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services.

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Adopted: May 29, 2014
Revised: June 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7.A, 22.1-291.3, 63.2-1509, 63.2-1511.

Cross Refs.: JFHA/GBA Prohibition Against Harassment and Retaliation
GBLA Third Party Complaints Against Employees

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SCHOOL EMPLOYEE CONFLICT OF INTERESTS

A. Purpose

The State and Local Government Conflict of Interests Act (the Act), applies to public school employees and officials. The Act creates uniform standards of conduct for all public employees and officials. The Act also defines and prohibits inappropriate conflicts of interest and requires disclosure of economic interests in some circumstances. The purpose of this policy is to provide an introduction to the Act for employees. Additional information regarding the Act may be obtained from Policy BBFA Conflict of Interests and Disclosure of Economic Interests and from the Virginia Conflict of Interest and Ethics Advisory Council (the Ethics Council) which assists with compliance with the Act.

B. Compliance

School board employees are required to read and be familiar with the Act. The superintendent provides employees with information regarding how to access the Act and how to contact the Ethics Council.

The Act's provisions are complex and their application is fact-specific. A violation of the Act could result in civil or criminal penalties. Therefore, if an employee has any question whether an interest the employee has in a contract or transaction involving the school division is prohibited under the Act, the employee should contact the superintendent's office or the Ethics Council for assistance.

C. Areas of Regulation

The Act prohibits school employees from having a "personal interest," as that term is defined by the Act, in certain contracts and transactions that involve the division and from engaging in other specified conduct related to the schools. The prohibited personal interest also may be that of the school employee's immediate family (a spouse or any other person who resides in the same household as the employee and who is a dependent of the employee).

Under the Act, an employee may be considered to have a prohibited conflict arising from:

- a personal interest in a contract;
- a personal interest in a transaction;
- business opportunities tied to official acts;
- misuse of confidential information; or
- receipt or solicitation of certain gifts.

Examples of prohibited conduct include:

- soliciting or accepting money or other thing of value for services performed within the scope of the employee's official duties, except for the employee's compensation, expenses or other remuneration paid by the division;

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- using for the employee's own economic benefit or that of another party, confidential information that the employee has acquired by reason of the employee's public position and which is not available to the public;
- accepting any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence the employee in the performance of the employee's official duties;
- accepting any business or professional opportunity when the employee knows that there is a reasonable likelihood that the opportunity is being afforded to influence the employee in the performance of the employee's official duties;
- entering into contracts with the school division under certain circumstances;
- accepting a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor; and
- accepting gifts from sources on a basis so frequent as to raise an appearance of the use of the employee's position for private gain.

D. Awards to Employees for Exceptional Service

The Act does not prohibit or apply to the acceptance by a teacher or other employee of Giles School Board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

E. Advisory Opinions

Employees may seek written opinions regarding application of the Act from the local Commonwealth's Attorney, the local county attorney or the Ethics Council. Good faith reliance on a written opinion of the Commonwealth's Attorney or a formal opinion or written informal advice of the Ethics Council made in response to a written request for such opinion or advice regardless of whether such opinion or advice is later withdrawn, provided that the alleged violation occurred prior to the withdrawal of the opinion or advice, bars prosecution for a knowing violation of the Act provided the opinion or advice, was made after a full disclosure of the facts. If the employee relies on written informal advice given by the Ethics Council in a prosecution for a knowing violation of the Act, the record of the request and the written informal advice given shall be a public record and released upon request. An opinion of the local county attorney may be introduced at trial as evidence that the employee did not knowingly violate the Act.

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Adopted: March 16, 2017
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3103.2, 2.2-3104.1, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3121, 2.2-3124 and 30-356.

Cross Ref.:

BBFA	Conflict of Interests and Disclosure Requirements
CBCA	Disclosure Statement Required of Superintendent
DJG	Vendor Relations
GCCB	Employment of Family Members
GCQA	Nonschool Employment by Staff Members
KGA	Sales and Solicitations in Schools
KJ	Advertising in the Schools

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SCHOOL EMPLOYEE CONFLICT OF INTERESTS

Employees may access information about the Act at the following web address: http://law.lis.virginia.gov/vacodepopularnames/state-and-local-government-conflict-of-interests-act.

In addition, information on the Virginia Conflict of Interest and Ethics Advisory Council may be accessed at the following web address: http://ethics.dls.virginia.gov/ .

Adopted: March 16, 2017

EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

I. Policy Statement

The Giles County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, the discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Giles County School Board provides facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Giles County School Board does not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

The statement, "Giles County School Board is an equal opportunity employer" is placed on all employment application forms.

II. Notice of Policy/Prevention

This policy is (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination is included in employee in-service training.

III. Complaint Procedure

A. File Report

Any person who believes he has not received equal opportunity employment opportunities should report the alleged discrimination to one of the compliance officers designated in this policy. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the compliance officers designated in this policy. Any complaint that involves the compliance officer shall be reported to the superintendent.

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The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged discrimination, 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 receipt of the report by the compliance offer. Upon receiving the complaint, the compliance offer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the Superintendent. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the Superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination of the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The compliance officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint alleges the Superintendent has violated the policy, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

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C. Action by Superintendent

Within 5 school days of receiving the compliance officer's report, the Superintendent or superintendent's designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken.

If the complaint alleges that the Superintendent has violated this policy, the School Board's stand Equal Opportunity/Non-Discrimination Committee shall make the decision and determine what action should be taken. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the compliance officer's report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken. The written decision must be mailed to or personally delivered to the complainant within five calendar days of the issuance of the decision. If the Superintendent, Superintendent's designee or committee concludes that prohibited discrimination occurred, the Giles 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 dismissal.

D. Appeal

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

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

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E. Compliance Officer and Alternate Compliance Officer

The Giles County School Board has designated Rick Franklin, Assistant Superintendent for Curriculum (151 School Road, Pearisburg, VA, rrfranklin@gilesk12.net, (540) 921-1421 x 16) as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to Michele Thompson (151 School Road, Pearisburg, VA, mthompson@gilesk12.net, (540) 921-1421 x 21), the Alternate Compliance Officer, the Director of Special Programs. The Compliance Officer shall:

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

IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The School Division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

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

VI. Prevention and Notice of Policy

Training to prevent discrimination is included in employee orientations and in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to school personnel, and (2) included in employee handbooks. All employees are notified annually of the names and contact information of the Compliance Officers.

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VII. False Charges

Employees who knowingly make false charges or discrimination shall be subject to disciplinary action.

Adopted: August 26, 2005
Revised: November 16, 2012
Revised: June 30, 2015
Revised: April 21, 2016 (Page 4 Only)
Revised: August 19, 2016 (Page 4 Only)

Legal Refs.: 20 U.S.C. § 1681 et. seq.

29 U.S.C. §§ 701.

42 U.S.C. §§ 6101 et seq., 2000e-2 et seq., 2000ff-1 (a) and 12101 et seq.

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

Cross Refs.:

AC	Nondiscrimination
AD	Educational Philosophy
BCE	School Board Committees
GB-F	Report of Discrimination
GBA/JFHA	Prohibition Against Harassment and Retaliation
GBM	Professional Staff Grievances
GBMA	Support Staff Grievances
GCPD	Professional Staff Discipline
JB	Equal Educational Opportunities/Nondiscrimination
KKA	Service Animals in Public Schools

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REPORT OF DISCRIMINATION

Name of Complainant: _____

For Employees, Position: _____

For Applicants, Position Applied For: _____

Address, Phone Number and Email Address: _____

_____

_____

Date(s) of Alleged Discrimination: _____

Name(s) of person(s) you believe discriminated against you or others:_____

_____

Please describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Please name any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

_____

Signature of Complainant Date

Complaint Received By: _____

Compliance Officer Date

GILES COUNTY PUBLIC SCHOOLS

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PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement

The Giles County School Board is committed to maintaining an educational environmental 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, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Giles County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists 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 sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists 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 sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists 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

A. 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:

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(i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or

(ii) 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

(iii) 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 pages
- Unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. 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:

(i) Creates an intimidating, hostile or offensive working or educational environment; or

(ii) Substantially or unreasonably interferes with an individual's work or education; or

(iii) 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:

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- 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, disability or religion.
- Written or graphic material which is posed or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

C. 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, but not limited to, socioeconomic level, sexual orientation, perceived sexual orientation or gender identity.

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy 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 one of the compliance officers designated in this policy 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 one of the compliance officers designated in this policy.

The reporting party should use the form, Report on Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the Superintendent.

The complaint and identity of the complainant 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 complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

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2. Investigation

Upon receipt of a report of alleged prohibited harassment, 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 receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of 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 complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any other 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 complainant 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, 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.

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3. Action by Superintendent

Within 5 school days of receiving the compliance officer's report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or Superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Giles County School Division shall take 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 complainant receives counseling.

4. 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 this decision. Notice of appeal must be filed with the Superintendent who shall forward 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 though the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Giles County School Board has designated Richard Franklin, the Assistant Superintendent for Curriculum (151 School Road, Pearisburg, VA 24134, 540-921-1421 x 16, rfranklin@gilesk12.org) as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to Michele Thompson, the Alternate Compliance Officer, the Director of Special Education (151 School Road, Pearisburg, VA 24134, 540-921-1421 x 21, mthompson@gilesk12.org). The Compliance Officer shall:

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(1) receive reports or complaints of harassment
(2) conduct or oversee the investigation of any alleged harassment;
(3) assess the training needs of the school division in connection with this policy;
(4) arrange necessary training to achieve compliance with this policy; and
(5) ensure that any 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.

B. Informal Procedure

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

If the complainant 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 Formal Procedures set forth herein. The principal or principal's designee shall notify the complainant and the person accused of harassment in writing when the complaint has bee resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

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

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, and (2) included in the student and employee handbooks; and (3) sent to parents within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the compliance officers.

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VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: June 28, 2002
Revised: January 19, 2006
Revised: April 14, 2009
Revised: June 7, 2011
Revised: November 16, 2012
Revised: June 30, 2015
Revised: August 19, 2016

Legal Refs.: 20 U.S.C. §§ 1681-1688,
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
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 Refs.:

AC	Nondiscrimination
AD	Educational Philosophy
GB	Equal Employment Opportunity/Non-Discrimination
GBA-F /JFHA-F	Report of Harassment
GBM	Professional Staff Grievances
GBMA	Support Staff Grievances
JB	Equal Educational Opportunities/Non-Discrimination
JFC	Student Conduct
JFC-R	Student Conduct
GCPD	Professional Staff Members: Contract Status and Discipline
JHG	Child Abuse and Neglect Reporting
KKA	Service Animals in Public Schools

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File: GBA-F/JFHA-F

REPORT OF HARASSMENT

Name of Complainant: _____

For Students, School Attending: _____

For Employees, Position and Location: _____

Address, Phone Number and Email Address: _____

_____

Date(s) of Alleged Incident(s) of Harassment: _____

_____

Name of person(s) you believe harassed you or others _____

_____

If the alleged harassment was toward another, please identify that person:

_____

_____

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

_____

_____

_____

_____

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

_____

Signature of Complainant Date

Complaint Received By: _____

(Principal or Compliance Officer) Date

GILES COUNTY PUBLIC SCHOOLS

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File: GCPD

File: GBD
(Also BG)

BOARD/STAFF COMMUNICATIONS

The Giles County School Board supports and encourages two-way communication between the board and employees. The superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. A description of the two-way communication system is included in this Policy Manual.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or the administrative staff.

The School Board desires to develop the best possible working relationship with the employees of the school division. The School Board welcomes the viewpoints of employees, and it shall allow time at its meetings for employees to be heard.

The School Board does not discriminate against any employee by reason of his or her membership in any employee organization, or participation in any lawful activities of the organization.

Adopted: September 16, 1997
Revision: October 14, 2004 (Legal Ref. Only)
Revision: May 15, 2008
Revision: June 26, 2008 (Legal Ref. Only)
Revision: March 20, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.1.

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GILES COUNTY PUBLIC SCHOOLS

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File: GBE

STAFF HEALTH

As a condition of employment every new employee of the School Board including teachers, cafeteria workers, janitors, and bus drivers, shall submit, on the prescribed form, a certificate signed by a licensed physician, physician assistant, nurse practitioner, or registered nurse stating the employee appears free of communicable tuberculosis. Volunteers may be required to provide such a certificate.

After consulting with the local health director, the School Board may require the submission of such certificates annually, or at such intervals as it deems appropriate, as a condition to continued employment.

Physical Exams for School Bus Drivers

No person shall be employed as a bus driver unless he or she has a physical exam of the scope required by the Board of Education and provides the School Board the results of the exam on the form prescribed by the Board of Education. Such exam and report may be provided by a licensed nurse practitioner or physician assistant.

The School Board may also require alcohol and drug testing in accordance with Policy GDQ School Bus Drivers.

Adopted: August 27, 1998
Revision: August 22, 2002 (Cross Ref. Only)
Revision: June 10, 2003 (Cross Ref. Only)
Revision: June 30, 2006
Revision: June 30, 2011
Revision: October 22, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-178, 22.1-300, 22.1-301, 54.1-2952.2, 54.1-2957.02.

Cross Ref.:

EBAB	Possible Exposure to Viral Infections
EBBB	Personnel Training – Viral Infections
GDQ	School Bus Drivers
JHCC	Communicable Diseases
JHCCA	Blood-borne Contagious or Infectious Diseases

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GILES COUNTY PUBLIC SCHOOLS

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File: GBE-R

TB TESTING FOR VOLUNTEERS

The requirement for TB testing applies to those parent-volunteers who come into direct contact with students, and meet the following criteria:

1. They volunteer on a regular basis, over an extended period of time throughout the school year;

2. They are part of a recognized, structured program administered by the school.

This requirement becomes effective as of November 1, 1995, for new volunteers who meet these above criteria. Individuals who have previously served as volunteers may be encouraged to provide TB testing results. Additional testing may be requested of previous volunteers in the event of suspected TB occurrences, or upon the advice of local or state health officials.

The Volunteer Agreement Form and the Volunteer Athletic Coaching Agreement Form shall be revised to reflect these expectations.

Individual sites are encouraged to assist in the securing and payment for TB Testing. Such financial support should be provided through non-operating fund budget accounts.

Issued: November 15, 1995

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GILES COUNTY PUBLIC SCHOOLS

File: GBE-E

VOLUNTEER AGREEMENT

As a volunteer, I realize that I am to follow a code of ethics, similar to that which binds the professional. I, like them, in assuming certain responsibilities, expect to be accountable for those responsibilities.

I will keep confidential matters "confidential."

I agree to serve without pay or compensation, but will strive to the same high standards expected of all employees.

I agree to provide documentation as to the results of TB testing.

I promise to take to my work an attitude of acceptance; to be willing to be trained, and to bring to it an interest and attention.

I believe that my attitude toward volunteer work should be professional. I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the community.

Principal Date

School Volunteer Date

School Volunteer Chairperson Date

#

Issued: November 15, 1995

GILES COUNTY PUBLIC SCHOOLS

File: GBEA

UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING POSSESSION OR USE OF A CONTROLLED SUBSTANCE

The Giles County School Board is committed to maintaining a Drug-Free Workplace.

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance on school property, at any school activity, or on any school-sponsored trip. It is a condition of employment that each employee of the Giles County School Board will not engage in such prohibited conduct and will notify the Giles County School Board of any criminal drug conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than five days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Discipline

The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation occurring on school property, at any school activity, or on any school-sponsored trip.

Distribution of Policy

All employees shall be given a copy of this policy.

Drug Free Awareness Program

The Giles County School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for violations of laws and policies regarding drug abuse.

#

Adopted: June 28, 2002
Revised: April 12, 2011
Revised: May 29, 2014

Legal Refs.: 41 U.S.C. §§ 8103, 8104.
Code of Virginia, 1950, as amended, § 22.1-78

Cross Ref.: GCPD Professional Staff Members: Contract Status and Discipline
GDPD Support Staff Members: Contract Status and Discipline
GDQ School Bus Drivers

GILES COUNTY PUBLIC SCHOOLS

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File: GBEA-E

NOTICE TO EMPLOYEES

RE: UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION OR USE OF A CONTROLLED SUBSTANCE

The Giles County School Board is committed to maintaining a Drug Free workplace.

A. Violations

(1) The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol or anabolic steroids) by any employee on school property, at any school activity, or on any school-sponsored student trip is prohibited.

(2) Any employee convicted of any criminal drug statute for a violation occurring under the circumstances described in A(1) shall notify the superintendent within five (5) days after such conviction.

Compliance with the above provisions is a condition of employment.

B. Disciplinary Action

(1) The superintendent and school board will take appropriate personnel action up to and including dismissal of any employee found in violation of paragraphs A(1) and A(2), above.

(2) Such actions of the superintendent and school board may begin immediately on notification of a violation.

#

GILES COUNTY PUBLIC SCHOOLS

File: GBEB

STAFF WEAPONS IN SCHOOL

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

Violation of this policy by an employee will result in appropriate personnel action up to and including dismissal.

Illegal conduct will be reported to law enforcement officials.

Adopted: June 29, 2001
Revision: August 22, 2002 (Legal Ref. Only)
Revision: June 10, 2003 (Legal Ref. Only)
Revision: June 30, 2011
Revision: June 30, 2015
Revision: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-308.1, 22.1-78, 22.1-279.3:1, 22.1-280.2:1.

8 VAC 20-560-10

Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse
JFCD Weapons In School
KGB Public Conduct on School Property

#

GILES COUNTY PUBLIC SCHOOLS

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File: GBEC
(Also JFCH)

TOBACCO-FREE SCHOOLS FOR STAFF AND STUDENTS

Smoking, chewing, or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy,

1. "School property" means:
   a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage.
   b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services.
   c. All vehicles used by the division for transporting students, staff, visitors, or other persons.

2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. "Tobacco" includes cloves or any other product packaged for smoking.

3. “Smoking” means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards, and announced in meetings.

Each principal shall post signs stating “No Smoking,” or containing the international “No Smoking” symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

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Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: June 30, 2003
Revision: August 22, 2003 (First sentence/"staff and" inadvertently omitted)
Revision: May 15, 2008
Revision: June 29, 2009
Revision: May 29, 2014

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§15.2-2820, 15.2-2824, 15.2-2825, 15.2-2827, 22.1-79.5, 22.1-279.6

Cross Refs.:

GBECA	Electronic Cigarettes
JFCH	Tobacco-Free Schools for Staff and Students
KG	Community Use of School Facilities
KGC	Use of Tobacco and Electronic Cigarettes on School Premises

#

GILES COUNTY PUBLIC SCHOOLS

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File: GBEC-R/JFCH-R

TOBACCO-FREE SCHOOL CAMPUSES

The Giles County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors.

The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees and visitors on the school campus.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7):

- In any building, facility, or vehicle owned, leased, rented or chartered by the Giles County Public Schools;
- On any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Giles County Public Schools; or
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of Giles County Public Schools are also prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Definition of Tobacco Products and Tobacco Use

For the purposes of this policy, "tobacco product" is defined to include cigarettes, electronic cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

Signage

Signs will be posted in a manner and location that adequately notify students, staff and visitors about the 100 percent tobacco-free schools policy.

Enforcement for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Student Code of Conduct. Students who violate the school districts tobacco use policy will be referred to the guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling and referral. Parents/guardians will be notified of all violations and actions taken by the school.

Enforcement for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property. Forfeiture of any fee charged for admission will be enforced for visitors violating this policy.

Opportunities for Cessation

The administration will consult with the county health department and other appropriate health organization to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

Prevention Education

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

Procedures for Implementation

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around the school campus. An enforcement protocol, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff and parents.

Adopted: July 14, 2014

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GILES COUNTY PUBLIC SCHOOLS

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File: GBECA

ELECTRONIC CIGARETTES

The use of electronic cigarettes is prohibited on school buses, on school premises and at school-sponsored activities.

Adopted: May 29, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-79.5.

Cross Refs.:

GBEC/JFCH	Tobacco-Free School for Staff and Students
JFC-R	Standards of Student Conduct
KG	Community Use of School Facilities
KGB	Public Conduct on School Property
KGC	Use of Tobacco and Electronic Cigarettes on School Premises

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File: GBEF/JHCL

LACTATION SUPPORT

The superintendent shall designate a non-restroom location in each school as an area in which any mother who is employed by the Giles County School Board or enrolled as a student in the division may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

Adopted: June 30, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-79.6.

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File: GBG

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Giles County School Board recognizes the right of its employees to engage in political activity.

The Board also recognizes that school time and school property should not be used for partisan political purposes. Thus, in his or her political activities, an employee may not

- Use his or her position within the school division to further a political cause;
- Engage in any activity supporting or opposing a candidate or political party while on duty, while on school property during school hours, or while representing the school division;
- Suggest in any manner that the school division or any component of it supports or opposes a candidate for election to any office; or
- Use any school division property to engage in any activity supporting or opposing a candidate for public office or a political party.

These restrictions are not intended to limit the rights of school division employees to support or oppose any political candidate or party on their own time. They are intended to minimize distractions from instruction, to assure that no public funds are used to support any candidate for public office, and to assure that the public is not given the false impression that the school division supports or opposes any political candidate or party. School division employees who engage in political activities on their own time must make it clear that their views and actions represent their individual positions and do not represent the views of the school division.

Adopted: March 12, 1997
Revised: March 15, 2012

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78

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File: GBI

STAFF GIFTS AND SOLICITATIONS

Exchange of gifts between students and staff is discouraged.

No school division employee shall solicit goods or services for personal use for student use during school hours on school property without written authorization from the superintendent.

Adopted: March 12, 1997
Revised: June 30, 2006

Legal Refs: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78

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File: GBL

PERSONNEL RECORDS

Present and past employees have access to their personnel information maintained by the Giles County School Division. No separate employee files shall be maintained which are not available for that employee's inspection.

If information relative to employment is requested by banks or other establishments or individuals, written permission from the employee to release such information is required, except to comply with a judicial order, a lawfully issued subpoena, the Virginia Freedom of Information Act (Va. Code § 2.2-3700 et seq.), or other law or court order. The employee will be notified of the request for records.

The superintendent or superintendent's designee is responsible for maintaining a system of personnel records for all employees of the School Board. Personnel files of all School Board employees may be produced and maintained in digital or paper format.

Teacher performance indicators, or other data collected by or for the Department of Education or the School Board or made available to and able to be used to judge the performance or quality of a teacher, maintained in a teacher's personnel file or otherwise, is confidential but may be disclosed, in a form that does not personally identify any student or other teacher, (i) pursuant to court order, (ii) for the purposes of a grievance proceeding involving the teacher, or (iii) as otherwise required by state or federal law. Nothing in this policy prohibits the release of or limits the availability of nonidentifying, aggregate teacher performance indicators or other data.

Adopted: August 22, 2002
Revision: October 14, 2004 (Code Section Change Only)
Revision: June 30, 2006
Revision: June 27, 2013
Revision: October 24, 2013
Revision: October 22, 2015
Revision: June 30, 2016

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3705.1, 2.2-3800 et seq., 22.1-295.

Cross Ref.:
	CBA	Qualifications and Duties for the Superintendent
	GBLA	Third Party Complaints Against Employees

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File: GBLA

THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

Any parent or guardian of a student enrolled in the Giles County Public Schools or any resident of Giles County may file a complaint regarding an employee of the Giles County School Board. Such complaint should be filed with the superintendent or superintendent's designee. If the complaint involves allegations that an employee of the Giles County School Board has abused or neglected a child in the course of his employment, the complaint will be investigated in accordance with Va. Code §§ 63.2-1503. 63.2-1505, and 63.2-1516.1.

Information determined to be unfounded after a reasonable administrative review will not be maintained in any employee personnel file, but may be retained in a separate sealed file by the administration if such information alleges civil or criminal offenses. Any dispute over such unfounded information, exclusive of opinions retained in the personnel file, or in a separate sealed file, notwithstanding the provisions of the Government Data Collection and Dissemination Practices Act, Va. Code §§ 2.2-3800 et seq., will be settled through the employee grievance procedure as provided in Va. Code §§ 22.1-306 and 22.1-308 through 22.1-314.

Individuals lodging a complaint will be notified in writing that the complaint has been received and is in the process of being investigated.

The complaint should be filed as soon as possible after the alleged incident, usually within 15 school days, and will be processed promptly, usually within 15 days.

Adopted: August 23, 2001
Revised: June 30, 2006
Revised: May 15, 2008
Revised: June 26, 2008
Revised: June 27, 2013
Revised: April 24, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3800 et seq., 22.1-70, 22.1-78, 22.1-295.1.

Cross Refs.:

GB	Equal Employment Opportunity/Nondiscrimination
GBA/JFHA	Prohibition Against Harassment and Retaliation
GBL	Personnel Records
JB	Equal Educational Opportunities/Nondiscrimination
JHG	Child Abuse and Neglect Reporting

GILES COUNTY PUBLIC SCHOOLS

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File: GBLA-E

THIRD PARTY COMPLAINT FORM

Employee subject to complaint_____

Work location/position_____

Nature of Complaint: (Give specific times, dates and locations)

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Date complaint filed Person placing complaint

GILES COUNTY PUBLIC SCHOOLS

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File: GBM

PROFESSIONAL STAFF GRIEVANCES

The Giles County School Board adopts the most recent version of Procedure for Adjusting Grievances promulgated by the Virginia Board of Education based on current statutory provisions.

Adopted: April 2, 1997
Revision: October 14, 2004 (Legal Ref. Only)
Revision: June 30, 2006
Revision: June 26, 2008 (Legal Ref. Only)
Revision: October 24, 2013
Revision: March 16, 2017

Legal Ref.: Code of Virginia, 1950, as amended,§§ 22.1-253.13:7.C.8, and 22.1-306 et seq.

8 VAC 20-90-10 through 8 VAC 20-90-80 and accompanying forms.

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GILES COUNTY PUBLIC SCHOOLS

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File: GBMA

SUPPORT STAFF GRIEVANCES

The Giles County School Board adopts the following procedure in accordance with § 22.1-79(6) of the Code of Virginia, as amended. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment, nor shall this procedure be interpreted to limit in any way whatsoever the School Board's exclusive final authority over the employment and supervision of its personnel.

The following words and terms are defined as indicated when used in this procedure, unless the context clearly indicates otherwise.

"Days" means calendar days unless a different meaning is clearly expressed in this procedure. Whenever any period of time fixed by this procedure shall expire on a Saturday, Sunday or legal holiday, the period of time for taking action under this procedure shall be extended to the next day that is not a Saturday, Sunday or legal holiday. "Working days" means those days that the BLANK School Board office is open for business.

"Dismissal" means the termination of employment of any covered employee with or without cause during the term of such employee's employment.

"Employee" or "employees" means all full-time employees of the BLANK School Board who have completed the required probationary period except the division superintendent and those employees covered under the provisions of Articles 2 and 3 of Chapter 15 of Title 22.1 of the Code of Virginia, as amended. "Employee" does not mean a part-time or temporary employee.

"Grievance" means a complaint or dispute involving the dismissal or other disciplinary action of an employee. A dismissal, reassignment or other action pursuant to a Reduction in Force (RIF) is not a disciplinary action and is not grievable. Employee evaluations are not disciplinary actions and are not greivable. "Grievance" does not mean a complaint or dispute regarding the suspension of an employee. The procedure for the suspension of employees is set forth in Policy GCPF Suspension of Staff Members.

Procedure

1. Written notice of the proposed action, along with a statement of the reasons for the action, shall be given to the employee by his building administrator/department head. Upon receipt of the recommendation, the employee is required to meet with a Human Resources administrator. During this meeting the employee will receive a copy of this policy as notice of his grievance rights. The employee may file a written request for a hearing with the superintendent within five (5) working days of receiving the written notice. The failure to file such a request within the prescribed time will constitute a waiver of the right to a hearing and the proposed action will become final without a hearing or further notice.

2. Upon receiving a timely written request, the superintendent shall select an external hearing officer to hear the grievance. The hearing officer will be selected from a list approved by the School Board. The hearing officer will hold a hearing within fifteen (15) working days of receipt of the employee's request. Notice of the hearing shall be given orally or in writing to the employee at least five (5) working days before the hearing. The employee and the school division will share the cost of the hearing officer and the cost of recording the hearing equally.

3. The employee and his supervisor may be represented by legal counsel or a lay advocate at the hearing, but not both. The division may also be represented by legal counsel at the hearing. The hearing will be private and the hearing officer will have full discretion over the conduct of the hearing. However, the employee and the division may make opening statements, may present all material and relevant evidence, including the testimony of witnesses, and may cross examine witnesses. Witnesses may be questioned by the hearing officer.

4. The hearing officer shall give the employee a written decision within five (5) working days after the completion of the hearing. The decision shall be based on the evidence relevant to the issues produced at the hearing in the presence of each party.

5. The employee may appeal the decision to the School Board by providing written notice of appeal to the superintendent within five (5) working days of receiving the decision of the hearing officer. Upon timely appeal, the School Board shall decide the appeal on the written record and render its decision within thirty (30) days of the appeal.

Adopted: June 30, 2005
Revised: June 29, 2009
Revised: June 27, 2013
Revised: June 30, 2016

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-79(6), 22.1-313.

Cross Ref.: GCPF Suspension of Staff Members
GDG Support Staff Probation

#

File: GBN

STAFF HIRING PROCEDURES

It is the desire of the Giles County School Board to recruit, hire, and retain the best possible qualified applicants.

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways. For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which the employee might be successful, or to discipline an employee for conduct deficiencies.

Current division employees are given an opportunity to apply for positions for which they are qualified.

Vacancies and new positions within the division are advertised on the internet, in each school, and in the Central Office.

The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Giles County Public Schools shall be made in writing on forms provided by the Superintendent's office.

It is the responsibility of the applicant to furnish accurate information, and any falsification of either information or credentials is cause for dismissal or refusal to employ.

Adopted: June 29, 2001
Revised: December 11, 2008
Revised: March 18, 2010
Revised: March 19, 2015

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78

Cross Refs.: AC Nondiscrimination
GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

GILES COUNTY PUBLIC SCHOOLS

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ESTABLISHING BEGINNING SALARY OF NEW EMPLOYEES

The approved salary scales for each employee group will be utilized to establish the beginning salary of new employees. The Superintendent shall be responsible for the determination of a recommendation for the beginning salary of each new employee.

Administrative recommendations will be presented to the School Board as part of the final recommendation for employment. Recommendations for salary will be determined based on the availability of funds in conjunction with the established salary scale and the availability of qualified applicants. If applicants are hired after the beginning of the fiscal and/or school year, the salary will be adjusted to actual number of days worked in the employment period.

GUIDELINES FOR SALARY SCALE PLACEMENT - TEACHERS

For newly hired Trade and Industrial teaching positions, the maximum starting salary should not exceed the fifth step of the teacher's salary scale, for recognition of trade experience.

Giles County Schools will buy up to seven years experience when hiring degreed, experienced teachers. Therefore beginning salaries of newly hired, experienced teachers should not exceed the seventh step of the teacher's salary scale.

GUIDELINES FOR SALARY SCALE PLACEMENT - SUPPORT STAFF

Unless otherwise specified in the job posting, all newly hired support staff positions will be placed at the entry level salary.

The Superintendent may recommend to the School Board salaries beyond those indicated in the guidelines, should unusual circumstances arise where qualified applicants are not available.

REFERENCE LETTERS

When a current employee of Giles County Schools is asked for a reference on other school employees (past or present), their reference is to indicate if they were in a supervisory capacity. If the person writing the reference was in this capacity, then the below guidelines shall be followed.

1. All reference letters and forms must reflect comments consistent with evaluation ratings.
2. All reference letters and forms will accurately reflect experience, i.e., taught three years at fourth grade, one year driving a school bus, etc.
3. All reference letters and forms shall be reviewed and approved by the Superintendent or his designee prior to mailing.

This regulation pertains only to administrative personnel who have the authority to evaluate personnel and recommend employment or dismissal. It specifically does **NOT** apply to the supervision of student teachers, blocking students and/or training and mentoring relationships.

Issued: November 11, 1996
Revised: March 18, 2010

GILES COUNTY PUBLIC SCHOOLS

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File: GBO

VIRGINIA RETIREMENT SYSTEM

All eligible employees who are eligible must be members of the Virginia Retirement System. Employee retirement benefits are governed by the rules and regulations established by the Virginia Retirement System.

Adopted: March 12, 1997
Revised: August 22, 2002 (Legal Ref. Only)
Revised: June 28, 2012

Legal Refs: Code of Virginia, 1950 as amended, §§ 22.1-78, 51.1-135.

Cross Ref.: GBR Voluntary Retirement Savings Program

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PROFESSIONAL STAFF

No teacher is regularly employed by the School Board or paid from public funds unless such teacher

- holds a license or provisional license issued by the Board of Education,
- holds a three-year license to teach high school career and technical education courses in specified subject areas or
- is hired to teach in a trade and industrial education program and for whom the teacher licensure requirements have been waived by the Virginia Department of Education.

If a teacher employed under a provisional license is activated or deployed for military service within a school year (July 1 - June 30), an additional year will be added to the teacher's provisional license for each school year or portion thereof the teacher is activated or deployed. The additional year or years shall be granted the following year or years after the return of the teacher from deployment or activation.

The Board of Education prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license. On recommendation of the superintendent, the School Board may waive applicable licensing requirements as specified Va. Code § 22.1-298.1 for any individual the School Board seeks to employ as a career and technical education teacher who is also seeking initial licensure or renewal of a license with an endorsement in the area of career and technical education.

Adopted:	June 29, 2001
Revision:	September 24, 2002 (Legal Ref. Only)
Revision:	June 26, 2008
Revision:	March 18, 2010
Revised:	June 30, 2015
Revised:	June 30, 2016
Revised:	June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-298.1, 22.1-299, 22.1-299.5 and 22.1-299.6.

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File: GCB

PROFESSIONAL STAFF CONTRACTS

The School Board shall enter into written contracts with teachers, principals, assistant principals, and supervisors as defined in 8 VAC 20-440-10 before such employees assume their duties except as noted below. Contracts will be in the form permitted by the Board of Education, with special covenants added by the School Board as appropriate. Contracts shall be signed in duplicate, with a copy furnished to each party.

Written contracts are not required with persons who are temporarily employed. A temporarily employed teacher, is 1) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or 2) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

Coaching contracts and contracts for extracurricular activity sponsorship assignments where a monetary supplement is paid shall be separate from the employee's primary contract and termination of the separate contract shall not constitute cause for the termination of the primary contract.

For purposes of this policy, "extracurricular activity sponsorship" means an assignment for which a monetary supplement is received, requiring responsibility for any student organizations, clubs, or groups such as service clubs, academic clubs and teams, cheerleading squads, student publication and literary groups, and visual and performing arts organizations except those that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

Adopted: March 12, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 30, 2006 (Legal Ref. Only)
Revision: June 30, 2010
Revision: June 28, 2012
Revision: June 27, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-302.

8 VAC 20-440-10.

Cross Ref.:	GCBB	Supplementary Pay
	GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
	GCE	Part-Time and Substitute Professional Staff Employment
	GCG	Professional Staff Probationary Term and Continuing Contract
	GCPB	Resignation of Staff Members
	GCPD	Professional Staff Discipline
	GCPF	Suspension of Staff Members

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File: GCB-R

ADMINISTRATIVE GUIDELINES FOR
SALARY SUPPLEMENTS AND/OR ADJUSTMENTS

I. SALARY ADJUSTMENTS FOR CREDIT EARNED IN AN APPROVED PROGRAM

The intent of this provision is to reward those persons working toward advanced degrees by providing interim salary steps as they progress toward completion.

The salary adjustments leading to a Master's Degree are self-explanatory. The only approved program at the post-master level is a Doctoral Program. The Superintendent shall review any other post-master programs that are submitted for consideration. Programs leading to additional endorsements do not qualify for additional salary.

The following procedures shall be followed in the implementation of these guidelines:

1) The employee must provide evidence of acceptance to an approved program leading to a degree or certificate as described above.
2) The employee must provide evidence of completion of the required number of hours earned for a salary adjustment. Official transcripts will be required for interim steps as well as for evidence of program completion.
3) Adjustments in salary will be made during the first pay period following the receipt of evidence and shall be prorated over the remaining portion of that contract period.
4) For a person to continue to receive the interim supplement ***(minimum 15 semester hours)*** from one contract year to another, he or she must present evidence that a minimum of six (6) semester hours has been earned in the approved program during the school year immediately preceding the effective date of the contract (the beginning of school). In other words, to continue to receive the supplement, you must continue to pursue the degree or certificate at the rated of six (6) or more semester hours per credit each school year.

   If an employee fails to earn the minimum of six (6) semester hours in any year, the supplement will be dropped and will not be reinstated until evidence is presented that the pursuit of the degree or certificate has resumed and six (6) semester hours of credit has been completed. Official transcripts are required as evidence of progress.

II. SALARY SUPPLEMENTS FOR COACHING AND/OR EXTRA CURRICULAR ACTIVITIES

1. Salary supplements are paid for coaching and other extracurricular duties as approved by the School Board.
2. These supplements shall be reviewed periodically and modified from time to time.
3. These supplements, when the appointments have been approved by School Board action, will normally be prorated over the employee's contract period in equal installments. However, in cases in which the supplement period is small or the appointment is made during the contract period, the administration reserves the right to make payment in one lump sum.

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GILES COUNTY PUBLIC SCHOOLS

08/05 GILES CO. REG.

File: GCBA

STAFF SALARY SCHEDULES

The School Board shall annually establish and approve salaries for all school employees.

Adopted: March 12, 1997
Revised: March 15, 2012

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-289.1, 22.1-313.

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GILES COUNTY PUBLIC SCHOOLS

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TEACHER ASSISTANT

CLASSIFICATION GUIDELINES

Teacher assistants are to be placed in the following salary classes based on their level of preparedness for the position. There are two ways of progressing from one Classification to another. The first is by college course hours (semester hours). Effective with the issuance of these guidelines, course hours taken for credit and/or professional development points to be earned must require prior approval if they are going to be submitted for salary consideration. No teacher assistants will have their current salary reduced as a result of these guidelines. No requirement to earn points or participate in college course will be mandated, unless required as part of paid employment days.

I	0-30
II	31-60
III	61-90
IV	91-120

The second method is to earn professional development points by participating in division-wide activities approved by the Superintendent***/Designee or school-level activities approved by the principal and Superintendent/Designee***. An advisory committee of teacher assistants will be developed and annually maintain a category of areas which will be used as a guide to acceptable areas of professional development that will be deemed acceptable toward professional development points. The points will be awarded in a similar fashion as the teacher recertification program, one point per contact hour of staff development. These points could be earned as participants in staff development activities at both the school level or division level, but in each case participation would require prior approval of the principal.

Professional Development Points are converted to semester hours in the following manner:

30 Professional Development Points **EQUAL** one semester hour

SUBSTITUTE DRIVER PAY

Substitute bus drivers will be paid at a rate established by the School Board (currently $35.00 per trip).

OVERNIGHT FIELD TRIP PAY

Drivers who take students on overnight field trips for Giles County Public Schools will be paid $7.25 an hour driving time. Meals and lodging will be provided. Lodging arrangements for drivers will be mutually agreed upon prior to trip. Drivers will receive a stipend of $30 per night in addition to driving time. Drivers are not responsible for supervision of students on the field trip, unless they previously agreed to this.

Issued: September 20, 1994 (Page 1)
Issued: May 8, 1996 (Page 2)
Revised: October 26, 2000 (Page 1, Class I)
Revised: November 15, 2001 (Page 2)
Revised: April 14, 2010 (Page 2)
Revised: October 20, 2011 (Page 2 – effective November 1, 2011)
Revised: March 15, 2012

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File: GCBB

SUPPLEMENTARY PAY

The Giles County School Board will approve all categories of athletic coaching and other extracurricular activity sponsorships for which supplemental pay will be provided. The Board will also establish the amount of compensation for employees who coach or supervise such activities.

A separate contract in the form permitted by the Board of Education shall be executed by the School Board with an employee who receives supplemental pay for any athletic coaching assignment or extracurricular activity sponsorship assignment. This contract shall be separate and apart from the contract for teaching. All such contracts will require a party intending to terminate the contract to give reasonable notice to the other party before termination thereof will become effective.

For purposes of this policy, "extracurricular activity sponsorship" means an assignment requiring responsibility for any student organizations, clubs, or groups such as service clubs, academic clubs and teams, cheerleading squads, student publication and literary groups, and visual and performing arts organizations except those activities that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

Adopted: March 12, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: March 15, 2012

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-302, and 22.1-313.

8 VAC 20-440-110

8 VAC 20-440-120

Cross Ref.: GCB Professional Staff Contracts

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File: GCBC

STAFF FRINGE BENEFITS

The Giles County School Board recognizes the need for fringe benefits in order to promote the employment and retention of the highest quality personnel and effectively serve the educational needs of students. Accordingly, fringe benefits shall be provided pursuant to regulations established by the Board.

Adopted: September 24, 2002
Revised: June 28, 2012

Legal Ref.: Code of Virginia, § 22.1-85

8 VAC 20-460-10.

Cross Ref.: GCBD Staff Leaves and Absences

GBO Virginia Retirement System

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File: GCBC-R

STAFF FRINGE BENEFITS

Accident Insurance (Worker's Compensation)

All employees of the Board or the schools are covered against accidents occurring while on the job.

STAFF PROTECTION

Worker's Compensation Filing Procedure

Injuries to employees occurring on the job, covered by worker's compensation, should be handled in the following way:

1. The employee must immediately report any accident to his/her immediate supervisor who will administer the following instructions:
   A. Provide first aid and provide the phone number to Company Nurse Injury Hotline (1-888-770-0925). Please see GCBC-E for more details.

Failure to give notice to your employer within 30 days from the date of your accident or 60 days from the date your occupational disease was diagnosed by a doctor may affect your right to benefits.

The Worker's Compensation Statute of Virginia states an employee has two years from the date of accident to file an application with the Commission for a hearing.
Specific questions concerning this matter should be addressed to the Injury Coordinator at the School Board Office. The Injury Coordinator for Giles County Public Schools shall be the Payroll Clerk.

Life Insurance

All full time employees are covered, at Board expense, with a group life insurance plan which is administered by the Virginia Retirement System. An employee off from work for an extended period of time will be entitled to his normal coverage for three calendar months beyond the month in which all leave has expired. Coverage can be continued for the remainder of the contract year, or as long as required by federal and/or state law, upon proper payment of premiums by the employee.

Health Insurance

The Board provides health insurance for all employees except student bus drivers and certain part-time employees. Coverage for dependents is available at employee expense. The following provisions have application for the above statement:

1. An employee taking early retirement, VRS or Social Security, may remain under the Board's group plan until he is eligible for Medicare by making checks payable to the insurer quarterly, unless they participate in the “50 Day Retiree Employment Plan” or have completed 30 years of service in Giles County Public Schools. Those retirees

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eligible for the 50 Day Retiree Employment Plan shall be offered the annual opportunity for participation, should their previous performance of those 50 days of employment be deemed satisfactory. The number of days and specific assignments shall be approved annually by the Superintendent.

2. Those VRS eligible employees retiring with thirty years of services in Giles County Public Schools will have their insurance paid by the School Board until they are eligible for Medicare. Employees retiring and opting to work for the schools for 50 days shall receive their single subscriber health insurance provided for them. Those retirees who choose this work agreement, and are annually approved by the Superintendent, may be renewed for this option annually, until reaching the age for which they are eligible for Medicare. After the age of Medicare, the Superintendent may approve annual work agreements prorated to match the cost of a Medicare supplement, provided the Superintendent has determined such employment needs are necessary and that the individual is qualified for the available employment opportunity.

3. The fifty day or pro-rated work assignment shall be assigned to the retiree's last full-time work site as a substitute worker. Any deviation of this site assignment or work assignment must be submitted to the Superintendent, in writing, for his approval. Any fifty day or pro-rated retiree working beyond or in lieu of the health insurance benefit, who becomes eligible for full-time substitute pay shall be paid the current substitute rate. If working in a long-term teaching position he/she will be limited to the seven year credit provision of new hires.

4. The number of days required for participation in the "50 Day Retiree Plan" will be evaluated each year based on the expected expenses for health care. Days may be added to this plan/policy upon approval of the School Board.

5. An employee taking disability retirement may remain under the Board's group plan for two years or until eligible for Medicare by making checks payable to the insurer quarterly.

6. Spouse and family coverages for those individuals covered under 1 and 2 above may be continued as required by federal and/or state law providing proper payment of premiums are made.

7. An employee terminating employment with the Board will be allowed to continue individual or dependent coverage as required by federal and/or state law providing proper payment of premiums are made.

8. An employee off from work for extended illness will be entitled to his normal health coverage for three calendar months beyond the month in which his sick leave expires. Coverage can be continued for the remainder of the contract year, or as long as required

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by federal and/or state law, upon proper payment of premiums by the employee.

Other Insurance

A. The Superintendent approves group plans of Cancer and Intensive Care Insurance and will make them available through payroll deduction for the employees of the Board. The employee pays the entire cost of these premiums.

B. The Superintendent will approve insurance plans for income protection. The employee pays the entire cost of this protection.

Tax Sheltered Annuity

The Board administers a payroll deduction plan of tax sheltered annuity for eligible employees. Companies participating in the plan must be approved by the Board. The Board will limit the number of participating companies to eight. A minimum of ten participants must be enrolled to initiate payroll deduction. The agent must submit a completed reduction agreement to the Payroll Office by the date established by the Superintendent. Should the minimum number of participants not be maintained for a consecutive 12 month period, the participants will be required to roll over to another annuity program or freeze the annuity. Giles County School Board assumes no responsibility for the roll over of funds to another annuity program should the minimum of 10 participants not be maintained as required.

Existing tax shelter plans will have a period of one year to meet the minimum standard of ten participants. At the end of the year, those existing plans which do not have ten active participants will be removed from the approved list.

Once eight active plans are approved a waiting list shall be developed and no further plans will be allowed. Once one of the eight approved plans is removed, those agents on the waiting list will be submitted to the Board for approval in the order in which their request was received by the Superintendent or his designee.

The Board deducts amounts authorized by employees within federal guidelines and forwards these to the company designated as the paying agent. The paying agent in turn, disburses collected funds to the various participating companies in the name and account of individual employees.

Credit Union

All employees of the Board are eligible to join the GEA Employees Federal Credit Union with payroll deduction privileges.

Issued: April 12, 1995
Revised: November 16, 1999 (Page 2 Only)

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Revised: August 23, 2001 (Added ERIP, Page 4 & 5 and Exhibit)
Revised: January 20, 2005 (Pages 3 & 4 Only/Revised 20 Day Plan to 30 Day Plan)
Revised: January 19, 2006 (Page 2 Only/Health Insurance #2)
Revised: April 14, 2010
Revised: April 24, 2014
Revised: May 29, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-85, 51.1-100 et. seq.

GILES COUNTY PUBLIC SCHOOLS

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GCBC-E

IN CASE OF WORKPLACE INJURY:

ACCION a seguir en caso de un accidente en el trabajo

COMPANY NURSE

Injury Hotline

1-888-770-0925

AVAILABLE 24 HOURS A DAY

1. Injured worker notifies supervisor.
   Empleado lesionado notifica a su supervisor.

2. Supervisor / Injured worker immediately calls injury hotline.
   Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.

3. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
   Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

EMPLOYER NAME (NOMBRE DE COMPANIA)	*SEARCH CODE (CÓDIGO DEL BÚSQUEDA)*
Giles County Schools	V035B

Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: www.CompanyNurse.com

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File: GCBD

STAFF LEAVES AND ABSENCES

All employee leaves and absences are subject to school division policy and regulations. The superintendent shall establish any regulations necessary for the application of the division's policies regarding leaves and absences.

Adopted: March 15, 2012

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

Cross Refs.:

GCBE	Family and Medical Leave
GCBEA	Leave Without Pay
GCBEB	Military Leave and Benefits
GCQA	Nonschool Employment by Staff Members

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File: GCBD-R

PROFESSIONAL STAFF LEAVES AND ABSENCES
SUPPORT STAFF LEAVES AND ABSENCES

The Giles County School Board recognizes the importance of a sound and inclusive leave policy for the promotion of physical and mental health of its employees and for maintaining good morale.

Personnel employed on a regular salaried basis may request or be placed on leave of absence for temporary medical disability if the school board determines, after consultation with a physician who has performed a thorough medical examination that the employee's condition interferes with the performance of regular duties. The physician performing the examination shall be employed by the school board to perform such services; or the employee's physician, upon approval of the personnel office, may perform such examination. Such employee has the right to present testimony and/or information relevant to the employee's fitness to continue the performance of regular duties. The maximum length of a leave of absence for temporary disability shall in no event be more than 180 days.

All leaves, whether paid or unpaid, shall preserve the right of tenure, retirement, annual leave with pay, salary increments, and other benefits provided by law for those employees who return from leave within the agreed time.

Personal Business Leave:

The Board will grant three personal leave days per year. These days will be allowed to accumulate for all full-time professional and paraprofessional employees, up to a maximum of 5 days. Should personal leave not be utilized, no more than 3 days will be converted to sick leave and no more than 2 days will be carried over to the next school year.

Employees cannot use personal leave days unless they actually report for duty in accordance with terms of a contract or work agreement.

Personal leave will be computed on units of full or one-half days only.

All personal leave will be reported on personnel monthly report forms.

The following limitations will be in effect on the use of personal leave days:

1. Personal leave may not be taken during semester examination periods.

2. Personal leave may not be taken immediately before or after holidays except with a five day written notice to and approval by the principal of the school or the immediate supervisor.

3. Personal leave may not be taken on teacher workdays without a five day written notice to and approval by the principal of the school or the immediate supervisor.

4. All personal leave on any other day will require a two day written notice to and approval

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by the principal or immediate supervisor. Written notice must be made on the appropriate form.

5. Five personal leave days may not be taken consecutively without at least a five day written notice, and approval first by the principal of the school, with final approval by the Superintendent or his designee. In addition, an approved substitute that is certified in the teaching area will be desired. If one is not available, then a substitute that is a certified teacher or holds a four year degree will be obtained.

6. No more than 3 unused personal leave days will be converted and transferred to sick leave at the end of each school year and no more than 2 unused personal leave days will be carried over to the following school year.

Vacation Leave

Vacation days will not be given until employees actually report to work in accordance with terms of a contract or work agreement.

10 Month Employees: Vacation days are established by the annual school calendar as developed and approved by the Giles County School Board.

11 Month Employees: Vacation days are established by the annual school calendar as developed and approved by the Giles County School Board. Eleven month employees may under the terms of their contract request, while school is in session, the same use of vacation time as stipulated for twelve month employees.

Teachers cannot take vacation days when schools are in session. These vacation days are assigned at the end of the school year.

12 Month Employees: Vacation days will be assigned when contract time begins. Twelve month employees shall receive twelve days vacation.

Certain twelve month employees may carry over no more than 10 vacation days from one year to the next.

The use of vacation by twelve month employees must be approved by their immediate supervisor and/or the superintendent or his designee at least five working days prior to the anticipated use. All twelve month employees are expected to be on the job one week before the beginning of the school year for teachers. Any alteration of the above must be approved by the superintendent or his designee.

At no time will compensation be given for unused vacation except in the case of disability or death.

Retiring eleven and twelve month employees must use all of their earned vacation days within their last contractual employment period. All vacation days must be used by June 30 of

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the final year of employment. Within that period the use of days during the school session or immediately following the close of school must be planned in relation to job responsibilities. Form SB-79 is to be used which requires prior approval by the superintendent or his designee.

Persons who are released from contract for purposes of leave of absence, resignation, retirement, or any other reason during a contract year shall have their vacation days adjusted appropriately.

Holidays

Labor Day, Thanksgiving (2), Christmas (2), New Year's (1) and Easter (2) are paid holidays for all full-time personnel. Eleven and twelve month personnel are granted Independence Day as an additional paid holiday.

Certain other holidays may be approved by the Board as a part of the annual school calendar.

Retiring employees must use all of their earned vacation days within their last contractual employment period. This means that all vacation days must be used by June 30th of the final year of employment. Within that period the use of days during the school session or immediately following the close of school must be planned in relation to job responsibilities and approved. Persons who are released from contract for purposes of leave of absence, resignation, retirement, or any other reason during a contract year shall have their vacation days adjusted appropriately, up to the maximum allowable carry-over.

Sickness and Accident:

The Giles County School Division operates under the regulations governing the State Sick Leave Plan for Teachers (Revised - Effective September 1, 1980) as supplemented by school board policies.

The following provisions apply to all full-time, salaried teachers, administrators, central office staff, maintenance and custodial personnel, school bus garage employees, clerical workers, and teacher aides:

A. Ten (10), eleven (11), and twelve (12) month employees may earn a maximum of ten (10), eleven (11), and twelve (12) days respectively for each yearly contractual period. Such leave, if not used, may accumulate without limit.

B. Earnings for less than a full year shall be at the rate of one day per month or major fraction thereof. This provision applies to those employees who do not begin work at the start of the contracted period and to those who do not complete the full contracted period.

C. Employees shall be permitted to anticipate sick leave earnings for the current contract year. Should the recipient of advanced sick leave terminate employment

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with the school system prior to earning the amount of sick leave used, the recipient will have the advanced days deducted from the salary.

D. An employee cannot claim any portion of earned leave unless he has actually reported for duty in accordance with the terms of his contract. However, if an employee is unable, because of accident or illness, to begin work in accordance with the terms of his contract, such employee may use accumulated leave to his credit not to exceed such balances as of June 30 of the immediately preceding school year.

E. Such leave must be taken in minimum of one-half day increments.

F. The principal or Superintendent shall have the authority to require reasonable proof of illness when he deems it necessary.

G. Medical and dental appointments.

Sick leave shall be allowed for personal illness, including quarantine, injury, pregnancy, temporary physical or mental incapacity, illness or funeral(s) of the immediate family requiring the attendance of the employee for not more than 5 consecutive days in any one case. (The term "immediate family" of an employee shall be regarded to include mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, grandchildren, wife, husband, children, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other relative living in the household of the employee. Exceptions to the five (5) day limit may be submitted to the Superintendent for consideration. Each request for exception will be considered on its own merits.

Employees covered under this policy may transfer from one school system to another in Virginia and likewise transfer any such accumulated leave if the school board of the system to which the transfer is made signifies its willingness to accept such transfer.

The School Board of Giles County accepts the transfer of accumulated sick leave from other school systems in Virginia for professional instructional, administrative and supervisory personnel only.

An employee will be presumed to have left public school employment if he accepts employment other than in the public school system of Virginia, or is unable to be employed in the public schools of Virginia for a period of three (3) consecutive years because of illness or physical disability or family responsibility. An employee who leaves employment in the public schools to enter the armed services does not forfeit accumulated earnings unless he fails to return to public school employment immediately upon discharge from an original tour of duty in the armed services. However, current earnings cannot be allowed for the period while in the service.

Terminal Pay for Accumulated, Unused Sick Leave

The Board will pay employees, upon retirement, effective July 1, 1996, unused sick leave that they have earned while working as employees of the Giles County School Board. Such

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payment will be calculated according to the following stipulations:

1) Payment for all sick leave days earned in Giles County through June 30, 1988 will be determined by multiplying the number of days earned through 6/30/88 times one fourth of the employee's per diem rate of pay.

2) Payment for all sick leave days earned in Giles County after June 30, 1988 will be determined by multiplying the number of days earned after 6/30/88 times $20 up to a maximum of 200 days.

3) Sick leave days earned in Giles County must be used first by employees rather than days earned elsewhere and transferred to the County. Further, for the purposes of this policy, sick leave most recently earned in Giles County is to be used first. Hence, the number of days earned through 6/30/88 remains the same until all days earned after 6/30/88 are used.

Leave is granted to all employees for injury sustained on the job under the above terms and in accordance with provisions of the Worker's Compensation Act.

Pregnancy:

The pregnancy of any employee must be reported to the principal of the school or to the appropriate immediate supervisor immediately after the condition has been definitely determined or established. This notification must include a tentative delivery date.

The employee will then seek an appointment with the school principal to discuss the process for a long term substitute. This conference must be held at least thirty days prior to the tentative delivery date. The principal will then notify the Superintendent of his recommendation for the long term substitute.

The possible job options for employees in regard to maternity are:

1. to declare that they wish to use accumulated sick leave, up to six weeks, during maternity and return to their position upon post-delivery release by the physician; or

2. to request family leave for the delivery and post-delivery period; or

3. to resign from their position.

The deadline for the selection of one of these options will be determined by the principal during his conference with the employee. The principal will then notify the Superintendent of the final decision.

The employee's termination of work prior to delivery of the child shall be the decision of the attending physician and shall be filed in written form at the School Administration Office in

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all cases in which employees opt to return to work after delivery.

Employees who wish to request a leave or resign shall negotiate a termination date with the Superintendent.

Employees who return to work after delivery of the child must do so immediately after the release by the attending physician and must present a written statement of release to the School Administration Office from that physician prior to returning to work.

Court Related Absences:

School personnel called for jury duty will be excused for such required duty. The Board will pay the employee's full salary for a maximum of five days in the school calendar year. For any days in excess of five, the Board will pay the difference between the jury duty stipend and the employee's contracted per diem rate of pay.

Mandatory Court Appearance:

Employees subpoenaed as court witnesses in relation to employment with the Giles County Public Schools may be absent without loss of pay provided that a copy of the subpoena shall be transmitted to the payroll office.

Pages 8 and 9 Adopted: August 20, 1991

Leave of Absence:

The Board may grant requests for leave of absence for study, illness, maternity, and personal reasons. Employees make such requests for leave in writing to the superintendent and will set forth the reasons for the request.

An employee who accepts employment with any other agency, business or industry during a leave of absence shall resign or the leave of absence shall be terminated immediately and all rights and privileges associated with the leave forfeited.

The Board, in granting a leave of absence, promises a teacher that he will be considered for the vacancies that exist at the time he again makes himself available. He has no promise to be given the job left, but an effort will be made to place the teacher in the most satisfactory job available.

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Applications for leave of absence shall be made to the superintendent by letter of request prior to March 1 for the succeeding school year. Response to an application will be made as soon as possible or prior to April 15 by the Superintendent. A teacher may be granted a leave of absence of one year and may request one year extensions for two additional years for just cause. He may protect his sick leave accumulation of days for three years only under the Virginia State Board of Education regulations. An employee shall be responsible for verification of activity requiring extension of leave.

Request for consideration for reinstatement following extended leave shall be filed in the superintendent's office on or before March 1 for the ensuing school year.

Page 10 Adopted: March 8, 1995
Page 10 Adopted: February 12, 1997

Required Military Reserve Duty Policy:

An employee who is a member of an officially recognized military reserve unit shall be entitled to fifteen (15) calendar days of military leave for training purposes during any contract period.

Any twelve (12) month employee is eligible to receive military leave with pay* for field training or active duty. Employees who coincide their military time off with their vacation time off shall not be entitled to receive make-up pay in addition to their regular vacation pay.

Less than twelve (12) month employees are not eligible to receive military leave with pay except when the required period of duty can be scheduled only during the contract period. Then, leave, not to exceed fifteen (15) days in any contract period, may be granted with pay.

Personnel are expected to make every effort to schedule military leave at times when the schools are not in session.

Application procedure: Application for military leave for training purposes shall be made in advance, immediately upon receipt by the employee of official notice to report from the appropriate military authorities. A copy of the official orders must accompany the application for leave, which must be approved by the appropriate official and the Superintendent. When possible, military leave for employees on a less-than-twelve-month contract shall be arranged during non-duty periods. The Superintendent may request a change in military orders when it seems to be in the best interest of the school system.

Pay status during leave: The pay status of the employee on military leave for training purposes shall be leave with pay. The employee shall suffer no loss of accumulated leave and/or vacation time.

Leave without pay: The Superintendent or his designee may grant military leave without pay to any employee who is ordered to active duty in the military of the United States. Except in

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times of national emergency or war, the maximum period of time allowed for military leave without pay will be two years, approved one year at a time.

An employee who returns from military leave will have the advantage of any step increases which would have been due if the employee had remained continuously in the service of the school system. The employee will also have prior sick leave credit restored.

*Military pay is defined as any form of remuneration other than travel pay received from any branch of the Armed Forces which increases income including but not limited to base pay, longevity, subsistence, flight, hazard or overseas pay.

Pages 11 and 12 Adopted: August 20, 1991 (Revision)
Pages 5/6 Adopted: August 20, 1991 (Revision)
Page 2 Adopted: December 13, 1995 (Revision)
Page 7 Adopted: January 24, 1994 (Revision)
Page 7 Adopted: June 12, 1996 (Revision)
Page 2 Adopted: August 21, 1997 (Revision)
Page 5 Adopted: February 14, 2000 (Revision)
Pages 2 & 6 Adopted: April 11, 2001 (Revisions)
Page 7 Adopted: February 21, 2002 (Revision)
Page 7 Adopted: March 15, 2007 (Revision)
Revision: March 15, 2012
Revision: February 18, 2016
Revision: March 17, 2016 (Page 4 Only)

Cross Ref.: GCBE, Family and Medical Leave - Effective August 5, 1993;
Adopted June 30, 1993

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Sick Leave for VRS Hybrid Retirement Participants:

All personnel hired on or after January 1st, 2014 will participate in the VRS hybrid retirement plan. Additionally, any full time employee hired before January 1, 2014 may make an irrevocable election to participate in the VRS hybrid retirement program. Such election shall be exercised no later than April 30, 2014, employees shall be deemed to have elected not to participate in the hybrid retirement program and shall continue to participate in their current retirement plan.

The award, accumulation and usage of sick leave for all full-time personnel participating in the VRS hybrid retirement plan is as follows:

A. Ten (10), eleven (11), and twelve (12) month employees may earn a maximum of ten (10), eleven (11), and twelve (12) days respectively for each yearly contractual period

B. Sick leave earnings for less than a full year shall be at the rate of one day per month or major fraction thereof. This provision applies to those employees who do not begin work at the start of the contracted period and to those who do not complete the full contracted period.

A. Employees subject to this policy may transfer or receive transferred sick leave days or a portion of a sick leave day from another employee for intermittent leave for their own illness only. NO employee may accept transfer leave in conjunction with VLDB benefits.

B. An employee cannot claim any portion of earned leave unless he has actually reported for duty in accordance with the terms of his contract. However, if an employee is unable, because of accident or illness, to begin work in accordance with the terms of his contract, such employee may use accumulated leave to his credit not to exceed such balances as of June 30 of the immediately preceding school year.

C. Employees must use sick leave in one-half day increments. No employee may use sick leave in conjunction with VLDP benefits to receive more than 100% of his/her daily rate of pay.

F. The principal or Superintendent shall have the authority to require reasonable proof of illness when he deems it necessary.

G. Giles County Public School employees subject to this policy may accumulate a maximum of 90 days sick leave.

H. Giles County Public School employees subject to this policy are not eligible to participate in the sick leave bank.

Sick leave shall be allowed for personal illness, medical and dental appointments, including quarantine, injury, pregnancy, temporary physical or mental incapacity, illness or funeral(s) of the immediate family requiring the attendance of the employee for not more than 5 consecutive days in any one case. (The term "immediate family" of an employee shall be regarded to include mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, grandchildren, wife, husband, children, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other relative living in the household of the employee. Exceptions to the five (5) day limit may be submitted to the Superintendent for consideration. Each request for exception will be considered on its own merits.

Upon the expiration of employment with the Giles County Public Schools, all accumulated sick leave shall terminate, unless an employee requests accumulated sick leave to be transferred to another school division and likewise transfer any such accumulated leave if the school board of the system to which the transfer is made signifies its willingness to accept such transfer.

The School Board of Giles County accepts the transfer of accumulated sick leave from other school systems in Virginia for professional instructional, administrative and supervisory personnel only.

An employee will be presumed to have left public school employment if he accepts employment other than in the public school system of Virginia, or is unable to be employed in the public schools of Virginia for a period of three (3) consecutive years because of illness or physical disability or family responsibility. An employee who leaves employment in the public schools to enter the armed services does not forfeit accumulated earnings unless he fails to return to public school employment immediately upon discharge from an original tour of duty in the armed services. However, current earnings cannot be allowed for the period while in the service.

Terminal Pay for Accumulated, Unused Sick Leave

The Board will pay employees, upon retirement, effective July 1, 1996, unused sick leave that they have earned while working as employees of the Giles County School Board. Such payment will be calculated according to the following stipulations:

1) Payment for all sick leave days earned in Giles County through June 30, 1988 will be determined by multiplying the number of days earned times $20 with a max of 90 days.

Leave is granted to all employees for injury sustained on the job under the above terms and in accordance with provisions of the Worker's Compensation Act.

Adopted: March 20, 2014

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GILES COUNTY PUBLIC SCHOOLS

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SICK LEAVE TRANSFER FORM

An employee must exhaust all leave, including personal days, vacation, etc. before sick leave days can be transferred from another employee. Any transferred days are to be used for personal illness only.

The transfer of sick leave days from one employee to another is a voluntary action and can only be accomplished when authorized by the Superintendent. Any sick leave transferred shall be credited to the receiving employee's account and shall be used in accordance with Policies and Regulations of the Giles County School Board.

My signature below indicates that I have read and understand the contents of the preceding paragraph and I am authorizing the transfer of _____ sick leave days to the account of

_____. Further, I understand that once these sick leave days have been transferred they will be used by the designated employee during the current school year in accordance with the aforementioned regulations.

Signature_____ Employee ID No._____

Date_____ Location_____

Approved: April 8, 1992
GCBD-E Added: January 20, 2005
Revised: September 18, 2008 (Replaced Soc. Sec. No. with Employee ID No.)

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Sick Leave Transfer Appeal

Should you wish to appeal a decision regarding the transfer of sick leave days to an individual, please complete the following form. If necessary, you may attach further information and documentation.

Name_____ Work Location_____

Date of Request_____ Date of Appeal_____

Describe the Request:

If denied, was any reason provided? If so, please describe:

What remedy are you asking the appeals panel to provide?

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GCBD-E Added: January 20, 2005

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File: GCBDB

SUPPLEMENTARY LEAVE PLAN

EFFECTIVE July 1, 2001 SUPPLEMENTARY LEAVE WILL BE ELIMINATED. SUPPLEMENTAL LEAVE BALANCES AS OF July 1, 2001 WILL BE TRANSFERRED TO SICK LEAVE.

Adopted: April 11, 2001

Cross Refs.: GCBD, Professional Staff Leaves and Absences

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File: GCBDC

PROFESSIONAL LEAVE PLAN

Professional leave plan allows for professional employees to be absent from their regular duties with pay for certain approved educational activities.

Activities by teachers/administrators for the following causes fall into the professional leave classification and can be approved by the Superintendent:

1. Visiting committees and other school division evaluation programs;

2. Official delegates chosen by the Giles County Education Association to attend meetings of the Virginia Education Association and the National Education Association;

3. Instructional conferences and professional education meetings that are within the Commonwealth of Virginia;

4. Summer school attendance for 12 month employees;

All professional leave days must be approved in advance by the appropriate principal, central office administrator, and the Superintendent or his designee. Any professional leave requests exceeding 500 hundred miles round trip must be approved by the Superintendent and the School Board.

Adopted: May 8, 1996

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GILES COUNTY PUBLIC SCHOOLS

File: GCBDC-R

GUIDELINES FOR THE USE OF PROFESSIONAL LEAVE

The following guidelines have been developed to govern the use of professional leave by the professional staff:

1. First priority for the use of professional leave days will be given to Department of Education-sponsored activities. If applicable, substitute teachers will be provided at no expense to the teachers. In most instances, participation will be restricted to only two educators so as minimize expenses and to protect instructional time.

2. Reimbursement for meals and lodging expenses will be provided for participation in Department of Education sponsored activities, providing such participation was approved in advance by the principal, appropriate central office administrator, and Division Superintendent. Reimbursement will be made upon the presentation of appropriate receipts and in compliance with the authorized amount shown on the prior approval form for the use of professional leave.

3. If two or more educators are granted permission to attend an overnight meeting, conference, etc., rooms must be shared with the same sex. In most cases, only two educators will be permitted to attend such activities.

4. Transportation by county car will be provided unless a car is not available at the time the trip is to be made. Under these circumstances, the use of a private vehicle will be authorized and the educator will be reimbursed in full per mile according to the current rate. Only with consent of the Superintendent or his designee an educator may opt to use his/her own personal vehicle, even though a county car is available. When this situation occurs, the employee will be reimbursed one-half of the current per mile rate. Employees are required to use their own vehicles when travel reimbursement is provided by the sponsoring agency or organization. Employees are the only people allowed to travel in county vehicles (spouses and dependents are not allowed), unless they have special permission from the Superintendent or his designee.

5. Educators who are members of job-related professional organizations may be permitted to attend meetings, conferences, conventions, etc. sponsored by the organizations to which they belong. If an educator is not a member of the organization sponsoring the activity, he/she will not be permitted to participate. If permission is granted to participate in these activities, a substitute teacher, if applicable, will be provided at no expense to the teacher. All other expenses must be borne by the

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educator. To minimize expenses and to protect instructional time, a maximum of two educators only will be permitted to participate in the same activity.

6. The School Board clerk will provide a list of professional leave utilized monthly to the Superintendent and the School Board.

7. The Superintendent shall waive any of the foregoing guidelines if he feels a certain request has merit and, as such, the school division will derive benefit from the participation of educators.

Issued: August 20, 1991
Revised: June 30, 2000 (Page 1, Paragraph 4 Only)

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GILES COUNTY PUBLIC SCHOOLS

File: GCBDD

PERSONNEL

SICK LEAVE BANK

The Giles County School Board establishes a Sick Leave Bank for all employees covered under the Sick Leave Policy GCBD and GDBD. The School Board reserves the right to abolish any Sick Leave Bank at any time it considers the Sick Leave Bank inappropriate. The School Board does not assume responsibility for claims by any employee against any Sick Leave Bank from its inception or any time in the future.

The Superintendent, in conjunction with the Professional Advisory Council (PAC) shall develop regulations for the operation of the Sick Leave Bank.

Adopted: April 8, 1992

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GILES COUNTY PUBLIC SCHOOLS

File: GCBDD-R

PERSONNEL

Sick Leave Bank for all Employees

1) A Sick Leave Bank will be established if as many as two-thirds (2/3) of eligible employees agree to participate in accordance with the terms contained herein.

2) Membership in the bank is voluntary on the part of the employee and will be established by the donation of one (1) day of sick leave to the bank. No employee shall be permitted to draw from the Sick Leave Bank until he/she has been a member of the bank for six consecutive months unless approved by the Superintendent.

3) The period for enrollment is between July 1 and October 1 of each school year. The Superintendent's office shall maintain a listing of current members in good standing. Employees hired after September 20 may enroll within ten (10) school days of their employment date.

4) A maximum of fifty (50) days within a twelve month period can be drawn by any one member from the bank. Days drawn from the bank for any one period of eligibility must be consecutive, except for additional periods of disability resulting from recurrence or relapse of the original illness, which will be covered fully on a continuing basis up to the annual maximum. Otherwise, members must return to work and must meet the requirements specified in Items 5 and 6 before becoming eligible to utilize Sick Leave Bank benefits again. The Superintendent shall have the authority to grant up to twenty (20) additional days from the bank, at his discretion, to individuals who have exhausted both their sick leave and sick leave bank benefits.

5) A physician's certificate shall be required from all persons utilizing the Sick Leave Bank. Such certificate shall identify the nature of the disability, the date of onset of disability, and projected date of return to work. All claims for use of the Sick Leave Bank must be approved by the Superintendent prior to utilization of this benefit. A follow-up certification of continuing disability in the form of an additional physician's recommendation must be submitted to the Superintendent after twenty (20) days have been utilized from the bank to authorize continued use of this benefit. Failure to submit such certification will result in discontinuance of the Sick Leave Bank benefit.

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6) The first thirty (30) days, within a school year, for the same recurring personal illness or disability will not be covered by the bank, but must be covered by the employee's own accumulated leave(s) or absence without pay. A member of the bank will not be able to utilize Sick Leave Bank benefits until his/her own leave is depleted.

7) An employee must exhaust all leave, including personal days, vacation, etc. before sick leave days can be transferred from another employee. Any transferred days are to be used for personal illness only.

8) Members of the bank will be assessed additional days of leave at such time as the bank is depleted to one hundred (100) unless they choose not to participate further in the bank. Members who have no sick leave to contribute at the time of assessment will be assessed this day at the time leave is next credited to the employee.

9) Members utilizing sick leave days from the bank will not have to replace these days except as regular contributing members of the bank.

10) Upon termination of employment or withdrawal of membership from the bank, participating employees will not be permitted to withdraw their contributed days.

11) The Superintendent will give an annual report to the School Board and Professional Advisory Council (PAC) on the status of the Sick Leave Bank. Such report will include the balance of days in the bank along with other relevant information.

12) Use of days from the Sick Leave Bank is confined to the employee's personal illness. No employee on Workmen's Compensation shall be permitted to draw from the bank.

13) The Business Manager's office maintains the Sick Leave Bank records.

14) The Superintendent has the responsibility for conducting assessments for the Sick Leave Bank as needed.

15) The Superintendent will be responsible for the implementation and monitoring of this regulation.

16) On a case-by-case basis, the Superintendent may authorize the voluntary transfer of sick leave days from one employee to an employee who has exhausted all sick leave and Sick Leave Bank benefits and still has a legitimate and continuing need for sick leave benefits. Employees desiring to donate sick leave days to such an individual must request that a particular case be reviewed by the Superintendent. If the request is approved, the total number of days donated shall not exceed the number of days required to provide sick leave coverage through the end of the school year.

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Appeals to decisions regarding the participation and operation of the bank may be made to an appeals panel. This panel is part of an annual committee selected by the Professional Advisory Council. The recommendations of this appeals panel will be forwarded to the School Board for final disposition. Employees are reminded that requests of this nature will not meet with automatic approval.

17) If the Sick Leave Bank is abolished by the school board or by legal ruling, all employees will be notified thirty (30) days prior to abolition; the remaining sick leave bank days shall be distributed first to those members drawing

from the bank, and then to each member if sufficient days exist to return one full day to each member. In the absence of sufficient days to redistribute one day per member, the sick leave bank shall terminate with no distribution of days to anyone.

18) If the Sick Leave Bank becomes inoperative for any reason, the school board shall not be held responsible to anyone, enrolled now or eligible in the future, for any claims.

Approved: April 8, 1992
Revised: April 14, 1993
Revised: January 20, 2005 (Added No. 7 Only)

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GILES COUNTY PUBLIC SCHOOLS

SICK LEAVE TRANSFER FORM

An employee must exhaust all leave, including personal days, vacation, etc. before sick leave days can be transferred from another employee. Any transferred days are to be used for personal illness only.

The transfer of sick leave days from one employee to another is a voluntary action and can only be accomplished when authorized by the Superintendent. Any sick leave transferred shall be credited to the receiving employee's account and shall be used in accordance with Policies and Regulations of the Giles County School Board.

My signature below indicates that I have read and understand the contents of the preceding paragraph and I am authorizing the transfer of _____ sick leave days to the account of

_____. Further, I understand that once these sick leave days have been transferred they will be used by the designated employee during the current school year in accordance with the aforementioned regulations.

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Signature_____ Employee ID No._____

Date_____ Location_____

Approved: April 8, 1992
Revised: January 20, 2005 (Added to GCBD/GDBD)
Revised: September 18, 2008 (Replaced Soc. Sec. No. with Employee ID No.)

GILES COUNTY PUBLIC SCHOOLS

Sick Leave Bank - Transfer Appeal

The Giles County School Board has established a sick leave bank and has provided the opportunity for employees to transfer sick leave days to a person who may have exhausted their sick leave days. The details of this are included in Giles County School Board Policy GCBDD and Regulation GCBDD-R.

Appeals to decisions regarding the participation and operation of the bank may be made to an appeals panel. This panel is part of an annual committee selected by the Professional Advisory Council. The recommendations of this appeals panel will be forwarded to the School Board for final disposition.

Should you wish to appeal a decision regarding participation or approval in the sick leave bank or the transfer of sick leave days to an individual, please complete the following form. If necessary, you may attach further information and documentation.

Name_____ Work Location_____

Date of Request_____ Date of Appeal_____

Describe the Request:

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If denied, was any reason provided? If so, please describe:

What remedy are you asking the appeals panel to provide?

GILES COUNTY PUBLIC SCHOOLS

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File: GCBE

FAMILY AND MEDICAL LEAVE

Generally

The Giles County School Board recognizes its obligation to provide its eligible employees with unpaid leave pursuant to the Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601, et seq. This policy describes the benefits available to eligible employees under the Act.

Definitions

Covered active duty: The term covered "active duty" means

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

Covered servicemember: The term "covered servicemember" means

- a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Eligible employee: To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the Giles County School Division and have worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq. in the twelve (12) months preceding the commencement of the leave. Full-time teachers are deemed to meet the 1250 hour test.

Instructional employee: Employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting such as teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Next of kin: The term "next of kin" used with respect to an individual, means the nearest blood relative of that individual other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

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Outpatient status: The term "outpatient status," with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to

(A) a military medical treatment facility as an outpatient: or
(B) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Serious health condition: A serious health condition is an illness, injury, impairment or condition that involves impatient care or continuing treatment by a health care provider.

Serious injury or illness: The term "serious injury or illness," in the case of

- a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period described in 29 U.S.C. § 2611(15)(B), means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Year: A rolling 12 month period measured backward from the date an employee uses FMLA leave.

Leave

Any eligible employee is entitled to leave for a combined total of twelve (12) weeks per year for the following situations:

1. The birth and care of a newborn child;
2. The adoption or foster placement of a child;
3. To care for an employee's spouse, parent, or child with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job; and
5. Because of any qualifying exigency as defined the Department of Labor regulations, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

However, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to a total of 26 workweeks of leave per year to care for the servicemember. Leave under this paragraph is available only during a single year. During that year the employee is entitled to a combined total of 26 workweeks of leave under this policy.

To the extent that an employee is entitled to compensated leave under other Giles County school division policies, such paid leave shall be substituted for unpaid FMLA leave. Otherwise, family and medical leave is unpaid. When paid leave is available, the employee must satisfy any procedural requirements of the division's paid policy.

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Employees on FMLA leave must report their status and intention regarding returning to work to the school division at least every four weeks.

Notice to Employees of Their Rights under the FMLA

Posting and General Notice

The Giles County school division shall post, in conspicuous places on the premises of the school division where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA's provisions and providing information about the procedure for filing complaints with the Department of Labor. Attachment 1 may be used as the notice.

A copy of Attachment 1 will also be given to each employee by including it in the employee handbook or similar document or by distributing it to each new employee upon hiring.

Eligibility Notice

When an employee requests FMLA leave, or the division has knowledge that an employee's leave may be for an FMLA-qualifying reason, the division should notify the employee of the employee's eligibility to take FMLA leave within five business days. The Eligibility Notice should state whether the employee is eligible for FMLA leave. If the employee is not eligible for FMLA leave, the Notice must state at least one reason why the employee is not eligible (such as, for example, the number of months the employee has worked for the division.) This notification may be accomplished by providing the employee a copy of Attachment 4.

Notice of Rights and Responsibilities

The division will provide written notice detailing the specific expectations and obligations of the employee and explaining the consequences of the failure to meet those obligations each time the employee is given an Eligibility Notice. This Notice will include, as appropriate:

- that the leave may be designated and counted against the employee's annual FMLA leave entitlement and the 12-month period for FMLA entitlement;
- any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to provide certification;
- that the division will substitute paid leave for unpaid leave and any conditions related to the substitution and the employee's right to take unpaid FMLA leave if the employee does not meet the conditions for paid leave;
- any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
- the employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and
- the employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after FMLA leave.

The Notice of Rights and Responsibilities should be accompanied by any required certification form.

The Notice of Rights and Responsibilities will also include notice that employees on FMLA leave must report their status and intention regarding return to work to the division at least every four weeks.

If the information provided by the Notice of Rights and Responsibilities changes, the division will, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, provide written notice referencing the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed.

Designation Notice

When the division has enough information to determine whether the leave is being taken for a FMLA-qualifying reason, the division should give the employee written notice whether the leave will be designated and will be counted as FMLA leave within five business days. If the division determines that the leave will not be designated as FMLA-qualifying, the division must inform the employee of that determination. The division will also notify the employee that paid leave must be substituted for unpaid FMLA leave or that paid leave taken under an existing leave plan be counted as FMLA leave at the time of designating the FMLA leave.

If the division will require the employees to present a fitness-for-duty certification to be restored to employment after taking leave for a continuous period of time, the division will provide notice of the requirement with the Designation Notice. If the division will require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the employee's position, the division must so indicate in the Designation Notice and must include a list of the essential functions of the employee's position.

If the division has reasonable safety concerns regarding the ability of an employee who is returning to work after intermittent or reduced leave schedule to perform his or her duties based on the serious health condition for which the employee took leave, it may require the employee to submit a fitness for duty certification unless one has been submitted within the past 30 days.

If the leave is not designated as FMLA leave because it does not meet the requirements of the FMLA, the notice to the employee that the leave is not designated as FMLA leave may be in the form of a simple written statement.

If the information provided by the division to the employee in the Designation Notice changes, the division will provide, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change.

The division will notify the employee of the amount of leave counted against the employee's FMLA leave entitlement. If the amount of leave needed is known at the time the employer designates the leave as FMLA-qualifying, the division must notify the employee of the number of hours, days, or weeks that will be counted against the employee's FMLA leave entitlement in the Designation Notice. If it is not possible to provide the hours, days, or weeks that will be counted against the employee's FMLA leave entitlement, then the division must provide notice of the amount of leave counted against the employee's FMLA leave entitlement upon request by the employee but no more often than once in a 30-day period and only if leave was taken in that period.

The division's decision to designate leave as FMLA-qualifying will be based only on information received from the employee or the employee's spokesperson. If the division does not have sufficient information about the reason for an employee's use of leave, the division will inquire further of the employee or the spokesperson to ascertain whether leave is potentially FMLA-qualifying. Once the division has knowledge that the leave is being taken for a FMLA-qualifying reason, the division will provide the employee the notice described in this subsection.

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An employee giving notice of the need for FMLA leave must explain the reasons for the needed leave so as to allow the division to determine whether the leave is FMLA-qualifying. If the employee fails to explain the reasons, leave may be denied.

Leave for the Birth, Adoption or Foster Placement of a Child

The employee's entitlement to leave for a birth, adoption or foster placement of a child expires at the end of the twelve month period beginning on the date of the birth, adoption or foster placement. Leave taken for the birth, adoption or foster placement of a child may be taken intermittently or on a reduced leave schedule if the superintendent agrees to such an arrangement.

If the necessary leave for the birth, adoption or foster placement of a child is foreseeable based on an expected birth or placement, the employee shall provide the school division with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

Leave Because of a Serious Health Condition of Employee

Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and

(2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

The School Board may require that a request for leave because of the employee's own serious health condition be supported by a certification issued by a health care provider of the employee. The division may use Form WH-380-E (Attachment 2) for this certification. The division should request that the employee furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at a later date if it later has reason to question the appropriateness of the leave or its duration. The employee must provide a complete and sufficient certification within 15 calendar days after the division's request. When the division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states -
(1) the name, address, telephone number and fax number of the health care provider and the type of medical practice/specialization;
(2) the approximate date on which the serious health condition commenced and its probable duration;
(3) a statement or description of appropriate medical facts regarding the employee's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
(4) information sufficient to establish that the employee is unable to perform the essential functions of his

or her position, the nature of any other work restrictions, and the likely duration of such inability.

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If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of his or her serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates on which such treatment is expected to be given and the duration of such treatment and any period of recovery.

If an employee requests leave on an intermittent or reduced leave schedule because of his or her own serious health condition that may result in unforeseeable episodes of incapacity, the certification shall include information sufficient to establish the medical necessity for the intermittent leave or leave on a reduced leave schedule, and an estimate of the frequency and duration of the episodes of incapacity.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's director supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

Leave Because of a Serious Health Condition of a Child, Spouse, or Parent of Employee

Family and medical leave shall be provided when the employee is needed to care for his/her spouse, child or parent with a serious health condition, as defined above. Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall
(1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
(2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for an employee's spouse, parent, or child with a serious health condition be supported by a certification issued by a health care provider of the family member in need of care. The division may use Form WH-380-F (Attachment 3) for this medical certification. The division should ask the employee to furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at some later late date if it has reason to question the appropriateness of the leave or its duration. The employee must provide the requested certification within 15 calendar days after the division's request. When the division requests certification, it will advise the employee of the anticipated consequences of the

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Certification will be sufficient if it states -

(1) the name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
(2) the approximate date on which the serious health condition commenced and its probably duration;
(3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
(4) information sufficient to establish that the family member is in need of care and an estimate of the frequency and duration of the leave required to care for the family member.

If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of a family member's serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and the duration of such treatments and any periods of recovery.

If an employee requests leave on an intermittent reduced leave schedule in order to care for a family member with a serious health condition, the certification shall include a statement that the employee's intermittent leave or leave on a reduced leave schedule is medically necessary for the care of the son, daughter, parent, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense,that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

Leave to Care for a Covered Servicemember

If the necessity for leave is foreseeable based on planned medical treatment for a serious injury or illness of a covered servicemember, the employee shall

(1) make a reasonable effort to schedule the treatment so as not to disturb unduly the operations of the division; and
(2) provide the division with at least 30 days' notice, before the date of the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for a covered servicemember with a serious

injury or illness be supported by a certification issued by the health care provider of the covered serviceperson. The certification may be completed by any health care provider listed in 29 C.F.R. 825.310(a). The employee shall provide, in a timely manner, a copy of such certification to the school division

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Certification will be sufficient if it states

(1) the name, address, and appropriate contact information (telephone number, fax number, and/or email address) of the health care provider, the type of medical practice, the medical specialty, and whether the health care provider is one of the following: a (DOD) health care provider, a United States Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private health care provider, or a DOD non-network TRICARE authorized health care provider or a health care provider as defined in 29 C.F.R. 825.125;

(2) whether the covered servicemember's injury or illness was incurred in the line of duty on active duty;

(3) the approximate date on which the serious health condition or serious injury or illness commenced or was aggravated and its probable duration;

(4) a statement or description of appropriate medical facts regarding the covered servicemember's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and

(5) information sufficient to establish that the covered servicemember is in need of care and whether the covered servicemember will need care for a single continuous period of time, including any time for treatment and recovery, and an estimate as to the beginning and ending dates for this period of time.

If an employee requests FMLA leave on an intermittent or reduced leave schedule for planned medical treatment appointments for the covered servicemenber, the certification must state that there is a medical necessity for the covered servicemember to have such periodic care and must contain an estimate of the treatment schedule of such appointments.

If an employee requests FMLA leave on an intermittent or reduced schedule basis to care for a covered servicemember other than for planned medical treatment, the certification must contain a statement that there is a medical necessity for the covered servicemember to have such periodic care, and must contain an estimate of the frequency and duration of the periodic care.

In addition to the information listed above, the division may also request that the certification set forth the information on Form WH-385 (Attachment 7).

In lieu of Form WH-385, the division will accept invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill servicemember at his or her bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA. During that time period, the employee may take leave to care for the covered servicemember in a continuous block of time or on an intermittent basis.

The information on the certification must relate only to the serious injury or illness for which the current need for leave exists. The division may seek authentication or clarification of the certification, ITO, or ITA but may not seek second or third opinions. The division may require an employee to provide confirmation of covered family relationship to the seriously injured or ill servicemember.

The division will also accept as sufficient certification of the servicemember's serious injury or illness documentation indicating the servicemember's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Leave Related to a Qualifying Exigency arising from Covered Active Duty or a Call to Covered Active Duty

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on covered active duty or has been notified of an impending call to covered active duty is foreseeable, the employee shall give such notice to the school division as is reasonable and practicable. The employee's notice should be

sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

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The first time an employee requests leave because of a qualifying exigency arising out of the covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of a military member, the division may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service. A copy of new active duty orders or other documentation issued by the military shall be provided to the division if the need for leave because of a qualifying exigency arises out of a different covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of the same or a different military member.

A request for leave because of a qualifying exigency must be supported by

1) a statement or description signed by the employee of appropriate facts regarding the qualifying exigency for which FMLA leave is requested. The facts must be sufficient to support the need for leave;
2) the approximate date on which the qualifying exigency commenced or will commence;
3) the beginning and ending dates of absence if the employee requests leave because of a qualifying exigency for a single, continuous period of time;
4) an estimate of the frequency and duration of the qualifying exigency if the employee requests leave because of a qualifying exigency on an intermittent or reduced schedule basis;
5) if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting; and
6) if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

The division may use Form WH-384 (Attachment 6) for this certification.

Rules for Intermittent and Reduced Schedule Leave

When permitted by the FMLA, intermittent and reduced schedule leave may be used until the aggregate amount of such leave equals twelve weeks or 26 weeks if the leave is taken to care for a covered servicemember in the employee's rolling year. However, when the employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment the school division may temporarily transfer the employee to an available alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

When an eligible employee employed principally in an instructional capacity requests leave to care for a family member with a serious health condition, leave because of the employee's own serious health condition, or leave to care for a covered servicemember and the leave is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the school division may require the employee to elect either

(1) to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
(2) to transfer temporarily to an available alternative position offered by the school division for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring

periods of leave than the employee's regular employment position.

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The school division may require an employee to make such an election when the employee has

(1) made a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division, subject to the approval of the health care provider; and

(2) has provided the division with not less than 30 days' notice before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

Rules for Husband and Wife Employed by BLANK School Division

A husband and wife who are both eligible for family and medical leave and are employed by Giles County school division shall be granted family and medical leave only for a combined total of twelve weeks per year when the leave is taken for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition.

A husband and wife who are both eligible for family and medical leave and are employed by Giles County school division shall be granted family and medical leave only for a combined total of 26 workweeks per year if the leave

(1) is taken to care for a covered servicemember; or

(2) is taken as a combination of leave to care for a covered servicemember and leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition. However, if the leave taken by the husband and wife includes leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition, the leave for that reason shall be limited to 12 workweeks per year.

Benefits During Family and Medical Leave

Employees on family and medical leave shall receive the group health insurance plan coverage on the same conditions as coverage would have been provided if the employee had been working during the period of leave. Other benefits shall be provided according to Giles County school division policy for paid or unpaid leave, whichever applies.

If the employee fails to return to work when the period of leave to which he or she is entitled expires for any reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave, or other circumstances beyond the employee's control, the school division may recover the premium it paid for maintaining the employee's coverage during the period of unpaid leave in accordance with federal law.

Return to Work

An employee on family and medical leave shall provide the division at least two work days' notice of the intent to return to work. The employee shall be returned to the same or equivalent position at the end of the family and medical leave unless the division shows that the employee would not otherwise have been employed at the time reinstatement is requested.

The following return to work provisions apply to instructional employees:

1. If an instructional employee begins family and medical leave more than five (5) weeks before the end of an academic term, the employee may be required to continue taking leave until the end of an academic term if the leave is at least three (3) weeks in duration and the return to work would occur

during the last three (3) weeks of the academic term.

2. If an instructional employee begins family and medical leave (a) because of the birth, adoption, or foster care placement of a son or daughter of the employee, (b) to care for a family member with a serious health condition, or (c) to care for a covered service member during the five (5) week period before the end of an academic term, the employee may be required to continue taking leave until the end of the academic term if the leave is longer than two (2) weeks in duration and the return to work would occur during the last two (2) weeks of the academic term.

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3. If an instructional employee begins family and medical leave (a) because of the birth, adoption, or foster care placement of a son or daughter of the employee, (b) to care for a family member with a serious health condition, or (c) to care for a covered service member during the three (3) week period before the end of an academic term, the employee may be required to continue taking leave until the end of an academic term if the leave is longer than five (5) working days in duration.

If an instructional employee is required to continue leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be counted against the family and medical leave entitlement. However, the division must continue the group health insurance coverage under the same conditions as if the employee were working.

Outside Employment

An employee who is on family and medical leave may not engage in employment for any other employer or self-employment while on leave. Falsification of records and failure to correct records known to be false are violations of this policy and will result in discipline which may include termination from employment.

Adopted: October 14, 2004
Revised: May 15, 2008
Revised: April 14, 2009
Revised: March 18, 2010
Revised: October 24, 2013
Revised: March 17, 2016

Legal Ref.: 29 U.S.C. §§ 207, 2611, 2612, 2613, 2614, 2618, 2619.

29 CFR 825.110, 825.115, 825.122, 825.124, 825.125, 825.200, 825.203, 825.207, 825.300, 825.301, 825.302. 825.303, 825.305, 825.306, 825.307, 825.309, 825.310, 825.311, 825.312, 825.600, 825.602, 825.603, 825.800.

Cross Refs.:
GCBD	Professional Staff Leaves and Absences
GCBEA	Leave without Pay
GCQA	Nonschool Employment By Staff Members

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GILES COUNTY PUBLIC SCHOOLS

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ATTACHMENTS

Attachment 1 **Employee Rights and Responsibilities Under the Family and Medical Leave Act** (WHD Publication 1420) (Revised February 2013)
Please note: a copy of this poster can be downloaded from http://www.dol.gov/whd/regs/compliance/posters/fmla.htm

Attachment 2 **Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)** (Form WH-380-E) (Revised May 2015)
Please note: a copy of the certification form can be downloaded from http://www.dol.gov/whd/forms/WH-380-E.pdf

Attachment 3 **Certification of Health Care Provider for Family Member's Serious Health Condition (Family and Medical Leave Act)** (Form WH-380-F) (Revised May 2015)
Please note: a copy of this form may be downloaded from http://www.dol.gov/whd/forms/WH-380-F.pdf

Attachment 4 **Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)** (Form WH-381) (Revised February 2013)
Please note: a copy of this form may be downloaded from http://www.dol.gov/whd/forms/WH-381.pdf

Attachment 5 **Designation Notice (Family and Medical Leave Act)**
(Form WH-382)
Please note: a copy of this form may be downloaded from http://www.dol.gov/whd/forms/WH-382.pdf

Attachment 6 **Certification of Qualifying Exigency for Military Family Leave (Family and Medical Leave Act)** (Form WH-384) (Revised February 2013)
Please note: a copy of this form may be downloaded from http://www.dol.gov/whd/forms/WH-384.pdf

Attachment 7 **Certification for Serious Injury or Illness of Covered Servicemember—for Military Family Leave (Family and Medical Leave Act)** (Form WH-385) (Revised May 2015)
Please note: a copy of this form may be downloaded from http://www.dol.gov/whd/forms/WH-385.pdf

Attachment 8 **Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave (Family and Medical Leave Act)** (Form WH-385-V (revised May 2015)
Please note: a copy of this form may be downloaded from http://www.dol.gov/whd/forms/wh385V.pdf

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File: GCBEA

LEAVE WITHOUT PAY

Employee's Debilitating or Life-Threatening Illness or Injury

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave as described in Policy GCBE Family and Medical Leave because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to five days unpaid leave during their first year of employment with the school division. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

Approval must be obtained prior to leave being taken.

All rights under this policy expire at the end of the employee's first year of service.

Other Work During Leave

Employees who are on unpaid leave pursuant to this policy or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)(see Policy GCBEB Military Leave and Benefits), may not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the Superintendent.

Adopted: October 20, 2005
Revised: June 30, 2006
Revised: April 24, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

Cross Refs.:	GCBD	Professional Staff Leaves and Absences
	GCBE	Family and Medical Leave
	GDBD	Support Staff Leaves and Absences
	GCBEB	Military Leave and Benefits

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File: GCBEB

MILITARY LEAVE AND BENEFITS

Leave

All employees of Giles County School Board who are members of the state or federal military reserves are entitled to leaves of absence from their duties on all days during which they are engaged in federally funded military duty, including training duty, or when called forth by the Governor.

Immediately upon receipt of official note to report for duty, the employee will notify his or her supervisor of the need for military leave. A copy of the official orders must accompany the leave request.

Pay/Paid Leave

All employees on military leave will receive up to 15 days paid leave per federally funded tour of duty. When possible, military leave for employees on less than a 12 month contract will be arranged during non-duty hours.

An employee who is scheduled for a physical examination for military service during working hours, including but not limited to pre-induction physicals, will be given paid leave.

The employee will be permitted, upon request, to use any vacation, annual, or similar leave that had accrued at the time military leave began.

Except as outlined above, military leave is unpaid.

Benefits

Health Benefits

If the employee so desires, the employee and the employee's dependents may continue to participate in the division's group health plan for up to 24 months while the employee is on military leave. The employee must notify Barbara Perkins if he or she wants to continue participation in the division's group health plan. Employees who elect to continue on the division's health plan will be responsible for the following payments:

Retirement Benefits

An employee reemployed after military leave will be treated as not having incurred a break in service. The period of military leave will be considered service to the division for purposes of vesting and benefit accrual. The division is responsible for its pension plan funding obligation. The division is not required to make its contribution until the employee is reemployed.

The employee will be allowed, but not required, to make up his or her contributions to a contributory plan. The employee may repay his or her employee contributions for a period of up to three times the period of military service, but not to exceed five years. If the employee's retirement plan is contributory and the employee does not make up his or her contributions, he or she will not receive the employer match or the accrued benefit attributable to his or her contribution because the employer is required to make contributions that are contingent on the employee's contributions.

The employer and employee contribution will be calculated on the rate of pay the employee would have received but for the absence to serve military duty.

Reemployment

An employee who is entitled to military leave by reason of service in the federal military reserves is entitled to be reemployed by the School Board as long as he or she

- has given advance notice of the need for military leave (unless notice is precluded by military necessity or is otherwise impossible or unreasonable);
- has not been absent from his or her job for more than five years; and
- returns to work as outlined below.

If the employee was absent from work for

- less than 31 days, he or she must report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest and report to work;
- more than 30 days but less than 181 days, the employee must submit an application for reemployment within 14 days after the completion of service;
- more than 180 days, the employee must submit an application for reemployment within 90 days after the completion of service.

Employees who are entitled to military leave due to service in the Virginia military reserves must make written application for reemployment within (1) 14 days of release from duty or from hospitalization following release if the length of the employee's absence by reason of service in the uniformed services does not exceed 180 days or (2) 90 days of his release from duty or from hospitalization following release if the length of the employee's absence by reason of service in the uniformed services exceeds 180 days.

Upon returning from duty, an employee will be restored to the same job he held before leaving or to a comparable job. The School Board is not obligated to reemploy persons returning from military leave in certain unusual situations specified by state and federal law.

Termination after Reemployment

A person who is reemployed after returning from more than 30 days of military duty will not be discharged except for cause

- within one year after the date of reemployment, if the person's period of military service before the reemployment was more than 180 days; or
- within 180 days after the date of reemployment, if the person's period of military service before the reemployment was more than 30 days but less than 181 days.

Discrimination Against Members of Military Reserves Prohibited

Members of the military reserves will not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment on the basis of that membership.

Adopted: June 30, 2010
Revised: March 19, 2015

Legal Refs: 38 U.S.C. §§ 4312, 4313, 4316, 4317.

20 C.F.R. §§ 1002.259, 1002.261, 1002.262, 1002.267.

Code of Virginia, 1950, as amended, §§ 22.1-289.2, 44-93, 44-93.1, 44-93.3, 44-93.4, 44-102.1.

EMPLOYMENT OF FAMILY MEMBERS

A. The School Board may not employ or pay, and the superintendent may not recommend for employment, any family member of the superintendent or of a School Board member. This prohibition does not apply to the employment, promotion, or transfer within the school division of any family member who

- has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of the superintendent or any School Board member, or
- has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of the family relationship, or
- was employed by the school board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the school board or division superintendent of schools.

A family member employed as a substitute teacher may not be employed to any greater extent than he was employed by the School Board in the last full school year prior to the taking of office of such board member or division superintendent or to the inception of such relationship.

B. School Board may employ or pay, and the superintendent may recommend for employment, any family member of the superintendent or of a School Board member provided that

1) the member certifies that he had no involvement with the hiring decision; and

2) the superintendent certifies to the remaining members of the school board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.

C. No family member of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

D. Family members are defined as father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law.

Adopted: August 22, 2002
Revised: June 30, 2006
Revised: June 30, 2010 (Footnotes only)
Revised: June 30, 2011
Revised: March 19, 2015
Revised: June 30, 2017

Legal Ref.: Code of Virginia, 1950, as amended, § 2.2-3119.

Cross Ref.:	BBFA	Conflict of Interests and Disclosure of Economic Interests
	GCI	Professional Staff Assignments and Transfers

EFFECT OF CRIMINAL CONVICTION OR FOUNDED COMPLAINT OF CHILD ABUSE OR NEGLECT

The Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

I. APPLICANTS FOR EMPLOYMENT

A. Criminal Convictions

As a condition of employment for all of its public school employees, whether full-time or part-time, permanent, or temporary, the Giles County School Board shall require on its application for employment certification (i) that the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and (ii) whether the applicant has been convicted of a crime of moral turpitude.

The Giles County School Board shall also require on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect.

As a condition of employment, any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the Giles County School Board, shall submit to fingerprinting or provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information on applicants who are offered or accept employment.

To conserve the costs of conducting criminal history record checks to applicants and school boards, upon the written request of the applicant, the Giles County School Board shall inform another school board with which reciprocity has been established and to which the applicant also has applied for employment of the results of the criminal history record information conducted within the previous ninety days that it obtained concerning the applicant. Criminal history record information pertaining to an applicant for employment by a school board shall be exchanged only between school boards in the Commonwealth in which a current agreement of reciprocity for the exchange of such information has been established and is in effect. Reciprocity agreements shall provide for the apportionment of the costs of the fingerprinting or criminal records check between the applicant and Giles County School Board as provided by statute.

If an applicant is denied employment because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the applicant.

B. Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School board shall ensure that all such searches are requested in conformance with the regulations of the Board of Social Services. In addition, where the applicant has resided in another state within the last five years, the School Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states that provide access to out-of-state school boards for use by local school boards. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on his record in the registry, the School Board shall provide a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services shall be confidential and shall not be disseminated by the School Board.

I. EMPLOYEE CHARGES AND CONVICTIONS

A. Criminal Proceedings

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code section 22.1-315 may be suspended in accordance with Policy GCPF Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the employee.

The Superintendent shall inform the School board of any notification of arrest of a school board employee received pursuant to Virginia Code ξ19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§ 22.1-307 and 22.1-315 of the Code of Virginia.

B. Founded Complaints of Child Abuse or Neglect

Any employee of the Giles County School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the local school division to recommend that the Board of Education revoke such person's license to teach.

II. For purposes of this policy, a court's placing an individual on probation pursuant to VA Code section 18.2-251 shall be treated as a conviction and as a finding of guilt.

III. COSTS OF FINGERPRINTING, CRIMINAL RECORD AND ABUSE AND NEGLECT CHECKS

The applicant or employee shall pay for the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy.

Adopted: June 29, 2001
Revised: June 30, 2006 (Cross Ref. Only)
Revised: March 15, 2007
Revised: June 26, 2008
Revised: June 29, 2009
Revised: June 28, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-296.4, 22.1-307, 22.1-315, 63.2-1515.

Cross Refs.: GCPF Suspension of Staff Members

GCPD Professional Staff Members: Contract Status and Discipline

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File: GCDA-R

EFFECT OF CRIMINAL CONVICTION

The following paragraph will be added to all applications for employment with the Giles County Public Schools:

"I hereby authorize the Division Superintendent or his designee to conduct work history, personal reference or police record inquiries, and waive the right to hold liable those persons for providing any requested information. It is understood that such information is to be absolutely privileged, confidential, and used only in determining my qualifications for employment and assignment."

If an applicant for employment with the Giles County Public Schools should refuse to permit a criminal history record search, that applicant will be removed from further employment consideration.

Issued: August 11, 1994

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PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

Substitute teachers shall:

1. be at least 18 years old, with preference given to persons 21 years old or older;
2. possess good moral character;
3. hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education,
4. attend orientation to school policies and procedures; and
5. any other qualifications as determined by the School Board

The Giles County School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

A substitute teacher, as used in this section, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

Homebound Teachers

Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants on the approved homebound list and/or substitute teacher list and shall be eligible for a teaching certificate.

Part-Time Teachers

An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time.

Part-time teachers shall meet the certification requirements of the State Board of Education.

Summer School Teachers

Summer school teachers shall meet all certification requirements.

Interns

Arrangements for the utilization of interns in the school division should be initiated through the superintendent.

Student Teachers

The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The superintendent shall have the responsibility for the assignment and placement of student teachers in the school system.

Student teachers shall not be used as substitute teachers

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Adopted: August 22, 2003
Revision: October 14, 2004 (Deleted GCPS Substitute Teacher Guidelines/Moved to GCE-R)
Revision: June 30, 2010
Revision: June 28, 2012
Revision: June 30, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

Cross Refs.: GCB Professional Staff Contracts
GCPD Professional Staff Discipline
GCDF Suspension of Staff Members

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SUBSTITUTE TEACHER GUIDELINES

Substitute teachers are expected to arrive at the school site as early as possible before students arrive and should remain at the school until such time as the principal releases them (See Giles County Substitute Teacher Handbook). The minimum expected work hours are six and one-half hours. In no case will the substitute day exceed a maximum of seven and one-half hours, exclusive of lunch.

For Giles County Public School employees who may hold other positions working less than 40 hours a week and are otherwise deemed eligible as a substitute teacher, their total work hours, including substitute teaching, may not exceed forty hours. Bus Drivers are classified as full time employees working three hours per day; therefore they would, if otherwise eligible for substitute teaching, be eligible to substitute no more than three days per workweek. It is the responsibility of the substitute to be certain that they do not obligate themselves for more days per workweek than is permitted by this regulation as they will not be compensated for any hours beyond the 40 hour workweek.

SECURING LONG-TERM SUBSTITUTES

1. Principal to seek approval of the Superintendent when a long-term substitute is needed, or the need is anticipated.

2. Superintendent shall approve or deny the principal's request.

3. If approved, the following procedures shall be followed:

    a. Superintendent will select a central office staff member as designee for the case, who will make available to the principals a list of eligible substitutes and/or applicants, who are deemed qualified to fill the long-term vacancy.

    b. Principal will follow routine personnel procedures to determine the recommendation for the successful candidate for the long-term assignment, and shall notify the Superintendent or designee assigned to assist with the selection of the long-term substitute of such recommendation.

    c. The Superintendent will accept the recommendation, or make his own determination, regarding the long-term substitute.

    d. The Superintendent, or designee assigned responsibility of the case, will initiate the necessary payroll data change paperwork, to ensure timely payment of the long-term substitute.

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GILES COUNTY PUBLIC SCHOOLS
SUBSTITUTE PAY AND PAYROLL PROCEDURES

Substituting For:
ISS MONITOR - $60.00 (Located at H.S. only/With HS Diploma or GED)
SECRETARY - $60.00 (With HS Diploma or GED)
TEACHER - $80.00 (Requires a 4 Year Degree)
$60.00 (Without 4 Year Degree/With HS Diploma or GED)
TEACHER ASSISTANT - $60.00 (With HS Diploma or GED)
SUBSTITUTE BUS DRIVER - $35.00 per trip

- If you substitute for the **same person 21 consecutive days or more**, your daily rate is based on where you would be on the full-time pay scale, with past contracted experience that would be relevant to the position considered. The Superintendent shall be informed by the principal of any long-term positions and substitute payroll information for prior approval.

COMPLETED PAPERWORK NEEDED BEFORE PAYROLL CAN BE PROCESSED

- Substitute's Verification Form (green)
- Federal Tax Form (white)
- State Tax Form (yellow)
- Physician's Certificate of Tine Test Form
- Child Support Form Under Code of Virginia 60.2-114.1
- Employment Eligibility Application (I-9)
- 2 ID's are required for this form, preferably your Driver's
- License and Social Security Card **(A copy of these ID's has to be attached to the I-9 form)**

NOTES:

- Substitutes are paid the **15th** of every month. If the 15th is Saturday or Sunday, you will be paid on the Friday before.
- The pay you receive on the 15th of a month covers the month prior to the payday.
  Example: November 15th check would pay for days you substituted from October 1st - October 31st.

This procedure applies to all long-term substitute positions, both professional and support personnel, with the exception of bus drivers.

Issued: December 15, 1999 (Page 1 Revision/Sub Pay Increases)
Revision: October 14, 2004 (Added Substitute Teacher Guidelines)
Revision: October 20, 2011 (Changed Substitute Bus Driver Pay, effective 11/1/11)
Revision: June 28, 2012
Revision: October 22, 2015
Revision: April 21, 2016

PROFESSIONAL STAFF PROBATION AND CONTINUING CONTRACT

Teachers

Probationary Term

A probationary term of service of five years in Giles County School Division is required before a teacher is issued a continuing contract. Service under a local teacher license does not count towards satisfying this probationary requirement. A mentor teacher is provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the Superintendent. Probationary teachers shall be evaluated at least annually in accordance with policy GCN Evaluation of Professional Staff. A teacher in his first year of the probationary period is evaluated informally at least once during the first semester of the school year. The Superintendent shall consider such evaluations as one factor in making recommendations to the School Board regarding the nonrenewal of such teacher's contract. If a probationary teacher's evaluation is not satisfactory, the School Board should not reemploy the teacher.

In order to achieve continuing contract status, every teacher must have successfully complete training in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. The Giles County School Board provides said training at no cost to teachers it employs. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

Once a continuing contract status has been attained in a school division in this state, another probationary period need not be served unless such probationary period, not to exceed two years, is made a part of the contract of employment. If a teacher separates from service and returns to teaching service in Virginia public schools by the beginning of third year, the person shall be required to begin a new probationary period not to exceed two years, if made part of the contract.

If a teacher who has not achieved continuing contract status receives notice of reemployment, he must accept or reject in writing within 15 calendar days of receipt of the notice. Unless a conference with the Superintendent is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of nonrenewal of the probationary contract must be given by the board on or before June 15 of each year. If the teacher requests a conference with the Superintendent, then written notice of non-renewal by the School Board must be given within thirty days after the Superintendent notifies the teacher of his intention with respect to the recommendation.

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Continuing Contract

Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service. Written notice of noncontinuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

The School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.

Furthermore, nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available.

As soon after June 15 as the school budget is approved by the appropriating body, the school board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Within two weeks of the approval of the school budget by the appropriating body, but no later than July 1, the school board will notify any teacher who may be subject to a reduction in force due to a decrease in the school board's budget as approved by the appropriating body.

Principals, Assistant Principals, and Supervisors

A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve a probationary term of three years in such position in the same school division before acquiring continuing contract status as a principal, assistant principal or supervisor.

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Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting the School Board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the School Board by June 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the superintendent, the superintendent's designee or the School Board. Before recommending such reassignment, the superintendent shall consider, among other things, the performance evaluations for such principal, assistant principal or supervisor. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the superintendent, the superintendent's designee or the School Board. The School Board, superintendent or superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the School Board.

The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the superintendent, his designee or the School Board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause for the salary reduction and reassignment of a principal, assistant principal or supervisor.

As used in this policy, "Supervisor" means a person who holds an instructional supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education.

Adopted: August 22, 2003
Revision: June 26, 2008 (Cross Refs. Only)
Revision: June 30, 2011
Revision: June 28, 2012
Revision: August 16, 2013
Revision: June 30, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-294, 22.1-303, 22.1-304.

Cross Refs.:

GBM	Professional Staff Grievances
GCB	Professional Staff Contracts
GCE	Part-Time and Substitute Professional Staff Employment
GCN	Evaluation of Professional Staff
GCPA	Reduction in Professional Staff Work Force
GCPB	Resignation of Professional Staff Members
GCPD	Professional Staff Discipline
GCPF	Suspension of Staff Members

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File: GCI

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Principals and other supervisory personnel may submit recommendations to the Division Superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to their supervision.

Upon recommendation of the superintendent, the Giles County School Board shall place all employees within the various schools and facilities located in the school division. The superintendent has the authority to assign such employees to their respective positions within the school or facility wherein they have been placed by the School Board.

The superintendent may also reassign any such employee for that school year to any school or facility within such division, provided no change or reassignment during a school year shall affect the salary of such employee for that school year. However, no one will be employed in or reassigned to a situation where a family member, as defined in Policy GCCB Employment of Family Members, is directly responsible for that employee's supervision.

Any employee seeking a transfer of assignment to another work location for the next school year must make a request in writing to the superintendent or the superintendent's designee, with copies to the current supervisor, not later than April 1. This type of request, if granted, will be considered a voluntary transfer. A change of assignment within an immediate work station is the responsibility of the immediate supervisor.

Adopted: December 12, 2001
Revised: May 15, 2008
Revised: June 27, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-293, 22.1-295, 22.1-297

Cross Refs: GCCB Employment of Family Members

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File: GCI-R

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Employees may transfer to a lateral or equivalent position. Part-time employees are only eligible to transfer to part-time positions.

Issued: November 16, 1999

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File: GCJ

PROFESSIONAL STAFF TIME SCHEDULES

The Giles County School Board recognizes the need for establishing daily time schedules for all employees that provide for consistency throughout the school system. The School Board also recognizes the need for daily time schedules to allow for differences in responsibilities and requirements in the variety of positions held by school system employees.

The superintendent shall be authorized to establish daily time schedules for all classifications of employees that shall be subject to School Board review. In setting such schedules, consideration must be given but not be limited to evening and weekend responsibilities, wage and hour regulations, comparative schedules of employees in other school systems, and schedules established by other employers in the community that provide a generally accepted standard.

Adopted: March 12, 1997

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-79, (5), 22.1-291.

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File: GCJ-R

PROFESSIONAL STAFF TIME SCHEDULES

Work Hours

Persons who work in the central office of the Board work eight hours per day. The daily schedule shall be determined by the Superintendent.

Principals vary their schedules according to local school conditions, but each principal is generally expected to work a minimum of eight hours per day. Pay for principals provides for longer days when needed.

Board policy for teachers during the regular session requires teachers to be on duty at least 30 minutes before school begins and to remain at least 20 minutes after school closes. From time to time teachers are scheduled bus duty before and after school and on those days work longer days according to the bus schedules at the different schools. The Board recognizes that teachers use time away from school in lesson preparation, paper grading, and other similar duties.

Employees who work for 11 and 12 months are expected to be on duty a minimum of eight hours per day.

Length of Employment

Employees who are employed for 10 1/2, 11, 11 1/2 or 12 months will work as specified in their notice of employment.

The number of actual contracted days will be determined on an annual basis by the Superintendent. Generally, employees hired for 10 months will work 210 days with 10 vacation days and other holidays. An exception will be teachers new to Giles County. They will be required to attend orientation sessions two days prior to the beginning of the school term as a condition of employment. The following are the number of days of work for the remaining employee groups, subject to change based upon the actual contracted days determined by the Superintendent.

Professional/Parprofessional	
10 1/2 Month	220 Days
11 Month	231 Days
11 1/2 Month	241 Days
12 Month	252 Days
Teacher Assistants	200 Days
Bus Drivers	190 Days

Support Staff

Trans/Main/Cust - 12 Month	260 Days
10 1/2 Month	229 Days

Employees who enter their duties during the school session will have their contractual days prorated according to the number of days of service rendered.

All employees should note that if schools close for weather or other causes, these days will be made up on designated days. In the case of 11, 11 1/2 and 12 month employees, days not made up in regular school calendar may be charged against vacation allowances.

SUPPORT STAFF TIME SCHEDULES

Secretaries and aides are employed for varying lengths of working days ranging from part-time to normal eight hour days. The months of employment also may vary from 10 to 12 months.

The workday for nonprofessional employees varies from part-time to normal eight hour days for maintenance workers, garage employees, and some custodial employees. The months of employment vary from 10 to 12 months.

Overtime provisions are applicable to all non-certificated personnel who are required to work beyond a normal 40 hour week. The Board requires that all employees subject to overtime under the wage-hour law keep daily time sheets. All compensatory time is to be documented on monthly time sheets. Compensatory records will be maintained at the School Board by the Payroll Clerk.

COMPENSATORY TIME

Eligibility

Non-Professional Staff - defined as those employees hired on an hourly basis and not holding a certificate or license by the Department of Education or other such Professional Board.

Unique situations with professional staff, such as working on a "closed" school day, etc. may be handled at the discretion of the immediate supervisor/principal.

Procedures

Compensatory time should only be earned when extra hours are required and approved in advance by the immediate supervisor/principal. **For additional clarification, please see Policy GAA regarding the Fair Labor Standards Act.** The supervisor/principal's signature on the SB-85 indicates that compensatory time has been earned and approved consistent with this requirement.

Compensatory time will be earned at a rate of one and one half time for all hours worked over forty in a given week. The work week is classified as 12:00 a.m. Saturday until 11:59 p.m. Friday.

Usage

All existing compensatory time of record must be reduced to zero hours by June 30 of each year or the remaining balance of compensatory time will be issued as monetary compensation. Employees may receive prior approval by the Superintendent/Designee to carry up to but no more than forty hours of compensatory time.

Issued:	June 12, 1996 (Page 2 Only)
Approved/Issued:	September 16, 1997
Revised:	November 16, 1999 (Pages 1 & 2 Only)
Revised:	June 30, 2004 (Page 3 Only)
Revised:	February 16, 2006 (Page 3 Only)
Revised:	May 17, 2007 (Page 3 Only-Usage)

#

File: GCJ-E

FORM

TO:

FM:

RE:

A committee has been reviewing the issue of compensatory time and an administrative regulation will be implemented July 1st regarding compensatory time. I have attached that regulation for your information. Since you have an excessive amount of compensatory time on record (over ten days), I am requesting you develop a schedule outlining your plans to utilize your compensatory time. Please submit that plan to me by June 28th.

If you have questions on your compensatory time of record, please check with Sandra. If you have questions or other concerns regarding the regulation and/or procedures, please let me know.

Issued: August 20, 1991
Issued: June 12, 1996 (Page 2/Compensatory Time & GCJ-E Form)

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-291 and 22.1-292

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GILES COUNTY PUBLIC SCHOOLS

File: GCL

PROFESSIONAL STAFF DEVELOPMENT

The Giles County School Board will provides a program of high-quality professional development

i. in the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and administrators to clarify roles and performance expectations and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;

ii. as part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and students who have been identified as having limited English proficiency and to increase student achievement and expand the knowledge and skills students require to meet the standards for academic performance set by the Board of Education;

iii. in educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula, and

iv. for administrative personnel designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel, and

v. Designed to education School Board employees about bullying and the need to create a bully-free environment.

In addition, the board provides teachers and principals with high-quality professional development programs each year in

i. instructional content;

ii. the preparation of tests and other assessment measures;

iii. methods for assessing the progress of individual students, including Standards of Learning assessment materials or other criterion-referenced tests that match locally developed objectives;

iv. instruction and remediation techniques in English, mathematics, science, and history and social science;

v. interpreting test data for instructional purposes;

vi. technology applications to implement the Standards of Learning.

vii. effective classroom management.

All instructional personnel are required to participate each year in professional development programs.

The board will annually review its professional development program for quality, effectiveness, participation by instructional personnel, and relevancy to the instructional needs of teachers and the academic achievement needs of the students in the school division.

Adopted: August 26, 2005
Revised: June 29, 2007
Revised: June 27, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5.

8VAC 20-450-10.

File: GCN

EVALUATION OF PROFESSIONAL STAFF

Every employee of the Giles County School Board will be evaluated on a regular basis at least as frequently as required by law.

The superintendent shall assure that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The primary purposes of evaluation are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

The procedures will be consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals. Evaluations shall include student academic progress as a significant component and an overall summative rating.

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

If a teacher's performance evaluation during the probationary period is not satisfactory, the School Board shall not reemploy the teacher.

Adopted: June 30, 2000
Revision: October 14, 2004 (Legal Ref. Only)
Revision: April 12, 2011 (Legal Ref. Only)
Revision: June 28, 2012
Revision: June 27, 2013

Legal Refs.: Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-294, 22.1-295, 22.1-303, 22.1-253.13:5, 22.1-253.13:7 and 22.1-276.2.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers (Virginia Board of Education April 2011) (http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_teachers.pdf).

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals (Virginia Board of Education February 2012) (http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_principals.pdf).

Cross Ref.:
CBG	Evaluation of the Superintendent
GCG	Professional Staff Probationary Term and Continuing Contract

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File: GCN-R

REVISED EVALUATION SCHEDULE / PROCEDURES

BACKGROUND:
Upon review, it has been recognized that the need for certain revised practices and the setting of established dates for submission of completed evaluations would be of value.

EVALUATION SUBMISSION DATES FOR 2016-17:
- Submission is to be on or before this date.
- These are considered the minimum number of evaluations expected.

Dec. 16 – List of employees 'at risk' for non-reappointment
March 24 - Bus drivers - all
March 31 - Cafeteria
March 31 - Superintendent to be notified
A. All professional personnel for which an improvement plan will be prepared.
B. All professional personnel for which employment concerns exist.
April 21 - Office support personnel (secretaries, bookkeepers, guidance clerks, office clerks)
- Teacher assistants – all
May 5 - All first year professional personnel/probationary
June - (within two days of last teacher workday) - all additional Professional Summative Evaluations are to be submitted with end of year report.

IMPROVEMENT PLANS:
Improvement plans should be implemented whenever significant problems are observed in employee performance. All employees rated ineffective in one or more significant performance areas will be provided assistance and the individual improvement plan shall be the record of these efforts.

OBSERVATIONS:
Classroom visitation reports are to be used to record observations on job performance. These may be completed after each observation or after a series of observations. These reports are to be used, along with your anecdotal notes and in-house documents, as the basis in completing all summative evaluations.

1. The deadline for First Year Professional/Probationary personnel shall be May 5.

2. It is recommended that a minimum of two written observations should be conducted in a summative evaluation. Written classroom visitations are to be conducted on all personnel during non-summative evaluation years.

3. Rick Franklin should be considered as a resource in the development and/or implementation of improvement plans.

4. The above dates should be maintained as applicable for administrators at the school and county level.

GILES COUNTY PUBLIC SCHOOLS

5. Personnel shall have their observations/evaluation schedule provided as part of their job classification/posting, if it is necessary to provide a schedule different from that previously identified (i.e., Counselors, Speech Therapist, Service Personnel, etc.).

6. If new personnel are hired in sufficient time, then a full year of experience credit may be granted, and the regular observation/evaluation schedule shall be maintained. In the event of an employee's being hired and being ineligible for a full year of experience credit, the following shall be in effect:

- If the job posting and hiring is for a position that will be maintained, then recommendations must be made by May 5, as per the evaluation schedule.
- Observations and evaluations should be conducted as possible.
- Such employees shall be considered as first year probationary employees during the next full year of employment.

Part time personnel shall be observed/evaluated on the same schedule as that for a full time employee within that job classification.

7. Itinerant personnel shall have their initial responsibility for observation/evaluations conducted through the administrator at the school designated as their "home base" (as per contract assignment). Other administrators who may also utilize the services of this employee may:

A. Contact the primary supervisor with regard to evaluation information, or
B. Conduct their own observation/evaluations, which may be site-specific.

Issued: June 1, 1993
Revised: September 17, 2009
Revised: August 19, 2011
Revised: June 28, 2012
Revised: August 19, 2016

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File: GCPA

REDUCTION IN PROFESSIONAL STAFF WORK FORCE

A decrease in enrollment, abolition of particular subjects, a decrease in the School Board's budget as approved by the appropriating body, a consolidation of schools, the phasing out of programs, departments or grade levels and other conditions may cause a reduction in the number of staff needed in a building, program or department or in the entire school division.

General reduction in total personnel and redistribution of personnel within designated programs shall be done in accordance with regulations adopted by the Board. The regulations will not provide for reductions to be made solely on the basis of seniority; they will include consideration of the performance evaluations of the teachers potentially affected by the reduction in workforce.

Adopted: March 12, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 10, 2003 (Cross Ref. Only)
Revision: May 21, 2009 (Legal Ref. Only)
Revision: June 27, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-304.

Cross Ref.: GCG Professional Staff Probation and Continuing Contract

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File: GCPA-R

REDUCTION IN PROFESSIONAL STAFF WORK FORCE

Reduction in Force for Teachers and Instructional Administrative Personnel

In the event of a decrease in pupil enrollment, insufficient allocation of financial resources, expiration of special grants and/or other conditions which may result in a reduction in staff, the school board, upon recommendation of the superintendent, shall determine the program adjustments to be made and the reduction in force required.

Definitions:

1. Seniority

Seniority shall be that period of time commencing with the most recent term of continuous full-time service in the Giles Public Schools based on date of contract with Giles Public Schools, including authorized leave(s), but excluding employment under temporary or interim contract. For the purposes of this regulation, a minimum of 180 work days in a school year will be required for a teacher to be credited with a year of seniority. Should a tie exist, the tie shall be broken in the following order:

a. official beginning date of employment as shown on the teacher's contract;

b. the date the School Board took action on the employment of the teacher as shown in the Board's minutes;

c. date of teacher's signature on the teacher's contract; and

d. selection by lot.

2. Teacher

As used in this regulation, "teacher" shall mean a regularly employed full-time classroom teacher, guidance counselor, or librarian/media specialist.

3. Instructional Administrative Personnel

As used in this regulation, "instructional administrative personnel" shall mean principals and assistant principals.

4. Endorsement Area

For purposes of this regulation, "endorsement area" shall mean the teaching endorsement shown on the current teaching license as issued by the Board of Education.

5. Active Assignment

For purposes of this policy, "active assignment" shall mean the endorsement area in which the teacher is actively assigned at such time as it may become necessary to implement reduction in force procedures.

6. Performance Evaluation

For purposes of this regulation, "performance evaluation" shall mean the evaluation of the employee's performance as reflected in both formal and informal instruments, including, but not limited to, Performance Standards for Teachers, classroom observations, letters of reprimand, etc.

Seniority Lists for Teachers

Seniority lists for teachers will be shown in ascending order of seniority and shall be comprised of lists based on the endorsement or other special areas of the active assignment as follows (or on the comparable endorsement areas under the Licensure Regulations of the Board of Education in effect at the time it may become necessary to implement reduction in force procedures):

Subject Areas – English, Mathematics, History/Social Studies, Etc.

Early/Primary Education – PK-3

Elementary Education – PK-6

Middle Education – 6-8

Special Areas – Special Education, Federal or other specially funded programs, Adult Education, or other special areas.

A teacher holding a comprehensive elementary endorsement of grades PK-3 or PK-6 will be listed in the first category that is appropriate to the teacher's active assignment, i.e. either PK-3 or PK-6.

Teachers will only be listed on one seniority list.

Reduction in Force Procedures:

1. Continuing Contract Teachers:

When recommending the destaffing of teachers under continuing contract the Superintendent will consider the performance of the teacher as reflected in that teacher's performance evaluation and the teacher's seniority as defined above. If the superintendent determines that two or more employees under consideration for reduction are equal after application of the above identified criteria, then and only then shall seniority be the determining factor.

2. Probationary Contract Teachers:

Destaffing of probationary contract teachers on or before June 15 will be in accordance with the procedures set forth in §22.1-305 of the Code of Virginia. Except as provided hereafter, the destaffing of probationary contract teachers after June 15 will be in accordance with the provisions of this regulation.

3. Instructional Administrative Personnel

Should an instructional administrative position be eliminated as part of a reduction in force, the person holding that position will be placed on the teacher seniority list(s) for any teaching endorsement on that person's license issued by the Board of Education and the person shall be granted seniority based on that person's most recent term of continuous full-time service in the Giles County Public Schools as a teacher and in an instructional administrative position.

Transfers

Transfers may be made within the division to accommodate the retention of employees affected by the reduction in force. The selection of personnel to be transferred will be governed by the need to maintain maximum effectiveness as determined by the superintendent in his/her sole discretion. Should a person refuse an assignment by transfer, he/she will lose all seniority and recall rights.

Exceptions:

a. The provisions of this regulation shall not apply to the employment of personnel whose special skills and/or active assignment is essential to the effective operation of the school program. The determination of essential personnel shall be solely at the discretion of the school board upon recommendation of the superintendent.

b. The provisions of this regulation shall not apply and shall not provide the basis for any employee action in situations involving adjustments in length of contracts of any personnel of the school division.

c. Any teacher on a plan of improvement shall not have any seniority or recall rights; provided, however, that the superintendent shall review the circumstances surrounding such plan of improvement, including, but not limited to, whether sufficient time has elapsed to allow the teacher to pursue the recommended corrective actions; whether the teacher has diligently pursued the recommended corrective actions; and whether the teacher had been previously placed on a plan of improvement. Based on such review, the superintendent may, in his/her sole discretion, exempt the teacher from this provision.

Notification:

All employees scheduled for reduction in force under this policy shall be notified in writing at the earliest possible date but not later than July 1 of the school year for which reduction in force shall become effective unless insufficient funding or decrease in enrollment after that date requires further or additional adjustments.

Recall Procedures:

a. Teachers under probationary contract shall have no recall rights but will be given consideration for reemployment at the discretion of the school board upon recommendation of the superintendent. The performance of the individual and length of service shall be among the factors considered in making this recommendation.

b. When openings occur, the eligible destaffed continuing contract teacher with the greatest seniority will be offered a vacant position in the endorsement area of his/her active assignment at the time of the reduction in force. A teacher may be offered a position that is in his/her endorsement area, but not in his/her active assignment. In any event, a teacher offered a position must accept the assignment or lose all recall rights. Eligible licensed employees who have not been recalled within one (1) year from time of notification of reduction in force will have no further recall rights. During the recall period, eligible licensed employees who are reduced and who have not been offered a position will be placed on the list of eligible substitutes and subject to call at the discretion of the particular principal or his or her designee.

c. When an eligible destaffed continuing contract teacher is to be recalled, he/she will be notified first by telephone and/or e-mail. If the employee cannot be reached through either of those means, the teacher will be notified by certified mail at his/her last known address. If the offer of re-employment is not accepted in writing within ten (10) work days of notice of recall, all rights of recall will be forfeited. It shall be the responsibility of the teacher to maintain an accurate telephone number, e-mail address and mailing address with the Department of Human Resources.

Teachers will not be eligible for recall if:

a. The teacher, subsequent to termination, makes a contractual commitment with another school or school division from which release cannot be obtained prior to July 15.

b. The teacher fails to maintain a valid teacher's license.

c. The teacher, subsequent to termination, becomes unable to qualify for a position in the endorsement area of his active assignment at the time of the reduction in force.

Board Minutes

To avoid negative implications with regard to the professional record of an employee destaffed under this regulation, the minutes of the board will clearly show that such termination of employment was due to a reduction in force.

Board Prerogatives

Notwithstanding any rights herein granted by the school board, the school board reserves the right to at all times destaff, transfer, reassign or recall employees of the division in any manner as may be, in the school board's sole discretion, necessary in the best interest of and for the more efficient operation of the schools of the division.

Issued: August 11, 1994
Revised: May 21, 2009
Revised: April 14, 2010 (Page 4 Only)
Revised: April 11, 2013
Revised: June 27, 2013

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GILES COUNTY PUBLIC SCHOOLS

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File: GCPB

RESIGNATION OF STAFF MEMBERS

The Superintendent is authorized to approve resignations of employees. Any resignation must be in writing.

A teacher may resign after June 15 of any school year with the approval of the Superintendent. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one-week period, the Superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the Superintendent. In the event that the Board or the Division Superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the superintendent. The superintendent will inform the School Board of the resignation at its next regular meeting.

Adopted: June 28, 2002
Revised: March 15, 2012
Revised: June 28, 2012

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-304

8 VAC 20-440-160.

Cross Refs.: GCPD Professional Staff Discipline
GDB Support Staff Employment Status

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File: GCPD

PROFESSIONAL STAFF DISCIPLINE

A. Probation and Dismissal

Teachers may be dismissed for incompetency, immorality, non-compliance with school laws and regulations, disability in accordance with State and federal law, conviction of a felony or a crime of moral turpitude or other good and just cause. "Incompetency" includes, but is not be limited to, consistent failure to meet the endorsement requirements for the position or one or more unsatisfactory performance evaluations.

A teacher shall be dismissed if such teacher is or becomes the subject of a founded complaint of child abuse and neglect, pursuant to Va. Code § 63.2-1505, and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the School Board to recommend that the Board of Education revoke such person's license to teach.

In those instances when licensed personnel are dismissed or resign due to a conviction of any felony; any offense involving the sexual molestation, physical or sexual abuse or rape of a child; any offense involving drugs; or due to having become the subject of a founded case of child abuse or neglect, the School Board shall notify the Board of Education within 10 business days of such dismissal or the acceptance of such resignation.

If a current employee is dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information obtained from the Central Criminal Records Exchange to the employee.

Administrative regulations shall be developed for the dismissal or placing on probation of continuing contract teachers and probationary teachers during the school year.

No teacher shall be dismissed or placed on probation solely on the basis of the teachers' refusal to submit to a polygraph examination requested by the School Board.

B. Suspension

Employees of Giles County School Board may be suspended as provided in Policy GCPF Suspension of Staff Members.

C. Failure to Perform Nonemergency Health-Related Services

With the exception of school administrative personnel and employees who have the specific duty to deliver health-related services, no licensed instructional employee, instructional aide, or clerical employee shall be disciplined, placed on probation, or dismissed on the basis of such employee's refusal to (i) perform nonemergency health-related services for students or (ii) obtain training in the administration of insulin and glucagon. However, instructional aides and clerical employees may not refuse to dispense oral medications.

"Health-related services" means those activities which, when performed in a health care facility, must be delivered by or under the supervision of a licensed or certified professional.

D. Effect of Probation Pursuant to Va. Code §18.2-251

For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code § 18.2-251 shall be treated as a conviction and as a finding of guilt.

Adopted: August 23, 2001
Revised: June 26, 2008
Revised: June 28, 2012
Revised: June 27, 2013
Revised: June 30, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-251, 22.1-274, 22.1-296.2, 22.1-307, 22.1-313, 22.1-315.

Cross Refs.:

GCE	Part-Time and Substitute Staff Employment
GCG	Professional Staff Probationary Term and Continuing Contract
GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
GCPF	Suspension of Staff Members
JHC	Student Health Services

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File: GCPD-R

NON-RENEWAL AND DISMISSAL OF CERTIFICATED PERSONNEL

In instances where the school principal cannot recommend a probationary contract teacher for contract renewal, after having accumulated sufficient evidence of both continued performance and attempts to provide assistance or opportunities for improvement, the principal shall notify the teacher in writing that he cannot recommend said teacher for reappointment. A copy of the notification to the teacher, along with a written notification including valid reasons for the teacher not being recommended for reappointment, addressed to the Division Superintendent, shall be submitted by the principal to the Division Superintendent no later than May 1 of the school year.

The Division Superintendent, after considering the status of the teacher, may decide to recommend to the Giles County School Board that the teacher not be reappointed. In the event that such a recommendation is deemed necessary, the Superintendent shall notify the teacher in writing by May 15 of the school year that he intends to make such a recommendation to the Giles County School Board. If the teacher takes no action in response to this written notification within five working days after receipt of the notice from the Superintendent, the Division Superintendent may proceed with the recommendation, and the written notification of non-renewal of the contract must be given to the teacher by the school board on or before June 15 of the school year.

A probationary contract teacher, within five working days after receiving notification from the Superintendent indicating his intention to recommend non-renewal of the contract to the school board, may request in writing that he be provided with reasons for the recommendation. The teacher shall then be orally given the reasons by the Superintendent or his designee, along with any supporting documentation. This conference shall take place within three days after receipt of the request from the teacher. Within ten days after receiving such reasons, the teacher may request, by notification in writing to the Division Superintendent, a conference before the Division Superintendent. Upon such request, the Division Superintendent shall set a date for the conference, which shall be within thirty days of the request and shall give the teacher at least fifteen days' notice of the time and place of the conference. The conference shall be provided in accordance with the provisions of Sec. 22.1-305, Code of Virginia. Following the conference, the Division Superintendent shall, within ten days notify the teacher in writing of his intention with respect to the recommendation. The school board must then act on the recommendation and render the final decision.

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GILES COUNTY PUBLIC SCHOOLS

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Dismissal of Continuing Contract Teachers

In the event a Division Superintendent determines to recommend dismissal of any teacher or the placing on probation of a teacher on continuing contract, written notice shall be sent to the teacher notifying him of the proposed dismissal or placing on probation and informing him that within 15 days after receiving the notice the teacher may request a hearing before the school board or before a fact-finding panel. During such 15-day period and thereafter until a hearing is held in accordance with provisions set forth in Sec. 22.1-310 through 22.1-314 of the Code of Virginia, if one is requested by the teacher, the merits of the recommendation of the Division Superintendent shall not be considered, discussed or acted upon by the school board except as provided under the above-referenced Code sections. At the request of the teacher, the Division Superintendent shall provide the reasons for the recommendation in writing or, if the teacher prefers, in a personal interview. In the event a teacher requests a hearing, the Division Superintendent shall provide, within ten days of the request, the teacher or his representative with the opportunity to inspect and copy his personnel file and all other documents relied upon in reaching the decision to recommend dismissal or probation. Within ten days of the request of the Division Superintendent, the teacher or his representative shall provide the Division Superintendent with the opportunity to inspect and copy the documents to be offered in rebuttal to the decision to recommend dismissal or probation. The cost of copying such documents shall be paid by the requesting party.

Issued: June 30, 1993
Revised: June 28, 2012

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-305, 22.1-309, 22.1-310, 22.1-314, 22.1-307, 22.1-315

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GILES COUNTY PUBLIC SCHOOLS

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File: GCPF

SUSPENSION OF STAFF MEMBERS

Employees of the Giles County School Board, whether full-time or part-time, permanent or temporary, may be suspended for good and just cause

- when the safety or welfare of the school division or the students therein is threatened or
- when the employee has been charged by summons, warrant, indictment or information with the commission of
  - a felony; or
  - a misdemeanor involving
    - sexual assault as established in Article 7 (§18.2-61 et seq.) of Chapter 4 of Title 18.2, of the Code of Virginia,
    - obscenity and related offenses as established in Article 5 (§18.2-372 et seq.) of Chapter 8 of Title 18.2, of the Code of Virginia,
    - drugs as established in Article 1 (§18.2-247 et seq.) of Chapter 7 of Title 18.2, of the Code of Virginia,
    - moral turpitude, or
    - the physical or sexual abuse or neglect of a child;
    - or an equivalent offense in another state.

Except when an employee is suspended because of being charged by summons, warrant, indictment or information with the commission of any of the above-listed offenses, the superintendent or appropriate central office designee shall not suspend an employee for longer than sixty (60) days and shall not suspend an employee for a period in excess of five (5) days unless such employee is advised in writing of the reason for the suspension and afforded an opportunity for a hearing before the school board in accordance with Va. Code §§ 22.1-311 and 22.1-313, if applicable. Any employee so suspended shall continue to receive his then applicable salary unless and until the school board, after a hearing, determines otherwise. No employee shall be suspended solely on the basis of the employee's refusal to submit to a polygraph examination requested by the School Board.

Any employee suspended because of being charged by summons, warrant, information or indictment with any of the above-listed criminal offenses may be suspended with or without pay. In the event an employee is suspended without pay, an amount equal to the employee's salary while on suspended status shall be placed in an interest-bearing demand escrow account. Upon being found not guilty of one of the above-listed criminal offenses or upon the dismissal or nolle prosequi of the charge, such employee shall be reinstated with all unpaid salary and accrued interest from the escrow account, less any earnings received by the employee during the period of suspension, but in no event shall such payment exceed one year's salary.

In the event an employee is found guilty by an appropriate court of any of the above-listed criminal offenses and, after all available appeals have been exhausted and such conviction is upheld, all funds in the escrow account shall be repaid to the School Board.

GILES COUNTY PUBLIC SCHOOLS

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If an employee is suspended because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information obtained from the Central Criminal Records Exchange to the employee.

No employee will have his insurance benefits suspended or terminated because of suspension in accordance with this policy.

The placing of a school employee on probation pursuant to the terms and conditions of Va. Code § 18.2-251 shall be deemed a finding of guilt.

Adopted: June 28, 2012
Revised: June 30, 2016
Revised: March 16, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.2, 22.1-315.

Cross Refs.	GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
	GDG	Support Staff Probationary Period
	GBMA	Support Staff Grievances
	GCPD	Professional Staff Discipline

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File: GCQA

NONSCHOOL EMPLOYMENT BY STAFF MEMBERS

Employees may, during the hours not required of them to fulfill their responsibilities to Giles County Public Schools, engage in other employment as long as such employment does not detract from or interfere with their employment by Giles County School Board.

An employee who is on leave from Giles County Public Schools, in a paid or unpaid status, may not be employed by the School Board or any other employer in any capacity during the period of leave except with the prior written authorization of the superintendent.

The School Board does not endorse, support, or assume liability for any activity conducted by School Board employees in which division students or employees participate which is not sponsored by the School Board.

Adopted: March 15, 2012

Legal Ref.: 29 C.F.R. 825.216(e)

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:		
	BBFA	School Board Members Conflict of Interest
	GAA	Staff Time Schedules
	GCBE	Family and Medical Leave
	GCBEA	Leave Without Pay
	GCBEB	Military Leave and Pay
	GCQAB	Tutoring for Pay
	GCQB	Staff Research and Publishing

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File: GCQAB

TUTORING FOR PAY

Staff members may not be paid by anyone other than the Giles County School Board for tutoring students enrolled in a class under their direction.

Adopted: April 2, 1997
Revised: March 15, 2012
Revised: June 28, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

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File: GCQAB - R

TUTORING FOR PAY

No member of the staff shall receive compensation for professional services offered to his/her pupils, nor shall any activity or project be promoted in the schools from which the staff member will receive compensation or remuneration other than the salary as an employee of the Board. No teacher shall recommend that a pupil be tutored without reporting that fact to the principal.

No member of the staff shall tutor a student for compensation if the student is eligible for remediation services provided by the school system. When permitted, tutoring shall take place off of school property and the staff member shall advise the student's parents that the tutoring is not a school-sponsored activity.

Adopted: March 15, 2006

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File: GCQB

STAFF RESEARCH AND PUBLISHING

The Giles County School Board encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of division operations. The superintendent shall establish regulations pursuant to which the ownership rights to works produced by employees within the scope of their employment may be assigned.

Employees who develop materials, including instructional materials and computer programs, outside the scope of their employment that have a connection to or are related to the division shall inform the superintendent in writing of their intent to develop such materials prior to commencing work.

Adopted: April 2, 1997
Revised: March 15, 2012

Legal Refs.: 17 U.S.C. §§ 101, 102, and 201.

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.: EGAAA Reproduction of Copyrighted Materials
GCQA Nonschool Employment by Staff Members

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File: GCQB-R

STAFF RESEARCH AND PUBLISHING

Administrative Guidelines:

1. Rights of ownership, as used herein, include the right to copyright or patent and the right to sell and/or distribute.

2. The Board has all rights of ownership of instructional materials produced by an employee during hours that the employee was paid by the Board.

3. The Board has all rights of ownership of instructional materials produced by an employee in which the use of Board supplies and/or equipment played a dominant role.

4. Ownership of instructional materials produced by an employee in a federal program during hours that the employee was paid by federal funds and/or in which the use of federally funded supplies or equipment played a dominant role lies in the public domain.

5. The employee has all rights of ownership of instructional materials produced by the employee other than during those hours paid by the Board and in which the use of Board supplies and equipment did not play a dominant role.

6. The school division may enter into an agreement in advance with an employee to produce instructional materials. In such cases, the agreement shall assign whatever rights of use and ownership as may be appropriate.

Issued: August 11, 1994

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File: GD

SUPPORT STAFF

Support staff personnel are those employees who need not hold a license issued the Virginia Board of Education in order to obtain their positions. This category includes, but is not limited to, non-licensed administrative, clerical, maintenance, transportation, food services, and paraprofessional positions.

Adopted: April 2, 1997
Revised: March 15, 2012
Revised: June 28, 2012 (Cross References Only)

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

Cross Refs.:

GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
GCPB	Resignation of Staff Members
GCPF	Suspension of Staff Members
GDB	Support Staff Employment Status

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File: GDB

SUPPORT STAFF EMPLOYMENT STATUS

Support staff are not issued written contracts unless such contracts are required by law.

The school division employs three types of employment to support staff :

- Temporary employees who are hired for short-term needs on a daily basis. These employees do not receive benefits and are paid only for hours worked.

- Probationary employees who are fully qualified new employees assigned to authorized positions. These employees are eligible for salary increases and receive benefits.

- Regular employees who have successfully completed the prescribed probationary period. Regular employees receive all employment benefits available under School Board policy.

The employment of support personnel may be terminated with fifteen calendar days' notice. Support personnel may also be subject to immediate dismissal for just case.

Support personnel who are removed from employment for just cause shall be ineligible thereafter for employment by the Giles County School Board.

Employees of the Giles County School Board may be suspended as provided in Policy GCPF Suspension of Staff Members.

Adopted: April 2, 1997
Revised: March 15, 2012
Revised: June 28, 2012
Revised: June 30, 2016

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

Cross Ref.:

GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
GDG	Support Staff Probationary Period
GBMA	Support Staff Grievances
GCPF	Suspension of Staff Members

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File: GDG

SUPPORT STAFF PROBATIONARY PERIOD

The probationary period for all support staff is 18 months.

Employees who have successfully completed the probationary period for one position will serve another probationary period if they move to another position.

Adopted: April 2, 1997
Revision: June 30, 2005 (time period only)
Revision: June 30, 2010
Revision: March 15, 2012
Revision: June 28, 2012
Revision: June 30, 2016

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.6.

Cross Ref.:
	GBMA	Support Staff Grievances
	GD	Support Staff
	GDB	Support Staff Employment Status

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File: GDI

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Support staff shall be assigned to positions for which their qualifications meet the needs of the school division's operations.

Support staff personnel may request a transfer to a position within their area of competence and for which they are qualified. Support staff personnel may be transferred to positions for which their qualifications best meet the needs of the school division.

Adopted: April 2, 1997
Revised: March 18, 2010
Revised: June 28, 2012

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:
- GA Personnel Policies Goals
- GD Support Staff
- GDB Support Staff Employment Status
- GDG Support Staff Probationary Period

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File: GDJ

SUPPORT STAFF TIME SCHEDULES

The Giles County School Board recognizes the need for establishing daily time schedules for all employees that provide for consistency throughout the school system. The School Board also recognizes the need for daily time schedules to allow for differences in responsibilities and requirements in the variety of positions held by school system employees.

The superintendent shall be authorized to establish daily time schedules for all classifications of employees that shall be subject to School Board review. In setting such schedules, consideration must be given but not be limited to evening and weekend responsibilities, wage and hour regulations, comparative schedules of employees in other school systems, and schedules established by other employers in the community that provide a generally accepted standard.

Adopted: April 2, 1997

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79 (5), 22.1-291.

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GILES COUNTY PUBLIC SCHOOLS

File: GDJ-R

SUPPORT STAFF TIME SCHEDULES

School Board Administrative Office Personnel Workday

Non-exempt personnel employed in the School Board Administrative Office shall be on duty eight hours (8:00 – 4:00) including a lunch period of no more than 30 minutes. Exempt personnel at SBO shall be on duty 8 hours plus a 30 minute lunch (8:00 – 4:30). Exceptions for employees to alter their normal work hours may be authorized by the Superintendent/designee.

School Secretarial and Clerical Staff Workday

Secretarial and clerical staff shall work their contracted hours, excluding lunch, with daily beginning and ending times set by the principal/administrator in accordance with individual building needs and bus schedules. There will be a required lunch break during which time the secretary must be away from their desk/duties and may leave the school building (30 minutes).

Maintenance/School Bus Garage Department Workday

Maintenance/garage personnel shall be on duty 8 hours plus a 30 minute lunch period each official work day between 7:00 a.m. and 5:00 p.m. Exceptions for employees to alter their normal work hours may be authorized by the Superintendent/designee.

Custodial & Teacher Assistant Workday

Custodial staff and teacher assistants shall be on duty each official work day for the hours established by their contract. Principals of each school shall be responsible for the supervision of the hours worked and for coordinating beginning, ending, and lunch time schedules with appropriate supervisory personnel. The contracted hours are excluding a 30 minute lunch period.

Cafeteria Staff Workday

Cafeteria staff shall be on duty each official work day for the hours established by their contract. Principals of each school shall be responsible for the supervision of the hours worked and for coordinating beginning, ending, and lunch time schedules with appropriate supervisory personnel. The contracted hours are including a 30 minute lunch period.

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School Bus Drivers Workday

School bus drivers shall observe directions issued by the Superintendent or his designee for meeting schedules for regular school days, delayed opening and early closing of school days, and for training and in-service activity.

Issued: August 20, 1991
Issued/Revised: November 18, 2005

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GILES COUNTY PUBLIC SCHOOLS

File: GDN

EVALUATION OF SUPPORT STAFF

Every employee of the Giles County School Board will be evaluated on a regular basis.

The superintendent shall assure that cooperatively developed procedures for support staff evaluations are implemented within the division and included in the division's policy manual. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the employee.

The primary purposes of evaluation and assistance are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

Adopted: April 2, 1997
Revision: October 14, 2004 (Legal Ref. Only)
Revision: June 26, 2008 (Legal Ref. Only)
Revision: June 28, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-313, 22.1-253.13:7.C.7.

Cross Ref.:

CBG	Evaluation of the Superintendent
GCN	Evaluation of the Professional Staff
GD	Support Staff
GDB	Support Staff Employment Status
GDG	Support Staff Probationary Period
GDPF	Suspension of Staff Members

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GILES COUNTY PUBLIC SCHOOLS

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File: GDN-R

DISMISSAL OF SUPPORT STAFF MEMBERS

Reasons for Suspension, Demotion or Dismissal

The division superintendent may reprimand, suspend, demote or dismiss a classified employee for reasonable cause including, but not limited to, the following:

1. Absence without notification;

2. Excessive absence or tardiness;

3. Abuse of illness leave privileges:

4. Discourteous, offensive or abusive conduct or language toward other employees, students or the public;

5. Unethical or obscene actions, gestures or statements toward other employees, students or any other person while on division property, during working hours, or at any time and place to the extent the conduct may adversely affect the operations of the division or the employee's fitness to perform his or her duties;

6. Dishonesty;

7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, chemical, controlled substance or intoxicant of any kind not prescribed by a physician, while on duty or while on division property at any time as an employee;

8. Falsifying any information supplied to the school division including, but not limited to, information supplied on application forms, employment records or any other school division records;

9. Incompetency or inefficiency in the performance of duties including, but not limited to, failure to follow or carry out instructions or failure to perform a job assignment in a satisfactory manner;

10. Insubordination including, but not limited to, refusal to promptly perform assigned work;

11. Failure to possess a valid driver's license when it is a requirement of the position;

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12. Failure to follow division policies, safety regulations, procedures or practices or failure to report conditions or situations which could be injurious to personnel or equipment;

13. Provoking, instigating or participating in a fight or scuffle on division property or while on duty;

14. Temporary or permanent removal, use or possession of division property without proper authorization;

15. Conduct by an employee at any time or in any place which may adversely affect the health, safety or welfare of students or personnel, the operation of the division or the employee's fitness to perform his or her duties.

Issued: August 20, 1991
Issued: December 10, 1997 (Page 1 Revision)
Revised: June 28, 2012 (Changed from GDPD-R to GDN-R)
Revised: August 16, 2013 (Page 1 Only)

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GILES COUNTY PUBLIC SCHOOLS

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File: GDQ

SCHOOL BUS DRIVERS

Eligibility for Employment

Any applicant for employment operating a school bus transporting pupils must

a. have a physical examination of a scope prescribed by the Board of Education and furnish a form prescribed by the Board of Education showing the results of such examination

b. furnish a statement or copy of records from the Department of Motor Vehicles showing that the applicant, within the preceding five years, has not been convicted of a charge of driving under the influence of alcohol or drugs, convicted of a charge of refusing to take a blood or breath test, convicted of a felony or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to Va. Code § 18.2-271.1 or, within the preceding 12 months, has not been convicted of two or more moving traffic violations or required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to Va. Code § 46.2-498

c. furnish a statement signed by two reputable persons who reside in the school division or in the applicant's community that the person is of good moral character

d. exhibit a license showing the person has successfully undertaken the examination prescribed by Va. Code § 46.2-339

e. have reached the age of 18 on the first day of the school year

f. submit to testing for alcohol and controlled substances as required by state and federal law and regulation

Persons for whom registration with the Sex Offender and Crimes Against Minors Registry is required are not eligible for employment as a school bus driver.

Persons hired as school bus drivers must annually furnish the documents listed in (a) and (b) above prior to the anniversary date of their employment as a condition of continued employment as a school bus operator.

The Giles County School Board requires proof of current certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of an automated external defibrillator as a condition of employment to operate a school bus transporting pupils.

Drug and Alcohol Testing

The school division has a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver's license (CDL) by U.S. Department of Transportation Regulations who perform safety-sensitive functions as required by federal and state law and regulations.

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Prohibited conduct

Drivers are prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance does not adversely affect his ability to safely operate a commercial motor vehicle.

Required testing

Drivers are subject to pre-employment/pre-duty drug testing, reasonable suspicion alcohol and drug testing, random alcohol and drug testing, post-accident alcohol and drug testing, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. Pursuant to state law, drivers are subject to pre-employment alcohol testing. Any employee who refuses to submit to a post-accident, random, reasonable suspicion or follow up test shall not perform or continue to perform safety-sensitive functions.

Notification

Each driver receives educational materials that explain the requirements of federal law and regulations together with a copy of the division's policy and procedures for meeting these requirements. Each driver must sign a statement certifying that he/she has received a copy of the above materials and the division maintains this signed copy.

Before performing each alcohol or controlled substances test, the division will notify the driver that the test is required by federal law or regulation.

Consequences if testing indicates drug or alcohol misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-sensitive functions in accordance with the federal regulations. All drivers shall be advised of resources available and before a driver is re-instated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with negative urine sample.

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Record retention

The division maintains records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the division may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver is entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

Test procedure

The division administers alcohol and controlled substance tests in accordance with federal laws.

Adopted: August 26, 2005
Revised: August 16, 2013

Legal Refs.: 49 U.S.C. § 31136

49 CFR § 382.101 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-178, 46.2-339, 46.2-340.

8 VAC 20-70-280.

Cross Ref.: GBEA Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance

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File: GDQ-R

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

Upon notification that a CDL holder has been selected for a drug/alcohol test (random, pre-employment, post-accident, etc.), the employee is to report to the designated location at the appointed time. Should the employee not show up for the test or refuse to submit to the test (under any of the reasons identified in Part 382 of the Federal Registry), driving privileges will be suspended until they show just cause for non-compliance and complete follow-up testing. If just cause and follow-up testing are not acquired, driver will be removed from driving permanently. Once the driver takes the follow-up testing, they still cannot drive until acceptable results are returned.

A letter to the employee will be sent documenting the course of action, if any.

Issued: October 30, 2001
Revision: April 12, 2007

INSTRUCTIONAL GOALS AND OBJECTIVES

The Giles County School Board shall develop and implement a program of instruction for grades kindergarten through 12 that is aligned to the Standards of Learning established by the Board of Education and that meets or exceeds the requirements of the Board of Education. The program of instruction shall emphasize reading, writing, speaking, mathematical concepts and computations, proficiency in the use of computers and related technology, and scientific concepts and processes; essential skills and concepts of citizenship, including knowledge of Virginia history and world and United States history, economics, government, foreign languages, international cultures, health and physical education, environmental issues and geography necessary for responsible participation in American society and in the international community; fine arts, which may include, but need not be limited to, music and art, and practical arts; knowledge and skills needed to qualify for further education, gainful employment, or training in a career or technical field; and development of the ability to apply such skills and knowledge in preparation for eventual employment and lifelong learning and to achieve economic self-sufficiency.

The School Board shall also implement:

1. Programs in grades kindergarten through three that emphasize developmentally appropriate learning to enhance success
2. Programs based on prevention, intervention, or remediation designed to increase the number of students who earn a high school diploma and to prevent students from dropping out of school; such programs shall include components that are research-based
3. Career and technical education programs incorporated into the kindergarten through grade 12 curricula
4. Educational objectives in middle and high school that emphasize economic education and financial literacy pursuant to Va. Code § 22.1-200.03
5. Early identification of students with disabilities and enrollment of such students in appropriate instructional programs consistent with state and federal law
6. Early identification of gifted students and enrollment of such students in appropriately differentiated instructional programs
7. Educational alternatives for students whose needs are not met in programs prescribed elsewhere in the Standards of Learning
8. Adult education programs for individuals functioning below the high school completion level
9. A plan to make achievements for students who are educationally at risk a division wide priority that shall include procedures for measuring the progress of such students
10. An agreement for postsecondary degree attainment with a community college in Virginia specifying the options for students to complete an associate's degree or a one-year Uniform Certificate of General Studies from a community college concurrent with a high school diploma; such agreement shall specify the credit available for dual enrollment courses and Advanced Placement courses with qualifying exam scores of three or higher

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11. A plan to notify students and their parents of the availability of dual enrollment and Advanced Placement classes, career and technical education programs, the International Baccalaureate Program, and Academic Year Governor's School Programs, the qualifications for enrolling in such classes and programs, and the availability of financial assistance to low-income and needy students to take the Advanced Placement and International Baccalaureate examinations; this plan shall include notification to students and parents of the agreement with a community college in Virginia to enable students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma.
12. Identification of students with limited English proficiency and enrollment of such students in appropriate instructional programs.
13. Early identification, diagnosis, and assistance for students with reading and mathematics problems and provision of instructional strategies and reading and mathematics practices that benefit the development of reading and mathematics skills for all students
14. Incorporation of art, music, and physical education as a part of the instructional program at the elementary school level
15. A program of physical fitness available to all students with a goal of at least 150 minutes per week on average during the regular school year; such program may include any combination of (i) physical education classes, (ii) extracurricular athletics, or (iii) other programs and physical activities deemed appropriate by the School Board
16. A program of student services for grades kindergarten through grade 12 that shall be designed to aid students in their educational, social, and career development
17. The collection and analysis of data and the use of the results to evaluate and make decisions about the instructional program

The School Board commits itself to providing programs and services as stated in the Standards of Quality to an extent proportionate to the availability of state and local funding.

Adopted: June 30, 2000
Revised: April 11, 2013
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:1.

Cross Refs.: IGBI Advanced Placement Classes and Special Programs
JHCF Student Wellness

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NOTIFICATION OF LEARNING OBJECTIVES

I. Annual Notice

At the beginning of each school year, each school within the Giles County School Division provides to its students' parents and guardians information on the availability of and source for receiving

1) The learning objectives developed in accordance with the Standards of Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses;
2) the Standards of Learning (SOLs) applicable to the child's grade or course requirements and the approximate date and potential impact of the child's next SOL testing;
3) An annual notice to students in all grade levels of all requirements for Board of Education-approved diplomas; and
4) The Board's policies on promotion, retention, and remediation.

The Superintendent certifies to the Department of Education that the notice required by this policy has been given.

II. Notice of Credits Needed for Graduation and of the Right to a Free Public Education

A. The school board notifies the parent of rising eleventh and twelfth grade students of
   (i) the requirements for graduation pursuant to the standards for accreditation and
   (ii) the requirements that have yet to be completed by the individual student.

B. The school board will notify the parent of students with disabilities who have an Individualized Education Program (IEP) and who fail to meet the graduation requirements of the student's right to a free and appropriate education to age 21, inclusive, pursuant to Va. Code § 22.1-213 et seq.

C. The school board will notify the parent of students who fail to graduate or who fail to achieve graduation requirements as provided in the standards of accreditation and who have not reached 20 years of age on or before August 1st of the school year of the right to a free public education. If the student who does not graduate or complete such requirements is a student for whom English is a second language, the school board will notify the parent of the student's opportunity for a free public education in accordance with Va. Code § 22.1-5.

Adopted: October 14, 2004
Revised: June 30, 2006
Revised: June 28, 2012
Revised: June 30, 2016

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

8 VAC 20-131-270

Cross Ref.: IGBC Parental Involvement
IKF Standards of Learning and Graduation Requirements

ACADEMIC FREEDOM

The School Board seeks to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, and to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Freedom of individual conscience, association, and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society as set forth in the Constitutions of the United States and the Commonwealth of Virginia.

Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Such home and classroom work shall be evaluated by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school.

Adopted: April 2, 1997
Revised: June 26, 2008

Legal Ref.: Code of Virginia, 1950, as amended, section 22.1-78, 22.1-303.3

Cross Ref.: IKB Homework
INDC Religion in the Schools

SCHOOL YEAR/SCHOOL DAY

School Year

The length of the school year will be at least 180 teaching days or 990 teaching hours. Days on which a school or schools or all the schools in the division are closed due to severe weather or other emergencies will be made up as provided below if necessary to meet these requirements.

Make Up Days

If severe weather conditions or other emergency situations result in the closing of a school or schools or all the schools in the school division for

- five or fewer days, all missed days are made up by adding teaching days to the school calendar or extending the length of the school day;
- six days or more, the first five days plus one day for each two days missed in excess of the first five are made up by adding teaching days to the school calendar or extending the length of the school day.

If severe weather conditions or other emergency situations result in the closing of any school in the school division and such school has been unable to meet the 180 teaching day requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.

The Board of Education may waive the requirement that the school division provide additional teaching days or teaching hours to compensate for school closings resulting from a declared state of emergency or severe weather conditions or other emergency situations under certain circumstances. If the school board desires a waiver, it will submit a request to the Board of Education. The request will include evidence of efforts that have been made by the school division to reschedule as many days as possible and certification by the division superintendent and chairman of the school board that every reasonable effort for making up lost teaching days or teaching hours was exhausted before requesting a waiver. If the waiver is denied, the school division will make up the missed instructional time.

School Calendar

The first day of school is after Labor Day unless the Board of Education waives this requirement based on the school board's certifying that it meets one of the good cause requirements in the Va. Code § 22.1-79.1.B.

The school board establishes the division's calendar and teaching contracts in accordance with applicable regulations of the Board of Education to include contingencies for making up teaching days and teaching hours missed for emergency situations.

An advisory committee composed of teachers, parents, and school administration may be utilized to recommend a proposed calendar to the superintendent. The recommendation of this committee is advisory.

School Day

The standard school day for students in grades 1 through 12 averages at least 5-1/2 hours, excluding breaks for meals. The standard school day for kindergarten is a minimum of three hours.

All students in grades 1 through 12 maintain a full day schedule of classes (5-1/2 hours), unless a waiver is granted in accordance with policies defined by the school board.

Each elementary school provides students with a daily recess during the regular school year, as determined appropriate by the school.

The secondary school class schedule contains a minimum of 140 clock hours for each unit of credit. When credit is awarded in less than whole units, the increment awarded is no greater than the fractional part of the 140 hours of instruction provided.

The time for opening and closing schools is established by the school board upon recommendation of the superintendent, provided that the daily program for students in grades 1 through 12 averages at least 5 ½ hours, not including meal intermissions. If the required program length is maintained, the school board may approve occasional shortened days for staff development, conferences, planning, and other activities designed to improve the instructional program, provided that no more than one day in each five-day week may be shortened to no less than four hours. The daily program for kindergarten is at least three hours, not including meal intermissions.

When exceptions in the length of the daily program are necessary for special education, alternative education, double shifts, and scheduling or other unusual situations, the board requests approval by the Superintendent of Public Instruction of the exceptions by August 1 preceding the school year for which they are requested.

The length of the work day for employees will be determined by the school board. It is of sufficient length to allow for the daily program for students and additional time as may be necessary for such activities as planning, preparation, meetings, workshops, conferences, meal intermissions, or other contractual obligations.

Certification

The superintendent and School Board chair certify the total number of teaching days and teaching hours each year as part of the annual report to the Board of Education.

Adopted: September 16, 1997
Adopted: August 27, 1998
Revision: March 8, 2001 (Page 1 Only)
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 10, 2003 (Legal Ref. Only)
Revision: June 26, 2008 (Footnote Added Only)
Revision: June 30, 2010
Revision: March 19, 2015
Revision: June 30, 2015

Legal Refs.: Code of Virginia, 1950, as amended §§ 22.1-26, 22.1-79.1, 22.1-98.

8 VAC 20-131-150

8 VAC 20-131-200.

Cross Ref.: BCF Advisory Committees to the School Board
GAA Staff Time Schedules

File: IE

MOMENT OF SILENCE

The Giles County School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day.

The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. Teachers shall not influence, in any way, student to pray or meditate or not to pray or meditate during the moment of silence.

Adopted: June 13, 2000
Revised: April 11, 2013

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-203

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance, as established in 4 U.S.C. § 4, shall be recited daily in each classroom of the school division.

During the recitation of the Pledge, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

No student shall be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts those who are reciting the Pledge.

Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability.

Adopted: August 23, 2001
Revised: March 15, 2012

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-202.

4 U.S.C. § 4.

Cross Refs.:

JFC	Student Conduct
JFC-R	Standards for Student Conduct

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NATIONAL MOTTO

The statement " 'In God We Trust,' the National Motto, enacted by Congress in 1956" shall be posted in a conspicuous place in each school for all students to read.

Adopted: June 28, 2002

Legal Ref.: Acts 2002, c. 891.

File: IEC

BILL OF RIGHTS OF THE CONSTITUTION OF THE UNITED STATES

The Bill of Rights of the Constitution of the United States shall be posted in a conspicuous place in each school for all students to read.

Approved: August 22, 2003

Legal Ref.: Acts 2003, c. 902

CURRICULUM DEVELOPMENT AND ADOPTION

The curriculum is a coherent and comprehensive plan for teaching and learning built upon a framework that promotes continuity and the cumulative acquisition and application of skills. The curriculum shall state clearly and specifically what students are expected to know and be able to do by grade level and course. Giles County School Board curricula shall meet or exceed the requirements of the Code of Virginia and regulations of the Virginia Board of Education and, at a minimum, shall be aligned to the Standards of Learning.

Adopted: April 2, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 26, 2008
Revision: April 11, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:1.

Cross Ref. : AF Comprehensive Plan

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BASIC INSTRUCTIONAL PROGRAM

Because education is a lifelong process, the educational program shall provide both formal studies to meet the general academic needs of all students, and opportunities for individual students to develop specific talents and interests in career and technical and other specialized fields and grow toward independent learning.

The various instructional programs shall be developed with the view toward maintaining balanced, integrated, and sequentially articulated curricula which shall serve the educational needs of all school-aged children in the division.

The Giles County School Board subscribes to the philosophy that well-developed reading and other basic skills, including the ability to spell, speak, and write intelligently are essential in society. It shall adopt specific requirements to ensure that high school graduates are sufficiently competent in these essential skills.

At all levels, provisions shall be made for a wide range of individual differences in student abilities and learning rate through uses of a variety of materials, adjustments in programs, and courses adapted to special needs of students.

The curriculum shall meet those requirements established by the Code of Virginia, the State Department of Education, and the State Board of Education.

Adopted: August 23, 2001

Legal Ref.: Code of Virginia, 1950, as amended, sections, 22.1-78, 22.1-253.13:1 et seq.

8 VAC 20-131-10 et seq.

CAREER AND TECHNICAL EDUCATION

The Giles County School Board provides career and technical educational programs incorporated into the kindergarten through twelfth grade curricula that include

- knowledge of careers and all types of employment opportunities including, but not limited to, apprenticeships, entrepreneurship and small business ownership, the military, and the teaching profession, and emphasize the advantages of completing school with marketable skills;
- career exploration opportunities in the middle school grades; and
- competency-based career and technical education programs which integrate academic outcomes, career guidance and job-seeking skills for all secondary students based on labor market needs and student interest. Career guidance includes counseling about available employment opportunities and placement services for students exiting school; and
- annual notice on its website to enrolled high school students and their parents of (i) the availability of the postsecondary education and employment data published by the State Council of Higher Education on its website and (ii) the opportunity for such students to obtain a nationally recognized career readiness certificate at a local public high school, comprehensive community college or workforce center.

The School Board develops and implements a plan to ensure compliance with this Policy. This plan is developed with the input of area business and industry representatives and local community colleges and is submitted to the Superintendent of Public Instruction in accordance with the timelines established by federal law.

Adopted: October 14, 2004
Revised: June 29, 2007
Revised: June 28, 2012
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:1.

8 VAC 20-120-40.

Cross Ref.: IJ Guidance and Counseling Program

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HEALTH/PHYSICAL EDUCATION

Each school organizes and maintains a physical and health education program in accordance with Board of Education regulations and State Board of Health guidelines.

The Giles County school division's goal is that a program of physical fitness will be available to all students for at least 150 minutes per week on average during the regular school year. Such program may include any combination of physical education classes, extracurricular activities, and other programs and activities. The Giles County School Board has incorporated a goal for the implementation of such program during the regular school year into its wellness policy, JHCF Student Wellness.

Adopted: June 3, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 26, 2008
Revision: June 30, 2010
Revision: March 19, 2015

Legal Ref.: Code of Virginia, 1950, as amended §§ 22.1-207, 22.1-253.13:1.

8 VAC 20-320-10.

Cross Refs.: IGAG Teaching About Drugs, Alcohol, and Tobacco
JHCA Physical Examinations of Students
JHCF Student Wellness
JO Student Records

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TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

Each student shall receive instruction related to alcohol and drug abuse and smoking and health. The health education program will include instruction in drug and substance abuse prevention. It will encourage and support organizations and activities that will develop a positive peer influence concerning substance abuse and create a climate whereby students may seek and receive counseling about substance abuse and related problems without fear of reprisal.

Each student shall receive instruction concerning the public safety hazards and dangers of alcohol abuse, underage drinking, and drunk driving.

Adopted: August 23, 2001
Revised: June 30, 2010
Revised: June 30, 2014

Legal Refs.: Code of Virginia, 1950, as amended §§ 22.1-79.5, 22.1-206.

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FAMILY LIFE EDUCATION (FLE)

Generally

The Giles County School Board provides Family Life Education (FLE) based on the FLE Standards of Learning (SOL) objectives developed by the State Department of Education. The SOL objectives related to dating violence and the characteristics of abusive relations 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 and sexual violence and may include instruction that increases student awareness of the fact that consent is required before sexual activity and age-appropriate elements of effective and evidence-based programs on the law and meaning of consent.

Community Involvement Team

Under procedures approved by the school board, a community involvement team is established. The team includes but is not limited to school administrators, teachers, parents, clergy, medical professionals, mental health professionals, and others in the community.

Staff Training

Teachers in the FLE program participate in the training program sponsored by the Virginia Department of Education.

Separate Sessions

A plan for teaching sensitive conduct in gender-separated classes is announced publicly.

"Opt-out" Procedures

An “opt-out” procedure is provided to ensure communication with the parent or guardian for permission for students to be excused from all or part of the program.

Annual Review

The FLE curriculum is reviewed annually. Such review allows for community input.

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.

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The school board develops and distributes to the parents or guardians of students participating in the FLE program 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."

Adopted: June 3, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 29, 2009
Revision: June 7, 2011 (Legal Ref. Only)
Revision: June 30, 2015
Revision: June 30, 2016
Revision: June 30, 2017

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

8 VAC 20-131-170

Virginia Department of Education, Family Life Education: Board of Education Guidelines and Standards of Learning for Virginia Public Schools (revised September, 2016)

Cross Refs.:
- BCF Advisory Committees to the School Board
- IIA Instructional Materials
- INB Teaching About Controversial Issues
- KLB Public Complaints About Learning Resources

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CHARACTER EDUCATION

The Giles County School Board provides, within its existing program or as a separate program, a character education program in its schools. The character education program may occur during the regular school year, during the summer in a youth development academy offered by the school division, or both. The purpose of the program is to foster civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character. The program shall be cooperatively developed with students, parents and the community. Specific character traits emphasized may include trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Character education shall be interwoven into the school procedures and environment so as to instruct primarily by example, illustration, and participation, in such a way as to complement the Standards of Learning. Classroom instruction may also be used to supplement the program. The program shall also address the inappropriateness of bullying, as defined in Va. Code § 22.1-276.01.

The character education program:

- Specifies those character traits to be taught, selecting from those which are common to diverse social, cultural, and religious groups.
- Is implemented at the elementary and secondary levels.
- Provides for relevant professional development and adequate resources; and
- Includes a method for program evaluation.

Character education is intended to educate students regarding those core civic values and virtues which are efficacious to civilized society and are common to the diverse social, cultural, and religious groups of the Commonwealth. It shall not include indoctrination in any particular religious or political belief. Consistent with this purpose, Virginia's civic values, which are the principals articulated in the Bill of Rights (Article I) of the Constitution of Virginia and the ideals reflected in the seal of the Commonwealth, as described in VA Code § 1-500, may be taught as representative of such civic values.

Adopted: October 20, 2005
Revised: June 30, 2006
Revised: June 28, 2012
Revised: June 30, 2016

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-208.01.

Cross Refs.:
	IKF	Standards of Learning Tests and Graduation Requirements
	INB	Teaching About Controversial Issues
	INDC	Religion in the Schools

GILES COUNTY PUBLIC SCHOOLS

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DRIVER EDUCATION

The Giles County School Board offers a program of driver education in the high schools in the safe operation of motor vehicles. The program includes instruction concerning alcohol and drug abuse, aggressive driving, motorcycle awareness, distracted driving, organ and tissue donor awareness, fuel-efficient driving practices and traffic stops, including law-enforcement procedures for traffic stops, appropriate actions to be taken by drivers during traffic stops and appropriate interactions with law-enforcement officers who initiate traffic stops.

The School Board establishes fees, that do not exceed the limit established by the Department of Education, for the behind-the-wheel portion of the program. The School Board may waive the fee or surcharge in whole or in part for those students it determines cannot pay the fee or surcharge.

Any student who participates in a driver education program must meet the academic requirements established by the Board of Education. No student is permitted to operate a motor vehicle without a learner's permit or a license. Necessary certification of students' academic standing and compliance with compulsory attendance laws is provided by the administration to the Department of Motor Vehicles upon request, in accordance with state law.

Driver education instructors possess valid driver's licenses and maintain satisfactory driving records. Any teacher of behind-the-wheel instruction who receives six or more demerit points in a 12 month period will be suspended from teaching driver education for 24 months.

At the beginning of each school year and thereafter as necessary, the Superintendent reports to the Department of Motor Vehicles the name and driver's license number of all persons providing instruction in driver education for the school division.

Adopted: August 22, 2002
Revised: June 29, 2007
Revised: June 29, 2009
Revised: June 30, 2010
Revised: June 30, 2011 (Footnotes Only)
Revised: March 19, 2015
Revised: June 30, 2015
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended §§ 22.1-205, 46.2-334, 46.2-340
8 VAC 20-340-10.
8 VAC 20-720-80.

Cross Ref.: JED Student Absences/Excuses/Dismissals
JFC-R Standards of Student Conduct
JN Student Fees, Fines, and Charges

GILES COUNTY PUBLIC SCHOOLS

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File: IGAJ-R

REGULATION TO DRIVER EDUCATION POLICY

Students wishing to take behind-the-wheel instruction must meet one of the following options:

Option A

- Successfully complete the classroom portion of driver's education before beginning behind-the-wheel.

Option B

- Must have a B or better average after the 18th period of classroom driver's education instruction.
- Driver's education classroom teacher and principal/designee will sign off on the Driver's Education Behind-the-Wheel permission form after the 18th class period stating that the student is meeting the above criteria and is ready to begin behind-the-wheel instruction.

Option C (this is for home school or private school students)

- Successfully complete the classroom portion of driver's education before beginning behind-the-wheel. This has to be done either by successfully completing an approved on-line course or successfully completing an approved commercial course. After completion of this course, the student must be able to present the appropriate form from the classroom portion before behind-the-wheel can proceed.
- Behind-the-wheel will be offered when school is not in session (i.e. summer).
- Behind-the-wheel will be offered when there are at least 2 home school/private school students eligible to proceed. These students will do the behind-the-wheel together.

Costs for Behind-the-Wheel

- $150 per student currently enrolled in Giles County Public Schools
- $200 per student in private or home school settings

It is highly recommended that all students complete the 40 hour guided practice prior to beginning behind-the-wheel instruction through the school system. If students do not pass behind-the-wheel, they will be required to take the whole instruction over and pay all required fees again.

Issued: December 12, 2001
Issued/Revised: December 10, 2002
Issued/Revised: August 22, 2003
Issued/Revised: November 18, 2005
Issued/Revised: May 18, 2006 (Costs for Behind-the-Wheel Only)

GILES COUNTY PUBLIC SCHOOLS

PROGRAMS FOR STUDENTS WITH DISABILITIES

Generally

The Giles County School Board provides a free, appropriate public education for all children and youth with disabilities, ages 2 through 21, inclusive, who are residents of Giles County or who are not residents of Giles County but are residents of Virginia and who are enrolled in a full-time virtual school program provided by the Board. To the maximum extent appropriate, students with disabilities are educated with children who are not disabled.

An Individualized Education Program (IEP) is developed and maintained for each child with a disability served by the Giles County School Board. The program is developed in a meeting of the child's IEP team, which includes the child's teachers, parent(s), the student (when appropriate), a school division representative qualified to provide or supervise the provision of special education services, an individual who can interpret the instructional implications of evaluation results and other individuals at the discretion of the parents or school division in accordance with State and federal law and regulations. This IEP is reviewed at least annually.

The IEP includes areas specified by state and federal statutes and regulations.

Explanation of Procedural Safeguards

A copy of the procedural safeguards available to the parent(s) of a child with a disability is given to the parent(s). The procedural safeguards notice includes a full explanation of all the procedural safeguards available.

Child Find

The Giles County School Board maintains an active and continuing child find program designed to identify, locate and evaluate those children residing in the division who are birth to 21 inclusive who are in need of special education and related services

The School Board provides all applicable procedural safeguards including written notice to the parents of the scheduled screening and, if the child fails the screening, the results of the screening, confidentiality and maintenance of the student's scholastic record.

Adopted: June 3, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 7, 2011(Legal Refs. Only)
Revision: June 30, 2014

Legal Refs.: 20 U.S.C. § 1400 et seq.

29 U.S.C. § 701 et seq.

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42 U.S.C. § 12101 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-213, 22.1-215

8 VAC 20-81-50.

8 VAC 20-81-80.

8 VAC 20-81-100.

8 VAC 20-81-110.

8 VAC 20-81-130.

8 VAC 20-81-170.

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PROGRAMS FOR GIFTED STUDENTS

The Giles County School Board shall approve a comprehensive plan for the education of gifted students that includes the components identified in Board of Education regulations. The plan for the education of gifted students shall be accessible through the division's website and the division will ensure that printed copies of the plan are available to citizens who do not have online access.

The school division has uniform procedures for screening, referring, identifying, and serving students in kindergarten through twelfth grade who are gifted in general intellectual or specific academic aptitude and visual arts.

The school division will provide written notification to and seek written consent from parents and legal guardians to conduct any required assessment to determine a referred student's eligibility for the division's gifted education program, and provide services for an identified gifted student in the division's gifted education program.

The school board may establish a local advisory committee composed of parents, school personnel, and other community members appointed by the school board. The committee will reflect the ethnic and geographical composition of the school division. If established, the committee will annually review the division's plan for the education of gifted students, including revisions, and determine the extent to which the plan for the previous year was implemented. The findings of the annual program effectiveness and the recommendations of the committee will be submitted annually in writing to the division superintendent and the school board.

Adopted: August 26, 1999
Revision: October 4, 2004 (Legal Ref. Only)
Revision: June 26, 2008
Revision: April 12, 2011
Revision: June 28, 2012

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-18.1, 22.1-253.13:1.D.6.

8 VAC 20-40-40.

8 VAC 20-40-55.

8 VAC 20-40-60.

Cross Refs.: BCF Advisory Committees to the School Board
IKEB Acceleration

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PARENTAL AND FAMILY ENGAGEMENT

Generally

The Giles County School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The Giles County School Board endorses the parent and family engagement goals of Title I (20 U.S.C. § 6318) and encourages the regular participation by parents and family members of all children including those eligible for Title I and English learner programs in all aspects of those programs.

In keeping with these beliefs, the Giles County School Board cultivates and supports active parent and family engagement in student learning. The Giles County School Board:

- provides activities that educate parents regarding the intellectual and developmental needs of their children. These activities promote cooperation between the division and other agencies or school/community groups (such as parent-teacher groups, the Head Start program, the Reading First program, Early Reading First program, Even Start program, and Parents as Teachers program) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development;

- implements strategies to involve parents in the educational process, including:
  - keeping families informed of opportunities for involvement and encouraging participation in various programs;
  - providing access to educational resources for parents and families to use with their children;
  - keeping families informed of the objectives of division educational programs as well as of their child's participation and progress with these programs;

- enables families to participate in the education of their children through a variety of roles. For example, family members may:
  - provide input into division policies
  - volunteer time within the classroom and school programs.

- provides professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies;

- performs regular evaluations of parent involvement at each school and in the division;

- provides access, upon request, to any instructional material used as part of the educational curriculum;

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- if practicable, provides information in a language understandable to parents.

In addition, for parents of students eligible for English learner programs, the School Board informs such parents of how they can be active participants in assisting their children:

- to learn English;
- to achieve at high levels in core academic subjects; and
- to meet the same challenging academic content and student academic achievement standards as all children are expected to meet.

Parental Involvement in Title I Plan

The Giles County School Board encourages parents of children eligible to participate in Title I, Part A, programs to participate in the development of the Board's Title I plan. Parents may participate by

Parental Involvement in School Review and Improvement

The Giles County School District encourages parents of children eligible to participate in Title I, Part A, and English learner programs to participate in the process of school review and, if applicable, the development of support and improvement plans under 20 U.S.C. § 6311(d)(1) and (2). Parents may participate through activities scheduled by the Title I Coordinator.

Division Responsibilities

The Giles County School Division, and each school which receives Title I, Part A, funds:

- provides assistance to parents of children served by the school or division, as applicable, in understanding topics such as Virginia's challenging academic standards, state and local academic assessments and how to monitor a child's progress and work with educators to improve the achievement of their children
- provides materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school
- to the extent feasible and appropriate, coordinates and integrates parental involvement programs and activities with other federal, state and local programs, including public preschool and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children

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- ensures that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand
- provides such other reasonable support for parental involvement activities as parents may request

The Giles County School Division, and each school which receives Title I, Part A, funds, **MAY**:

- involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

- provide necessary literacy training from Title I funds if the division has exhausted all other reasonably available sources of funding for such training;

- pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

- train parents to enhance the involvement of other parents:

- arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation;

- adopt and implement model approaches to improving parental involvement;

- establish a division-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported by Title I

- develop appropriate roles for community-based organizations and businesses in parental involvement activities.

School Parent and Family Engagement Policies

Each school served under Title I, Part A, jointly develops with and distributes to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that describes the means for carrying out the following:

- convening an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I, Part A, and to explain the requirements of Title I, Part A, and the rights of parents to be involved;
- offering a flexible number of meetings, such as meetings in the morning or evening. Schools may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

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- involving parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I, Part A, programs including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under 20 U.S.C. § 6314(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
- providing parents of participating children:
    - timely information about Title I, Part A, programs;
    - a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; and
    - if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and responding to any such suggestions as soon as practicably possible
- if the school-wide program plan under 20 U.S.C. § 6314(b) is not satisfactory to the parents of participating children, submitting any parent comments on the plan when the school makes the plan available to the School Board.

Parent and Family Involvement in Allocation of Funding

Parents and family members of children receiving services under Title I, Part A, are involved in the decisions regarding how funds provided under Title I, Part A, are allotted for parental involvement activities.

Policy Review

The School Board conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all schools served under Title 1, Part A, including identifying

- barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background);
- the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- strategies to support successful school and family interactions.

Adopted: February 19, 2003
Revised: April 11, 2013
Revised: June 30, 2017

Legal Refs.: 20 U.S.C. §§ 6312, 6318.
Code of Virginia, 1950, as amended, § 22.1-78.

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Cross Refs.:

AD	Educational Philosophy
BCF	Advisory Committees to the School Board
IAA	Notification of Learning Objectives
IKA	Parental Assistance with Instruction

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PROGRAMS FOR DISADVANTAGED STUDENTS

Consultation with Parents and Teachers

The board has approved written policy assuring that parents of children being served in the Title I program have an adequate opportunity to participate in the planning, design and implementation of the programs. The following regulations apply:

1. Notify each child's parents in a timely manner that the child has been selected to participate in Title I and why the child has been selected.
2. Inform each child's parents of the specific instructional objectives for the child.
3. Report to each child's parents on the child's progress.
4. Establish conferences between individual parents and teachers.
5. Provide materials and suggestions to parents to help them promote the education of their children at home.
6. Train parents to promote the education of their children at home.
7. Provide timely information concerning the Title I program (i.e. program plans and evaluation).
8. Solicit parents' suggestions in the planning, development, and operation of the program.
9. Consult with parents about how the school can work with parents to achieve the program's objectives.
10. Provide timely responses to parents' recommendations.
11. Facilitate participation by parents in school activities.
12. Establish a parent advisory council.
13. Educational personnel shall be readily available to parents.
14. Parents of participating children shall be permitted to observe Title I activities.
15. Parents shall be provided opportunities for regular meetings to formulate parental input, if parents desire.
16. Parents shall be made aware of parental involvement requirements and other relevant provisions of the program.
17. Reasonable support for parental involvement activities shall be provided as parents may request.
18. Parental involvement activities shall be coordinated, to the extent possible, with programs funded under the Adult Education Act.
19. To the extent practicable, information, programs and activities shall be provided in a language and form that the parents understand.
20. Parents shall be consulted at least annually to assess the effectiveness of the parental involvement program and to determine what actions, if any, need to be taken to increase parental participation.

Annual Meeting of Parents

1. Giles County Schools will hold an annual public meeting, to which all parents of eligible children are invited, to discuss the program and activities provided with Title I funds. The discussion will include:
   a. Informing parents of their right to consult in the design and implementation of the agency's Title I project.
   b. Soliciting parents' input.
   c. Providing parents an opportunity to establish mechanisms for maintaining ongoing communication among parents, teachers, and agency officials.
2. Giles County Schools will hold one or more meetings at sites convenient to the parents to meet the annual meeting requirement.

Issued: June 30, 1995

GILES COUNTY PUBLIC SCHOOLS

Giles County Public Schools
District Wide Title I Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

Giles County Public Schools agree to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will involve the parents of children served in Title I, Part A schools in decisions about how funds for parental involvement are spent.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **Giles County Public Schools** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

   - Each school will convene an annual meeting within the first six weeks after the opening of school.
   - Multiple opportunities will be available for parents to attend the annual meeting.
   - The first annual meeting will be held at times determined most convenient for those involved.
   - Curriculum information will be made available to all parents at the annual meeting.
   - Assessment information will be made available to all parents at the annual meeting.
   - Each elementary school will establish members which will make the Division Title I Advisory Council.
   - Each school Advisory Council will establish a bi-annual meeting schedule that will be approved by the Council members.
   - Meeting agendas for the meetings will be available to parents via the School Board Office.
   - The Advisory Council will provide a time slot on each agenda for public comment.

2. **Giles County Public Schools** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

   - The Title I Advisory Council meetings will be open to all parents.

   - The primary function of the school-level Title I Advisory Council will be to allow parents to review available data with school staff and to provide input to assist schools in modifying and updating School Improvement Plans.

   - The Title I Advisory Council will provide ongoing communication and monitoring concerning the progress of the goals and objectives outlined in School Improvement Plans.

3. **Giles County Public Schools** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

   - Giles County Public Schools will operate a county-wide Parent Resource Center for all students that is centrally located at the School Board Office.

   - The Parent-Resource Center will be open 8:00 am to 4:00 pm and available for all parents interested.

   - The Parent Resource Center will have curriculum information that will supplement what is being used in the elementary schools.

   - The Parent Resource Center will have available information on parenting skills, Internet use, and general technology skills.

   - The Parent Resource Center will have available information regarding homework assistance.

4. **Giles County Public Schools** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs by:

   - Giles County Public Schools will work cooperatively with the local *Head Start Program*.

   - Giles County Public Schools operate a PALS reading program for students in grades K-3.

   - Each school will offer students the opportunity to attend a county-wide summer school program based on data regarding student performance and needs.

   - Giles County Public Schools will operate a division-wide preschool program.

   - Workshops will be held at the schools and offered at various times to accommodate parent schedules.

- Teachers may conduct home visits during the school year.

- Each school will be encouraged to develop Family Reading Night activities.

5. **Giles County Public Schools** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

   - Giles County Public Schools will conduct a parent survey in April of each year in order to determine the level of participation and to identify barriers that have prevented participation.

   - Parent surveys will be school-based and will be offered to parents.

   - Parent surveys will be available for all interested parties.

   - Each building principal will use the parent survey as baseline data for the upcoming year and establish a parental involvement participation goal for the next school year.

   - As part of the School Improvement Plan, each school will develop and implement strategies to increase parental involvement based on survey data.

   - The Title I Advisory Council may be representative of the following stakeholders: economically disadvantaged, disabled, limited English proficiency, limited literacy, or any racial or ethnic minority background.

   - The Title I Advisory Council will work collaboratively with schools to develop the School Improvement Plan if applicable.

   - Giles County Public Schools will continue to use newsletters and special notices to notify parents.

6. **Giles County Public Schools** will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators

  - Giles County Public Schools will establish dates on the school calendar for parent/teacher conferences.

  - School and individual teacher websites are encouraged and may provide daily schedules, class work, home work, school events, supply lists, and contact information.

  - The division's parental involvement policy will be available in each student handbook and on the division website.

  - Information regarding how to access division curriculum and state standards will be available in each student handbook and on the division website.

  - Title I teachers and staff will be available to assist parents who do not have access to computers.

  - Title I personnel will offer technology workshops for parents.

  - Workshops and meetings at each Title I school outlining state and local assessments to be administered during the school year. Principals will schedule the dates and times of these workshops so that they are conducive to maximum parental participation.

  - The Division Director of Testing will review established benchmarks for achieving state accreditation and Adequate Yearly Progress as defined by No Child Left Behind legislation.

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Technology workshops will be offered.
- Parenting skills workshops will be offered.
- News letters and pertinent information will be distributed.

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Teachers will receive training that focuses on the parental involvement portion of the program.
- The division will annually conduct in-service on community outreach with administrators and supervisory personnel.
- Community outreach will be a component of the division's beginning teacher orientation program.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Giles County Public Schools maintain a Parent Resource Center that is centrally located at the School Board Office.
- Giles County Public Schools will work cooperatively with the local *Head Start Program*.
- Giles County Public Schools will operate a division-wide preschool program for at- risk four-year old children.
- All parents will be encouraged to attend pertinent meetings and school- related events.
- Meetings and workshops will be offered at various times to accommodate parent schedules.
- Teachers may be encouraged to conduct home visits if deemed necessary.

- All applications and notifications will be available and interpreters may be provided to assist parents in completing applications if deemed necessary.

- Giles County Public Schools will disseminate information in accordance with federal guidelines for Supplemental Education Services.

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Giles County Public Schools will establish dates on the school calendar for parent/teacher conferences. The school calendar will be available on the division website and in the student handbook.

- Upcoming programs and events will be posted and advertised through a variety of communication modes.

- School and individual teacher websites may provide daily schedules, class work, home work, school events, supply lists, and contact information.

- Dates for progress reports and 6-week report cards will be made available to all parents.

- Information regarding how to access division curriculum and state standards will be available in each student handbook and on the division website.

PART III. ADOPTION

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the minutes from quarterly Division Advisory Council meetings.

This policy was adopted by the **Giles County School Board** on **12/14/06**. The school district will make available this policy to all parents of participating Title I, Part A children.

_____
(Signature of Authorized Official)

_____
(Date)

Adopted: December 14, 2006
Revised: December 13, 2012

GILES COUNTY PUBLIC SCHOOLS

REMEDIAL INSTRUCTION PROGRAM

Generally

The School Board shall develop and implement programs of prevention, intervention or remediation for students who are educationally at risk, including those who fail to achieve a passing score on any Standards of Learning assessment in grades three through eight, or who fail an end-of-course test required for the award of a verified unit of credit. Such programs shall include components that are research based.

Any student who achieves a passing score on one or more, but not all of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend a remediation program.

Any student who fails to achieve a passing score on all of the Standards of Learning assessments for the relevant grade level in grades three through eight or who fails an end-of-course test required for the award of a verified unit of credit shall be required to attend a remediation program or to participate in another form of remediation. The superintendent shall require such students to take special programs of prevention, intervention, or remediation, which may include attendance in public summer school programs.

Remediation programs shall include, when applicable, a procedure for early identification of students who are at risk of failing the Standards of Learning assessments in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit. Such programs may also include summer school for all elementary and middle school grades and for all high school academic courses, as defined by regulations promulgated by the Board of Education, or other forms of remediation. Summer school remediation programs or other forms of remediation shall be chosen by the superintendent to be appropriate to the academic needs of the student.

Students who are required to attend summer school programs or to participate in another form of remediation shall not be charged tuition.

The requirement for remediation, may, however, be satisfied by the student's attendance in a program of prevention, intervention or remediation which has been selected by his parent, in consultation with the Superintendent or designee, and is either (i) conducted by an accredited private school or (ii) a special program which has been determined to be comparable to the required public school remediation program by the division superintendent. The costs of such private school remediation program or other special remediation program shall be borne by the student's parent.

Targeted mathematics remediation and intervention will be provided to students in grades six through eight who show computational deficiencies as demonstrated by their individual performance on any diagnostic test or grade-level Standards of Learning mathematics test that measures non-calculator computational skills.

The School Board shall annually evaluate and modify, as appropriate, the remediation plan based on an analysis of the percentage of students meeting their remediation goals and consideration of the pass rate on the Standards of Learning assessments.

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Summer School

The courses offered and the quality of instruction in the summer school program shall be comparable to that offered during the regular school term. Students must meet the requirements for SOL testing if appropriate.

Credit for repeated work will ordinarily be granted on the same basis as that for new work. With prior approval of the principal, however, students may be allowed to enroll in repeat courses to be completed in not less than 70 clock hours of instruction per unit of credit. Students must meet the requirements for SOL testing if appropriate.

Summer school instruction which is provided as part of a remedial program shall be designed to improve specific identified student deficiencies.

Compulsory Attendance

When a student is required to participate in a remediation program pursuant to this policy, the Superintendent may seek immediate compliance with the compulsory school attendance laws if a reasonable effort to seek the student's attendance, including direct notification of the parents of such student of the attendance requirement and failure of the parents to secure the student's attendance, have failed and the superintendent determines that remediation of the student's poor academic performance, passage of the Standards of Learning Assessment in grades three through eight, or promotion is related to the student's attendance in the remediation program.

Adopted: October 14, 2004
Revised: June 30, 2006
Revised: June 29, 2007
Revised: June 30, 2011
Revised: June 28, 2012
Revised: June 27, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:1, 22.1-254, 22.1-254.01.

8 VAC 20-131-120.

8 VAC 20-630-40

Cross Refs.: BCF Advisory Committees To The School Board
IKG Remediation Recovery Program

GILES COUNTY PUBLIC SCHOOLS

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PARTICIPATION IN GRADUATION CEREMONIES

Participation in graduation ceremonies is considered a school function and not a requirement to receive the earned diploma. Beginning with the class of 1997, only those students in good standing and those students who actually completed the necessary requirements for graduation shall participate in graduation ceremonies.

Students who have achieved senior status and do not complete the necessary requirements for graduation, but do so as a result of summer school, may request to participate in graduation ceremonies with the next senior class.

High school administrators should take necessary steps to ensure that students are aware of this requirement and shall annually publish this notice in student handbooks.

Issued: January 17, 1996
Revised: June 28, 2012

ENGLISH LEARNERS

Generally

The Giles County School Board provides programs to improve the education of English learners by assisting the children to learn English and meet Virginia's challenging academic content and student academic achievement standards.

Assessments

The School Board annually assesses the English proficiency of all English learners.

Notification

The School Board, not later than 30 days after the beginning of the school year, informs a parent or the parents of an English learner identified for participation in, or participating in, a program for English learners, of

- the reasons for the identification of their child as an English learner and in need of placement in a language instruction education program;
- the child's level of English proficiency, how that level was assessed, and the status of the child's academic achievement;
- the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;
- how the program in which their child is, or will be participating will meet the educational strengths and needs of the child;
- how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program);
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
- information pertaining to parental rights that includes written guidance
  - detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available, and
  - assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.

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For a child who has not been identified as an English learner prior to the beginning of the school year but is identified as an English learner during the school year, the School Board provides the notice detailed above within 2 weeks of the child being placed in the program.

The information described above is provided to parents in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

The School board accepts and provides programs for students for whom English is a second language who entered school in Virginia for the first time after reaching their 12th birthday, and who have not reached age 22 on or before August 1 of the school year. No tuition is charged such students, if state funding is provided for such programs.

Adopted: August 27, 2004
Revised: June 7, 2011 (Legal Refs. Only)
Revised: June 30, 2017

Legal Ref.: 20 U.S.C. §§ 6311, 6312, 6825.

Code of Virginia, 1950, as amended, § 22.1-5.

Cross Ref.: IGBC Parent and Family Engagement

HOMEBOUND INSTRUCTION, CORRESPONDENCE, AND ALTERNATIVE MEANS OF INSTRUCTION

Homebound Instruction

The School Board shall maintain a program of homebound instruction for students who are confined at home or in a health care facility for periods that would prevent normal school attendance based upon certification of need by a licensed physician, physician assistant, nurse practitioner, or clinical psychologist.

Credit for the work shall be awarded when it is done under the supervision of a licensed teacher, a person eligible to hold a Virginia license, or other appropriately licensed professional, employed by the School Board, and there is evidence that the instructional time requirements or alternative means of awarding credit adopted by the school board have been met.

Correspondence Courses

Parents/guardians are required to submit a written request documenting the hardship for requesting a correspondence course. This request must be submitted to the principal, who with the guidance counselor and others concerned will determine if the correspondence course is approved.

Students who enroll in high school as freshmen before July 1, 2018, as sophomores before July 1, 2019, as juniors before July 1, 2020 or as seniors before July 1, 2021 may enroll in and receive a standard and verified unit of credit for supervised correspondence courses with prior approval of the principal. Standard units of credit will be awarded for the successful completion of such courses when the course is equivalent to that offered in the regular school program and work is done under the supervision of a licensed teacher, or a person eligible to hold a Virginia license, approved by the School Board. Verified units of credit may be earned when the student has passed the SOL test associated with the correspondence course completed. The division superintendent will develop regulations governing this method of instruction in accordance with the regulations of the Board of Education.

Instruction Through Alternative Technological Means

Standard units of credit will be awarded for the successful completion of courses delivered through emerging technologies and other similar means when the course is equivalent to that offered in the regular school program and the work is done under the supervision of a licensed teacher, or a person eligible to hold a Virginia license, and approved by the School Board. Verified units of credit may be earned when the student has successfully completed the requirements and passed the SOL test associated with the course. The division superintendent will develop regulations governing this method of delivery of instruction in accordance with the regulations of the Board of Education.

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Adopted: October 20, 2005
Revised: June 30, 2010
Revised: June 30, 2011
Revised: June 27, 2013
Revised: June 30, 2016

Legal Ref.: Code of Virginia, 1950, as amended, §§ 54.1-2952.2, 54.1-2957.02.

8 VAC 20-131-180.

Cross Ref.:
IGBGA Online Courses and Virtual School Programs
IKFD Alternative Paths to Attaining Standard Units of Credit

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PROCEDURES FOR SECONDARY STUDENTS TAKING INDEPENDENT STUDIES IN GILES COUNTY SCHOOLS

Secondary Independent Study Application must be submitted to the principal.

The guidance counselor will establish a meeting with the student and the parent to review the request and determine the need.

The guidance counselor will review information from the parent meeting with the principal and chairman of the curriculum area. A determination will be made if an independent study should be considered.

A determination will be made at this point if there is a teacher from the school who would be willing to undertake this assignment.

Student and parent will sign an agreement indicating that student will complete all requirements for the independent class.

Failure to complete all class requirements will result in no credit being issued for the class.

Requirements for verified credit will be addressed by the guidance counselor.

Issued: October 30, 2001 (All Regulation Pages 1-3)
Revised: March 13, 2008
Revised: May 17, 2012
Revised: January 19, 2017 (Pages 4-5, 7)

Homebound Instruction Guidelines

(excerpts taken from the VA Department of Education's Homebound Instructional Services Guidelines handbook published February 2012)

Introduction

The Board of Education through the regulations establishing *Standards for Accrediting Public Schools in Virginia* requires in 8 VAC 20-131-180 that:

> Homebound instruction shall be made available to students who are confined at home or in a health care facility for periods that would prevent normal school attendance based upon certification of need by a licensed physician or licensed clinical psychologist. For students eligible for special education or related services, the Individualized Education Program committee must revise the IEP, as appropriate, to direct off-site instruction. Credit for the work shall be awarded when it is done under the supervision of a teacher licensed by the Board of Education and meets the requirements of 8 VAC 20-131-110.

Overview of Services

Homebound instruction is not intended to supplant school services and is by design temporary. Continuity between school-based instruction and homebound services for each student is essential. Regular communication with appropriate school personnel, particularly the student's classroom teacher, should be maintained by the homebound teacher. The homebound teacher must use assignments and materials provided by the classroom teacher. The goals of homebound services are to sustain continuity of instruction and to facilitate the student returning to school. For students expected to be out of school in excess of nine calendar weeks, a homebound transition plan should be prepared by the physician or licensed clinical psychologist in collaboration with the parent/guardian and school personnel and recorded by the school division. The plan must include the student's need for extending homebound services, the anticipated duration of the absence, and proposals for the student's return to the classroom setting. The duration and extent of homebound services is a school division's decision based upon the physician's or licensed clinical psychologist's certification of need.

Eligibility for Homebound Services

Eligibility for homebound instruction is determined on the basis of medical evidence submitted on the appropriate forms (SB-52b). The school division reviews all requests for completeness of information and appropriateness of the request. Approval is determined by school division personnel on the basis of the student's documented need for service. Instruction of special education students who have been suspended or expelled is not permitted through homebound instruction. These services must be provided through the special education funding.

Initiation of Service

Homebound instruction will be initiated as soon as possible following receipt of a completed application, but no later than 5 instructional days upon approval. When administrative processing delays the initiation of services, efforts to provide homebound services should be documented and delays explained to the parent/guardian.

Hours of Homebound Instruction

The following are suggested guidelines for minimum hours of homebound instruction. These hours may not be applicable in all instances (i.e., for students with IEPs, the IEP team determines the hours required in accordance with the student's educational needs.) Every effort should be made to ensure academic progress; however, course credit must still be earned according to class requirements. (1) elementary students—one hour per day; (2) middle school students—eight hours per week; (3) high school students—two hours per core academic subject per week; other accommodations on an individualized basis.

Review and Termination of Service

Students receiving homebound instruction should return to school-based instruction as soon as possible. Homebound services should not be approved for periods in excess of nine calendar weeks. If it is necessary for homebound instruction to continue beyond nine weeks, an extension or reauthorization form, including treatment plan, progress towards treatment goals, and specific plans to transition the student back to the school setting, will be required from the treating health care provider to document the need for extended services.

Homebound Teacher and Classroom Teacher Roles

A student receiving homebound instruction is maintained on the class roll. The classroom teacher will: (1) provide the homebound teacher with appropriate instructional materials and information; (2) be responsible for grading procedures in collaboration with the homebound teacher; (3) maintain close contact with the homebound teacher and monitor instructional progress; (4) collaborate with the homebound teacher about the curriculum and appropriate instructional strategies.

Student/Parent/Guardian Roles

The student and parent/guardian are expected to work cooperatively with the assigned homebound teacher and school personnel to: (1) have a responsible adult in the home during the entire period of instruction; (2) provide adequate facilities for teaching including a quiet room without interruptions; (3) have the student ready for instruction at the time designated by the instructor; (4) supervise daily homework; (5) notify the teacher in advance if there is a contagious illness in the home or if cancellation needs to occur; (6) keep all homebound appointments (excessively missed appointments may result in suspension/termination of services) (the teacher will wait for 10 minutes from the appointment time before leaving); (7) complete school assignments; (8) advise the homebound teacher of any change in the student's status that would necessitate modification or termination of services; (9) notify the SBO of excessively missed appointments or tardiness by the homebound teacher.

Homebound Teacher Responsibilities

Homebound teachers must: (1) maintain close contact with the student's teachers and the guidance counselor to receive and implement appropriate educational programs; (2) maintain an accurate record of the hours of instruction provided for each assigned student and file such information with the SBO within 3 days following each month; (3) submit the student's completed work to the school prior to the end of the grading period and maintain written documentation of the work completed; (4) notify the SBO of any truancy issues or any other problems which may arise (if prior notification of a student's absence is not made, the homebound teacher may list 1 hour of time on their timesheet). The homebound teacher is responsible for assigning grades only for the work covered during the period of homebound instructed.

GILES COUNTY PUBLIC SCHOOLS
151 School Road
Pearisburg, VA 24134
(540) 921-1421 phone; (540) 921-1424 fax

Dear Parents/Guardians:

Homebound instruction shall be made available to students who are confined at home or in a health care facility for periods that would prevent normal school attendance based upon certification of need by a licensed physician or licensed clinical psychologist. Students receiving homebound instruction are prohibited from attending all school functions (before, during and after school hours). Homebound instruction is designed to provide continuity of educational services between the classroom and home or health care facility for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time.

Homebound instruction is temporary and will be reviewed with school staff, parents/guardians, and medical professionals every six to nine weeks. We expect treatment to be continuing during the period of homebound instruction.

Elementary school students receive a minimum of 1 hour per day. Middle school students receive a minimum of 8 hours of instruction per week. High school students receive 2 hours per core academic subject per week; other accommodations on an individualized basis.

Homebound services are offered free of charge to students. The student and/or parent/guardian are expected to work cooperatively with the assigned homebound teacher in providing an environment conducive to learning, ensuring that a responsible adult is present in the home during instructional periods, keeping all appointments with the homebound teacher, making every effort to keep up with assignments, and advising the homebound teacher of any change in medical status which would require modification or termination of homebound services.

It is our pleasure to work with your child while medical needs prevent school attendance. The homebound teacher is responsible for assigning grades only for the work covered during the period of homebound instruction.

If you have any questions, please contact me at 921-1421 extension 16 or talk with your school counselor.

Sincerely,

Richard R. Franklin
Assistant Superintendent, Curriculum

GILES COUNTY PUBLIC SCHOOLS
151 School Road
Pearisburg, VA 24134
(540) 921-1421 phone
(540) 921-1424 fax

Dear Physician or Mental Health Professional:

Homebound instruction shall be made available to students who are confined at home or in a health care facility for periods that would prevent normal school attendance based upon certification of need by a licensed physician or licensed clinical psychologist. Students receiving homebound instruction are prohibited from attending all school functions (before, during and after school hours). Homebound instruction is designed to provide continuity of educational services between the classroom and home or health care facility for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time.

Homebound instruction is temporary; a requirement based on the premise that instruction should take place in the school setting to the fullest extent possible.

You are an important member of a team which also includes parents/guardians and school personnel. We understand that you will be providing treatment to the student during the homebound period. Students receiving homebound instruction should return to school-based instruction as soon as possible. Homebound services should not be approved for periods in excess of nine calendar weeks. If it is necessary for homebound instruction to continue beyond nine weeks, an extension or reauthorization form, including treatment plan, progress towards treatment goals, and specific plans to transition the student back to the school setting, will be required from the treating health care provider to document the need for extended services.

Thank you for your assistance in working with Giles County School students. If you have any questions, please contact me at (540) 921-1421 extension 16.

Sincerely,



Richard R. Franklin
Assistant Superintendent, Curriculum

GILES COUNTY PUBLIC SCHOOLS
151 School Road
Pearisburg, VA 24134
(540) 921-1421 phone
(540) 921-1424 fax

MEDICAL REFERRAL FOR HOMEBOUND INSTRUCTION

SECTION I: STUDENT PERSONAL DATA (to be completed by parent/guardian)

Student: _____ School: _____

Sex: ____ Male ____ Female Age: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

_____

Phone: _____

By my signature, I authorize the release and exchange of medical information between the health care provider ordering the homebound, or his/her designee, and school division personnel. My signature provides the health care provider(s) with the authorization necessary to disclose protected health information and records regarding said student as it pertains to the condition for which homebound instructional services are being requested. This authorization may be withdrawn at anytime in writing. I acknowledge this request and agree with the need for temporary homebound services. I further acknowledge that the requested homebound services for students receiving special education services shall be subject to review by the student's IEP team pursuant to the Individuals with Disabilities Education Act. I will:

- provide an environment conducive to learning;
- provide a responsible adult in the home at the time of instruction;
- provide transportation to another agreed upon facility;
- keep appointments;
- keep up with assignments;
- advise school personnel of changes in my child's medical status.

I understand that homebound instruction is provided only when my child is confined to the home because of medical needs, either physical or psychiatric, and may be terminated if all conditions are not met. Students receiving homebound instruction are prohibited from attending all school functions (before, during and after school hours).

_____ _____
Signature of Parent/Guardian Date

GILES COUNTY PUBLIC SCHOOLS
151 School Road
Pearisburg, VA 24134
(540) 921-1421 phone
(540) 921-1424 fax

SECTION II: MEDICAL INFORMATION (to be completed by physician or licensed clinical psychologist)

The inability to attend school must be certified by a licensed physician or licensed clinical psychologist. Please complete and return to Rick Franklin at the above address.

Reason(s) for request for Homebound Instruction (type of injury or illness): _____

_____

_____

Is this student confined to the home or in a health care facility for a period that would prevent normal education progress? YES _____ NO _____ *(If no, homebound will not be approved) Students receiving homebound instruction are prohibited from attending all school functions (before, during and after school hours).*

Date Homebound Instruction should begin: _____

Expected date of return to school (no longer than 9 weeks): _____

If applicable, please attach a list of any aspects of the illness that may impact the way in which instruction is delivered (i.e. the student will be unable to write or type, etc). Also include any specific plans to transition the student back to the school setting if applicable. Please list frequency of treatment and/or therapy.

Print name, address, phone, and fax number of attending physician or licensed clinical psychologist:

_____

_____

_____

_____ _____
Signature of Physician or Licensed Clinical Psychologist Date

SECONDARY INDEPENDENT STUDY PROGRAM
APPLICATION

Student Name: _____ Date: _____

School: _____ Grade: _____

Course Title of Area of Study: _____

Credit Anticipated: 1 Unit _____ ½ Unit _____

Please state reasons for independent study below. Must be completed by parent/guardian.

_____

_____

_____

_____

_____

_____

_____ _____
Date Parent/Guardian Signature

In signing this application, the parent/student agrees to complete all requirements and to follow the instructions of the teacher.

A general outline of course of study will be provided by the school, as well as proposed time schedule for completion of study.

Issued: October 30, 2001 (All Exhibit Pages 1-6)
Revised: November 18, 2005 (Exhibit Page 5)

INDEPENDENT STUDY PROGRAM

TIME LOG

Name: _____ Study Title: _____

DATE	TOTAL TIME	BRIEF DESCRIPTION OF WORK

TOTAL: _____

_____ _____
DATE SIGNATURE OF STUDENT

_____ _____
DATE SIGNATURE OF TEACHER

GILES COUNTY PUBLIC SCHOOLS

SECONDARY CORRESPONDENCE COURSE
APPLICATION

Student Name: _____ Date: _____

School: _____ Grade: _____

Course Title of Area of Study: _____

Credit Anticipated: 1 Unit _____ ½ Unit _____

Please document the hardship for requesting a correspondence course. Must be completed by parent/guardian.

_____

_____

_____

_____

_____

_____

_____ _____
Date Parent/Guardian Signature

In signing this application, the parent/student agrees to be responsible for all course expenses.

_____ _____
Date Guidance Counselor Signature

_____ _____
Date Principal Signature Approved/Not Approved

GILES COUNTY PUBLIC SCHOOLS

ONLINE COURSES AND VIRTUAL SCHOOL PROGRAMS

The Giles 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 multidivision 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 Giles 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.

"Multidivision 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 grade12 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, "multidivision 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 multidivision online provider.

"Online course" means a course or grade-level subject instruction that (i) is delivered by a multidivision 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 multidivision 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.

Adopted: June 30, 2010
Revised: June 28, 2012
Revised: June 30, 2014

Legal Ref.: 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 Refs.:

	DJF	Purchasing Procedures
	GCDA	Effect of Criminal Conviction or Founded Complaint of Child abuse or Neglect
	IGBA	Programs for Students with Disabilities

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ALTERNATIVE SCHOOL PROGRAMS

The Giles County School Board will establish alternative educational programs within existing schools or at separate sites as needed. No person of school age meeting the residency requirements of §22.1-3 may be charged tuition for enrollment in an alternative program offered as a regional or divisionwide initiative by the School Board.

Proposals for alternative school programs shall be developed by the superintendent or his/her designee and will be submitted to the Board for review and endorsement prior to implementation. Proposals shall include:

1. a statement of justification for the alternative program explaining how it will meet the special needs or expectations of the target population and the community;

2. a plan which delineates the proposed organizational structure of the program as it relates to staffing and the scope and structure of the total instructional program;

3. a statement of financial impact identifying all costs, including administration, staffing, equipping, supplying, transportation, support services, and maintaining the program;

4. a statement of related impact explaining how the proposed program will affect and interrelate with other programs and populations served in existing programs and facilities;

5. a statement verifying that all aspects of the program are in compliance with all applicable federal, state, and local laws and regulations, and accreditation requirements;

6. if the proposal presents a potential conflict with existing regulations of the State Department of Education, evidence of authorization from the State Department of Education must accompany the proposal; and

7. a plan for evaluation that defines anticipated outcomes and establishes criteria and procedures for evaluating achieved outcomes.

Adopted: August 26, 1999
Revised: March 15, 2012

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

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ADVANCED PLACEMENT CLASSES AND SPECIAL PROGRAMS

Students and their parents are notified of the availability of dual enrollment, advanced placement classes, career and technical education programs, the International Baccalaureate program and Academic Year Governor's School Programs, the qualifications for enrolling in such classes and programs and the availability of financial assistance to low-income and needy students to take the advanced placement and International Baccalaureate examinations. Students and their parents are also notified of the program with a community college to enable students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma. The superintendent promulgates regulations to implement this policy, which ensure the provision of timely and adequate notice to students and their parents.

Adopted: October 14, 2004
Revised: June 28, 2012
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:1.D.

Cross Ref.: LEB Advanced/Alternative Courses for Credit

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STUDENT ORGANIZATIONS

Generally

Public school facilities are devoted primarily to instructional programs and school-sponsored activities. Curriculum-related student organizations are an extension of the regular school program. Their function is to enhance the participants' educational experience and supplement course materials. The activities of these organizations should bear a clear relationship to the regular curriculum.

Secondary school students may organize and conduct meetings of noncurriculum-related groups. Any secondary school which permits one or more noncurriculum-related student group to meet on school premises during noninstructional time will provide equal access to any students who wish to conduct a meeting without discrimination on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

Noncurriculum-related student groups may use school facilities provided that

- the group's meetings are voluntary and student-initiated;
- the group is not sponsored by the school, the government, or any government agent or employee;
- agents or employees of the school or government are present at religious meetings only in a nonparticipatory capacity;
- meetings do not materially and substantially interfere with the orderly conduct of educational activities at the school; and
- nonschool persons do not direct, conduct, control, or regularly attend activities of the group.

Meetings of Student Organizations

The principal of each school will determine the times and places which are available for the meetings of student organizations. The principal will also develop procedures for scheduling meetings of student organizations. Meeting times will be limited to non-instructional time.

Faculty Involvement

Curriculum-related student organizations must be sponsored and supervised by one or more school faculty members and approved by the principal. Faculty sponsors will participate in the supervision and direction of all activities of the organization and will attend all meetings and activities.

Noncurriculum-related student organizations do not have a faculty sponsor. However, a member of the school's staff shall attend every meeting or activity of such organizations in a nonparticipatory capacity for purposes of general supervision. The organization is responsible for assuring the presence of a staff member for its meetings.

No school employee will be compelled to attend a meeting of any student organization if the content of such meeting is contrary to the beliefs of that school employee.

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Compliance with Law and Policy

Student organizations shall not engage in any activity which is contrary to law, Division policy or school rules; which disrupts or clearly threatens to disrupt the orderly operation of the school; or which would adversely affect the health, safety or welfare of any students or staff members. Failure to comply with these provisions shall be grounds for disciplinary action.

Adopted: June 3, 1997
Adopted: August 27, 1998
Revised: June 28, 2012

Legal Ref.: Legal Refs.: 20 U.S.C. § 4071.

Cross Refs.: KF Distribution of Information/Materials
KG Community Use of School Facilities

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STUDENT ORGANIZATIONS (Secondary Schools)

1. Any group seeking to meet on school premises during noninstructional time as a student organization shall submit a written application to the principal. Applications shall be made on Division approved forms only and shall include at least the following information:

a. Name of the organization.

b. Name(s) of the faculty sponsor(s) or matter(s).

c. A general statement of the purposes of the organization.

d. A description of the qualifications for membership, if any. If students' sex is a qualification, the description shall state the reasons therefor.

e. A statement that the organizing students have read, understood and agree to comply with Division Policy IGDA and all applicable school guidelines and rules.

f. Applications for curriculum-related student organizations shall include a statement of the relation of the organization to the regular school curriculum. This shall include specific reference to classes or other elements of the educational program which the organization is intended to supplement and a description of how the organization will serve as an extension of or adjunct to the curriculum; and a description of the function of the faculty advisor in the promotion, supervision and leadership of the organization.

2. The principal shall review the application and such other information as he or she considers appropriate and shall approve or disapprove of the organization within ten (10) school days after receipt of the application. The principal's decision shall specify whether or not the student organization is approved as a curriculum-related student organization. The principal's decision shall be in writing, and a copy shall be given to the applicant. If the application is disapproved, the principal shall state the reasons for disapproval in the decision.

3. The applicant may appeal the principal's decision to the Superintendent of Schools, or his designee, by written appeal submitted to the Superintendent within five (5) school days after receipt of the principal's decision. The written appeal shall state the reasons for the appeal and shall enclose copies of the application and the principal's decision. The Superintendent, or his designee, shall review the appeal and such other information

as he or considers appropriate and give a written decision within ten (10) school days after receipt of the appeal.

4. The applicant may appeal the decision of the Superintendent, or his designee, to the Board of Education by written appeal submitted to the Secretary of the Board within five (5) school days after receipt of such decision. The written appeal shall state the reasons for the appeal and shall enclose a copy of the application, the appeal to the Superintendent and all prior decisions. The board shall review the appeal and such other information as it considers appropriate and shall notify the applicant of the date and time at which it will meet to render a decision. At the meeting, the board shall enter its order affirming or reversing the decision of the Superintendent. The decision of the board shall be final.

5. The principal may revoke approval of any student organization at any time upon his or her own initiative or on complaint by any student or staff member for good cause. Revocation may be appealed to the Superintendent, or his designee, and the board as provided hereinabove.

6. At any time, the Superintendent or the board may, on his or its own initiative, review the approval of any student organization and revoke the same for good cause. Any such action by the Superintendent may be appealed to the board as provided hereinabove.

Issued: July 31, 2017

File: IGE

ADULT EDUCATION

Adult Education Programs are offered to those residents of the school division over the age of compulsory school attendance who are not enrolled in the regular public school program, and who are functioning below the high school completion level. The School Board seeks to ensure that every adult participating in such a program has the opportunity to earn a high school diploma or pass a high school equivalency examination approved by the Board of Education. Such programs may be conducted solely by the School Board or through a collaborative arrangement between the School Board and other School Boards or agencies. Additional educational programs for adults also may be offered. Tuition and fees are established by the School Board.

Adopted: August 26, 1999
Revision: October 14, 2004 (Legal Ref. Only)
Revision: June 30, 2006 (Cross Ref. Only)
Revision: April 24, 2014
Revision: June 30, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-210; 22.1-225, 22.1-253.13:1.

Cross Refs.: JEA Compulsory Attendance
JEG Exclusions and Exemptions from School Attendance
IKF Standards of Learning Tests and Graduation Requirements

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GROUPING FOR INSTRUCTION

The Giles County School Board recognizes the different educational needs of students and endorses the use of flexible assignment of students for instruction.

The grouping of students within the individual schools for instructional purposes will be designed so each student will receive the maximum instructional benefit and will be based on:

The grouping of students within individual schools for instructional purposes shall be based solely on:

1. the best interests of the student,

2. the educational level, or achievement level, of the student,

3. the availability of space,

4. the best educational climate for learning,

5. the student's best chance for success,

6. Standards of Learning test scores, where available, or other standardized test scores, and

7. the creation of groups that may be taught effectively.

Grouping will remain flexible in order to take advantage of the best educational research currently available. Groups will be created, modified, or disbanded to be responsive to student needs.

Adopted: October 12, 1994
Revised: March 15, 2012

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78

Cross Ref.: IA Instructional Goals and Objectives

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CLASS SIZE

The Giles County School Board assigns licensed instructional personnel in a matter that produces divisionwide ratios of students in average daily membership to full-time equivalent teaching positions, excluding special education teachers, principals, assistant principals, counselors, and librarians, that are not greater than the following ratios:

- 24 to one in kindergarten with no class being larger than 29 students; if the average daily membership in any kindergarten class exceeds 24 pupils, a full-time teacher's aide will be assigned to the class;
- 24 to one in grades one, two, and three with no class being larger than 30 students;
- 25 to one in grades four through six with no class being larger than 35 students; and
- 24 to one in English classes in grades six through 12.

After September 30 of any school year, anytime the number of students in a class exceeds the class size limit established by this policy, the school division will notify the parent of each student in such class of such fact no later than 10 days after the date on which the class exceeded the class size limit. The notification shall state the reason that the class size exceeds the class size limit and describe the measures that the school division will take to reduce the class size to comply with this policy.

In addition, the Giles County School Board assigns instructional personnel in a manner that produces schoolwide ratios of students in average daily memberships to full-time equivalent teaching positions of 21 to one in middle schools and high schools.

When determining the assignment of instructional and other licensed personnel for purposes of this policy, full-time students of approved virtual school programs are not included.

Adopted: June 30, 2010
Revised: June 30, 2016

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:2.

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INSTRUCTIONAL MATERIALS

The Giles County School Board is responsible for the selection and use of instructional materials.

The Superintendent or superintendent's designee creates and updates, as necessary, guidelines and procedures for the selection of instructional materials. The guidelines and procedures are designed to ensure that appropriate instructional materials are selected and provide an opportunity for the professional staff and community to participate and be informed on the selection and use of instructional materials.

Parents may inspect, on request, any instructional material used as part of their student's curriculum.

Adopted: June 3, 1997
Revision: September 24, 2002
Revision: June 26, 2008
Revision: June 29, 2009
Revision: April 24, 2014

Legal Ref.: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, §22.1-238

8 VAC 20-720-160.

Cross Ref.: IGAH Family Life Education
IIAA Textbook Adoption, Selection, and Purchase
IIAB Supplementary Materials Selection and Adoption
KLB Public Complaints About Learning Resources
INB Teaching About Controversial Issues

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Supplemental Multi-Media Material for Classroom Curriculum Use:

Materials used to extend, expand, and supplement basal materials constitute an integral part of the instructional program. Supplemental materials are those items which are used to assist the teaching and learning process and include such items as magazines, newspapers, charts, videos, films, software, pictures, certain workbooks, kits, and games. Materials selected for supplemental use must relate directly to the established objectives of the course or content area in which they are used.

Teachers must carefully review materials prior to use and exercise a high degree of professional judgment in their selection of supplemental materials. The use of such materials must serve to both support and complement the basic educational objectives within the specific subject areas and classrooms.

If a teacher plans to use a video (or other multi-media material) that is rated as restricted for specific audiences, the teacher must submit to the school review committee in writing (this committee will be established by the school principal):

- the reasons for using this specific material;
- that there are no other materials available which clearly address the educational objective;
- that any objectionable material will be edited before use.

Following this review, it will be the responsibility of the principal to review and approve the material. The teacher will notify parents at the beginning of the school term if they anticipate using any multi-media material that is restricted for audience viewing. Parents will be informed of the material title, approximately when it will be used, and how it relates to the curriculum. Parental consent must be obtained prior to showing of restricted materials. If the parent does not desire for their child to view this material, the student will be provided alternate instructional materials that relate to the subject area being taught. A student's class grade will not be affected if they opt out of any restricted rated multi-media material.

Issued: March 21, 2001

Material Donated to School Libraries

Materials donated will be used to extend, expand, and supplement basal materials, which constitute an integral part of the instructional program. Supplemental materials are those items, which are used to assist the teaching and learning process and include such items as books, magazines, newspapers, charts, videos, films, software, pictures, certain workbooks, kits, and games. Materials being donated for supplemental use must relate directly to the established objectives of the course or content area in which they may be used.

Any questionable material not approved by the librarian must be submitted to the school review committee for acceptance as a donation to the library. The committee will be established by the principal at each school (to include the librarian). The submission of material to the committee must be done in writing.

It will be the responsibility of this committee to decide if the gifts are appropriate and then recommend to the principal whether the materials are appropriate. Following this review, it will be the responsibility of the principal to review and approve the material. Donated materials become the property of the school.

Issued: October 30, 2002 (Page 2 only)

TEXTBOOK SELECTION, ADOPTION, AND PURCHASE

Selection of Textbooks

The School Board may adopt textbooks, including print or electronic media for student use that serves as the primary curriculum basis for a grade-level subject or course from the list of textbooks approved by the Board of Education. The School Board may also adopt books which are not on the state-adopted list in accordance with the Board of Education regulations.

In approving textbooks, the School Board

- appoints evaluation committees to review and evaluate textbooks,
- gives notice to parents that textbooks under consideration will be listed on the division's website and made available at designated locations for review by any interested citizens,
- creates opportunities for persons reviewing such textbooks to present their comments and observations to the School Board,
- creates procedures to ensure appropriate consideration of citizen comments and observations and
- establishes and makes known selection criteria.

Textbooks Approved by the Board of Education

The Giles County School Board may either enter into written term contracts or issue purchase orders with publishers of textbooks approved by the Board of Education. Such written contracts or purchase orders are exempt from the Virginia Public Procurement Act (Va. Code § 2.2-4300 et seq.) The contract price shall not exceed the lowest wholesale price at which the textbook or textbooks involved in the contract are currently bid under contract anywhere in the United States. If, subsequent to the date of any contract entered into by the School Board, the prices of textbooks named in the contract are reduced or the terms of the contract are made more favorable to purchase anywhere in the United States or a special or other edition of any book named in the contract is sold outside of Virginia at a lower price than contracted in Virginia, the publisher shall grant the same reduction or terms to the School Board and give the School Board the option of using such special or other edition adapted for use in Virginia and at the lowest price at which such special edition is sold elsewhere and the contract shall so state.

Contracts and purchase orders with publishers of textbooks approved by the Board of Education shall require the publisher to furnish an electronic file of the textbook in the National Instructional Materials Accessibility Standards (NIMAS) format that will then be deposited in the National Instructional Materials Access Center (NIMAC) from which accessible versions of the particular textbook may be produced for students with print disabilities, as defined in 20 U.S.C. § 1474. Publishers shall deliver the NIMAS file of the textbook on or before the date of delivery of the regular text version.

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Contracts and purchase orders with publishers of textbooks approved by the Board of Education for use in grades 6-12 shall allow for the purchase of printed textbooks, printed textbooks with electronic files, or electronic textbooks separate and apart from printed versions of the same textbook. The School Board may purchase an assortment of textbooks in any of the three forms listed above.

The School Board shall order directly from the respective publishers the textbooks needed to supply the public schools in the school division. The publishers shall ship the textbooks to the school board. The purchase price of such textbooks shall be paid directly to the publishers by the School Board.

Locally-Approved Textbooks

In approving textbooks that have not been approved by the Board of Education, the School Board will also include a correlation of the content to the Virginia Standards of Learning in the content area and an analysis of strengths and weaknesses of the textbook in terms of instructional planning and support when the textbooks pertain to Virginia Standards of Learning subjects.

The publishers of such textbooks shall

- provide the School Board with certification that the content of the textbook is accurate and
- sign an agreement with the School Board to correct all factual and editing errors found at its own expense.

The purchase of textbooks other than those approved by the Board of Education is not exempt from the Virginia Public Procurement Act.

Adopted: June 3, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 26, 2008
Revision: June 30, 2010
Revision: April 24, 2014
Revision: March 17, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-238, 22.1-241.

8 VAC 20-720-170.

Cross Ref.: DJF Purchasing Procedures
IIA Instructional Materials
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

Materials used by students under the guidance of teachers to extend, expand, and supplement basal materials constitute an integral part of the instructional program. Supplemental materials are those items, which are used to assist the teaching and learning process and include such items as magazines, newspapers, charts, pictures, certain workbooks, kits, and games. Materials selected for supplemental use must relate directly to the established objectives of the course or content area in which they are used.

The School Board delegates the responsibility for the selection and use of supplemental materials to the individual schools. Teachers must carefully review materials prior to use and exercise a high degree of professional judgment in their selection and use of supplemental materials, to ensure that the use of such materials serves to both support and complement the basic educational objectives within the specific subject areas and classrooms.

Adopted: June 3, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 26, 2008 (Legal & Cross Ref. Only)
Revision: April 24, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-238.

8 VAC 20-720-160.

Cross Refs.: IIA Instructional Materials
IIAA Textbook Selection, Adoption, and Purchase
KLB Public Complains About Learning Resources
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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INNOVATIVE OR EXPERIMENTAL PROGRAMS

Experimental and innovative programs that are not consistent with accreditation standards or other regulations promulgated by the Board of Education shall be submitted to the Board of Education for approval prior to implementation.

Adopted: June 3, 1997
Adopted: August 27, 1998
Revised: March 15, 2012

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

8 VAC 20-131-290.

Cross Ref. : IKF Standards of Learning and Graduation Requirements

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SCHOOL LIBRARIES/MEDIA CENTERS

Each school shall maintain an organized library media center as the resource center of the school and provide a unified program of media services and activities for students and teachers before, during and after school. The library media center shall contain hard copy, electronic technological resources, materials, and equipment that are sufficient to meet research, inquiry, and reading requirements of the instructional program and general student interest.

Each school shall provide a variety of materials and equipment to support the instructional program.

Adopted: June 3, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: April 11, 2013

Legal Ref.: 8 VAC 20-131-190.

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SELECTION POLICY for Giles County Public Schools

OBJECTIVES

Academic Freedom (GCPS File: IB):

- The School Board seeks to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, and to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.
- Freedom of individual conscience, association, and expression will be encouraged and fairness in

  procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society as set forth in the Constitutions of the United States and the Commonwealth of Virginia.
- Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Such home and classroom work shall be evaluated by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school.

For the School District:

- Instructional materials are selected by the school district to implement, enrich, and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students. The district is obligated to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

For the Library Media Center (GCPS File: IIBD):

- The primary function of a school's library media center is to implement, enrich and support the

  educational program of the school. The center provides a wide range of materials at various levels of sophistication with a diversity of appeal and the presentation of different points of view.
- To this end the School Board declares that the primary responsibilities of the library media center are:

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

RESPONSIBILITY FOR SELECTION

The elected Board of Education shall delegate to the Superintendent of Schools the authority and responsibility for selection of all print and non-print materials. Responsibilities for actual selection shall rest with appropriate professionally trained personnel, such as school librarians, who shall discharge this obligation consistent with the Board's adopted selection criteria and procedures. Selection procedures shall involve representatives of the professional staff directly affected by the selections, and persons qualified by preparation to aid in wise selection.

CRITERIA

Staff members involved in selection of resource materials shall use the following criteria as a guide:

- educational significance
- contribution the subject matter makes to the curriculum and to the interests of the students
- favorable reviews found in standard selection sources
- favorable recommendations based on preview and examination of materials by professional personnel
- reputation and significance of the author, producer, and publisher
- validity, currency, and appropriates of material
- contribution the material makes to breadth of representative viewpoints on controversial issues
- high degree of potential user appeal
- high artistic quality and/or literary style
- quality and variety of format
- value commensurate with cost and/or need
- timeliness or permanence
- integrity

The following recommended lists shall be consulted in the selection of materials, but selection is not limited to their listings:

Bibliographies (latest editions available, including supplements)

- *American Historical Fiction*
- *Basic Book Collection for Elementary Grades*
- *The Best in Children's Books*
- *Children and Books*
- *Children's Catalog*
- *Elementary School Library Collection*
- *European Historical Fiction and Biography*
- *Guide to Sources in Educational Media*
- *Junior High School Catalog*

- *Reference Books for School Libraries*
- *Subject Guide to Children's Books in Print*
- *Subject Index to Books for Intermediate Grades*
- *Subject Index to Books for Primary Grades*
- *Westinghouse Learning Directory*
- and as part of the vertical file index, other special bibliographies, many of which have been prepared by educational organizations for particular subject matter areas.
- *Current reviewing media:*
- *AASA Science Books and Films*
- *American Film & Video Association Evaluations*
- *Booklist*
- *Bulletin of the Center for Children's Books*
- *Horn Book*
- *Kirkus Reviews*
- *School Library Journal*

The following criteria will be used as they apply:

1. Learning resources shall support and be consistent with the general educational goals of the state and district and the aims and objectives of individual schools and specific courses.
2. Learning resources shall meet high standards of quality in factual content and presentation.
3. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
4. Physical format and appearance of learning resources shall be suitable for their intended use.
5. Learning resources shall be designed to help students gain an awareness of our pluralistic society.
6. Learning resources shall be designed to motivate students and staff to examine their own duties, responsibilities, rights, and privileges as participating citizens in our society, and to make informed judgments in their daily lives.
7. Learning resources shall be selected for their strengths rather than rejected for their weaknesses.
8. The selection of learning resources on controversial issues will be directed toward maintaining a diverse collection representing various views.
9. Learning resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

The following kinds of material should be selected for the school library:

1. Materials integral to the instructional program.
2. Materials appropriate for the reading level and understanding of students in the school.
3. Materials reflecting the interests and needs of the students and faculty served by the school library.
4. Materials warranting inclusion in the collection because of their literary and/or artistic value and merit.
5. Materials presenting information with the greatest degree of accuracy and clarity possible.
6. Materials representing a fair and unbiased presentation of information. In controversial areas, the school librarian, in cooperation with the faculty, should select materials representing as many shades of opinion as possible, in order that varying viewpoints are available to students.

PROCEDURES FOR SELECTION

1. In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
2. Recommendations for purchase involve administrators, teachers, students, district personnel, and community persons, as appropriate.
3. Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
4. Selection is an ongoing process that includes removing materials no longer timely or relevant and replacing lost and worn materials still of educational value.
5. Requests, suggestions, and reactions for the purchase of instructional materials shall be gathered from staff to the greatest extent possible and students when appropriate.
6. Reviews of proposed acquisitions will be sought in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and wide experience.
7. Building media center materials selection will be coordinated by the building school librarian and involve teachers and curriculum specialists. Final selection is made by the librarian of the school in which the materials are housed. Professionally recognized reviewing periodicals, standard catalogs, and other selection aids are used by the school librarian and the faculty to guide them in their selection.
8. Materials donated will be used to extend, expand, and supplement basal materials, which constitute an integral part of the instructional program. Supplemental materials are those items, which are used to assist the teaching and learning process and include such items as books, magazines, newspapers, charts, videos, films, software, pictures, certain workbooks, kits, and games. Materials being donated for supplemental use must relate directly to the established objectives of the course or content area in which they may be used. Any questionable material not approved by the school librarian must be submitted to the school review committee for acceptance as a donation to the library. The committee will be established by the principal at each school (to include the librarian). The submission of material to the committee must be done in writing. It will be the responsibility of this committee to decide if the gifts are appropriate and then recommend to the principal whether the materials are appropriate. Following this review, it will be the responsibility of the principal to review and approve the material. Donated materials become the property of the school (GCPS File: IIA-R).

POLICIES ON CONTROVERSIAL MATERIALS

The school board subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association's *Library Bill of Rights*, a copy of which is appended to and made a part of this policy.

RECONSIDERATION OF MATERIALS (GCPS File: KLB)

The selection of learning resources is delegated to the superintendent or his/her designee. Despite the care taken in selecting suitable learning resources, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for citizens to follow in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum.

Complaints about learning resources shall be presented in writing using KLB-E, "Request for Reconsideration of Learning Resources" form, which may be obtained from the principal or the central office. The standards and procedure for review shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Materials shall be considered for their educational suitability and shall not be proscribed or removed because of partisan or doctrinal disapproval. Challenges which are not resolved at the building level shall be submitted to the superintendent or his/her designee. The decision of the superintendent may be appealed to the School Board or reviewed at the Board's request. The decision of the Board will be final.

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES (GCPS File: KLB-R)

Resolving complaints about the selection and use of learning resources requires a recognition of responsibilities and considerations of the rights of the individual, the student, the community, the principal, the teacher, the media specialist, the school and the Board of Education. In reviewing complaints, the following questions should be asked to determine whether the complaint points up inconsistencies with the school division's initial selection objectives:

1. Are the materials appropriate for instructional use such that they enrich and support the attainment of the educational objectives of the curriculum, taking into consideration the varied interests, abilities, intellectual development and maturity levels of the pupils served and the standards of the community?

2. Do the materials stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards?

3. Do the materials provide a background of information which will enable pupils to make intelligent judgments in their daily lives?

4. Do the materials contribute to the presentation of opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media?

5. Are the materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage?

6. Do the materials promote the goal of providing a comprehensive collection appropriate for the interests and needs of the users, recognizing their right to access a wide range of reading materials?

PROCEDURE UPON RECEIPT OF A REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES (GCPS File: KLB-R)

Most complaints can and should be resolved at the building level. Many concerns are the result of simple misunderstandings or misinformation and can be resolved through informal inquiry and discussions with principals and/or teachers or library media specialists.

When a complaint is received, the school principal will check decisions on questioned and challenged learning resources on file in the office of the Superintendent or his designee to determine whether the learning resource has been questioned before. If a decision is on file and the challenge is substantially the same, the principal will share that decision with the complainant. If any significant difference is found in the new challenge, or if the learning resource has not been challenged before, the following procedure shall apply.

1. Discussion with School Principal
a. The school principal will hold a conference the complainant. At the discretion of the principal, the teacher or library media specialist or elementary library aide using the resource will be present at the conference.

b. If the complainant is dissatisfied with the results of the conference or if the proposed action in response to the complaint affects the availability of the materials to or use by other students, the principal will inform the complainant of this regulation and provide the complainant with the form "Citizen's Request for Reconsideration of Learning Resources."
c. Upon receipt of the appropriate completed form the principal will forward the form, with a written report of the conference held with the complainant, to the Director of Curriculum, the teacher or media specialist/aide involved and the citizen.

2. Review and Recommendation by the Challenged Materials Committee
a. The Director of Curriculum will promptly review the form and report to determine completeness and specificity of the complaint, obtain a copy of the learning resource being questioned and schedule a meeting of the Challenged Materials Committee ("Committee").
b. The Committee shall be comprised of the following members: director of curriculum, two students selected by the high school building principal (if high school materials are involved); one teacher, one media specialist, one building principal, five community members (all appointed by the Superintendent or his designee).
c. Oral and/or written testimony for consideration by the Committee will be limited to the complainant or designee, the teacher or media specialist/aide involved, the principal and the appropriate division curriculum administrator.
d. The Committee will provide a written report and recommendation to the Superintendent, after reviewing and considering the following: i) written complaint; ii) principal's report; iii) available professional reviews; iv) applicable curriculum guides; v) objectives, criteria and procedure for the initial selection of materials; and vi) the merits of the questioned materials taken as a whole.
e. The Committee's review, evaluation and recommendations shall be limited to the specific matters stated in the Citizen's Request for Reconsideration of Learning Resources.

3. Decision of the Superintendent
The Superintendent will review the Committee's report and recommendations and will submit an administrative decision to the Board of Education. The Superintendent will also inform the complainant, the Committee and the staff members involved of that decision.

4. Alternative Courses of Action
Following consideration of the complaint, the following courses of action are available: no change in status or use of the materials; provide optional or alternative assignment; use with professional guidance; use with parental permission; place materials at a higher grade level; place other limitations upon the use of the materials; withdraw from use of all students of the school; withdraw from all schools of the division.

5. Appeal to/Review by the Board
The complainant, any other citizen within the school division or any staff member has the right to appear before the Board of Education at the next regularly scheduled meeting following receipt of the Superintendent's decision to appeal. Any board member may also request that the decision be reviewed in the absence of an appeal. The board will consider any appeal or, in the absence of an appeal, close the appeal process at such meeting.

6. Status During Review/Appeal
In the absence of extraordinary circumstances, no action affecting the availability to students of previously approved learning resources shall be taken until such time as the review/appeal process has been completed.

References consulted:

"ALA | Dealing with Challenges," American Library Association. http://www.ala.org/Template.cfm?Section=dealing&Template=/ContentManagement/ContentDisplay.cfm&ContentID=11173 (Accessed March 15, 2011).

“School Board Policies,” Giles County Public Schools. http://sbo.gilesk12.org/BoardMembers/policy/Giles%20School%20Board%20Policy%20Manual.pdf (Accessed March 15, 2011).

Legal References for policies of Giles County Public Schools included in this document:

File IB

Legal Ref.: Code of Virginia, 1950, as amended, section 22.1-78, 22.1-303.3

File IIBD
Legal Ref.: 8 VAC 20-131-190. Materials in the library media center are chosen to meet individual learning needs, abilities, and learning styles; provide background materials to supplement classroom instruction; and provide a broad range of materials on controversial issues to help students develop critical analytical skills.

File KLB
Legal Refs: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.2.8 VAC 20-170-10.

Prepared by Kelly Passek and Margaret Christle
March 2011

CITIZEN'S REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES (GCPS File: KLB-E)

Request initiated by: _____ Date: _____

Telephone: _____

Address: _____

School where process was initiated: _____

Complainant represents: Individual ____ Group or Organization (please identify) _____

Title of Resource _____

Type of Resource (book, film, record, speaker, other) _____

Author: _____ Publisher _____

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?
Yes _____ No _____
If no, comment:

2. Are you aware of the judgment of this resource by professional critics?
Yes _____ No _____
If no, would you be interested in receiving this information?
Yes _____ No _____

3. Describe what prompted your concern about this resource, such as: resource assigned to your child, resource reviewed by local or national group, other.

4. In what unit of study is this resource used?

5. Are you familiar with the Giles County School Division's program objectives related to this unit of study?
Yes _____ No _____

6. To what do you object concerning the presentation of this resource? Please be specific in your references (Page numbers, words, scenes, illustrations, content, etc.) (Please attach additional information if appropriate.)

7. What do you think might be the result of exposing students to this resource?

8. What would you like the school to do about this resource?

9. For what age group would you recommend the presentation of this resource?

10. What benefits, if any, do you feel could be derived from the presentation of this resource?

11. What theme or message do you think is conveyed by the presentation of this resource?

12. Do you believe there is anything good about the resource? If so, please describe.

13. Other:

_____

Signature of Complainant

Return Completed Form to School Principal

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be
excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.
Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm

Adopted: May 19, 2011

ACCEPTABLE COMPUTER SYSTEM USE

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

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

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

(1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
(2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
   (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
   (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
   (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
(3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
(4) provisions establishing that all usage of the computer system may be monitored;
(5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
(6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
(7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors;
(8) a component on 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.

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Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

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

The school board will review, amend if necessary, and approve this policy every two years.

Adopted:
Revised: June 30, 2006
Revised: June 29, 2009
Revised: June 30, 2010
Reviewed: June 28, 2012 (No Changes)
Revised: June 27, 2013
Reviewed: June 30, 2014 (No Changes)

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

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

Cross Refs.: GCPD Professional Staff Members: Contract Status and Discipline
GDPD Support Staff Members: Contract Status and Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

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ACCEPTABLE COMPUTER SYSTEM USE

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

Computer System Use-Terms and Conditions:

1. Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. Privilege. The use of the Division's computer system is a privilege, not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

- using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state or local law.
- sending, receiving, viewing or downloading illegal material via the computer system.
- unauthorized downloading of software.
- using the computer system for private financial or commercial gain.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- posting material created by another without his or her consent.
- submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- intimidating, harassing, bullying, or coercing others.
- threatening illegal or immoral acts

4. **Network Etiquette**. Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- Users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.

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- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others.
- Users shall not modify or delete data owned by others.

5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. **Enforcement**. Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

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Adopted:
Revised: June 29, 2009
Reviewed: June 28, 2012 (No Changes)
Revised: June 27, 2013
Reviewed: June 30, 2014 (No Changes)

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

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

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs:

GCPD	Professional Staff Members: Contract Status and Discipline
JFC	Student Conduct
JFC-R	Standards of Student Conduct

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Bring Your Own Device (BYOD) Program

The Board recognizes that many students own electronic technology devices (smart phones, laptops, tablets, etc.) that they may choose to use under teacher direction for instructional purposes. The Bring Your Own Device program allows students to use privately owned electronic devices to access the Giles County Public Schools wireless network. Wireless access provided for personal electronic devices is designed to support educational experiences and instructional outcomes. Connecting to the Giles County Public Schools wireless network with personal devices is a privilege, not a right, and is not a requirement for division students. Permission to bring and use privately owned technology devices is contingent upon strict adherence to Giles County Public Schools guidelines as set forth herein. If a student's use of a personal electronic device disrupts the instructional environment, that student's privileges may be limited or revoked.

The purpose of the Giles County Public Schools computer network(s) is to support research and instruction, and the business of conducting education, by providing access to unique resources and opportunities for collaborative work. Access or transmission of any material in violation of any U.S. or state law or state agency provisions is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for any non-educational purpose (as defined by Giles County Public Schools) or commercial activity by any individual or organization, regardless of profit or non-profit status, is not acceptable. Use for product advertisement or political lobbying is strictly prohibited.

Students and parents/guardians that elect to bring personally owned electronic devices to any of Giles County's schools do so voluntarily and agree that such devices will only be used when authorized by a teacher, and will turn off said device if instructed to do so. It is also agreed that such devices are brought to school at the student's and parent/guardian's own risk. In the event that a privately owned device is damaged, lost, or stolen, Giles County Public Schools is not responsible for any property, financial, or data loss. Parents and students are required to review and sign the Bring Your Own Device Agreement Form prior to bringing a personal device to school.

The Board authorizes the Superintendent (or designee) to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Giles County Public Schools
Bring Your Own Device Program
Student – Parent/Guardian Regulation

Purpose

Giles County Public Schools recognizes that many students own electronic devices (smart phones, laptops, tablets, etc.) that they may choose to use under teacher direction for instructional purposes. This regulation will allow students to use privately owned electronic devices to access the Giles County Public Schools wireless network. Wireless access provided for personal electronic devices is designed to support students' educational experiences and instructional outcomes. Connecting to the Giles County Public Schools wireless network with personal electronic devices is a privilege, not a right, and is not a requirement for division students. Permission to bring and use privately owned electronic devices is contingent upon strict adherence to Giles County Public Schools guidelines as set forth herein. If a student's use of a personal electronic device disrupts the instructional environment, that student's privileges may be limited or revoked.

General Rules

1. No privately owned electronic device may be attached to any Giles County Public Schools network if a signed Acceptable Computer System Use Policy agreement form, and a signed copy of this regulation are not on file with Giles County Public Schools.

2. This policy does not grant permission for use of personal electronic devices at any or all times. Teacher permission is required for student use of privately owned electronic devices during classroom instruction or the classroom period.

3. Teachers may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.

4. Only the owner of record may use an approved personal electronic device. Teachers will not request that students loan devices to other students.

5. The use of privately owned electronic devices is strictly limited to instructional activities as directed by Giles County Public Schools teaching staff.

6. Recognizing that certain electronic devices may not be appropriate for instruction, personal electronic devices will only be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to: laptops, netbooks, tablets, smart phones, and e-readers. The final determination of whether a device is appropriate to connect to the Giles County Public Schools network will be made by Giles County Public Schools staff.

7. Students are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet Service Provider while engaged in approved electronic device use for instruction in any Giles County Public Schools school or facility.

8. Certain personal devices may not successfully connect to the Giles County Public Schools network if certain technical specifications for wireless protocol are not met by the device.

9. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on Giles County Public Schools grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game.

10. Students should not attempt to connect personal electronic devices by cable to the Giles County Public Schools network. Network access is provided via wireless connection only. No privately owned electronic device may be connected to any Giles County Public Schools network using an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.

11. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s). Use of photographic devices, either still image or video, shall not be used in an illegal manner or in a way which violates a published Board policy, including, but not limited to the following:

a. In a locker room or restroom
b. In any classroom except under the direct supervision of the teacher
c. In any place or situation in which a person has a reasonable expectation of privacy, without the person's permission. (If the person is mentally impaired, permission must be obtained from the person's parent or guardian.)
d. In a way that would violate copyright law
e. To harass, intimidate, bully another person
f. To invade a person's privacy

Any image depicting a person in any place or situation in which there is a reasonable expectation of privacy may not be published, broadcast, or transmitted to any other person/device without the consent of the person/persons appearing in the image.

12. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.

13. No student shall use another student's division-issued log-on credentials.

14. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.

15. No division-owned academic or productivity software may be installed on personal devices.

16. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption of or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, school personnel and/or student.

17. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school division Internet filters.

18. Under the provisions of the Giles County Public Schools' BYOD program, parents who grant permission for students to use their own devices at school, as well as students who bring a personal device do so knowing that it will diminish their expectation of privacy regarding their personal device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated federal or state law, Giles County Public Schools policies, administrative procedures, school rules, or engaged in other misconduct while using the device.
19. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, Giles County Public Schools is not responsible for any property, financial, or data loss.

20. All terms, conditions, and regulations of the division's Acceptable Computer System Use Policy remain in effect and are in no way superseded by this policy.

21. Giles County Public Schools personnel are not authorized to perform maintenance on, nor install or manipulate any product of any type (hardware, operating system, or software) on any personally owned device. Students and parents should not expect technical services of any type for their personal devices to be provided by division personnel.

Consequences of Inappropriate Use

Violation of school or division policies, local, state and/or federal laws while using a personal electronic device while attached to any Giles County Public Schools wireless network, or on Giles County Public Schools property will result in appropriate disciplinary and/or legal action as specified in the Student Code of Conduct, Giles County Public Schools' School Board policy as well as by local, state and/or federal law.

Privately Owned Electronic Device Security Risks

Laptops and other portable electronic devices are vulnerable to loss and theft. Students and parents who grant permission for their children to bring privately owned electronic devices onto school property must assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is lost or stolen, it is the owner's responsibility to include filing a police report if necessary. Per Giles County Public Schools policy, the school division will not accept responsibility for loss, damage, theft, or non-working personal property. In the event that a student believes that his/her Giles County Public Schools password has been compromised, he/she should immediately reset his/her password using a school division computer.

Recommendations

It is highly recommended that any and all personally owned devices brought on school property have the following:
- Engraved identification indicating the owner of the device.
- Proper storage/carrying bag or other protective cover.
- Proper licenses for all software installed.
- Reputable anti-virus/anti-malware software with current subscription for updates.

Adopted: January 19, 2017

ACCEPTABLE COMPUTER SYSTEM USE

Dear Parent/Guardian:

The Giles School Board offers your student the use of electronic communications through the Giles County School Division's computer system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the internet and other electronic information systems/networks.

Part of the School Division's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The internet will be one of these tools. Through the Division's computer system your student will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your student about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity also comes responsibility on the part of your student. It is important that you and your student read the enclosed division policy, administrative regulation and agreement form and discuss these requirements. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

In order for your student to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Computer System Use Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R and the Acceptable Computer System Use Agreement GAB-R/IIBEA-E2 which both you and your student must sign before your child may use the computer system. Please review these materials carefully with your student before signing the required agreement.

Sincerely,

Dr. Terry E. Arbogast, II
Division Superintendent

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File: IIBEA-E2/GAB-E1

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT FOR EMPLOYEES

Each employee must sign this Agreement as a condition for using the School Division's computer system. Each employee must sign this Agreement before being permitted to use the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEAR, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your school principal.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Signature _____ Date _____

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Giles County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system.

Employee Signature _____ Date _____

GILES COUNTY PUBLIC SCHOOLS

Giles County Public Schools
Bring Your Own Device Program Agreement

I, the parent or guardian of _____ (student's name), the minor student who has signed, along with me, this bring your own device agreement, understand that the minor child for whom I am responsible as indicated above and by our signatures below, must adhere to the terms of this agreement. I understand that by allowing the minor child named above to bring a privately owned electronic device to school that I accept sole responsibility for any loss, damage, or theft of said device. I also understand that Giles County Public Schools reserves the right to examine privately owned electronic devices and search the contents of said device if there is reason to believe that school division policies or local, state and/or federal laws have been violated.

I also understand, and have conveyed such to the minor child named above, that all rules, regulations, and instructions provided by Giles County Public Schools staff regarding this privilege shall be followed.

Parent or Guardian Name (Please print): _____

Parent or Guardian Signature: _____ Date: ____/____/____

Student Name (Please print): _____

Student Signature: _____ Date: ____/____/____

FIELD TRIPS

Field trips are off-campus instructional activities. Field trips can provide excellent educational experiences for students by enriching the curriculum and by making classroom learning experiences more meaningful. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation, and opportunities to assimilate the experience during and after the trip. Teachers will plan advance activities that prepare students for the trip and follow-up activities that assist students in summarizing, applying, and evaluating information learned on the trip.

The following factors should be considered in proposing and approving field trips:

- The value of the trip to the particular class
- The relationship of the field trip to a particular aspect of the curriculum
- The distance travelled
- The time away from the regular instructional program
- The availability of transportation

No student will be denied the opportunity to participate in a field trip because of a lack of funds.

Trips will be approved by the superintendent or designee pursuant to regulations developed by the superintendent. Approval must be obtained before commitments are made to students, parents, or commercial establishments. The superintendent will make an annual report to the School Board on field trips taken.

Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission for such trips may be obtained for the entire athletic season or school year.

The Giles County School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students for such trips. Employees who are involved with such trips must emphasize to any interested student/parent that such trips are strictly private enterprises.

Adopted: November 16, 1994
Revised: March 15, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-176

Cross Ref.: JFCB Sportsmanship, Ethics and Integrity

GILES COUNTY PUBLIC SCHOOLS

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FIELD TRIPS

General Guidelines

Prior approval of all trips is required by the principal. No field trip will be approved automatically. Each will be evaluated on the basis of its educational value and its relationship to the curriculum area and or club purpose.

No student will be permitted to participate in a field trip unless he/she has written parent/guardian approval that includes a medical form. A field trip is defined as any time students leave school grounds.

During the trip the person in charge is responsible for the safety and welfare of each student. The recommended ratio is one chaperon per ten students. In special situations such as primary groups or special classes, the ratio should be lower. At least one employee or principal's designee must be available to handle emergencies or other matters that develop and not be assigned to groups of students if the number of students necessitate. There must be a sufficient number of chaperons to provide adequate supervision throughout the trip.

Students participating are required to go and return with the group unless written permission has been given prior to the trip by the student's parent/guardian and the person in charge.

The school board will continue to allocate funds for field trips at a per student rate. Expenses that exceed school board allocations will be the responsibility of the individual school.

Use of School Buses and School Vehicles

These vehicles can only be used to transport students involved with school related activities. Any request to use vehicles for reasons other than the above stated must be approved in advance by the School Board.

Specific Guidelines

Requests for field trips (SB-146) are to be submitted to the school principal, who will submit the requests to the Superintendent or his designee by October 1 of each year.

Field trips involving transportation will be limited to a maximum of one per teacher per year exclusive of academic, athletic, and vocational competition trips.

Field trips sponsored by authorized school clubs shall be limited to a maximum of one per year. To be eligible to take a club sponsored field trip, eighty percent of the members must be committed to participate.

All vehicles involved in trips must have at least one school employee (preferably a classroom teacher) on board other than the driver. An exception being when the driver is a teacher in the school system.

Band and Choral Music Trips

No limitation will be imposed on the number of in-county parades, concerts, and other activities.

The number of trips to out-of-county football games for the band will be limited to two during the regular session. The number of trips to out-of-county activities for choral music will be limited to two during the school year. Instructors may request permission to participate in district, regional or area competition.

Athletic Trips

Athletic trips shall be governed by the Virginia High School League.

Academic Competition Trips

Competition trips must be approved by the school principal and forwarded to the Superintendent, subject to the approval by the school board.

Field Trip Approval

All field trips requiring transportation must be approved in the following manner:

Field trips not exceeding 500 miles round trip will be reviewed by the school principal for approval. If approved, the request will be sent to the Superintendent or his designee for final approval.

Field trips exceeding 500 miles round trip or requiring overnight stays will be reviewed by the school principal for approval. If approved, the request will be sent to the Superintendent's designee and forwarded to the Superintendent, subject to the approval by the school board.

Field trips of unusual merit or educational value may be submitted at times other than the beginning of school, but must follow the board approval process.

Any exception to policy or regulations will necessitate a specific school board action.

Issued: April 14, 1993
Revised: February 20, 1996
Revised: May 8, 1996 (Page 2 only)

Cross Ref.: EEAD, Special Use of School Buses

COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS

The Giles County School Board supports and encourages the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers, and others in the community who can serve as a resource to schools is a fundamentally important component of successful school programs. The administration of each school will direct the activities of parents, volunteers and other community resources at the building level.

Adopted: August 23, 2001
Revised: June 30, 2017

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

8 VAC 20-131-270

Cross Ref.:
- AD Educational Philosophy
- IGBC Parent and Family Engagement
- KA Goals for School-Community Relations
- KN Sex Offender Registry Notification
- KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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GUIDANCE AND COUNSELING PROGRAM

School Guidance and Counseling Services

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

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

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

- personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

No student is required to participate in any counseling program to which the student's parents object.

The guidance and counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents are notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

Employment Counseling and Placement Services

The School Board provides to secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the school division. Such information includes all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools and the teaching profession. In providing such services, the School Board consults and cooperates with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations and career schools.

If the School Board provides access to one or more of its high schools and contact with such high school's student body or other contact with its high school students during a school or school division-sponsored activity to persons or groups for occupational, professional or educational recruitment, it provides equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

Academic and Career Plans

Schools develop a personal Academic and Career Plan for each seventh-grade student with completion by the fall of the student's eighth-grade year. Plans are developed for students who transfer from other than a Virginia public school into the eighth grade as soon as practicable following enrollment. Students who transfer into a Virginia public school after their eighth-grade year have an Academic and Career Plan developed upon enrollment.

The components of the Plan include, but are not limited to, the student's program of study for high school graduation and a postsecondary career pathway based on the student's academic and career interests.

The Academic and Career Plan is developed in accordance with guidelines established by the Board of Education and signed by the student, student's parent or guardian and school official(s) designated by the principal. The Plan is included in the student's record and is reviewed and updated, if necessary, before the student enters the ninth and eleventh grades. The school meets its obligation for parental involvement if it makes a good faith effort to notify the parent or guardian of the responsibility for the development and approval of the Plan.

Adopted: June 30, 2006
Revised: April 24, 2014
Revised: March 16, 2017

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-130.1, 22.1-209.

8 VAC 20-131-140.

8 VAC 20-620-10.

Cross Refs.: IGAD Career and Technical Education
JO Student Records

PARENTAL ASSISTANCE WITH INSTRUCTION

The Giles County School Board encourages parents to provide instructional assistance to their children in the home. The school division may offer a voluntary training program to the parents of children in kindergarten through third grade, to assist them in developing the skills necessary to provide effective instructional assistance to their children.

Adopted:
Revision: June 10, 2003 (Cross Ref. Only)
Revision: June 26, 2008
Revision: April 24, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.5.

Cross Ref.: IGBC Parental Involvement

IKB Homework

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GRADING SYSTEMS

Education is a growth process which takes place for each individual in terms of factors peculiar to him; therefore, the grading system will indicate the quality and rate of growth in terms of the students own capacities, background, and previous experiences rather than terms of comparison with others.

It should be recognized that the most accurate and meaningful reporting of students progress is achieved through a combination of activities and documentation. While the report card is a vital link in this process, additional activities that are of extreme value are letters to parents, home visits, personal conferences, open house, parent-teacher conferences, and school visitation by parents. It is through the combination of each of these endeavors that the most accurate and thorough report of student progress can be achieved.

Kindergarten
Nine week progress reports shall be sent home on each Kindergarten student. The evaluation key is S-satisfactory, N-needs improvement, I-improving.

Grades 1-7
The grading system used in these grades shall consist of both numerical and letter symbols. Numerical grades shall be recorded on the report cards. Final grades on report cards are to be tabulated using only the 9 weeks numerical scores.

Secondary (Grades Eight through Twelve)
The grading system used in these grades shall consist of both numerical and letter symbols. Numerical grades shall be recorded on the report cards.

Adopted: March 12, 1997
Revised: November 13, 2000
Revised: February 16, 2017

File: IKAB-R

GRADING SYSTEMS

Procedures for Computing Term Grades (Elementary)
The grading system used in these grades shall consist of both numerical and letter symbols. Numerical grades shall be recorded on the report cards. Final grades on report cards are to be tabulated using only the 9 weeks numerical scores.

Procedure for Computing Term Grades (Secondary)
In computing term grades, numerical scores for each class taken are averaged as follows:

- First Semester Grade 43%
- Second Semester Grade 43%
- Final Exam/Project Grade 14%

EXCEPTION: For schools on a four/four block schedule, classes shall be averaged as follows:

First Nine Weeks' Grade	43%
Second Nine Weeks' Grade	43%
Final Exam/Project Grade	14%

The numerical grades for semester and/or term averages are determined through use of a term grade which is converted to a letter grade for permanent records. Letter grades are determined from the following numerical scale:

A	90 – 100	Excellent
B	80 - 89	Good
C	70 - 79	Average
D	60 - 69	Below average
F	Below 60	Failing

GPA/CLASS RANK

Class rank is a factor also used by some colleges in the selection of students. However, because of the difficulty of developing and implementing a class rank system that accurately and fairly depicts students' performance, the Giles County Public Schools will not rank students within their class, beginning with the graduating class of 2007. For the purposes of facilitating college applications, the average GPA of a class will be listed on transcripts issued to colleges. In addition, grade distribution charts, a description of the weighted Grade Point Average, and other information will be included in the school profile provided to colleges to which Giles County students apply for admission.

For the purposes of recognition, each school will recognize all seniors earning a 4.0 or greater grade average. This recognition will also be a part of each high school's graduation program.

For a secondary student who fails a class, that grade will be counted in his GPA. If the class is a required class, it must be repeated. The passing grade will also count in the GPA.

If a student passes a class with a C or D, they may elect to repeat it. This student must be in the 9th grade or higher, with the exception of credit courses (Latin, Algebra, Spanish, and others that may be identified by school administration). They can take the higher of the two grades to count towards their GPA. If the class is repeated, the original grade must show on the transcript/course history as no credit.

GILES COUNTY PUBLIC SCHOOLS
Exam Policy

Exam Requirements:
All students grades 8-12 shall be required to participate in an end-of-course evaluation. This shall be in one of the following formats (or a combination):

- In the core courses (English, math, science, and history), a final exam shall be required. In all courses designated as additional academic requirements for the advanced studies diploma (i.e. foreign language), an exam shall be required. Such exam shall be comprehensive; teacher prepared, and focused on identified SOLs.
- In other courses, the final evaluation option will be a comprehensive exam or end-of-course project/demonstration. The teacher shall determine the format of final evaluation based upon the exam policy requirements. Proposals for the final exam/demonstration project shall be submitted to the principal for approval.
- A description of the end-of-course evaluation shall be communicated to students at the beginning of the school year in the course syllabus.

Exam Length:
Sites shall determine a schedule that will permit the completion of exams over a 2- to 3-day span as appropriate. If teachers choose the demonstration/project option these may be scheduled as appropriate. The intent shall be that no student is scheduled for more than 3 exams/activities in any one school day. SOL exams shall be scheduled as determined by state testing protocol.

Exam Exemptions:

1. Seniors who have a "B" average or higher for the entire course shall be exempt from the final exam/ demonstration requirement.

2. Upon securing of Standards of Learning test results before the scheduled dates for final exams, students will be allowed the option of waiving their final exam if they have been successful on the Standards of Learning test associated with the course.

3. For those students who are not successful on the Standards of Learning test or who fail the course, they must take the final exam/project and it shall count the current 14% of the final grade.

4. For those courses that do not have a Standards of Learning test, the current policy of a final exam/project given to count 14% of the final grade will continue.

No exemptions will be made for classes considered weighted by Giles County School policy.

It is recognized that there may be situations where students have legitimate, excused absences and are not able to take SOL or other end-of-course exams. These situations will be dealt with on a case-by-case basis to determine exemption from exam requirements.

Mid-Course Exams:
The option exists for mid-course exams/projects to be administered. It is recommended that these be similar in format to state SOL tests or end-of-course exams designed by the teacher. Grades for these evaluations shall be incorporated into the appropriate nine weeks' grade. Schools may develop a schedule for administering exams. There shall be no release from attendance during this period.

Exam Cancellation:
With the implementation of these guidelines, exams/demonstrations shall not be cancelled except under extraordinary circumstances. Scheduling for administration shall be made as appropriate prior to the end of the course. Exams shall be scheduled to end on the last day of the course.

Issued: August 25, 1992 (Page 1 Only)
Issued: March 11, 1998 (Pages 2 & 3)
Revised: August 26, 1999 (Page 1 Only)
Revised: February 14, 2000 (Pages 1 & 2)
Revised: November 13, 2000 (Pages1 & 2)
Revised: October 30, 2001 (Page 1 Only)
Revised: May 16, 2002 (Class Rank Only)
Revised: August 22, 2003 (Grading Systems Only)
Revised: June 30, 2005 (Exam Exemptions Only)
Revised: February 16, 2017 (Page 1 & 3)

GILES COUNTY PUBLIC SCHOOLS

File: IKB

HOMEWORK

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

Guidelines for homework include:

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. A student's access to resource materials should be considered when making assignments.

5. Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.

6. Teachers should seek to determine the causes if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.

7. Excessive homework, like the absence of homework, should be avoided.

8. Homework should not be used for disciplinary purposes.

9. Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

Adopted: June 3, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 26, 2008 (Cross Ref. Only)
Revision: April 24, 2014

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

Cross Ref.: IB Academic Freedom
IGBC Parental Involvement
IKA Parental Assistance with Instruction

© 2/14 VSBA

HOMEWORK

Guidelines for Parental Instructional Assistance

Parents should provide a good learning environment in the home.

- Ensure adequate study time.
- Provide an atmosphere free from disruptions.
- Supply necessary reference materials, such as a dictionary, encyclopedias, atlas and other materials.

Parents should encourage the student to keep a list of assignments in a notebook.

Parents should not do the homework assignment. The work is intended to benefit the student.

Parents should encourage and support students in accomplishing homework.

Parents of elementary school students may help by:

- Finding books and other research materials.
- Reading aloud spelling and vocabulary lists.
- Checking work for neatness and completeness.
- Providing books, magazines and other leisure reading materials.
- Asking the child to explain a chapter from the science or social studies book or other reading assignments.
- Reviewing notes for a test.
- Helping students allocate time for long-term assignments.
- Encouraging students to meet deadlines.
- Reading with or to the student.

Parents should show a positive interest in homework and in school. If problems arise, students should be encouraged to ask questions or parents should call the teacher at school. Parents should refrain from complaining to the student to avoid creating a negative attitude about the work, teacher and school.

Parents should be aware of signs that indicate study problems. For example, unclear writing, lips moving when reading, frustration with tasks, procrastination and weak organizational skills. Help can be given in these areas.

Parents should help students set appropriate priorities and learn to handle their time requirements between school work and extracurricular activities

ACCELERATION

The curriculum and schedule of elementary, middle and high schools provides flexibility in placing certain students in programs or subjects normally considered above their grade level. Scheduling eighth grade students into subjects above the normal grade level is done with counseling based on evidence of ability, past scholastic achievement, and cooperation of the individual student and his parents or guardian.

When students below the ninth grade successfully complete courses offered for credit in grades 9 through 12, credit is counted toward meeting the standard units required for graduation for students who enroll in high school as freshmen before July 1, 2018, as sophomores before July 1, 2019, as juniors before July 1, 2020 or as seniors before July 1, 2021 provided the courses are equivalent in content and academic rigor a those courses offered at the secondary level. To earn a verified unit of credit for these courses, students below ninth grade level must meet the same requirements applicable to other students.

In any high school credit-bearing course taken in middle school, a parent may request that the grade be omitted from the student's transcript and the student not earn high school credit for the course. Such request shall be made in the format any by the deadline set forth in regulations developed by the superintendent.

Adopted: August 27, 1998
Revision: September 24, 2002 (Legal Ref. Only)
Revision: April 12, 2011
Revision: June 30, 2015
Revision: June 30, 2016

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

8 VAC 20-131-50.

8 VAC 20-131-90.

Cross Ref.: IGBB Programs for Gifted Students
JO Student Records

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CROSS-GRADE GROUPING/ACCELERATION OPTIONS FOR STUDENTS

The purpose of the cross-grade/acceleration option is for differentiation of instruction in one or more academic areas. The cross-grade option should only be considered for a complete academic course, and can occur either upward or downward in the grade structure. However, it is generally regarded to be the most productive in the acceleration mode. The cross-grade option should always be considered as a preliminary step to full grade acceleration. The decision to cross-grade a student should be done only after other alternatives such as in-classroom differentiation have been considered. The pros and cons of the procedure should be examined thoroughly with parents as well as teachers involved. Used either way, it is a serious decision and deserves our fullest concerns and considerations.

Acceleration of a student (from one grade to another) should only be considered after all other options have been reviewed. This option must take into consideration emotional as well as physical and educational objectives, and the decision must be unanimous by all parties.

ADMINISTRATIVE PROCEDURE

1. The principal shall notify the central office person in charge of elementary education that the cross-grade or acceleration option for a student may be a possibility.

2. A meeting will be scheduled with the parents and the student at their convenience. Also present will be teachers involved with the transition, the school principal, and the appropriate central office personnel.

3. The decision from this meeting must be unanimous.

4. When the cross-grade option is used, it should be primarily in the areas of language arts and mathematics.

5. The considered options are to be documented in writing and placed in the student's cumulative record (conference form).

6. Cross-grade placement should be reflected on the student's report card, as well as his/her DEP if one exists.

7. Yearly follow-up documentation is to be kept on these students.

PROCEDURES FOR ACCELERATED GRADUATION

Introduction

The curriculum of the secondary schools in Giles County provides the flexibility and the opportunity for certain students to be accelerated and graduate from high school earlier than that which is normally considered to be their grade level. While the acceleration of students is not encouraged, provisions are made for those students who, under certain circumstances, meet the requirements herein set forth. Acceleration of students shall not be interpreted to mean that any state requirements for graduation may be reduced. Listed below are the procedures which will be followed in the identification and selection of these students.

Eligibility

Only those students in the second semester of tenth grade are eligible for consideration. Only those students who will have accumulated 14 units prior to grade eleven will be considered.
Only those students who have maintained at least a 3.0 academic average and have demonstrated the maturity and ability to function in subjects normally considered to be above their grade level will be considered for acceleration.

Application

A formal written request from the parent or guardian on behalf of the student and co-signed by the student, must be presented to the principal of the school by the end of the school year, prior to fall entry into the program.

Review Committee

A committee composed of the principal or designee, who shall act as chairman, a guidance counselor, and a county level administrator will review the request. The committee's decision will be presented to the superintendent by the principal for final approval.

Graduation Requirements

All graduation requirements must be scheduled for completion by the end of the regular school session. Students approved to be accelerated will be placed in a senior homeroom their year of graduation and will be entitled to all rights and responsibilities of that class.

P.S.A.T.

The school will be in compliance with rules and regulations of the P.S.A.T. (Preliminary Scholastic Aptitude Test) - National Merit.

Issued: June 30, 1995 (Page 1 Only)
Issued: June 12, 1996 (Page 2 Only)

PROMOTION GUIDELINES
ELEMENTARY/MIDDLE

Promotion from one grade to the next at the elementary/middle school level will be based on mastery of skills and content for that grade level.

Grades K-3

Students who have successfully completed the kindergarten program, and in the opinion of the classroom teacher, have mastered the identified skills for this level, will be considered for promotion to the first grade. In grades 1-3, basic skills in reading, language, and mathematics will receive primary emphasis and students will be given every opportunity to demonstrate satisfactory levels of achievement. If grade level mastery in these core subjects is not achieved, then students may be considered for retention in order to provide more time for mastery. Teachers and administrators must consider SOL achievement levels when evaluating students for promotion.

Grades 4-7

In grades 4-7, students are expected to master specific skills and content in reading, language, mathematics, science, and history. In order to be promoted to the next grade level, students must achieve passing grades in reading, math, and at least one other core subject.

The decision to promote or retain students who have not achieved passing levels is to be based on what is best for the individual student. There may be students who have not reached this level despite good attendance, appropriate instruction, and additional interventions. The relationship of ability, effort, and achievement should be considered for placement of these students, along with chronological age, previous retention, and other pertinent information. Teachers and administrators must consider SOL achievement levels when evaluating students for promotion.

At grades 3 and 5, a student should earn a score of proficient or above on the required SOL test in language and mathematics, and at least one other of the areas of science or history in order to be considered for promotion.

If, by the end of the first semester, the student is not mastering the appropriate skills (in the opinion of the classroom teacher) then:

1. The classroom teacher schedules a conference with the principal to review concerns and efforts made to assist the student.
2. The principal offers other recommendations or authorizes the classroom teacher to inform the parent in writing of the possibility of retention.
3. The classroom teacher then schedules a conference with the parent and a plan is developed for remediation or additional interventions for the student.

4. If, after the fifth marking period, an acceptable skill level has not been reached by the student, a committee (consisting of teachers directly involved with the instruction of the student) will be established. The parent/guardian will be invited to a committee meeting, at which time, a recommendation will be finalized for promotion or retention.
5. The school principal is responsible for the final decision made for any student's retention or promotion.

ADDITIONAL INFORMATION TO BE CONSIDERED FOR STUDENT PROMOTION

Students who have not successfully mastered the appropriate skills at their grade level shall be considered for a summer remediation program if one is available. If they successfully complete this program, placement at the next grade level will be reconsidered. If students are not successful in this program or cannot attend, then they will be considered for placement if an in-school or after-school remediation program is established for them the following year. The Virginia Department of Education has determined that the SOLs are an important part of the education and assessment of all students in Virginia. Giles County Schools also support this position. In so doing, the school system has purchased software that is to be used for student remediation. This software is expected to be part of any remediation program.

It is imperative that parents/guardians are involved with this process and understand they must accept responsibility for the student's education including any remediation that may be established.

PROMOTION GUIDELINES
SECONDARY

8th Grade

In order to be promoted to the 9th grade, students must achieve passing grades in the corresponding 8th grade courses. A student who does not pass an 8th grade core subject (English, Math, Science, Social Studies, P.E.), will repeat that course. For these courses, successfully completed, the student will be allowed to pursue 9th grade courses in that subject area.

Students must pass 6 out of 8 courses at NHS and 5 out of 7 courses at GHS in order to be promoted to the 9th grade.

Grades 9-12

Credits required for promotion at the secondary level:

*	Enter 10th	5
*	Enter 11th	10
*	Enter 12th	16

Issued/Revised: May 14, 1998 (Pages 3 & 4 Only)
Issued/Revised: July 31, 1998 (Page 5 Only)
Issued/Revised: January 26, 1999 (Page 5 Only)
Issued/Revised: November 16, 1999 (Page 5 Only)
Issued/Revised: June 30, 2006 (Page 5 Only)
Issued/Revised: May 17, 2007 (Pages 7, 8 & 10)
Issued/Revised: June 30, 2011 (Page 5 Only)
Issued/Revised: May 19, 2016 (Pages 6-8)
Issued/Revised: February 16, 2017 (Page 6 Only)

NRCC SELECTION GUIDELINES

Student: _____ NRCC Class: **ENG SCI HIST MATH DE**

GPA: _____

Points	Overall GPA	Attendance (Days)*	Teacher Recommendation
5	4.0+	0 - 2	5
4	3.6 – 3.99	3 - 5	4
3	3.2 – 3.59	6 - 7	3
2	2.9 – 3.19	8 - 9	2
1	2.5 – 2.99	10 – 11	1
0	Below	> 11	0

(NOTE: GPA's are computed through the 3rd nine weeks of current school year.)

TOTAL _____

	Teacher Recommendation
English	English 9/10/11 CP/H
Science	Biology/Chemistry/(Biology II)/(Physics)
History	World Geography/World History I & II/(Government)/ VA/US History
Math	Algebra I/Geometry/ Algebra II/Advanced Algebra/Math Analysis

Minimum of 10 points needed to qualify for enrollment

Because the classes are college-level courses, more difficult and rigorous in nature, and involve more time, study, and skills, high school students must demonstrate greater ability and/or achievement in order to be eligible to take multiple classes.

* Attendance—students violating the county attendance policy will not be eligible to enroll in NRCC classes.

** Students will take the NRCC Placement Test and must score at the appropriate level to be considered for these classes.

*** The appeals process will go through the Counselor to the Administration. If needed, appeal may continue from Administration to Assistant Superintendent, to the Superintendent, and finally to the School Board.

GILES COUNTY PUBLIC SCHOOLS

Dear Student,

We have completed the review of your request to be enrolled in one or more of our NRCC courses. In compiling this data the following information has been determined. You have met the criteria for the indicated courses:

NRCC English Score: ____ Accepted / Not Accepted

NRCC History Score: ____ Accepted / Not Accepted

NRCC Biology Score: ____ Accepted / Not Accepted

A minimal score of 10 is needed to enroll in each course.

Congratulations on achieving the privilege of being a NRCC student while attending High School and receiving credit for both College and High School requirements. We have faith that you will strive to do your best and understand that high expectations exist in your endeavors in these classes.

If you have any questions about how your request was evaluated, please feel free to call and speak to your guidance counselor.

Sincerely,

Guidance Counselor Principal

To: _____

From: Guidance Counselor

The students listed below have pre-registered for NRCC History, NRCC Biology, or NRCC English.

Please rate each student's ability to do college work in this subject area. This judgment should be made on the basis of demonstrated maturity, motivation, work habits, independent study skills, and academic performance demonstrated in your class.

RATING SCALE:

5 – SHOULD BE HIGHLY SUCCESSFUL
4 – SHOULD BE VERY SUCCESSFUL
3 – SHOULD BE SUCCESSFUL
2 – RECOMMENDED WITH RESERVATIONS
1 – RECOMMENDED WITH NUMEROUS RESERVATIONS
0 – NOT RECOMMENDED
NA – HAVE NOT TAUGHT THE STUDENT

_____ 5 4 3 2 1 0 na

_____ 5 4 3 2 1 0 na

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Policy: IKEB-R-1

PROCEDURE FOR SEVENTH OR EIGHTH GRADE STUDENTS IN ALGEBRA I

1. Parent must request in writing to the principal that their child be considered to take a standardized Algebra I placement exam. No students will be allowed to take Algebra I at the seventh or eighth grade level unless they have successfully passed the standardized exam. The school administering the exam will notify the parent in writing of their child's score (before the end of June). The elementary counselors will send the list of students who passed the matrix to secondary counselors.

2. The standardized placement exam will be administered after the current year math SOL test has been given and the Algebra I committee has completed a rubric to determine eligibility. A student must score at least 15 on the rubric to be eligible to take the Algebra I placement exam. A school board administrator or designee will administer the exams. There will be no retakes except for students that enter the school system after the initial exam. Exams will be scored at the SBO then sent back to elementary schools to be placed in the student's file.

3. Any student who enrolls after the exam has been administered and would like to be considered for Algebra I the following year will be allowed to take the exam.

4. Transportation will be provided for seventh grade students enrolled in Algebra I to the high school for class. Students can ride their designated bus home from the high school or to the high school.

5. Algebra I class will be conducted by a certified high school teacher.

6. Students who are struggling and wish to drop the class must do so within the first four days of school. Any requests beyond the first four days must be addressed by the principal.

Issued: June 30, 2005
Revised: May 18, 2006
Revised: February 16, 2017

GILES COUNTY PUBLIC SCHOOLS

Giles County Public Schools
Algebra Selection Matrix

Student: _____ School Year_____
School_____ Grade_____

MATRIX POINTS	5	4	3	2	1	0
Math Average (current & previous 2 years)	**≥95**	**≥92**	**≥89**	**≥86**	**≥80**	**< 80**
Teacher Recommendation (3 current & 1 previous year Math)	**≥3 R / 4**	**2 R / 4**	**1 R / 4**	**4 RR / 4**	**≤1 DR**	**≥ 2 DR**
Average SOL Scores Math (current & previous 2 years)	**≥ 575**	**≥ 500**	**≥ 475**	**≥ 450**	**400**	**< 400**
Attendance (current year)	**≤ 3 Absences**	**4-6 Absences**	**7-9 Absences**	**10-12 Absences**	**13-15 Absences**	**>15 Absences**

Matrix Total= _____ (≥15 to qualify for placement exam)

Orleans Hanna Algebra Prognosis Test	SCORE: _____	**(≥ 40 to qualify for ALG I)**

Selection Committee

Name:_____ School_____ Grade_____

TO BE COMPLETED BY FACULTY MEMBER MAKING RECOMMENDATION

Please rate the candidate in the following categories by choosing the appropriate category. Consider the student's ability and achievement in your classroom and mark this student according to your experience.

1. Shows desire and curiosity for learning	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
2. Is self-disciplined in establishing and reaching goals and has a strong work ethic	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
3.. Demonstrates effective study skills and work habits	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
4. Completes work with attention to detail and persists when solving problems.	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
5. Interacts well with other students and teachers and influences others in a positive manner	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
6. Demonstrates personal integrity and seeks academic challenges beyond that required by normal course work	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
7. Exerts maximum effort showing a strong desire to achieve in every field and sets high standards for own performance in a number of areas of activity	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
8. Accepts criticism and makes improvements from it	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
9. Adjusts to a demanding schedule of activities without neglecting school work and accepts full responsibility for own actions.	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
10. Has aptitude and potential for successful study in math.	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed

COMMENTS: Please use the back of this form or another sheet to address the following with examples.

1. Provide an example which illustrates the student as an achiever.

2. Describe the student's potential for success in Algebra 1.

3. Add any other comments which will help the selection committee make a decision about the student.

Overall Faculty Member Recommendation:

_____Recommend _____Recommend with Reservations _____Do Not Recommend

_____ _____ _____

Signature Subject Area Date

PROCEDURE FOR UPCOMING EIGHTH GRADERS TAKING COMPUTER APPLICATIONS

1. Computer Applications is a required course for all eighth grade students.
2. Before April 1 of each year, the elementary/middle schools will send a letter to parents/guardians of all 7th grade students informing them they can request an opt-out. If the parent/guardian requests an opt-out of the class, they must request this to the elementary/middle school principal before April 15.
3. An opt-out test will be administered by the elementary/middle school prior to June 1 of the student's 7th grade year. The student must score 70% minimum on the written test. Additionally, for the second segment of the test a student must be able to type 25 words per minute with 95% accuracy. This is also the passing score for the end-of-year proficiency typing test for the course. Both of these parts of the test must be passed in order to opt-out.
4. The opt-out test is on file at the School Board Office and will be used for all schools (it will not be changed unless approved by a committee).
5. The test will be placed in the student's cumulative file.

Issued: May 23, 2013

GILES COUNTY PUBLIC SCHOOLS
151 School Road
Pearisburg VA 24134

MEMORANDUM

TO: Parents/Guardians of Rising Eighth Grade Students

FROM: (Principal Name)

RE: Opt-Out Procedure for 8th Grade Computer Applications Course

Per School Board Policy IKEB-R-2, the following guidelines will be used for students who wish to opt-out of 8th grade Computer Applications:

1. Computer Applications is a required course for all eighth grade students.
2. Before April 1 of each year, the elementary/middle schools will send a letter to parents/guardians of all 7th grade students informing them they can request an opt-out. If the parent/guardian requests an opt-out of the class, they must request this to the elementary/middle school principal before April 15.
3. An opt-out test will be administered by the elementary/middle school prior to June 1 of the student's 7th grade year. The student must score 70% minimum on the written test. Additionally, for the second segment of the test a student must be able to type 25 words per minute with 95% accuracy. This is also the passing score for the end-of-year proficiency typing test for the course. Both of these parts of the test must be passed in order to opt-out.
4. The opt-out test is on file at the School Board Office and will be used for all schools (it will not be changed unless approved by a committee).
5. The test will be placed in the student's cumulative file.

Please contact me if you wish for your child to take the opt-out test.

GILES COUNTY PUBLIC SCHOOLS

STUDENT CROSS GRADE GROUPING
AND ACCELERATION CONFERENCE FORM

MEETING DATE:

SCHOOL:

STUDENT:

CURRENT GRADE LEVEL:

CURRENT CROSS GRADING:

PARENT/GUARDIAN:

MEETING SUMMARY:

Attending:

RECOMMENDATION FOR CROSS GRADING FOR SCHOOL YEAR _____:

RECOMMENDATION FOR ACCELERATION, SCHOOL YEAR _____**:**

THE REVIEW COMMITTEE UNANIMOUSLY AGREES WITH THE RECOMMENDATION AS OUTLINED ABOVE.

_____	_____PARENT/GUARDIAN
DATE	GIFTED COORDINATOR DATE
_____	_____PRINCIPAL
DATE	ELEMENTARY SUPERVISOR DATE
_____	_____TEACHER
DATE	TEACHER DATE

cc: Parent
Principal
Gifted Coordinator
Elementary Supervisor

Issued: June 30, 1995
Revised: February 16, 2017 (Page 2 Only)

SCHOOL STATIONERY
--SAMPLE--

Dear **(parent/guardian)**:

This letter is to inform you that there exists the possibility that **(student)** could be retained for the 1997-98 school year.

We have just completed the 2nd nine weeks grading period. **(student)**'s academic progress for the year has been barely acceptable or unsatisfactory.

I urge you to make an appointment with **(teacher)** so a time can be arranged for a conference. The school phone number is _____.

You are encouraged to talk to **(student)** and emphasize that for the remainder of this school year, significant academic improvement needs to be made. We will work with you in any way possible to ensure your child's success.

Sincerely,

Principal

cc: **(teacher)**

INDEPENDENT STUDY PROGRAM

Time Log

NAME: _____ STUDY TITLE: _____

DATE	TOTAL TIME	BRIEF DESCRIPTION OF WORK

TOTAL: _____

_____ _____
DATE STUDENT'S SIGNATURE

_____ _____
DATE TEACHER'S SIGNATURE

INDEPENDENT STUDY PROGRAM
Application

STUDENT NAME: _____ DATE: _____

SCHOOL: _____ GRADE: _____

COURSE TITLE OF AREA OF STUDY: _____

CREDIT ANTICIPATED: 1 UNIT _____ 1/2 UNIT _____

GRADING ANTICIPATED: LETTER GRADE _____ PASS/FAIL _____

WHY DO YOU WANT TO PURSUE AN INDEPENDENT STUDY PROGRAM?

_____

_____

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. A general outline of the course of study to be followed. (Please limit to one page.)

2. A proposed time schedule for completion of your study. This may be a part of your outline or separate.

_____ _____
DATE PARENT'S SIGNATURE

_____ _____
APPROVAL OF TEACHER APPROVAL OF PRINCIPAL OR DESIGNEE

_____

RELEASE FROM LIABILITY

I understand and agree that if I choose to utilize school personnel outside of their regular professional responsibilities or other individuals not employed by Giles County Schools to provide instruction that Giles County Public Schools will not be held liable for any actions.

GILES COUNTY PUBLIC SCHOOLS

STANDARDS OF LEARNING TESTS AND GRADUATION REQUIREMENTS

I. Standards of Learning (SOL) Tests and Verified Units of Credit

The Board of Education has established educational objectives known as the Standards of Learning, 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 Giles 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.

In kindergarten through eighth grade, where Standards of Learning (SOL) tests are required by the Board of Education, each student is expected to take the SOL tests. Students who are accelerated take the tests of the grade level enrolled or the tests for the grade level of the content received in instruction. No student takes more than one test in any content area in each year. Schools will use the SOL 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 will take all applicable end-of-course SOL tests following course instruction. Students who enroll in high school as freshmen before July 1, 2018, as sophomores before July 1, 2019, as juniors before July 1, 2020 or as seniors before July 1, 2021 are required to earn standard and verified units of credit as specified in the regulations of the Board of Education and as described below. 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. Middle and secondary schools may consider the student's end-of-course SOL test score in determining the student's final course grade.

The standard unit of credit for graduation is based on a minimum of 140 clock hours of instruction and successful completion of the requirements of the course.

A verified unit of credit for graduation is based on a minimum of 140 clock hours of instruction, successful completion of the requirements of the course, and the achievement by the student of a passing score on the end-of-course SOL test for that course or additional tests as described below.

A student may also earn a verified unit of credit by the following methods:

- In accordance with the provisions of the Standards of Quality, students may earn a standard and verified unit of credit for any elective course in which the core academic SOL course content has been integrated and the student passes the related end-of-course SOL test. Such course and test combinations must be approved 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.

Participation in the SOL testing program by students with disabilities will be prescribed by provisions of their Individualized Education Program (IEP) or 504 Plan. All students with disabilities will be assessed with appropriate accommodations and alternate assessments where necessary.

All students identified as limited English proficient (LEP) will participate in the SOL testing program. A school-based committee will convene and make determinations regarding the participation level of LEP students. In kindergarten through eighth grade, limited English proficient students may be granted a one-time exemption from SOL testing in the areas of writing, science, and history and social science.

II. Graduation Requirements

A. Generally

The school board 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.

B. Types of Diplomas and Certificates

The Giles County School Board will award diplomas and certificates in accordance with state laws and regulations.

The requirements for a student to earn a diploma are those in effect when the student enters ninth grade for the first time.

Adopted: June 30, 2004
Revision: June 30, 2005 (Page 1, editorial change only)
Revision: June 30, 2006
Revision: June 29, 2007
Revision: June 30, 2010
Revision: April 11, 2013
Revision: June 30, 2014
Revision: April 21, 2016
Revision: June 30, 2016

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

8 VAC 20-131-30.

8 VAC 20-131-50.

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
IKFA Locally Awarded Verified Credits

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Graduation Requirements

The requirements for a student to earn a diploma and graduate from a Virginia high school shall be those in effect when that student enters the ninth grade for the first time. Students shall be awarded a diploma upon graduation from a Virginia high school.

GRADUATING CLASSES OF 2011-2014

Standard Diploma (22 credits)	Credits	Verified Credits	Advanced Studies Diploma (24 credits)	Credits	Verified Credits
English	4	2	English	4	2
Math[1]	3	1	Math[1]	4	2
Science[2]	3	1	Science[4]	4	2
History/Social Science[3]	3	1	History/Social Science[5]	4	2
Health/Phys Ed	2		Foreign Language[6]	3	
Fine or Practical Arts	1		Health/Phys Ed	2	
Electives	6		Fine or Practical Arts	1	
Student Selected		1	Electives	2	
			Student Selected		1

Credits listed above must be earned in:

[1] Courses at or above the level of Algebra
[2] At least 2 areas from Earth Science, Biology, Chemistry, or Physics
[3] World History I, VA/US History, VA/US Government, or Geography
[4] At least 3 areas from Earth Science, Biology, Chemistry, or Physics
[5] World History I and II, VA/US History, VA/US Government or Geography
[6] Three years of one language or two years of two languages

GRADUATING CLASSES OF 2015 & Beyond (9th grade class of 2011-12 & beyond)

Standard Diploma

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English	4	2
Mathematics[1]	3	1
Laboratory Science[2,6]	3	1
History and Social Sciences[3,6]	3	1
Health and Physical Education	2	
Foreign Language, Fine Arts or Career and Technical Education[7]	2	
Economics and Personal Finance	1	
Electives[4]	4	
Student Selected Test[5]		1
Total	22	6

[1]Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I, Geometry, Algebra, Functions, and Data Analysis, Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

[2]Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

[3]Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.

[4] Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.
[5]A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.
[6]Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (i) the student-selected verified credit and (ii) either a science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.
[7]Pursuant to § 22.1-253.13:4 of the Code of Virginia, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

Standard Technical Diploma

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English	4	2
Mathematics[1]	3	1
Laboratory Science[2,5]	3	1
History and Social Sciences[3,5]	3	1
Health and Physical Education	2	
Fine Arts or Foreign Language	1	
Economics and Personal Finance	1	
Career and Technical Education[4]	4	
Electives	1	
Student Selected Test[6]		1
Total	22	6

[1]Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.
[2]Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.
[3]Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.
[4]Courses completed to satisfy this requirement must include a career concentration as approved by the board. If a career concentration includes a specific assessment approved by the board and the student is eligible to take the assessment, then the student must take this assessment.
[5]Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (i) the student-selected verified credit and (ii) either a science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.
[6]A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

Advanced Studies Diploma

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English	4	2
Mathematics[1]	4	2
Laboratory Science[2]	4	2
History and Social Sciences[3]	4	2
Foreign Language[4]	3	
Health and Physical Education	2	
Fine Arts or Career and Technical Education	1	
Economics and Personal Finance	1	
Electives	3	
Student Selected Test[5]		1
Total	26	9

[1]Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.
[2]Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.
[3]Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement.
[4]Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
[5]A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

Advanced Technical Diploma

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English	4	2
Mathematics[1]	4	2
Laboratory Science[2]	4	2
History and Social Sciences[3]	4	2
Foreign Language[4]	3	
Health and Physical Education	2	
Economics and Personal Finance	1	
Fine Arts or Career and Technical Education	1	
Career and Technical Education[5]	3	
Student Selected Test[6]		1
Total	26	9

[1]Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.
[2]Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.
[3]Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement.

[4]Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
[5] Courses completed to satisfy this requirement must include a career concentration as approved by the board. If a career concentration includes a specific assessment approved by the board and the student is eligible to take the assessment, then the student must take this assessment.
[6]A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

GENERAL ACHIEVEMENT DIPLOMA

For a student to receive a certificate of program completion at graduation, they must meet the credit requirements for the standard diploma (22 credits). However, these students will not be required to obtain verified credits under this plan. Students will have the option to take the GED and qualify for the general achievement diploma after their 12th grade year has ended and they have reached their 18th birthday.

"TESTING OUT" OPTION FOR NATIVE OR HERITAGE LANGUAGES

Native speakers are generally recent arrivals and may have attended school in their home country for a significant period of time. Heritage speakers are often second generation speakers whose parents immigrated to the United States but continue to speak a language other than English in the home. The Giles County Public School district will allow students to demonstrate mastery by completing a comprehensive examination that will assess reading comprehension and writing ability since Virginia's Foreign Language Standards of Learning address listening, speaking, reading and writing.

Giles County Public Schools will utilize the Foreign Language Committee to adopt the assessment that will address the aforementioned standards. The Foreign Language Committee will determine the score needed on the assessment to demonstrate mastery on the comprehensive exam. The parent/guardian will be responsible for all costs associated with purchasing, administering, and scoring the assessment. By demonstrating mastery of the comprehensive assessment, the student will be awarded the required foreign language credit(s) needed for graduation.

LOCALLY AWARDED VERIFIED CREDITS

Generally

The Giles County School Board awards verified credits to students who enroll in high school as freshmen before July 1, 2018, as sophomores before July 1, 2019, as juniors before July 1, 2020 or as seniors before July 1, 2021 toward a standard diploma in science and history/social sciences in accordance with this policy.

No student may earn more than four locally awarded verified credits except as noted below.

To be eligible to earn locally awarded verified credits, a student must

- pass the high school course and not pass the related Standards of Learning test
- take the Standards of Learning test at least twice
- score within a 375-399 scale score range on any administration of the Standards of Learning test
- demonstrate achievement in the academic content through the appeal process described below

Locally Awarded Verified Credits as Credit Accommodations

In addition to verified credits in science and history/social sciences, the School Board may also award verified credits toward a standard diploma in reading, writing and mathematics to students with disabilities as credit accommodations for the standard diploma. To be eligible for such credit accommodations, students with disabilities must meet all criteria established by Virginia law or regulation and eligibility for such credit accommodations must be established in the student's Individualized Education Program (IEP) or Section 504 plan. There is no maximum number of locally awarded verified credits that a student with a disability may earn toward a standard diploma.

Appeal Process

The Giles County School Board shall appoint a review panel comprised of at least three educators. Different panels may be appointed for individual schools or groups of schools.

The review panel will review information, which provides evidence of the student's achievement of adequate knowledge of the Standards of Learning content. The panel will have discretion in determining the information it will consider. That information may include, bus it not limited to, results of classroom assignments, division-wide exams, course grades, and additional academic assignments (e.g. papers, projects, essays or written questions) as the panel deems appropriate.

Based on the evidence it reviews, the local review panel may:

- Award the verified credit;
- Deny the verified credit;
- Suggest participation in a remedial program and retesting, or
- Make additional academic assignments prior to determining whether to award the verified credit.

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The decision of the review panel will be final.

Adopted: August 22, 2003
Revision: October 14, 2004 (Legal Ref. Only)
Revision: December 14, 2006
Revision: June 27, 2013
Revision: October 24, 2013
Revision: April 24, 2014
Revision: October 22, 2015
Revision: June 30, 2016

Legal Refs.: 8 VAC 20-131-5.

8 VAC 20-131-50.

8 VAC 20-131-110.

Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities (Virginia Department of Education March 28, 2013) (attachment to Virginia Department of Education Superintendent's Memo No. 105-13 (Apr. 19, 2013)).

Additional Guidance on Credit Accommodations for Students with Disabilities July 2013 (Attachment A to Superintendent's Memo No. 191-13 issued July 26, 2013)

Guidance Document Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia 8 VAC 20-131 (as amended by the Board of Education January 13, 2011)

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REMEDIATION RECOVERY PROGRAM

The Giles County School Board supports efforts to provide instructional support to those students who have demonstrated a need for such support by their failure to pass certain Standards of Learning SOL assessments. Therefore, the Giles County School Board has implemented a Remediation Recovery Program as established by the Virginia Board of Education. Remediation recovery is a program which encourages successful remediation of students who do not pass certain SOL tests in kindergarten through grade 8 and high school English and mathematics. The program is administered through regulations promulgated by the Superintendent. Students eligible to participate in such program include students in kindergarten through grade 12 who have failed the SOL assessment in the areas of English or mathematics or both.

Students who fail the grades 3 through 7 reading and/or mathematics tests and participate in a remediation recovery program after being promoted to the next grade will not retake the failed test or tests.

Students who fail either the grade 8 reading or mathematics test, or an end-of-course English or mathematics test, and participate in a remediation recovery program will continue to retake the applicable SOL test at the next regularly scheduled administration.

Schools shall maintain evidence of a student's participation in a remediation recovery program along with the scores of any SOL tests taken following remediation in the student's record.

The following students are ineligible for the remediation recovery program:

- Students in grade 8 who are retested because they were retained and had not previously passed the grade 8 test in reading or mathematics

- Students who retake an end-of-course test as a result of a failing and retaking an English or mathematics course at the high school level.

Adopted: August 23, 2001
Revision: October 14, 2004 (Legal Ref. Only)
Revision: April 11, 2013

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

8 VAC 20-131- 30.

8 VAC 20-131-280.

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Guidance Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public School in Virginia 8 VAC 20-131 (Virginia Board of Education as amended January 13, 2011).

Cross Refs.: IKF Standards of Learning Tests and Graduation Requirements
IKH Retaking SOL Assessments
IL Testing Programs

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RETAKING SOL ASSESSMENTS

Students in kindergarten through grade 8 are not required to retake Standards of Learning (SOL) tests unless they are retained in grade and have not previously passed the test or they are placed in a remediation recovery program developed by the School Board. Students in high school are not required to retake end-of-course SOL tests unless the student previously failed the course and the test, or the student needs to earn verified credit for graduation.

With such funds as are appropriated by the General Assembly, the Board of Education will provide opportunities for students who meet criteria adopted by that board to have an expedited retake of a SOL test to earn verified credit.

Under the criteria established by the state Board, the student must:

- Need the test for verified credit; and
- Have passed the course associated with the test, and have met one of the following

    - Failed the test by a narrow margin, or
    - Failed the test by any margin and have extenuating circumstances that would warrant retesting, or
    - Did not sit for the regularly scheduled test for legitimate reasons.

For purposes of these criteria, "narrow margin" means a scaled score of 375-399. The Division Superintendent will be responsible for making the determination of what constitutes "extenuating circumstances" and "legitimate reasons" for purposes of establishing eligibility for an expedited retest of an end-of-course SOL assessment.

Adopted: March 8, 2001
Revision: October 14, 2004 (Legal Ref. Only)
Revision: April 11, 2013
Revision: March 17, 2016

Legal Ref.: 8 VAC 20-131-30.

8 VAC 20-131-110.

Guidance Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public School in Virginia 8 VAC 20-131 (Virginia Board of Education as amended January 13, 2011).

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Cross Refs.: IKF Standards of Learning Tests and Graduation Requirements

IKG Remediation Recovery Program

IL Testing Programs

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TESTING PROGRAMS

A program of standardized testing prescribed by the Virginia Department of Education is administered annually. Standardized tests are administered according to state and local directives. In administering tests or other assessment instruments, school board employees do not require any public elementary school students being tested to disclose their race or ethnicity on such tests. School division personnel, however, may obtain such information from a student's permanent record and place the information on the test or assessment.

Adopted: August 23, 2001
Revision: October 14, 2004 (Legal Ref. Only)
Revision: June 30, 2011
Revision: October 22, 2015

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-4.2, 22.1-253.13:3.C.

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File: INB

TEACHING ABOUT CONTROVERSIAL ISSUES

The Giles County School Board recognizes that preparation for effective citizenship is one of the major purposes of education. The preparation for effective citizenship includes the study of issues that are controversial. Such study will be carried out in an atmosphere free from bias, prejudice, or coercion.

In teaching about controversial issues, teachers are expected to

- establish a learning environment where each student can study the issues within a curriculum that is appropriate to his or her knowledge and maturity; and

- provide instruction in an atmosphere that is free from bias, prejudice, or coercion.

Although the instructional program includes study of the political party system in the United States, the School Board does not endorse any political party or candidate.

Adopted: June 3, 1997
Revised: March 15, 2012

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78
Cross Ref.: KF Distribution of Information/Materials

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File: INC

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The board will provide channels of communication for citizens to express their concern about the learning resources. Unless resolved at the school level, complaints will be referred to the Superintendent or his designee for a decision.

The recommendations of the subcommittee will be submitted to the superintendent for a decision. A copy of this decision will be kept on file by the division. The superintendent will forward a copy of the decision to members of the board. Appeals to the above process for resolving citizen concerns about learning resources will be directed first to the superintendent and then to the board.

Adopted: July 31, 2017

Cross Refs.: IIA Instructional Materials, and subcodes
INB Teaching About Controversial Issues

File: INC-E

CHALLENGE OF CONTROVERSIAL INSTRUCTIONAL MATERIALS

Type of Material
(Book, Film, etc.)_____

Title_____

Author_____

Publisher/Producer_____

Date of Work_____ Request Initiated by_____

Telephone_____ Address_____

City_____ State_____ Zip Code_____

Citizen represents: (Please check.)

Himself/Herself_____ Organization/Group_____

Name of Organization/Group_____

1. How did you become aware of the use of this work in the school system?
   _____

2. Where is it being used in the school system (class, library, etc.)?
   _____

3. What do you find objectionable in this work? Please be specific; cite pages of sections, particular words, ideas, etc.
   _____

4. What effect do you believe the objectionable material might have on a student?
   _____

5. What value, if any, do you see in this work?
   _____

6. For what age group would you recommend this work?
   _____

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7. Which portion of the work did you read, view, or hear (list or describe the specific sections)?

_____

8. Are you aware of any written critiques of this work?

_____

9. Why do you believe this work has been included in the instructional program?

_____

10. What do you request the school to do with this work?

_____

_____

11. Other comments and/or suggestions?

_____

_____

_____

_____

_____
Signature of Complainant

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

1. The staff member initially receiving a complaint about instructional materials will refer the complaint to the building administrator. The complainant will be informed of the particular place the questioned materials occupy in the educational program and their intended usefulness. The administrator may involve appropriate district personnel in the explanation of the materials selection procedure, criteria, and the qualifications of those persons selecting the materials.

2. In the event the person making an objection is not satisfied with the initial explanation, he/she may complete a reconsideration request form (INC-E) and file it with the Superintendent. All formal objections to instructional materials must be made on this form and filed by a resident of the school division. Within 10 business days, the Superintendent, or persons designated by the Superintendent, will file the form with the reconsideration committee for re-evaluation.

3. The reconsideration committee will meet in open session and distribute copies of the completed request form; distribute copies of the challenged materials as available; give the complainant or group spokesperson an opportunity to talk about the request; and provide reputable professional views of the materials, when available. At a second or subsequent meeting, the committee will make its recommendation in open session. The committee's final recommendation may be to take no removal action or to remove all or part of the challenged materials from all or part of the school environment. The written recommendation and its justification will be forwarded to the Superintendent.

4. The Superintendent will consider the committee's recommendation and make a decision. The Superintendent's decision will be forwarded to the board. Upon review by the board, the Superintendent will notify the complainant by letter of the division's action.

5. If the complainant is not satisfied with the division's decision, he/she may request that the matter be placed on the agenda of the next regularly scheduled board meeting. The board will decide at that time whether it will conduct a hearing or abide by the original decision.

6. Questioned materials purchased through normal selection procedures will usually remain in use throughout the reconsideration process. In exceptional circumstances the reconsideration committee at its initial meeting may temporarily suspend use of the materials pending final determination by the committee, Superintendent and the board.

The reconsideration committee will be made up of the following members: director of curriculum, two students selected by the high school building principal (if high school materials are involved); one teacher, one media specialist, one building principal, five community members--all appointed by the Superintendent or his designee.

Adopted: July 31, 2017

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File: INDC

RELIGION IN THE SCHOOLS

The Giles County School Board is neutral in matters of religion. This means that the Giles County schools

- assume no role or responsibility for the religious training of any student and
- do not become involved in the religious belief, disbelief or doubt of any student.

This neutrality does not preclude or hinder the Giles County school division in fulfilling its responsibility to educate students to be tolerant and respectful of religious diversity. The division recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural and historical development of civilization.

Therefore, the division approaches religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members may be excused from participating in activities that are contrary to their religious beliefs.

The School Board may authorize, as an elective in grades nine through twelve with appropriate credits toward graduation, a comparative religion class that focuses on the basic tenets, history, and religious observances and rites of world religions.

Adopted: October 14, 2004
Revised: June 30, 2006
Revised: April 24, 2014

Legal Ref.: U.S. Const. Amend. I

Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-202.1.

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File: INDC-R

RELIGION IN THE SCHOOLS

In order to ensure that Giles County Schools uphold constitutional standards within the religiously neutral role assigned the public schools, the following questions established by the United States Supreme Court should be asked of each school sponsored observance, program, instructional or other activity involving religious content, ceremony, or celebration:

1. What is the purpose of the activity? Is the purpose secular in nature?

2. What is the primary effect of the activity? Is it the celebration of religion? Does the activity either advance or inhibit religion?

3. Does the activity involve an excessive entanglement with a religion, religious group, or between the schools and a religious organization? Are funds of a religious origin being used for a school activity? Does either the school or religious activity require the consent or approval of the other?

If the purpose of the activity is not secular, if the effect of the activity is to advance or inhibit religion, or if the activity involves an excessive entanglement, then the activity is unconstitutional and will not be permitted in the Giles County Schools.

Definitions

1. Religious Organizations - Although it is difficult to give a conclusive definition of a religious organization, there are certain characteristic forms of human activity which are commonly recognized as religious. Therefore, any group subscribing to one or more of the following practices may be defined as religious:

    a. Has as its primary purpose belief in gods or a God

    b. Has a theological creed and form of worship

    c. Accepts supernatural revelation

    d. Seeks spiritual salvation

    e. Has a prescribed set of theological rituals

    f. Has been declared to be a religious organization by the Federal government or the Commonwealth of Virginia for tax purposes or by the courts

g. Has a legally recognized organization of ordained ministers ministering to congregations

h. Has regular services, meetings, or assemblies at which a particular set of spiritual beliefs is advanced

i. Claims to be religious or spiritual

j. Has an established system denying or objecting to religious belief.

2. School Hours - "School hours" includes the time from one-half hour before school until one-half hour after school.

3. Sponsorship - "Sponsorship" means endorsement and/or the advancement of money to support an activity.

School Ceremonies and Observances

In order to provide guidance in the interpretation of the school division's policy on school ceremonies and observances, the following policy statements are adopted and apply to such school activities:

1. Religious heritages and their histories, arts, symbols, and tenets may properly be included within a program of religiously neutral education. Such studies must be objective in nature and directly related to the broader educational purposes in the various fields of study.

2. At no time shall any form of religious belief or systems denying or objecting to belief be advanced or disparaged, nor shall any form of religious indoctrination or exercise, including prayers, be conducted by the school division or its employees. (The baccalaureate service is traditionally religious in nature and should be sponsored by agencies separate from the school division.)

3. The historical and contemporary significance and the symbols and origins of religious holidays may be studied within the guidelines of this policy.

Music, art, literature, and drama related to religious holidays may be studied and performed in programs if they are presented in an objective and neutral manner as a tradition of the cultural heritage of the particular holiday. Such programs should be part of a curricular unit and should be simply staged and costumed.

5. In response to class questions and assignments, students are free to initiate expressions of religious belief or nonbelief through compositions, art forms, music, speech, and debate.

6. Student groups sponsored by the division shall not perform as part of a religious worship service.

7. In order to prevent misinterpretation of this policy, teachers who work with children to prepare school programs involving religious content, ceremony, or celebration (i.e., references to deities, sacred writing, music and art) will meet with their building principal at the outset of the academic year. The purpose of this meeting is to place such school programs in appropriate instructional context and to establish a mutual dialogue for selecting, planning, and designing these programs. In the event that the teacher and principal are unable to reach agreement, either party may refer the matter to the superintendent or his designee.

8. At the discretion of the administration, a statement of purpose may be distributed at school programs and performances which include material of religious origin. The form of such a statement should be substantially the following:

   This (program/performance) is presented for the purpose of helping students and the public become aware of, understand, and appreciate human culture, history, and religious diversity. By including these materials, the Giles County School Division does not endorse any form of religious belief or systems denying or objecting to the belief, nor does it intend to disparage any such beliefs.

Religious Recruitment on School Properties

No person shall be allowed to recruit students for a religious purpose or organization on school properties or at school-sponsored activities (except as provided in Policy INB, Teaching About Controversial Issues).

Exemptions from Required Instruction

If the religious belief and teachings of a student or his/her parents or legal guardian are contrary to the content of a school subject, or to any part of a school course or activity, the student shall be exempt from participation. To receive such an exemption, the parent or legal guardian must present a written request for exemption to the school principal stating the conflict involved.

Exemptions from required instruction do not excuse a pupil from the total credit hours required for graduation.

Student Absences and Excuses

Regular attendance is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education and in compliance with the Virginia School Attendance Law. When requested by the parent or guardian, students will be excused for observance of religious holidays.

Use of School Grounds and Facilities by Religious Organizations

1. Places - Religious organizations may use school grounds and facilities only after school hours and on an equal basis with other organizations, including payment of rent, if any. Use of school facilities or grounds does not constitute endorsement. Note: Religious organizations who wish to rent school facilities for religious purposes refer to Policy KG, Community Use of School Facilities.

2. Communication - Religious groups and organizations may announce their meetings on designated public bulletin board(s) provided they meet school restrictions (i.e., card size, including the name of the group or organization, the activity, the date, place, time, and person and phone number to call for further information).

Challenge Procedure

The challenge procedure associated with policy INB, Teaching About Controversial Issues, will be used to respond to citizen challenges to the implementation of this policy.

Severability

Each section of this policy shall be deemed severable from each other section, and if any section shall be found by a court of competent jurisdiction to be invalid, the remaining sections shall continue in full force and effect.

Issued: January 18, 1995

GILES COUNTY PUBLIC SCHOOLS

EQUAL EDUCATIONAL OPPORTUNITIES/NON-DISCRIMINATION

I. Policy Statement

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Further, educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities.

The School Board shall:

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

II. Complaint Procedure

A. File Report

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the compliance officers designated in this policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of occurrence. Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the compliance officers designated in the policy.

The reporting party should use the form, Report on Discrimination, JB-F, to make complaints of discrimination. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in the policy. The principal shall immediately forward any report of alleged prohibited discrimination to the compliance officer. Any complaint that involves the compliance officer shall be reported to the Superintendent.

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

B. Investigation

Upon receipt of a report of alleged prohibited discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which should generally be not later than 14 school days after the receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination of the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person or persons responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The compliance officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

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C. Action by Superintendent

Within 5 school days of receiving the compliance officer's report, the Superintendent shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the superintendent or designee determines that prohibited discrimination occurred, the Giles 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.

D. Appeal

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

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

E. Compliance Officer and Alternate Compliance Officer

The Giles County School Board has designated Richard Franklin (151 School Road, Pearisburg, VA 24134, 540-921-1421 x 16, rfranklin@gilesk12.net), Assistant Superintendent for Curriculum, as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to Michele Thompson (151 School Road, Pearisburg, VA 24134, 540-921-1421 x 21, mthompson@gilesk12.net), the Alternate Compliance Officer, the Director of Special Programs. The Compliance Officer shall:

(1) Receive reports or complaints of discrimination;
(2) Conduct or oversee the investigation of any alleged discrimination;
(3) Assess the training needs of the school division in connection with this policy;
(4) Arrange necessary training to achieve compliance with this policy; and
(5) Ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity, including the authority to protect the alleged victim and others during the investigation.

I. Retaliation

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

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III. Right to Alternative Complaint Procedure

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

IV. Prevention and Notice of Policy

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

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. All students and their parent/guardian shall be notified annually of the names and contact information of the compliance officers.

V. False Charges

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

Adopted: June 30, 2004
Revision: May 15, 2008
Revision: November 16, 2012
Revision: April 21, 2016 (Page 3 only)
Revision: August 19, 2016 (Page 3 only)

Legal Refs.: 20 U.S.C. §§ 1681 – 1688
29 U.S.C. §§ 794.
42 U.S.C. §§ 2000d-2000d-7.

34 CFR part 106.

Cross Refs.:

AC	Nondiscrimination
AD	Educational Philosophy
GB	Equal Employment Opportunity/Nondiscrimination
JB-F	Report of Discrimination
JBA	Section 504 Nondiscrimination Policy and Grievance Procedures
JFHA/GBA	Prohibition Against Harassment and Retaliation

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REPORT OF DISCRIMINATION

Name of Complainant: _____

Student's School and Class _____

Address, Phone Number and Email Address: _____

_____

Date(s) of Alleged Discrimination: _____

Name of person(s) you believe discriminated against you or others _____

_____

Please describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Please name any witnesses that may have information regarding the situation. Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

_____

_____

_____

_____

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

_____

Signature of Complainant Date

Complaint Received By: _____

(Principal or Compliance Officer) Date

Issued: June 13, 2000
Revised: June 30, 2004
Revised: November 16, 2012

GILES COUNTY PUBLIC SCHOOLS

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SECTION 504 NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURES

The Giles County School Board does not discriminate against individuals on the basis of disability. The Giles County School Board has established this policy as a way to provide prompt and impartial review of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973. This policy provides an optional resolution procedure for a complainant. This procedure is not a prerequisite before a complainant may directly pursue any other remedy available under state or federal law. However, the policy of **Giles County** School Board is for students, parents/guardians and employees to have the opportunity to make concerns known to the School Board and for the School Board to have the opportunity to respond to and resolve concerns as rapidly as practicable.

The goal of these procedures is to protect the substantive rights of interested persons, meet appropriate due process standards, assure School Board compliance with Section 504 of the Rehabilitation Act of 1973 and provide a prompt, equitable and impartial resolution of complaints alleging a violation of Section 504.

Any student or any parent or guardian of a student may be a complainant and may file a formal or informal grievance as provided below.

A. FORMAL PROCEDURE

1. Filing a Complaint

Any complainant should submit a complaint alleging discrimination as soon as possible to the Compliance Officer or to any other school or school division staff. The complaint shall be submitted within 45 school days of the alleged discrimination. Any employee who has knowledge of conduct which may constitute discrimination shall immediately report such conduct to the Compliance Officer, the employee's supervisor, or to any other school or school division staff. Any employee who receives a complaint under this policy shall immediately forward the complaint to the Compliance Officer.

The complainant should use the “Complaint of Discrimination” form (see end of this policy) to make a complaint of discrimination. However, oral complaints shall also be accepted. The complaint should be filed with the school principal, other school or school division staff, or the Compliance Officer. School or school division staff receiving a complaint of discrimination shall forward it to the school principal; who shall immediately forward the complaint of discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the superintendent. Any complaint that involves the superintendent shall be reported to the School Board Chair.

The complaint and the identity of the complainant, the individual who is the subject of the complaint (if other than the complainant), and the persons allegedly responsible for the discrimination will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

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2. Investigation

Upon receipt of a report or complaint of discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school staff or a third party designated by the school division. The investigation shall be completed as soon as practicable, but not later than 15 school days after receipt of the complaint of alleged discrimination by the Compliance Officer unless the extension below is exercised. Within 3 school days of receiving the complaint, the Compliance Officer shall send written notice that the complaint has been received to the complainant and the person or persons allegedly responsible for the discrimination (the accused).

Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 15 school days will be required to investigate the complaint, the Compliance Officer will notify the complainant and the persons allegedly responsible for the discrimination of the reasons for the extended investigation and of the date by which the investigation is projected to be concluded, which will be no longer than an additional 15 school days. The investigation may consist of personal interviews with the complainant, the persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The complainant and the accused shall have the right to identify witnesses and other relevant information as well as rebut evidence presented by opposing parties. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any. The Compliance Officer's written report, and all written notices sent pursuant to this policy shall be maintained and distributed in accordance with the Family Educational Rights and Privacy Act. The report shall be issued to the superintendent, the complainant and the accused within 20 school days of receipt of the complaint, unless additional time was utilized for the investigation in which case the report shall be issued within 35 school days of receipt of the complaint.

3. Action by the Superintendent

Within 10 school days of receiving the Compliance Officer's report, the Superintendent or superintendent's designee shall issue a decision regarding: (1) whether this policy was violated and, if so (2) what action, if any, will be taken. This decision must be provided in writing to the complainant and the accused. If the Superintendent determines that discrimination occurred, the School Division shall take prompt, appropriate action to address and remedy the harm and prevent any recurrence. Such action may include discipline up to and including recommending that a student be expelled or that an employee be discharged.

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4. Appeal

If the superintendent or designee determines that no discrimination occurred, the complainant may appeal this determination to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent, who shall forward the Compliance Officer's report and any documentation or information deemed relevant by the Compliance Officer during the course of the investigation to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may require oral or written argument from the complainant, the person or persons accused of discrimination, the superintendent, and any other individual it deems appropriate. An extension of the 30 calendar day time limit may occur if necessary as determined by the School Board Chair up to an additional 10 calendar days. The decision of the School Board shall be in writing and shall be provided to the complainant and the accused.

If the Superintendent or designee determines that discrimination occurred and discipline is imposed, the disciplined person (i.e. student or employee) may appeal the disciplinary sanction in accordance with existing School Board policies and regulations.

5. Compliance Officer and Alternate Compliance Officer

The School Board shall at all times designate a Compliance Officer responsible for identifying, preventing and remedying discrimination as well as receiving complaints under this Policy. The name and contact information for the Compliance Officer shall be posted on the Division's website at all times. The Compliance Officer may be contacted at mthompson@gilesk12.net or rfranklin@gilesk12.net.

The Giles County School Board's Compliance Officer shall receive training and shall be knowledgeable about the requirements of Section 504 in order to impartially and equitably resolve complaints and ensure compliance with the law. In addition, the Compliance Officer shall:

a. receive reports and complaints of discrimination,
b. conduct or oversee the investigation of any alleged discrimination,
c. assess the training needs of the school division in connection with this policy and
d. arrange necessary training to achieve compliance with this policy.

B. INFORMAL PROCEDURE

If the complainant and the persons allegedly responsible for the discrimination agree, the school principal, designee, or the Compliance Officer may arrange for them to resolve the complaint informally with the assistance of a counselor, teacher, or other school or School Division staff.

If the complainant and the persons allegedly responsible for the discrimination agree to attempt 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 above formal procedures.

If the complaint is resolved informally, the counselor, teacher, or other school or School Division staff shall notify the School Principal of the resolution. The School Principal shall notify the complainant, the persons allegedly responsible for the discrimination, and the Compliance Officer in writing that the complaint has been resolved informally.

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C. RETALIATION

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

D. FALSE CHARGES

Students, school staff, or School Division staff who make false charges of discrimination shall be subject to disciplinary action.

Adopted: August 24, 2000
Revised: June 30, 2011
Revised: March 17, 2016
Revised: April 21, 2016
Revised: August 19, 2016 (Page 3 Only)

Legal Ref.: 29 U.S.C. § 794
34 CFR Part 104.7(b)

Cross Ref:		
	GCPD	Professional Staff Discipline
	JB	Equal Educational Opportunities/Nondiscrimination
	JFC-R	Standards of Student Conduct
	JGD/JGE	Student Suspension/Expulsion
	JO	Student Records

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COMPLAINT OF DISCRIMINATION

Name of Complainant: _____

Student's School and Class: _____

Address: _____

Email Address: _____ **Phone Number(s):** _____

Name(s) of Parent/Legal Guardian: _____

Address(es): _____

Email address(es): _____ **Phone Number(s):** _____

Dates of Alleged Discrimination: _____

Names of the persons you believe discriminated against you or others:

Please describe the disability that forms the basis of the complaint.

Please describe in detail the incidents of alleged discrimination, including where and when the incidents occurred. Please name any witnesses that may have information regarding the alleged discrimination. Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

Please identify any attempts you have made to discuss or resolve this issue with any school division staff, including the results of those discussions.

Please provide your suggestions about how the issue can be resolved.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant _____ **Date** _____

Complaint Received By: _____ _____
Compliance Officer **Date**

File: JC

SCHOOL ATTENDANCE AREAS

School attendance areas for each school are established by the School Board. Students shall attend the school in the attendance area in which they reside and to which they are assigned, unless special permission is granted by the School Board.

Changes in attendance areas are determined by the School Board, upon recommendation of the Division Superintendent based on the need to provide for the orderly administration of the schools, the competent instruction of the students, and the health, safety, best interests and general welfare of all students.

Adopted: August 22, 1996
Revised: August 26, 2005 (Legal References Only)
Revised: April 24, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-253.13:7.

Cross Refs.: JCA Transfers by Student Victims of Crime
JCB Transfers by Students in Persistently Dangerous Schools

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TRANSFERS BY STUDENT VICTIMS OF CRIME

Whenever any student has been the victim of any crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia including crimes by mobs, crimes by gangs, terrorism offenses, kidnapping and related offenses, assaults and bodily woundings, robbery, extortion or other threats, or sexual assault, and such crime is committed.

- by another student attending classes in the school, or
- by any employee of the school board, or
- by any volunteer, contract worker or other person who regularly performs services in the school, or
- if the crime was committed upon the school property or on any school bus owned or operated by the school division

the student upon whom the crime was committed shall, upon written request from the student's parents, or the student, if such student is an emancipated minor, be permitted to transfer to another comparable school within the school division if available. Any transportation services for such students shall be provided in accordance with School Board policies.

For purposes of this policy, "victim" means any student who has been the victim of a crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia, and who has suffered physical, psychological, or economic harm as a direct result of the commission of such crime.

Adopted: June 30, 1997
Revised: June 30, 2004
Revised: March 19, 2015

Legal Refs.: 20 U.S.C. § 7912
Code of Virginia, §§ 22.1-3, 22.1-3.3

Cross Refs.: JC Student Attendance Areas
JCB Transfers by Students in Persistently Dangerous Schools

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TRANSFERS BY STUDENTS IN PERSISTENTLY DANGEROUS SCHOOLS

Any student attending a school which has been designated as a persistently dangerous school by the Virginia Department of Education will be offered the opportunity to transfer to another school in the division which is not so designated. If there is not another school in the division to which students may transfer, the division may explore other appropriate options such as an agreement with a neighboring division to accept transfer students.

In the event that a student elects to transfer, the transfer may remain in effect as long as the student's original school is identified as persistently dangerous.

Adopted: June 30, 2004
Revised: March 19, 2015

Legal Refs.: 20 U.S.C. § 7912.

Attachment A (No Child Left Behind Act of 2001 Unsafe School Choice Option Persistently Dangerous Schools Identification Process and Criteria) to Superintendent's Memo No. 86 (May 9, 2003).

Cross Refs.: JC Student Attendance Areas
JCA Transfers By Student Victims of Crime

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CLASSROOM ASSIGNMENTS FOR TWINS

A parent of twins or higher order multiples in the same grade level may request that the children be placed in the same classroom or in separate classrooms if they are at the same elementary school. A parent must request the classroom placement no later than 3 days after the first day of each school year or 3 days after the first day of attendance of the children during a school year. Schools may recommend classroom placement to the parent.

Schools must provide the placement requested by the children's parent, unless the division superintendent or his designee makes a classroom placement determination following the school principal's request, at the end of the initial grading period, and in consultation with the children's classroom teacher, based upon a determination that the requested classroom placement is disruptive to the school or is harmful to the children’s educational progress.

Adopted: June 29, 2009
Revised: June 28, 2012 (Legal Ref. Only)
Revised: June 30, 2015

Legal Refs.: Code of Virginia, as amended, § 22.1-79.3.

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COMPULSORY ATTENDANCE

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 send such child to a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement.

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

The requirements of this policy apply to

(i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and
(ii) any child whom the division 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

(i) 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
(ii) any child who has obtained a high school diploma or its equivalent, a certificate of completion, 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.

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2. There shall be a meeting of the student, the student's parents, and the 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 shall be 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, pursuant to regulations adopted by the school board, 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

(i) 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;
(ii) 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 of the school division pursuant to subsection G of Va. Code § 16.1-260;
(iii) suspended pursuant to Va. Code § 22.1-277.05; or
(iv) expelled from school attendance pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or subsection B 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.

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Prior to requiring a student to attend an alternative education program, the Superintendent shall provide: (1) written notice to the student and his parent/guardian that the student will be required to attend an alternative education program and (2) written notice to the student and his parent/guardian of the right to a hearing before the superintendent or designee regarding the placement. The decision of the superintendent or his designee regarding such alternative education placement shall be final unless altered by the school board, upon timely written petition, as established in regulation, by the student or his parent, for a review of the record by the school board.

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.

Adopted: August 23, 2001
Revised: October 14, 2004
Revised: June 30, 2011
Revised: June 28, 2012
Revised: June 30, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-254.

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

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ENTRANCE AGE/ADMISSION OF PERSONS NOT OF SCHOOL AGE

A child who will reach his or her fifth birthday on or before September 30 of the school year and is otherwise eligible for enrollment in school as specified in Policy JEC and Regulation JEC-R School Admission may be enrolled in school. The superintendent shall disseminate information received from the State Superintendent of Public Instruction concerning the ages when children are required or eligible to attend school. This information shall be disseminated to parents of such children upon or prior to enrollment of such children in the public schools of the division.

An individual who resides within the school division and is beyond school age (who has not reached his fifth birthday on or before September 30 of the school year or who has reached his or her 20th birthday on or before August 1st of the school year) may, at the discretion of the School Board, be admitted into the division schools. Such individuals may be charged tuition at the discretion of the School Board.

Adopted: August 23, 2001
Revised: June 30, 2006
Revised: June 27, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-5, 22.1-199, 22.1-254.

Cross Refs.: JEC School Admission
JEC-R School Admission

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SCHOOL ADMISSION

A person of school age (i.e., a person who will have reached his or her fifth birthday on or before September 30 of the school year and who has not reached 20 years of age, on or before August 1st of the school year), is eligible for admission on a non-tuition basis if residing in the Giles County School Division or if eligible for admission under Policy JECA.

A person of school age is deemed to reside in the school division

- when the person is living with a natural parent, or a parent by legal adoption, in the Giles County School Division;
- when, in accordance with the provisions of Va. Code § 22.1-360, the person is living with a noncustodial parent or other person standing in loco parentis, not solely for school purposes, pursuant to a Special Power of Attorney executed under 10 United States Code § 1044b by the custodial parent;
- when the parents of such person are dead and the person is living with a person in loco parentis who actually resides within the school division;
- when the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides in the school division and is either

  (i) the court-appointed guardian, or has legal custody of the person,

  (ii) acting in loco parentis pursuant to placement of the person for adoption by a person or entity authorized to do so under Va. Code § 63.2-1200; or

  (iii) an adult relative providing temporary kinship care as that term is defined in Va. Code § 63.2-100. Both parents and the relative providing kinship care must submit signed, notarized affidavits

  (a) explaining why the parents are unable to care for the person,

  (b) detailing the kinship care arrangement, and

  (c) agreeing that the kinship care provider or a parent will notify the school within 30 days of when the kinship care arrangement ends.

  The parent must also provide a power of attorney authorizing the adult relative to make educational decisions regarding the person. A parent or the kinship care provider must also obtain written verification from the department of social services where the parent or parents live, and the department of social services where the kinship provider lives, that the kinship arrangement serves a legitimate purpose that is in the best interest of the person other than school enrollment. If the kinship care arrangement lasts more than one year, the school division must receive continued verification directly from both departments of social services that the parents are unable to care for the person and that the kinship care arrangement serves a legitimate purpose other than school enrollment.
- when the person is living in the school division not solely for school purposes, as an emancipated minor; or
- when the person has been placed in a foster care placement within the school division by a local social services agency.

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The sending and receiving school divisions will cooperate in facilitating the enrollment of any child placed in foster care across jurisdictional lines to enhance continuity of instruction. The child will be allowed to continue to attend the school in which he was enrolled prior to the most recent foster care placement, upon the joint determination of the placing social services agency and the school division that such attendance is in the best interest of the child.

No person of school age who is the subject of a foster care placement will be charged tuition regardless of whether the child is attending the school in which he was enrolled prior to the most recent foster care placement or is attending a school in the receiving school division.

Certain other students may be admitted into the public schools of the division and may be charged tuition in accordance with section 22.1-5 of the Code of Virginia and pursuant to Giles County School Board Regulation JEC-R School Admission.

No child of a person on active military duty attending a school free of charge in accordance with this policy shall be charged tuition by the school division upon such child's relocation to military housing located in another school division in the Commonwealth, pursuant to orders received by such child's parent to relocate to base housing and forfeit his military housing allowance. Such children shall be allowed to continue attending school in the school division and shall not be charged tuition for attending such school. Such children shall be counted in the average daily membership of the school division in which they are enrolled. Further, the school division in which such children are enrolled subsequent to their relocation to base housing shall not be responsible for providing for their transportation to and from school.

ADDITIONAL ADMISSION REQUIREMENTS

A. Except as otherwise provided below, no pupil shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the pupil presents, upon admission, a certified copy of the pupil's birth record. The principal or his designee shall record the official state birth number from the pupil's birth record into the pupil's permanent school record and may retain a copy in the pupil's permanent school record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit setting forth the pupil's age and explaining the inability to present a certified copy of the birth record. If the school division cannot ascertain a child's age because of the lack of a birth certificate, the child shall nonetheless be admitted into the public schools if the division superintendent determines that the person submitting the affidavit presents information sufficient to estimate with reasonable certainty the age of such child.

B. If a certified copy of the birth record is not provided, the administration shall immediately notify the local law enforcement agency. The notice to the local law-enforcement agency shall include copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.

C. Within 14 days after enrolling a transfer student, the administration shall immediately request documentation that a certified copy of the pupil's birth record was presented when the pupil was enrolled in the former school.

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D. The School Board assigns a unique student identification number, determined in accordance with a system developed by the Department of Education, to each student enrolled in the division. No student identification number includes or is derived from the student's social security number. Each student retains the student's identification number for as long as the student is enrolled in a public elementary or secondary school in Virginia.

E. Tuition rates are established each year in accordance with the provisions of Va. Code § 22.1-5.

F. Prior to admission to the Giles County school division, the parent, guardian, or other person having control or charge of the child shall provide, upon registration, a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. This document shall be maintained as a part of the students' scholastic record; and a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of Va. Code section 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document shall be maintained by the superintendent 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 section 16.1-260, the notice shall become a part of the student's disciplinary record.

When the child is registered as a result of a foster care placement, the information required under this subsection must be furnished by the local social services agency or licensed child-placing agency that made the placement.

G. A 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 Virginia or in another state or for whom admission has been withdrawn by a private school in Virginia or another state may be excluded from attendance in the Giles County school division upon finding that the student presents a danger to the other students or staff of the school division after (i) written notice to the student and his/her parent that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the superintendent or his designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the superintendent or his/her designee; and the decision has been to exclude the student from attendance. The student or his parent may file a written petition for review with the School Board within 15 days of notice of the decision of the superintendent or his/her designee. If the School Board grants a review of the record, the decision of the superintendent or his/her designee may be altered.

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Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, or superintendent or his designee, as the case may be, at the relevant hearing, the student may petition the School Board for readmission. If the petition for readmission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may petition the School Board for readmission.

For the purposes of this section, the superintendent's designee shall be a (i) trained hearing officer or (ii) professional employee within the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.

In excluding any such expelled student from attendance, the local School Board may accept or reject any or all conditions for readmission imposed upon such student by the expelling School Board pursuant to VA Code Section 22.1 277.03. The excluding School Board shall not impose additional conditions for readmission to school.

H. This policy does not preclude contractual arrangements between the Giles County School Board and agencies of the federal government or the School Board of another jurisdiction to permit students not otherwise eligible to attend Giles County Public Schools.

I. Prior to admission, the student must document compliance with, or eligibility for exemption from, the physical examination and immunization requirements contained in sections 32.1-46, 22.1-272.2 and 22.1-271.4 of the Code of Virginia and policies JHCA and JHCB.

If the person enrolling a child who has been placed in foster care by a local social services agency is unable to produce a report of a comprehensive physical examination and/or proof of immunization, the student shall be immediately enrolled; however, the person enrolling the child shall provide a written statement that, to the best of his knowledge, the student is in good health and is free from communicable or contagious disease. In addition, the placing social service agency shall obtain and produce the required documents or otherwise ensure compliance with the statutory requirements for the foster child within 30 days after the child’s enrollment.

Adopted: October 14, 2004
Revised: June 30, 2006
Revised: June 29, 2007
Revised: June 30, 2011
Revised: June 27, 2013
Revised: June 30, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.1-3.4, 22.1-5, 22.1-255, 22.1-260, 22.1-270, 22.1-271.2, 22.1-276.01, 22.1-277.2, 22.1-287.02, 22.1-288.2, 32.1-46, 63.2-100, 63.2-900, and 63.2-1200.

2007 Va. Opin. AG 07-015.
1987-88 Va. Opin. AG 374.

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Cross Refs.:	JEC-R	School Admission
	JECA	Admission of Homeless Children
	JHCA	Physical Examinations of Students
	JHCB	Immunization of Students
	JGD/JGE	Student Suspension/Expulsion

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STUDENT ADMISSION RELATED TO CUSTODY/GUARDIANSHIP

When courts have designated custody/guardianship of a student to a guardian, documentation must be presented prior to enrollment. This documentation must indicate the enrolling guardian has custody/guardianship of student. Additional questions concerning custody/guardianship documentation should be directed to the superintendent or his designee.

PROCEDURE FOR OUT-OF-COUNTY STUDENT ADMISSION

The following procedure will be followed for application and review of applications for admission of students:

A parent or guardian of a student will apply for admission on behalf of his/her child by completing the division application. The application form will contain information and agreements including, but not limited to:

* the current legal residence of the child and the school division in which he/she is currently enrolled
* the basis for requesting admission, and
* the specific building and grade level in which the student desires to be enrolled if accepted by the division,
* the agreement that the student becomes subject to all policies, regulations, and guidelines of the school division, including the Code of Student Conduct.

Within 15 calendar days of receipt of the application, the Giles County Schools' Central Office of the school division will provide the applicant with written notification regarding application status.

SPACE/SERVICES: Availability of space, special services, and/or other extenuating circumstances will be reviewed prior to admission.

YEARLY REVIEW: All student admissions shall be reviewed by the school system on a yearly basis (in May), to determine appropriateness of continued enrollment for the following academic year.

KINDERGARTEN/NEW ADMISSIONS: All kindergarten admission requests or other requests received prior to the upcoming school year or during the summer will be reviewed prior to acceptance. Written notification of the approval or denial shall be made on or before the acceptance date as set by the Superintendent for each academic year.

RENEWAL: Approval for student's transfer is for the current academic year. Requests must be renewed prior to the beginning of each school year.

WITHDRAWAL OF APPROVAL: In the event of changes in space considerations/special needs/failure to comply with federal, state, or county policies, and/or other extenuating circumstances, approval for admission may be withdrawn upon 10-day notice, during the academic year.

GILES COUNTY PUBLIC SCHOOLS

TUITION RATE: The tuition rate will be set by the Superintendent for each academic year.

TRANSPORTATION: Transportation will not be furnished to nonresident students except in cases where:

* agreements between divisions specify transportation services; or
* federal or state legislation mandates the provision of transportation services; or
* transportation services can be provided at no cost to the division, and on a space-available basis

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STUDENT SERVICES

FOREIGN EXCHANGE PROGRAMS/STUDENT ADMISSIONS

Approval of foreign exchange programs for foreign students to attend Giles County Public Schools.

I. The Division Superintendent may grant approval, with tuition waived, to enroll students under the sponsorship of an approved exchange program. Written notification of approval or denial will be made within 15 calendar days of receipt of application for all foreign student requests.

A. Review of Programs/Overseas Study-Travel

Foreign exchange student programs for students from other countries to attend Giles County Public Schools may be approved after review of required credentials by the Superintendent or his designee. Any foreign exchange program must have a local representative who bears responsibility for the program and its participants. Foreign exchange student programs must be approved by the Superintendent prior to the request for the enrollment of specific students.

B. Placement of Foreign Exchange Students Participating in Approved Programs

Placement of a foreign exchange student in a specific school must be approved by the Principal and the Superintendent (or his designee). Approval by the school division of a foreign exchange program does not automatically guarantee enrollment for exchange program students. A school may accept the foreign exchange student after determining:

the student will participate in the general curriculum and does not require ESL services;

that the acceptable curriculum offerings exist for the student in the school;

and that an overcrowded classroom situation does not exist.

Before a student is accepted, the exchange program area representative or host family must obtain permission to register the student based on the following guidelines:

1. Provide the Principal with preliminary biographical student data.

2. If the Principal makes a favorable recommendation, all documentation is forwarded to the Superintendent/designee for final determination of acceptance. If the Principal denies admission, he/she will return the documentation to the exchange program area representative or host family. The exchange program area representative or host family has the right to appeal the Principal's decision to the Superintendent.

3. If the Superintendent/designee approves the request, the Principal will notify the exchange program representative or host family of the final determination.

4. After proper approval, the exchange program area representative or host family will make the appropriate arrangements with the Principal to register the student(s). This person is responsible for making an appointment with the Principal, for verifying that the student has all the necessary documentation, and for providing the student and the host family with an overview of the registration process including a discussion of credits and grade placement based on Giles County Public Schools regulations and procedures.

5. Length of stay must be identified.

II. Foreign students (non-U.S. residents) who wish to enroll for a period of time in Giles County Public Schools must first meet all district entrance requirements (i.e. age, host family or parent/guardian must have Giles County residency, immunization). These students may be allowed to attend school without tuition charges. Students who are citizens of a foreign country will be considered residents if they meet one of the following requirements:

A. the student resides with his/her parent(s) of legal guardian;

B. the student is in the United States with appropriate documentation (Form I-20) from the United States Department of Justice - Immigration and Naturalization Services;

C. the student is a participant in a foreign exchange program;

D. the student is participating in an exchange program formally or informally with a host family (the host family must be residents of Giles County).

III. Foreign Students - Certificate of Attendance

A certificate of attendance may be awarded to any foreign student attending high school in Giles County. A record of academic course of study will be completed and issued with the certificate.

This may include subjects taken, grades, units of credit, length of class periods, number of periods per week, and the student's performance as evaluated by the teacher. The student will also be eligible to participate in any state assessments that may be given while they are in attendance. This dated record will also include a definition of grades and carry the official seal of Giles County Schools. The certificate will include the student's name and dates of attendance, and will be signed by the Superintendent, the Director of Curriculum, and the Principal.

IV. Foreign Students – Athletics

VHSL guidelines will be in effect for any foreign student wishing to participate in a Giles County Public School athletic program. All requests will be handled by VHSL on an individual basis.

V. Foreign Students – Transportation

Transportation may not be furnished to non-resident students, except in cases where services can be provided at no cost to the division.

Issued: December 10, 1997 (Pages 5, 6, 7)
Revised: October 30, 2001 (All Regulation Pages 1-7)
Revised: November 18, 2005 (Regulation Page 6)
Revised: March 15, 2011 (Regulation Page 6)
Revised: May 19, 2011 (Regulation Page 6)
Revised: April 20, 2017 (Page 1 Only)

SB-126
(Rev. 5/11)

Giles County Public Schools
151 School Road
Pearisburg, VA 24134

Conditions for Approval of Student Transfer

1. All requests for enrollment (out of county or out of attendance area) must be made in writing (SB-126a, Request for Student Transfer) and presented to the principal at the school where enrollment is requested. Principals will notify parents/guardians if the request is denied. If the request is denied by the Principal, an appeal may be made to the Superintendent/Designee with final appeal to the School Board. If the Principal approves the request, then the form comes to the Assistant Superintendent for tuition assessment (a letter will be sent to the parent/guardian indicating the tuition amount owed).
2. Transportation to the school shall be the responsibility of the parent.
3. Out-of-county tuition rate has been established at one hundred dollars ($100) per school year, payable in advance (per student). Prior to enrollment, a check must be forwarded to the Giles County School Board, Attention: Assistant Superintendent. *(The tuition rate will be set by the Superintendent for each academic year.)* If tuition is not paid in full within the prescribed time limit, the approval for transfer will be rescinded. If payment is not made, determination for future enrollment as a transfer student will be denied. Tuition for full time contracted employees will not be charged for their custodial children.
4. Staffing and special program availability are considered in making approval decisions. School records will be reviewed and former school will be contacted. In the event of changes in staffing or program availability which prevent compliance with federal, state, or county policies, or other extenuating circumstances, approval for admission may be withdrawn during the academic year.
5. Parental requests for out-of-county transfer students (present or new students) will not be accepted for GED classes. Out-of-county students who are accepted to GCPS must maintain passing grades, maintain a clean discipline record, and abide by all school board policies in order to remain a Giles County student.
6. <u>WITHDRAWAL OF APPROVAL:</u> In the event of changes in space considerations/ special needs/failure to comply with federal, state, or county policies, and/or other extenuating circumstances, approval for admission may be withdrawn during the academic year.
7. Approval for student transfers is for the current school term. Requests for student transfers must be renewed prior to the beginning of each school year. Failure to do so could result in denial of request.

GILES COUNTY PUBLIC SCHOOLS

SB-126a
(Rev. 4/10)

Giles County Public Schools
151 School Road
Pearisburg, VA 24134

Request for Student Transfer

Student's Name: _____

Student's Legal Address: _____

Male: _____ Female: _____ Age: _____

Date of Birth: _____ Phone: _____

Parent/Guardian Name: _____

Address (if different from student): _____

Work/Other Phone: _____

*School currently enrolled in: _____

School applying for transfer to: _____

Category: Elementary _____ Secondary _____ Special Ed. _____ Regular _____

*Grade level (as of date requesting transfer to begin): _____

Reasons for transfer request (if this request is to continue a student transfer, please state original reason for request and note that this is to continue for new school term):

I have read the attached "Conditions for Approval" and understand all of the conditions. I understand that if such approval is made, I am responsible for any and all tuition payments. I further understand this approval is made for the current school term only, and I must renew my child's application prior to each school term. I understand that my child becomes subject to all policies, regulations, and guidelines of the school division, including the Code of Student Conduct.

_____
Signature of Parent/Guardian Date

_____ _____ _____
Principal Signature Date Approved Denied

File: JECA

ADMISSION OF HOMELESS CHILDREN

The Giles County School Board is committed to educating homeless children and youth. Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless. The school division coordinates the identification and provision of services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues.

The Giles County School Division serves each homeless student according to the student's best interest and will

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

In determining the best interest of a homeless student, the Giles County School board

- presumes that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- considers student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the student's parent or guardian or (in the case of an unaccompanied youth) the youth;
- if, after conducting the best interest determination based on consideration of the presumption and the student-centered factors above, the BLANK school division determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provides the student's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian or unaccompanied youth, including information regarding the right to appeal; and
- in the case of an unaccompanied youth, ensures that the division homeless liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

Enrollment

The school selected in accordance with this policy immediately enrolls the homeless student, even if the student

- is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency or other documentation; or
- has missed application or enrollment deadlines during any period of homelessness.

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The enrolling school immediately contacts the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations or other required health records, the enrolling school immediately refers the parent or guardian of the student or, (in the case of an unaccompanied youth) the youth, to the division's homeless liaison, who assists in obtaining necessary immunizations or screenings, or immunization or other required health records.

If the documentation regarding the comprehensive physical examination required by Policy JHCA Physical Examinations of Students cannot be furnished for a homeless child or youth, and the person seeking to enroll the pupil furnishes to the school division an affidavit stating that the documentation cannot be provided because of the homelessness of the child or youth and also indicating that, to the best of his or her knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division immediately refers the student to the local school division homeless liaison who, as soon as practicable, assists in obtaining the necessary physical examination by the county or city health department or other clinic or physician's office and immediately admits the pupil to school.

The decision regarding placement is made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

Enrollment Disputes

If a dispute arises over eligibility, or school selection or enrollment in a school

- the homeless student is immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;
- the parent or guardian of the student or (in the case of an unaccompanied youth) the youth is provided with a written explanation of any decisions related to school selection or enrollment made by the school, the school division or the Virginia Department of Education, including the rights of the parent, guardian or student to appeal the decision;
- the student, parent or guardian is referred to the division's homeless liaison who carries out the appeal process as expeditiously as possible after receiving notice of the dispute; and
- in the case of an unaccompanied youth, the homeless liaison ensures that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of the dispute.

Appeal Process

Oral Complaint

In the event that an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present his position to the division's homeless liaison.

Written Complaint

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If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the homeless liaison. The written complaint must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the homeless liaison.

Within five (5) school days after receiving the written complaint, the homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

Appeal to Superintendent

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the Superintendent by filing a written appeal. The homeless liaison shall ensure that the Superintendent receives copies of the written complaint and the response thereto. The Superintendent or designee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent, or designee, shall provide a written decision to the Complainant including a statement of the reasons therefore.

Comparable Services

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

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

Transportation

At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation is provided for a homeless student to and from the school of origin as follows:

- if the homeless child or youth continues to live in the area served by the division in which the school of origin is located, the child's or youth's transportation to and from the school of origin is provided or arranged by the division in which the school of origin is located.

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- if the homeless child's or youth's living arrangements in the area served by the division in which the school of origin is located terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another division, the division of origin and the division in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the divisions are unable to agree upon such method, the responsibility and costs for transportation are shared equally.

Definitions

The term “homeless student” means an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

1. children and youths, including unaccompanied youths who are not in the physical custody of their parents, who

    a. are sharing the housing of other persons due to loss of housing, economic hardship, or other causes; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations, or in emergency, congregate, temporary, or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
    b. are living in an institution that provides a temporary residence for individuals with mental illness or individuals intended to be institutionalized;
    c. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
    d. are living in parked cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

2. migratory children who qualify as homeless for the purposes of this policy because the children are living in circumstances described above.

The term “migratory child” means a child moved from one residence to another and from one school division to another in the preceding 36 months as a migratory agricultural worker or migratory fisher or with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

Adopted: June 30, 2004
Revised: April 11, 2013
Revised: June 30, 2017

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Legal Refs.: 20 U.S.C. § 6399

42 U.S.C. §§ 11302, 11431, 11432, 11433, 11434a.

Code of Virginia, 1950 as amended, §§ 22.1-3, 22.1-70, 22.1-78, 22.1-253.13:1, 22.1-270.

Cross Refs.: JEC School Admission
JHCA Physical Examinations of Students

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ADMISSION OF NONPUBLIC STUDENTS FOR PART-TIME ENROLLMENT

The Giles County School Board acknowledges the provisions for equivalent instruction under the Virginia law. The Board further observes that equivalent or "acceptable alternative" home or private school instruction is not the same as the education delivered in the public school system.

The parents of students attending private school or being home schooled pursuant to Va Code section 22.1-254.1 who wish to enroll their students on a part-time basis in the Giles County Schools for participation in academic and/or extracurricular/club activities shall, along with the students, conform with the following provisions:

I. ADMISSION:

The parents shall identify their children as private school or home school students who desire part-time enrollment in academic courses of study. Students admitted under this policy shall be designated as part-time students. At the time of applying for admission, students shall designate the academic course(s) they want to attend and each extracurricular or club activity in which they wish to participate. Students enrolled on a part-time basis will be counted in the division's average daily membership (ADM). Part-time students who are either enrolled in a nonpublic school or are receiving home instruction pursuant to Va. Code section 22.1-254.1 and are enrolled in any mathematics, science, English, history, social science, career and technical education, fine arts, foreign language, health education or physical education course in the Giles County Public Schools shall be counted in the division's ADM on a pro rata basis. Each such course enrollment by such students will be counted as 0.25 in the ADM. However, no such nonpublic or home school student will be counted as more than one-half a student for purposes of such pro rata calculation. The pro rata calculation will not include enrollments of such student in any other public school courses.

II. ENROLLMENT:

Students must enroll in at least one academic class (high school) or one instructional unit (elementary/middle school) more than the requested course(s) and for each extracurricular or club activity in which they choose to participate. (Example: if the request is to enroll in one math class, the student must enroll in the math class plus one other class; and, if the student also requests one extracurricular/club activity, he or she must enroll in another class for a total of 3 classes.) If no activity participation is sought, a minimum of two classes must be attended. Students wishing to participate in an academic class shall have completed all prerequisite course work or the equivalent required of full-time public school students wishing to enroll in the course. If part-time enrollment causes total enrollment in a class or grade level to exceed the maximum allowed by state or local policy (e.g. resulting in the need to employ another teacher) admission will be denied.

Once enrolled, the student shall comply with behavioral, disciplinary, attendance and other rules applicable to all students, including rules governing the use of the division's computer systems. If a student fails to comply, the school may withhold credit and/or terminate the student's participation in addition to taking any disciplinary action that would be taken against a full-time student for similar conduct.

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III. ACTIVITIES:

Students wishing to participate in Virginia High School League (VHSL) governed extracurricular or club activity shall satisfy the same or equivalent criteria for such activities that full-time students must satisfy such as the VHSL "take five pass five" requirement. Students admitted under this policy shall participate in any try-out or selection process required of full-time students.

IV. TRANSPORTATION:

The parents of the children for whom half-time admission is sought shall be responsible for the transportation of the child to and from school, including any expenses incident thereto.

V. ACADEMIC CREDIT:

Class ranking and grade-point average shall not be computed for part-time private/home school students, and such students shall not be eligible to graduate or receive a diploma from the Giles County Public Schools.

Adopted: August 23, 2001
Revision: December 14, 2006

Legal Refs.: Code of Virginia, as amended, sections 22.1-254.1; 22.1-253.13:2.C.

1973-74 Ops. Va. Att'y Gen. 305.

Cross Refs.:	JECA	School Admission
	JHCB	Student Immunizations
	IGDA	Extracurricular Activities
	IHB	Class Size
	IIBEA	Acceptable Computer System Use

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: funeral, illness (including mental health and substance abuse illnesses, with a doctor's note), legal obligations, medical procedures and military obligation, with appropriate documentation provided to the school.

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 2 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.

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, 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".

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the first school year and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal, principal's designee or the attendance officer, 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 Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal, principal's designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

C. Upon Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the principal or principal's designee shall notify the attendance officer or superintendent or superintendent's designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in Va. Code §16.1-228 or (ii) instituting 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 already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known address.

D. Parental Cooperation in Remedying Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the attendance officer shall document the school division's compliance with this Code Section.

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 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.

Absences and Tardiness

In case of absence or tardiness, the student will have his parent or guardian contact the school or send a signed note giving the date of absence or tardiness and he reason. A minimum of 160 days attendance of the regular school term of 180 days is required before a student can be considered eligible or promotion in the elementary schools. In the secondary schools, a minimum of 168 days of attendance will be required of students in all classes. No more than six days of absences may occur per semester.

Parents, students, and teachers will be notified annually of student absence and attendance requirements.

Alternative Education Attendance

Students enrolled in alternative education programs may be exempt from the minimum 160 days of classroom attendance. Students enrolled in the Giles County Alternative Education Program and a non-diploma program approved by the School Board, may be provided a waiver of the 160 day requirement. The Superintendent shall provide procedures to address the availability of such waivers.

Adopted: August 23, 2001
Revised: June 30, 2004 (Page 1 Only & Legal Refs)
Revised: June 29, 2009
Revised: June 30, 2010
Revised: June 27, 2013
Revised: June 30, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-258 through 22.1-269, 22.1-279.3, 46.2-323 and 46.2-334.001.

8 VAC 20-110-10 et seq.

Cross Ref. : IGAJ Driver Education
JFC Student Conduct
JFC-R Standards of Student Conduct

STUDENT ABSENCES AND EXCUSES

The purpose of these administrative procedures is threefold: to make students and their parents or guardians more responsible and more accountable or attendance at school; to give the school staff more direct control over waivers; and to establish a more definite procedure that the student and his parent or guardian must follow to be granted a waiver.

Elementary/Middle Schools

Students are permitted no more than 20 days of absence per year. Absences beyond 20 days per year may result in failure. Absences are defined at the elementary school when a child attends school less than three hours a day.

Students will be required to repeat the grade when they are absent from school 21 or more days per school year, unless this policy is waived for them.

Procedure

1. Parents are to be encouraged to call their child's school on days of an absence. Upon returning to school after absences, students must submit to the principal or his designee a note signed by a parent or guardian giving the reason(s) for the absence. Giving the reason(s) for the absence is important should a request be made for waiver of this policy. Failure to provide a signed note may result in action by the principal.

2. School personnel will make telephone calls to the homes of absent students each day and maintain a log of this contact including time, date, and reason for absence.

3. Once the principal is notified of absences, he will ensure that letters and the attendance policy and procedure will be sent to parents or guardians on at least the student's third consecutive absence or for a total of five scheduled school days per month or an aggregate of seven scheduled school days per school calendar quarter, whichever occurs sooner.

4. Compulsory attendance procedures to be followed by administrators:

   A. Upon Fifth Absence Without Parental Awareness and Support
   If (1) a student fails to report to school for a total of five scheduled school days for the first school year and (2) there is no indication that the student’s parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort

to ensure that direct contact is made with the parent, notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, 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.

Upon Sixth Absence Without Parental Awareness and Support
If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

Upon Additional Absence Without Parental Awareness and Support
Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in §16.1-228 or (ii) instituting proceedings against the parent pursuant to §18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known address.

Parental Cooperation in Remedying Excessive Unexcused Absences
It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the attendance officer shall document the school division's compliance with this Code Section.

B. Verified/documented absences
Schools will send letters home to parents/guardians to notify them of the number of days absent. These will be sent home on the 5th, 10th, and 15th day at the elementary level.

5. A request for waiver, if necessary, must be made at least five school days prior to the end of the school year in which the student was absent. The principal will determine if a request for waiver is necessary.

6. Students enrolled in alternative education programs may be exempt from the minimum 160 days of classroom attendance. Students enrolled in the Giles County Alternative Education Program and a non-diploma program approved by the School Board, may be provided a waiver of the 160 day requirement. The Superintendent shall provide procedures to address the availability of such waivers.

Consequences

Should a student not meet the expectations of the attendance requirements of FILE: JED the following options will be considered:

a. Students will be failed for the grade.

b. A waiver or delayed decision may be requested by the parent or guardian giving the reason(s) for the absence.

c. Court action requested for habitual offenders of the STUDENT ABSENCES AND EXCUSES Policy.

Waiver Options

A waiver to FILE: JED may be granted by the principal under the following conditions:

a. Acceptable documentation provided to the administration.

b. The consensus of the classroom teacher(s), guidance counselor, and the principal approve a waiver.

c. The consensus of the classroom teacher(s), guidance counselor, and the principal approve a delayed decision.

d. If student is enrolled in an alternative program (Giles County AEP), it will be the responsibility of the AEP Lead Teacher to recommend an attendance waiver to the principal, if applicable.

Waiver Procedures

1. Should a waiver need to be considered for a student who has not provided sufficient documentation to the administration, the parent or guardian must request such a waiver in writing to the principal within five days of the end of the school year, giving the reason(s) for the absence.

2. The principal shall ensure that each classroom teacher working with the waiver applicant has an opportunity to provide input regarding his decision. The input may be through a committee process or may be through a written document. If a written document is utilized to obtain teacher input, it shall be done in such a manner where the professional decision of the teacher will be held in confidence, until such time that the decision has been made regarding the waiver.

3. Once a decision is made, it will be communicated to those involved faculty members and parents.

4. An elementary student shall be limited to one, non-medical or emergency type waiver per their elementary school career.

5. The waiver decision may be granted without further consideration by the Superintendent or School Board. Should a waiver not be granted the parent or guardian may appeal the decision to the Superintendent or his designee, then subsequently, to the School Board.

6. If student is enrolled in an alternative program (Giles County AEP), it will be the responsibility of the AEP Lead Teacher to recommend an attendance waiver to the principal, if applicable.

Secondary Schools

Students are permitted no more than six absences per block class or twelve class absences total if on a seven period day. Absences beyond this may result in no credits being issued for classes.

Students may be required to repeat classes when they have exceeded the attendance requirement, unless this policy is waived for them.

Procedure

1. Parents are to be encouraged to call their child's school on days of an absence. Upon returning to school after absences, students must submit to the principal or his designee a note signed by a parent or guardian giving the reason(s) for the absence. Giving the reason(s) for the absence is important should a request be made for waiver of this policy. Failure to provide a signed note may result in action by the principal.

2. School personnel will make telephone calls to the homes of absent students each day and maintain a log of this contact including time, date, and reason for absence.

3. Once the principal is notified of absences, he will ensure that letters and the attendance policy and procedure will be sent to parents or guardians on at least the student's third consecutive absence or for a total of five scheduled school days per month or an aggregate of seven scheduled school days per school calendar quarter, whichever occurs sooner.

4. Compulsory attendance procedures to be followed by administrators:

   A. Upon Fifth Absence Without Parental Awareness and Support
   If (1) a student fails to report to school for a total of five scheduled school days for the first school year and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, 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.

   Upon Sixth Absence Without Parental Awareness and Support
   If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

   Upon Additional Absence Without Parental Awareness and Support
   Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in §16.1-228 or (ii) instituting proceedings against the parent pursuant to §18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known address.

Parental Cooperation in Remedying Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the attendance officer shall document the school division's compliance with this Code Section.

B. Verified/documented absences
Schools will send letters home to parents/guardians to notify them of the number of days absent. These will be sent home on the 3rd, 6th, and 9th days at the high school level (traditional scheduling). For schools on block scheduling, letters will be sent home on the 3rd, 5th, and 7th days of absence.

5. Students enrolled in alternative education programs may be exempt from the minimum 160 days of classroom attendance. Students enrolled in the Giles County Alternative Education Program and a non-diploma program approved by the School Board may be provided a waiver of the 160 day requirement. The Superintendent shall provide procedures to address the availability of such waivers.

Consequences

Should a student not meet the expectations of the attendance requirements of FILE: JED the following options will be considered:

a. Students will be required to repeat classes.
b. Students may not be issued credit for classes.
c. A waiver or delayed decision may be requested by the parent or guardian giving the reason(s) for the absence.
d. Court action requested for habitual offenders of the STUDENT ABSENCES AND EXCUSES Policy.

Waiver Options

A waiver to FILE: JED may be granted by the school under the following conditions:

a. Acceptable documentation provided to the administration.
b. The consensus of the attendance committee (classroom teacher(s), guidance counselor, and the principal) approves a waiver.
c. A delayed decision which is supported by a majority of the faculty working with the waiver applicant.
d. The principal has the authority to grant a waiver based on individual circumstances.

Waiver Procedures

1. Should a waiver need to be considered for a student who has not provided sufficient documentation to the administration, the parent or guardian must request such a waiver in writing to the principal, giving the reason(s) for the absence(s).

2. The principal shall ensure that each teacher working with the waiver applicant has an opportunity to provide input regarding the decision. The input may be through a committee process or may be through a written document. If a written document is utilized to obtain teacher input, it shall be done in such a manner where the professional decision of the teacher will be held in confidence, until such time that the decision has been made regarding the waiver.
3. Once a decision is made, it will be communicated to those involved faculty members and parents.
4. Should a waiver not be granted, the parent or guardian may appeal the decision to the Superintendent or his designee, then subsequently to the School Board. A waiver decision may be granted without further consideration by the Superintendent or School Board.
5. Students whose absences exceed FILE: JED requirements and no waiver or delayed decision is granted will be denied credit for the class.
6. If student is enrolled in an alternative program (Giles County AEP), it will be the responsibility of the AEP Lead Teacher to recommend an attendance waiver to the principal, if applicable.
7. If student does not attend a GED preparation class or alternative program specifically developed at the high school level during a period of three weeks, he/she will be dropped from enrollment and the principal will consider releasing the student from compulsory attendance. It is the responsibility of the school principal, in conjunction with the program teacher, to monitor the student's attendance and participation.

Issued: June 10, 2003
Revised: Pages 2, 3, and 6 Only, September 2003
(Acknowledged by School Board October 29, 2003)

TRUANCY OFFICERS
GUIDELINES FOR PARENT CONTACT

School principals are responsible for Giles County Truancy Officers.

ELEMENTARY/MIDDLE

1. Letters concerning truancy will be sent home by the school following the third and fifth days of absence.
2. Truancy Officer will make contact with the parent following the seventh day of absence to verify the authenticity of excuses.
3. Truancy Officer will make a home visit to the parent following the tenth day of absence. If the parent is not home, a door notice will be left for the parent to call the school. The parent will be notified by the officer at this time if absenteeism continues without proper documentation (doctor notes/court related/etc), court action will be necessary.
4. After the fifteenth day, the Truancy Officer will acquire the needed legal documents to require parent to appear in court.
5. The principal has the authority to determine verification of this process and intervene at any stage.
6. Guidance counselors will maintain a monthly log of all truancy officer contacts. A copy of this log will be signed by the principal and attached to the monthly guidance reports and sent to the School Board Office.

SECONDARY (BY SEMESTER)

1. Letters concerning truancy will be sent home by the school following the third and fifth days of absence.
2. Truancy Officer will make contact with the parent following the fifth day of absence to verify the authenticity of excuses.
3. Truancy Officer will make a home visit to the parent following the eighth day of absence. If the parent is not home, a door notice will be left for the parent to call the school. The parent will be notified by the officer at this time if absenteeism continues without proper documentation (doctor notes/court related/etc), court action will be necessary.
4. After the twelfth day, the Truancy Officer will acquire the needed legal documents to require parent to appear in court.
5. The principal has the authority to determine verification of this process and intervene at any stage.

6. Guidance counselors will maintain a monthly log of all truancy officer contacts. A copy of this log will be signed by the principal and attached to the monthly guidance reports and sent to the School Board Office.

Truancy Officer will address school tardies by phone when they exceed a total of five. The officer will also be available to make home visits on tardies, when directed by the principal.

The duties of the Truancy Officer involved require extreme confidentiality.

Issued: June 10, 2003

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

The School Board shall excuse from attendance at school:

1. Any student who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.

2. On the recommendation of the juvenile and domestic relations court of the city or county in which the student resides, and for such period of time as the court determines appropriate, any student who, together with his parents, is opposed to attendance at a school by reason of concern for the student's health as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

The School Board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any student who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at school; or

2. On recommendation of the juvenile and domestic relations district court of the city or county in which the student resides, any student who, in the judgment of the court, cannot benefit from education at school.

Any request for exemption from attendance shall be presented annually in writing to the superintendent or his/her designee.

The compulsory education requirements do not apply to

- Children suffering from contagious or infectious diseases;
- Children whose immunizations against communicable diseases have not been completed;
- Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live; and
- Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live.

In addition, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

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Adopted: August 22, 2003
Revised: June 30, 2006
Revised: June 30, 2011

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

Cross Refs.:

JEA	Compulsory Attendance
JHCB	Immunization of Students
JHCC	Communicable Diseases
LBD	Home Instruction

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Compulsory School Attendance
Early Release Request

Public school students in Virginia are required, by compulsory attendance laws, to spend a full day actively engaged in instructional activities. Exceptions must be approved by the Division Superintendent. The school principal may recommend exceptions to the Superintendent. The following are extenuating circumstances which will be reviewed by principals prior to making a recommendation to the Superintendent:

A. All student requests shall be directed to the principal(s) of the school(s) affected by the early release.

B. Cases which the principal(s) determine to have merit shall require personal contact with the parent.

Early release may be considered under the following circumstances:

1. Work-related: these cases should be limited to seniors only. Evidence should exist to support the relationship between the "work" and school programs/activities.

2. Family Hardship: Eligibility for AFDC, Free and/or Reduced Lunch Eligibility, and other similar measures of economic hardship will be reviewed to determine if evidence exists to support that a partial day of school attendance is justifiable.

3. Psychological Hardship: Traumatic events which are not covered by temporary student absences. Requirement for extended release, along with appropriate medical docu-mentation, must be presented.

4. Medical Hardship: Medical issues which are not covered by temporary confinement to a student's home or other institution, and have adversely hampered a student's ability to attend or participate in a full-day of school.

5. Family/Child Care: When the presence of the student is necessary to provide home care for a child or relative. All the avenues of assistance shall be exhausted prior to school system approval.

In all cases of request for early release, it shall be expected that the student is "on schedule" for graduation, and is enrolled in sufficient secondary courses to satisfy graduation requirements.

EDUCATIONAL LEAVE FOR STUDENTS

Giles County Public Schools recognizes that on occasion, students may be involved in educational activities that may serve to support and enhance the regular instructional program. Such activities, while not directly part of the school curriculum, may be recognized as qualifying for educational leave. Such requests must receive the approval of the student's principal, and the division superintendent or his designee.

Educational leave shall be defined as pre-approval for students to engage in educational activities related to identified curriculum and instructional programs. While such activities may serve to support or enhance curriculum areas, they are not classified as directly school-sponsored.

Educational leave is designed to be applied only when a student's absence will be six or more days. Extensive requests for leave (i.e. 30 school days or longer) may require additional review and consideration before approval may be granted.

While many activities may be deemed as educational in nature, the specific purpose of this leave shall be to accommodate those that can be correlated to Giles County Schools' instructional programs, or similar instructional activities or competitions that receive support through Giles County Schools.

The following guidelines shall be followed:

1. Parents/guardians must request, in writing, approval for educational leave. Such requests must be submitted at least two weeks prior to the activity.

2. Such requests must include plans for insuring that the student will complete class assignments in a timely and appropriate manner.

3. A description must be provided to show that the educational activity shall be of such a nature that it corresponds to or enhances the student's regular academic work.

4. A demonstration, project, or paper may be requested upon return from the activity, as partial satisfaction for missed instructional time.

During the period of time for which educational leave is approved, the student shall not be counted absent with regard to local attendance policies (i.e. attendance failure, attendance awards), nor be sanctioned with regard to the Attendance/Exam Exemption Policy; and all grading shall be based upon work completed as identified in the educational leave application. Virginia State Law does not permit such absences as being counted or excused for Columbia Student Attendance Reporting Procedures.

Determination as to identification of an absence as school-related or educational leave shall be the responsibility of the principal. Current practices and policies shall be considered in each determination. New or extenuating requests shall receive the approval of the Superintendent or his designee.

In the event that an absence shall be of a long term and be considered school-related, all of the above may apply, and the student shall be considered present on all official Columbia/State Reporting of Attendance records.

Issued: November 11, 1996

PARTICIPATION IN SCHOOL/EXTRA-CURRICULAR ACTIVITIES

Students shall be required to be enrolled in the Giles County Public Schools before they are permitted to participate in school and/or extra-curricular activities.

Adopted: January 24, 1994

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

STUDENT INVOLVEMENT IN DECISION MAKING

The School Board recognizes the student body as a significant part of the community and in the decision making process.

Student input is important in the data collection process, and on relevant issues students' views will be sought and considered by the superintendent and the School Board.

Adopted: August 23, 2001
Revised: April 11, 2013

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

Cross Refs.: AE School Division Goals and Objectives
BBBB Student Liaison to the School Board

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STUDENT CONDUCT

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Giles County. It is the responsibility of the Giles County School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent issues Standards of Student Conduct, and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct and a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is also 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 the Standards of Student Conduct, the requirements of Va. Code & 22.1-79.3, and the compulsory school attendance law is also be 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 the School Board's Standards of Student Conduct and the parent's or parents’ responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student’s compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

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The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (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 juvenile and domestic relations 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.

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

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.

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property
- on a school vehicle
- while participating in or attending any school sponsored activity or trip
- on the way to and from school; and
- off school property, when the acts lead to: (1) notification pursuant to Va. Code §16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities or expulsion include but are not limited to:

- possession or use of alcohol, illegal drugs, including marijuana and anabolic steroids or drug paraphernalia
- selling drugs
- assault/battery
- sexual assault
- arson
- intentional injury (bullying, fighting)
- theft
- bomb threats, including false threats, against school personnel or school property
- use or possession of explosives (see Policy JFCD Weapons in School)
- possession of weapons or firearms (see Policy JFCD Weapons in School)
- extortion, blackmail, or coercion
- driving without a license on school property
- homicide

- burglary
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation)
- malicious mischief
- shooting
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs
- stabbing, cutting or wounding
- unlawful interference with school authorities including threats
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate 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.

The superintendent issues regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

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

Adopted: June 30, 2004
Revised: June 30, 2005 (Page 2 Only)
Revised: June 30, 2006
Revised: June 30, 2011
Revised: June 27, 2013
Revised: June 30, 2014
Revised: March 19, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, §§16.1-260, 18.2-308.1, 18.2-308.7, 22.1-78, 22.1-200.1, 22.1-253.13:7.C.3; 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.

Cross Ref.:

CLA	Reporting Acts of Violence and Substance Abuse
ECAB	Vandalism
IIBEA/GAB	Acceptable Computer System Use
IIBEA-R/GAB-R	Acceptable Computer System Use
JFHA/GBA	Prohibition Against Harassment and Retaliation
JGA	Corporal Punishment
JGD/JGE	Student Suspension/Expulsion
JGDA	Suspension of Disabled Students
JGDB	Discipline of Students With Disabilities for Infliction of Serious Bodily Injury
JN	Student Fees, Fines and Charges

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STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Assault and Battery

   A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

   An assault is a threat of bodily injury.

   A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

   Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)

   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.

3. Bomb Threats

   Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

4. Bullying

   A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

   "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

   The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

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5. Bus-Related Offenses

   Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

6. Cheating

   Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:
   - cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
   - plagiarizing by copying the language, structure, idea and/or thoughts of another
   - falsifying statements on any assigned schoolwork, tests or other school documents

7. Communication Devices

   Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

   At no time may any device be used with an unfiltered connection to the Internet.

   The division is not liable for devices brought to school or school activities.

   If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. Defiance of the Authority of School Personnel

   Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

9. Disruptive Conduct

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

10. Electronic Cigarettes

    Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.

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11. Extortion

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

12. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.

13. Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

14. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

15. Gang Activity

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

16. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. (See Policy JFHA/GBA Prohibition Against Harassment and Retaliation).

17. Hazing

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

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18. Internet Use

Students shall abide by the BLANK School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

21. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)

22. Profane, Obscene or Abusive Language or Conduct

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

23. Reports of Conviction or Adjudication of Delinquency

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.

24. Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

25. Student Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

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Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

26. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

27. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

28. Trespassing

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure 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.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and 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.

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The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy 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.

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 division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a
medical condition.

30. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division’s computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate

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19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

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Revised: June 30, 2005 (Cross Refs. Only)
Revised: June 30, 2006
Revised: June 26, 2008 (Legal Refs. Only)
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Revised: June 29, 2009
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Revised: June 30, 2014
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Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-56, 18.2-83, 18.2-85, 18.2-87.1, 18.2-119, 18.2-308, 18.2-308.1, 18.2-308.7, 18.2-371.2, 18.2-433.1, 22.1-70.2, 22.1-78, 22.1-202, 22.1-253.13:7.C.3, 22.1-276.3, 22.1-277, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.6, 46.2-323, 46.2-334.001.

Student Code of Conduct Policy Guidelines (Virginia Board of Education October 2013).

Information Brief: Cyberbullying and School Policy (Virginia Department of Education August 2008).

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Cross Ref.:	CLA	Reporting Acts of Violence and Substance Abuse
	ECAB	Vandalism
	GAB/IIBEA	Acceptable Computer System Use
	GAB-R/IIBEA-R	Acceptable Computer System Use Regulation
	GBECA	Electronic Cigarettes
	IEA	Pledge of Allegiance
	IGAG	Driver Education
	JED	Student Absences/Excuses/Dismissals
	JFC	Student Conduct
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JFCF	Drugs in School
	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
	JHCD	Administering Medicines to Students
	JN	Student Fees, Fines and Charges

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Disciplinary Action for Code of Conduct

1.	Student Dress	First Offense --Student will be counseled in relation to acceptable dress. --Parent/guardian will be notified that the student is to go home and acquire acceptable dress and return to school. --If the above is not feasible, the student will be placed in an in-school location until dismissal time. Repeated Offenses --All of the above and suspension will be ordered.
2.	Unexcused Absence, Tardiness, Or Skipping Class	First Offense --The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Detention may be assigned. --Court action can be considered. Repeated Offenses --All of the above and suspension may be ordered.
3.	Disruptive Conduct	First Offense -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Detention may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal action may be taken. Repeated Offenses --All of the above and suspension may be ordered.
4.	Profane, Obscene, or Abusive Language	First Offense -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Detention may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal actin may be taken. Repeated Offenses --All of the above and suspension may be ordered.
5.	Threats or Intimidation	First Offense -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Detention may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal action may be taken.

		Repeated Offenses --All of the above and suspension may be ordered.
6.	Assault and Battery	First Offense -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Detention may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal action may be taken. Repeated Offenses --All of the above and suspension may be ordered.
7.	Bullying	First Offense -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Detention may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal action may be taken. Repeated Offenses --All of the above and suspension may be ordered.
8.	Gambling	First Offense -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Detention may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal action may be taken. Repeated Offenses --All of the above and suspension may be ordered.
9.	Use and/or Possession of Tobacco	First Offense --Tobacco will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's. --3 days In School Suspension Second Offense --3 days Out of School Suspension Third Offense --5 days Out of School Suspension with recommendation to AEP (if eligible)

Fourth Offense
--Automatic 10 day Out of School Suspension with recommendation of Long Term Suspension to the Superintendent/Designee

10. Use and/or Possession/Distribution of Over-The-Counter/Non-Prescription Drugs

First Offense
--Items will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's.
--Suspension may be ordered.
--Long-term suspension may be recommended.
--Expulsion may be recommended.
--Parent/guardian will be notified and conference held to inform the parent of the administrative decision.

Repeated Offenses
--All of the above will be enforced.
--Student will be suspended from school and long-term suspension or expulsion may be recommended to the Superintendent.

11. Use and/or Possession of Illegal and Prescription Drugs and Alcohol

First Offense
-- Items will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's.
--5 day suspension shall be ordered
--A recommendation of long term suspension may be made to the Superintendent/Designee.
--Expulsion may be recommended.

Repeated Offenses
--The student shall be suspended from school until the Superintendent considers the case.
--The principal/designee shall recommend to the Superintendent that the student be expelled from all schools, all school grounds, and all school sponsored activities.

12. Distribution or Sale of Illegal Drugs or Distribution with Intent to Sell (legal intoxication not required)

		First Offense --Items will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's. --Suspension shall be ordered. --Expulsion shall be recommended. --Parent/guardian will be notified and conference held to inform the parent of the administrative decision. --Law enforcement officials will be notified in case of illegal possession or consumption of drugs/alcohol and legal action, through the use of sobriety instruments or any other tools or testing needed by law enforcement, may be taken when deemed necessary, and shall be done so in a time-sensitive manner. --Waiver option does not apply.
13.	Vandalism	All Offenses -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Student or parent/guardian shall be required to reimburse the school for intentional damage or damage by neglect. --Suspension may be recommended. --Expulsion may be recommended. --Legal action may be taken.
14.	Defiance of the Authority of School Personnel	First Offense -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Detention may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal action may be taken. Repeated Offenses --All of the above and suspension may be ordered.
15.	Possession or Use of Weapons or Other Dangerous Articles	Each Offense Determined to Involve a Dangerous Weapon --Notify law enforcement to assist with investigation. However, this does not exclude the principal from acting in emergency situations.

--Law enforcement to accompany administrator to confirm possession of weapon. However, this does not exclude the principal from acting in emergency situations.
--Confiscate weapon with appropriate procedures to document the facts.
-- The required administrative investigation shall be held to determine the facts. If student implies he has or is found in possession of a dangerous weapon as determined administrator, then:

-Legal action shall be taken.
-Automatic 10-day suspension.
-Notification to parents.
-Notification to juvenile authorities.
-Long term suspension may be ordered.
-Expulsion may be ordered.

16. Theft or Extortion

First Offense
-- The required administrative investigation will be held to determine the facts.
--Parent/guardian will be notified.
--Student or parent may be required to restore or pay for any damage or destruction to personal or private property.
--Suspension may be ordered.
--Legal action may be taken.
Repeated Offenses
--All of the above with extension of suspension.
--Recommendation to Superintendent for expulsion.

17. Behavior on School Bus

First Offense
-- The required administrative investigation will be held to determine the facts.
--Parent/guardian may be notified.
--Special seats may be assigned.
--Temporary suspension from riding the bus may be ordered.
Repeated Offenses
--All of the above and permanent suspension from riding bus.
--Suspension from school may be ordered.

18. Cheating or Plagiarism

First Offense
-- The required administrative investigation conference will be held and parents may be notified.
--Student may be referred to guidance for counseling.
--Demerits/detention may be assigned.
--Suspension (in-school or out-of-school) may be assigned.
--A zero will be given for the assignment(s).
Repeated Offenses

		--Parents will be notified and suspension will be ordered.
19.	Trespass	First Offense --Student/non-student will be asked to leave property. Repeated Offenses --Proper law enforcement agency will be notified. --Charges may be filed.
20.	Gang Activity	First Offense -- The required administrative investigation will be held to determine facts. --Parent/guardian will be notified. --Detention may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal action may be taken. Repeated Offenses --All of the above and suspension may be ordered.
21.	Sexual Harassment	First Offense -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --ISS may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal action may be taken. Repeated Offenses --All of the above with extension of suspension.
22.	Harassment based on race, national origin, disability and religion	First Offense -- A conference will be held to determine the facts. -- Parent/Guardian will be notified and a conference may be required -- ISS shall be assigned -- Suspension may be ordered; expulsion may be recommended -- Mandatory counseling -- Legal action may be taken Repeated Offenses -- A conference with Parent / Guardian will be required -- Suspension shall be ordered; expulsion may be recommended -- Legal action may be taken.
23.	Electronic Communication Devices And Cell Phones	First Offense --Item will be confiscated. --Parent will be notified. --Administration withholds the right to retain item.

-- The required administrative investigation may be held to determine facts.
--ISS may be ordered.
--OSS may be ordered.
Repeated Offense
--Item will be confiscated.
--Parent will be notified.
--Administration will retain item.
--Meeting will be arranged with parents to discuss issue.
--ISS will be ordered.
--OSS may be ordered.
--Long term suspension may be ordered.

24. Reports of Conviction or Adjudication of Delinquency Pursuant to 16.1-305.1

Any Offense
--Review Code of Conduct (JFC) that addresses the specific offense.

25. Laser Pointers

First Offense
--Item will be confiscated.
--Parent will be notified.
--Administration withholds the right to retain item.
-- The required administrative investigation may be held to determine facts.
--ISS may be ordered.
--OSS may be ordered.
Repeated Offense
--Item will be confiscated.
--Parent will be notified.
--Administration will retain item.
--Meeting will be arranged with parents to discuss issue.
--ISS will be ordered.
--OSS may be ordered.
--Long term suspension may be ordered.

26. Acceptable Use of the Internet

Any Offense
--Violation of any student of this Acceptable Use Policy may result in suspension of this privilege and in severe or repeated violations of the termination of any privileges. Further disciplinary action may also be appropriate in accordance with the School Board's Student Conduct Code.

27. Felony Charges

Any Offense
-- The required administrative investigation will be held to determine the facts.
--Parent/guardian will be notified.
--Police will be notified.
--Suspension will be ordered.
--Expulsion may be ordered.
--Legal action may be taken.

28.	Bomb Threats	<u>Any Offense</u> -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Police will be notified. --Suspension will be ordered. --Expulsion may be ordered. --Legal action may be taken. --All school costs related to bomb threats will be the responsibility of the perpetrators.
29.	Hazing	<u>First Offense</u> -- The required administrative investigation will be held to determine the facts. --Parent/guardian will be notified. --Detention may be assigned. --Suspension may be ordered; expulsion may be recommended. --Legal action may be taken. <u>Repeated Offenses</u> --All of the above and suspension may be ordered.
30.	Other Conduct	--Review Code of Conduct (JFC) that addresses the specific offense.

Issued: July 13, 2001
Revised: October 30, 2001 (Page 6 Only)
Revised: May 16, 2002
Revised: October 29, 2003 (Added No. 20 Only/Harassment)
Revised: August 22, 2008 (Revised JFC-R-1 all pages)
Revised: June 30, 2011

File: JFC-E

GILES COUNTY PUBLIC SCHOOLS
ROUTE 1, BOX 52
PEARISBURG, VA 24134
(540) 921-1421

AFFIDAVIT FOR ENFORCEMENT OF §18.2-371.2
OF THE CODE OF VIRGINIA

I, _____, have personal knowledge that on _____, _____ was using or had in his/her possession a tobacco product, thus violating §18.2-371.2 of the Code of Virginia.

_____ is a juvenile _____ years of age. Date of birth is ___.

Signed _____ Date

Sworn and subscribed to me before, a Notary Public, in and for the State of Virginia, County of Giles, on this _____ day of ___, 19___.

Notary Public (Magistrate)

My commission expires _____.

GILES COUNTY PUBLIC SCHOOLS

TEACHER REMOVAL OF STUDENTS FROM CLASS

Teachers have the initial authority to remove students from class for disruptive behavior. "Disruptive behavior" means a violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment.

Criteria for Removal

In order for a teacher to remove a student from class for disruptive behavior

- Removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior.
- Interventions by the teacher and/or administrators have been attempted and failed to end the student's disruptive behavior, and
- Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student's parents as described below.

When all of the above criteria have been satisfied, a teacher may remove a student from class.

Requirements for Incident Reports

Teachers should write incident reports regarding all incidents of disruptive behavior. The reports will be filed with the school administration and provided to the student's parents within 24 hours of the incident. The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the behavior continues. The teacher will document, in writing, his or her attempts to request and encourage the parents to meet with him or her or school administrators.

A student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student's parents concerning two prior incidents of disruptive behavior. Upon removal, the teacher shall file a "Student Removal Form" (JFCA-E) with school administrators. The teacher will include any other documentation supporting the removal including, but not limited to, the previous two incident reports.

Procedures for Written Notification of Student and Parents

The teacher shall provide copies of any discipline reports and the Student Removal Form to the student and his or her parents. The teacher shall notify the parents in person, by phone or in writing of the opportunity to meet with the teacher and school principal to discuss the student's behavior and the possible consequences if the behavior continues. Such parent notice shall be provided within one school day of the students removal. The teacher shall document, in writing, his or her attempts to request and encourage the parents to meet with the teacher and school principal. Such notice and documentation shall be provided to the school principal and is required for each student removal.

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Guidelines for Alternative Assignment and Instruction of Removed Students

The Principal shall determine the appropriate placement of any student removed from class by a teacher. The principal may

- Assign the student to an alternative program
- Assign the student to another class
- Send the student to the principal's office or study hall. If the principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student
- Suspend the student or recommend the student for expulsion. If the principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and in the case of students with disabilities, in accordance with federal law
- Return the student to class (in accordance with the procedures below)

Procedure for the Student's Return to Class

The Principal shall determine, after consultation with the teacher, the duration of the student's removal from class. The principal shall notify the teacher of the decision to return the student to class. If the teacher disagrees with the principal's decision to return a student to the class

- The teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.

- The teacher, after meeting with the Principal, may appeal the principal's decision to the Superintendent or designee within one school day. The incident reports and removal form must accompany the appeal. After discussion with the principal and teacher or receiving their written comments, the decision of the superintendent or designee shall be final. The decision shall be made within forty eight hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher, Principal, student and parent (if requested) shall develop a plan to address future disruptive behavior.

Other Provisions

The Principal shall ensure that students removed from class under this policy shall continue to receive an education in accordance with School Board policies.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

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Teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to Policy GCN Evaluation of Professional Staff.

This policy does not limit or restrict the ability of School Board employees to apply other policies, regulations or laws for maintaining order in the classroom.

Adopted: June 16, 1998
Revised: April 11, 2013

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-276.01, 22.1-276.2

Cross Refs:	GCN	Evaluation of Professional Staff
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	JGD/JGE	Student Suspension/Expulsion

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Student Removal Form

School Name:_____

Student:_____

Teacher:_____

Class:_____

Date:_____

Description of Behavior:_____

_____

_____

_____

_____

Administrative and/or Teacher Interventions Attempted Prior to Removal and Results:

_____

_____

_____

Date of Prior Discipline Reports:_____
(Note: Prior incident reports must be attached.)

Signature of Teacher:_____ Date:_____

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.

Adopted: September 17, 1996
Revision: September 24, 2002 (Cross Ref. Only)
Revision: April 11, 2013

Legal Refs.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-208

Cross Ref.:
- JFC Student Conduct
- JFC-R Standards of Student Conduct
- JFCC Student Conduct on School Buses
- KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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ACTIVITIES HANDBOOK AND PROCEDURE FOR RECOGNITION OF SCHOOL SPONSORED SPORTS

The Giles County Activity Handbook, which serves as a guide for the athletic activities of students in Giles County Public Schools, will be reviewed and revisions considered for adopted by the School Board on an as needed basis.

The Giles County School Board shall approve all interscholastic sports and coaches.
Before a competitive interscholastic sport can be recommended for inclusion at the secondary level, the following guidelines must be met:

- All competitive interscholastic sports at a secondary level in Giles County must meet Virginia High School League regulations. It is the responsibility of the school principal to certify the eligibility of all students participating.
- Coaches for school sponsored competitive interscholastic sports must comply with VHSL Rule 27-2-1 [All coaches and sponsors of league activities, both athletic and non-athletic, shall be certified teachers regularly employed by the school board and responsible to the school principal, or approval from VHSL for non-teaching employees], or have received VHSL approval. Volunteer coaches must meet the current requirements established by school board policy/regulation. They are to be evaluated on an annual basis.
- All students should have the benefit of participating in any approved competitive interscholastic sport (VHSL Section 54).
- The Giles County School System must be in a position to provide transportation for students to and from competitive activities.
- Budgeted money must be available before additional sports are added. All financial accounts associated with a sport will be under the direct control of the supporting high school.
- The school principal and/or athletic director shall be responsible for scheduling of events and activities related to the sport.
- Facilities for competitive activities must be available within the county.

Issued: November 18, 1993
Revised: April 11, 2013

Student Athlete Drug Testing

The Giles County School Board believes that the use of alcohol or other drugs by students who participate in interscholastic athletics presents a hazard to the health, safety and welfare of the student athlete. Therefore, the use of such substances by student-athletes will not be permitted. The School Board encourages students to participate in school-sponsored interscholastic athletics but believes the opportunity to participate is not an absolute right but a privilege offered to eligible students on an equal opportunity basis. In order to be eligible to participate in any school sponsored interscholastic athletic program, the student must agree to submit to a physical examination, including drug analysis. Team members must agree to random drug testing throughout the season and off season practices; a parent or guardian must also signify agreement with this policy.

The purpose of this policy is to better assure the student's health and physical fitness to participate in athletics and not to provide a means which may be used to punish a student athlete through suspension from school or other disciplinary actions affection instruction. Substantiation of the use of illegal substances will temporarily or permanently render an athlete ineligible for interscholastic athletics. The status of ineligibility will be determined by the number of substantiated violations of the drug testing policy. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility for participation in interscholastic athletics.

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student athlete, his/her parents or guardians, and school officials designated by the superintendent. The results of the testing shall be used only as provided for in the accompanying regulation.

Student athletes will remain subject to the policies, rules and regulations relating to the use, possession, sale and distribution of illegal substances, marijuana, steroids and alcohol.

Adopted: June 27, 2013
Revised: September 26, 2013
Revised: July 14, 2014 (Only REGULATION)

Drug Testing: Student Athletes

A. General

Student athletes shall not at any time during the season or during the out of season practices use, possess, sell, distribute, or be under the influence of any illegal drug, anabolic steroid or alcohol while a member of any school-sponsored interscholastic athletic team. Coaches and other school personnel shall be responsible for communicating the above and for taking reasonable steps to ensure compliance.

1. Alcohol. Alcohol will be included as a part of all drug tests. Additionally, coaches should observe all athletes carefully to ensure that they are not using alcohol. Students suspected of using alcohol should be counseled about the matter. The use of a Breathalyzer is encouraged and may be used periodically with the entire team or with individuals suspected of using alcohol.
2. Alcohol, marijuana, cocaine, and other illegal drugs. Drug tests will be used as outlined below.
3. Steroids. (Refer to policy and regulation JFC & JFCI for procedures for dealing with steroid use among the general school population.) Coaches have a particular responsibility for educating their athletes about the dangers of steroid use. If there is reasonable suspicion to believe that a student athlete is using steroids, that students will be required to undergo a test to confirm or deny the use.

B. Meeting for Parents and Athletes

A meeting with student athletes will be scheduled before practice begins during each athletic season. The drug testing plan will be discussed and copies of the policy, procedures, and consent form will be provided for each athlete. Parents will be encouraged to attend this meeting.

C. Consent Form

To try-out for or participate on any school-sponsored athletic team, the student athlete must sign a consent form by which the student agrees to participate in the drug testing program which includes an oral fluid drug test and a Breathalyzer test for alcohol. The consent requires the student to submit to testing: (a) when the student is selected on a random selection basis; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. The consent form must be signed by the student's parent or guardian within the first 10 days of the season. This form must be signed and witnessed by a school official or the parent will have the form notarized and returned to the school. The consent form will be valid for the current school year (for all sports) and must be renewed annually.

D. Non-Compliance

If the student athlete or his/her parents or guardians refuse to sign the consent form, the student will not be permitted to be a member of a team. Also, if during the season the student athlete refuses to be tested or attempts to tamper with or assists others in tampering with the sample, the athlete will be dropped from the team in the absence of extenuating circumstances.

E. Testing Procedure

The licensed provider of services selected by the superintendent and as approved by the school board for CDL holders shall conduct all testing. An accurate chain of custody will be provided for each specimen. Drugs specifically tested for will include alcohol, amphetamines, methamphetamines, cocaine, opiates, phencyclidine, and marijuana. Cutoff levels for confirmation methods are those established by SAMHSA (Substance Abuse and Mental Health Services Administration), guidelines for oral fluid testing. Students are not to eat or drink 10 minutes prior to the test (students will be observed for 10 minutes prior to submitting to the test).

F. Random Tests

Random tests will be conducted at each school during each athletic season. The number of tests will be determined by funding allocated annually by the school board to student athlete drug testing. Central office personnel and the high school athletic directors will devise a schedule that will ensure that as many tests are administered as possible based on available funding. Furthermore, each season's test schedule will include student athletes from every team. The number of each team's student athletes who are tested will be determined by calculating the percentage of student athletes who are members of a specific team to the total number of student athletes for that season.

The provider of services, using random selection methods, will generate a list of students for each testing date. The names of these students will be communicated to the Activities Coordinator, and the students will be tested. If a student is in school and fails to report for testing at the appointed time, he/she will be dropped from the team in the absence of extenuating circumstances. Students are not to be notified in advance of any drug test. Students will be escorted to the school's testing site by a school employee and will remain under employee supervision until the test is conducted.

G. Positive Test Result

Positive test results will be cumulative over a student's high school career within the Giles County Public School system. In the event of a positive test results, the testing agency will notify the school division administrator in charge of the program. The following steps will then occur:

1. The school division administrator will notify the respective Activities Coordinator.
2. The Activities Coordinator will notify the parent/guardian, student, principal, and coach. The Activities Coordinator will advise the parents of the opportunity to respond to a positive test. The Activities Coordinator will schedule a meeting with the substance abuse educator, the parent/guardian, student, and student's physician, if requested, to develop a plan of assistance for the student.

3. Progressive actions following positive test results:
   a. First positive test result—The athlete will be removed from physical participation in practice and competition for the remainder of the athletic season in which the athlete had a positive test result. The athlete will become eligible for athletic participation on the first date of practice for the next athletic season after being retested by the testing agency with a negative result. Any athlete who tests positive, receives substance abuse education, and if reinstated will be retested once a month for as long as he/she participates in interscholastic sports for the remainder of the school year.
   b. Second positive test result—The athlete will be removed from physical participation in practice and competition for 365 days from the date of the positive test result registered by the testing laboratory. The student will become eligible for athletic participation following the 365 day period. Drug testing will resume on a monthly basis once the student resumes participation in athletics and is a member of an athletic team.
   c. Third positive test result—The athlete will be ineligible for participation in interscholastic athletics for the remainder of his/her high school career.

H. Appeal

An appeal may be instituted at any stage by the parent, and/or by the student if over the age of eighteen, to the superintendent. A student who has been determined by the principal/athletic director to be in violation of this regulation shall have the right to appeal the decision to the superintendent or his/her designee(s). Such request for a review must be submitted to the superintendent in writing within five (5) calendar days of notice of the positive test or the right to a review will be deemed waived. A student requesting a review will remain ineligible to participate until the review is completed. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the superintendent's decision will be provided and his/her decision shall be final in all respects.

I. Confidentiality

Confidentiality of test results must be maintained at all levels, including the testing agency, the school administrative officer, principal, the Activities Coordinator, the substance abuse educator, and the coach. Results will not be placed on student records, no penalties or restriction will be placed on a student's participation in any other student activities, and no actions will be taken by the school against the student except as outlined in G above.

Each principal will be responsible for conducting an annual meeting with faculty and staff to ensure confidentiality and fairness to all students. The policy and procedures should be carefully explained to all staff members.

J. School Discipline Policy

Nothing contained in this policy shall limit or prohibit the application of School board Policy which provides for disciplinary action for students using, possessing, being under the influence or distributing illegal drugs, marijuana, steroids or alcohol on school property, at school events or going to and from school. The provisions of this policy and regulation should not be confused with policy and regulation JFC and JFCI. Students who test positive under this policy will not be subject to disciplinary action under policy and regulation JFC and JFCI unless their actions also constitute a violation of that policy or regulation.

Athlete Drug Testing Consent Form

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. Additionally, I understand that remaining free of drugs and alcohol will increase my chance of success as a student, an athlete and as an individual, enabling me to perform at my best.

By checking "YES", I authorize the Giles County School Division to conduct a test on a specimen that I provide on-site to test for alcohol and drug use if my name is drawn from the random pool. Pursuant to the Random Student Drug and Alcohol Testing Policy, I also authorize the release of information concerning the results of such test (including refusal to test) to my parent (guardian). I understand that by checking "YES" and signing this form I may be randomly drug tested throughout the school year unless I withdraw my authorization through the Random Student Drug Testing Drop Form.

In addition, I (we) understand that in order to try out for or participate on any school sponsored athletic team, I must consent to participate in the drug testing program of the Giles County Public Schools. In the event that I test positive for drugs or alcohol as prohibited by the policy, I understand the consequences listed in policy JFCBA. This consent is valid only during the current school year.

PLEASE CHECK YOUR CHOICE _____YES _____NO

_____ _____
Student Athlete Printed Name Student Athlete Signature

_____
Date

_____ _____
Parent/Guardian Printed Name Parent/Guardian Signature

_____ _____ _____
Date Parent/Guardian Work Phone Parent/Guardian Cell Phone

_____ _____
School Representative Signature Date

STUDENT CONDUCT ON SCHOOL BUSES

Students are to conduct themselves on school buses in a manner consistent with established standards for classroom behavior.

The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely.

The bus driver is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office.

Adopted: August 22, 1996
Revision: September 24, 2002 (Legal Ref. Only)
Revision: June 29, 2009
Revision: March 16, 2017

Legal Refs.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-176, 22.1-293.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	EEA	Student Transportation Services
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JFCD	Weapons in School
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students with Disabilities
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises

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STUDENT CONDUCT ON SCHOOL BUSES

Transportation of Students

The Board of Education may furnish transportation to resident students enrolled in the schools of the division who satisfy the following requirements:

1) Reside within the attendance area of the school(s) served;
2) Reside beyond approved walking distances;
3) Are present at their designated bus stops at least five minutes before the regular pick up time, but no earlier than ten minutes before the bus arrives; and
4) Comply with division standards and regulations in their conduct and behavior.

Student Conduct on School Buses

In the interest of the safety and welfare of school bus passengers, the Board of Education desires the Superintendent of Schools and his designees to establish and enforce strict school bus discipline and safety regulations. Students who do not conform to all regulations and directives concerning discipline, safety and conduct or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus may have their riding privileges suspended or revoked in accordance with this policy.

Procedure for the Use of Video (with audio) Cameras on School Buses

1) Cameras will be located on all regular route school buses and most spare buses.
2) The digital cameras turn on automatically when the ignition is started and remain on for 30 seconds after the ignition is turned off. It is the driver's responsibility to ensure that the camera is recording whenever students are on the bus. When there is a situation on a specific bus, an administrator will secure the hard drive off the bus to review (with or without the driver present). Upon securing the hard drive, another drive will be placed in the bus immediately by the administrator. Digital drives re-record after approximately 7 -10 days of bus runs.
3) While parents of students may be permitted to view video footage of their children, parents may not view video footage that involves the activities of other children. The exception is that children who are in the background, and are not involved in the incident in question, are considered "set dressing" and may be included in the video being viewed. In the case where there is more than one student that is the focus of the video, the school may provide parents of those students access to the video. The school may not give a copy of the video to such parents without the consent of the other students' parents.
4) Tapes that contain discipline problems shall be maintained by the school until full disposition of the infraction or as long as directed by the Superintendent or his designee.

The following general procedural guidelines should be followed when administering this policy:

1) Initially bus drivers should try to resolve the discipline problem or violation of rules directly with the students(s) involved. Bus drivers will also attempt to confer with parents and request their cooperation in resolving the problem. These actions should be documented by the driver.

Procedural Guidelines

2) For problems not resolved by step 1 or in cases of more serious discipline or safety problems, a discipline referral is to be made to the school principal or their designee. In such cases, unless more severe sanctions appear warranted, the administrator or designee will give the student a formal warning, notify the parents and provide the parents with a copy of the discipline referral

3) If a problem occurs which results in a second discipline referral or, in the case of an initial discipline referral involving a serious discipline or safety problem, the following procedure shall apply:
   a. The administrator will advise the student of the charges in the presence of the bus driver.
   b. If the student denies the charges, the administrator will explain the evidence against the student and give the student an opportunity to present the student's side of the incident.
   c. If, on the basis of this discussion, the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for one (1) to five (5) school days.
   d. The administrator shall immediately notify the parents of the suspension of bus riding privileges, orally and in writing, the grounds for such suspension, the duration of such suspension and the time and place for the parents to meet with the administrator to review the suspension. Such meeting shall be held prior to reinstatement of the student's bus riding privileges. The parents shall also be provided with a copy of the discipline referral.

4) If a student, who has previously had bus riding privileges suspended during the current school year, receives another discipline referral, the administrator will follow the procedures in steps 3.a through d. above with the following modifications:

   a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for five (5) to ten (10) school days; and

   b. The student's bus riding privileges will not be reinstated until a meeting with the parents and the administrator has taken place or until, in the discretion of the administrator, the parents have substantially agreed to review the suspension. The administrator may also reinstate such privileges where the parents cannot be contacted or if the parents repeatedly fail to appear for scheduled meetings.

5) If a student, who has twice previously during the current school year had bus riding privileges suspended, receives another discipline referral, the administrator will follow the procedures in steps 3.a. through d. above with the following modifications:

   a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges or thirty (30) school days; and
   b. The student's bus riding privileges will not be reinstated until a meeting with the student, the parents, the bus driver and the administrator has taken place.

6) In cases of severe and/or continuing problems, the school principal or Superintendent or his designee may, after following the steps in 3.a. through d. above, suspend privileges for an additional fifteen (15) days, during which time an informal hearing will be scheduled before the Superintendent of Schools with the student, the parents and division officials for the purpose of considering the revocation of the student's bus riding privileges for the remainder of the current school year.

7) An appeal may be taken to the Board of Education from any decision of the Superintendent revoking a student's bus riding privileges.

8) These guidelines shall not preclude the school principal, the Superintendent or his designee, from eliminating any of the steps in the process, if in their judgment the misconduct by the student warrants more severe action.

This policy and applicable regulations shall not be limited in their application to bus riding privileges alone, bus shall also extend to all division provided or supervised transportation. Disorderly conduct by students as bus stops shall be reported and acted upon in the same manner as misconduct on buses.

Nothing contained in this policy shall preclude the imposition of other disciplinary measures as appropriate, including suspension or expulsion from school, in accordance with other division policies and procedures.

Issued: April 14, 1993
Revised: January 19, 2006
Revised: November 21, 2008
Revised: December 11, 2008
Revised: November 16, 2012

Cross Refs.: JFC, Student Conduct
JGD/JGE, Student Suspension/Expulsion

WEAPONS IN SCHOOL

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 for 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. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in 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 a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of 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 a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in 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.

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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: June 30, 2004
Revised: June 30, 2006
Revised: June 29, 2007
Revised: June 26, 2008
Revised: June 7, 2011 (Legal Refs. Only)
Revised: June 30, 2014
Revised: June 30, 2015

Legal Refs.: 18 U.S.C. § 930(g)(2).

20 U.S.C. § 1415(k)(1)(G)(i).

Code of Virginia, §§ 15.2-915.4, 18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 277.07:1.

Wood v. Henry County Public Schools, 255 Va. 85, 495 S.E.2d 255 (1998).

8 VAC 20-81-10.

Cross Refs.:

JGD/JGE	Student Suspension/Expulsion
JFC	Student Conduct
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

GANG ACTIVITY OR ASSOCIATION

The **Giles 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 and Regulation JFC 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 omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang;

- using any speech or committing any act or omission in furtherance of the interests of 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
  (d) inciting other students to act with physical violence;

- inappropriate congregating, bullying, cyber bullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

The superintendent shall, in cooperation with local law enforcement and/or juvenile agencies, develop a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes and symbols. The list shall be updated regularly.

The superintendent shall provide 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.

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Adopted: June 30, 2004
Revised: June 27, 2013

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

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DRUGS IN SCHOOL

I. Generally

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Va. Code § 18.2-247 on school property or at a school-sponsored activity is prohibited.

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 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 Giles County school division's drug and violence prevention plan.

The School Board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

C. Required Reporting to Parents and Local Law Enforcement

The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

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: August 23, 2001
Revised: June 30, 2006
Revised: June 30, 2011
Revised: June 30, 2014
Revised: March 19, 2015

Legal Refs: 20 U.S.C. §§1415(k)(1)(G)(ii), 1415(k)(7)(A), 1415(k)(7)(B).

21 U.S.C. § 812(c).

Code of Virginia, 1950, as amended, §§ 18.2-247, 18.2-250, 18.2-250.1, 18.2-255.2, 22.1-277.08.

8 VAC 20-81-10.

Cross Refs.:

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

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File: JFCH
(Also GBEC)

TOBACCO-FREE SCHOOLS FOR STAFF AND STUDENTS

Smoking, chewing, or any other use of any tobacco products by staff, students, and visitors is prohibited on school property as defined in this policy.

For purposes of this policy:

1. "School property" means:
   a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage.
   b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services.
   c. All vehicles used by the division for transporting students, staff, visitors, or other persons.

2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. "Tobacco" includes cloves or any other product packaged for smoking.

3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards, and announced in meetings.

Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

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Adopted: June 30, 2003
Revision: August 22, 2003 (First sentence/"staff and" inadvertently omitted)
Revision: May 15, 2008
Revision: June 29, 2009
Revision: June 30, 2014

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 15.2-2820, 15.2-2824, 15.2-2825, 15.2-2827, 22.1-79.5, 22.1-279.6.

Cross Refs.:

CLA	Reporting Acts of Violence and Substance Abuse
GBEC	Tobacco-Free School for Staff and Students
GBECA	Electronic Cigarettes
JFC-R	Standards of Student Conduct
KG	Community Use of School Facilities
KGC	Use of Tobacco and Electronic Cigarettes on School Premises

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TOBACCO-FREE SCHOOL CAMPUSES

The Giles County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors.

The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees and visitors on the school campus.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7):

- In any building, facility, or vehicle owned, leased, rented or chartered by the Giles County Public Schools;
- On any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Giles County Public Schools; or
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of Giles County Public Schools are also prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Definition of Tobacco Products and Tobacco Use

For the purposes of this policy, “tobacco product” is defined to include cigarettes, electronic cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

Signage

Signs will be posted in a manner and location that adequately notify students, staff and visitors about the 100 percent tobacco-free schools policy.

Enforcement for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Student Code of Conduct. Students who violate the school districts tobacco use policy will be referred to the guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling and referral. Parents/guardians will be notified of all violations and actions taken by the school.

Enforcement for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property. Forfeiture of any fee charged for admission will be enforced for visitors violating this policy.

Opportunities for Cessation

The administration will consult with the county health department and other appropriate health organization to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

Prevention Education

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

Procedures for Implementation

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around the school campus. An enforcement protocol, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff and parents.

Adopted: July 14, 2014

STUDENT DRUG ABUSE
SUBSTANCE ABUSE - STUDENT ASSISTANCE PROGRAM

The primary responsibility for helping students who are involved with substance abuse lies with the students and their parents. Nevertheless, the School Board strives to provide a supportive school environment for students involved with substance use or abuse.

The School Board supports substance abuse programs which vary according to individual needs. Included among these are programs for persons who desire more information, and for those who need help with intervention activities and programs.

The School Board supports efforts to help students during the school days as well as to reinforce programs provided by other sources. To that end, individual school substance abuse programs may provide group experiences, individual counseling and other programs.

Alcohol and illegal drug use and use are shall be prohibited by the Code of Student Conduct in compliance with all applicable federal, state, or local laws and ordinances.

Rationale

Because the use of drugs, alcohol, steroids, and other chemicals has become a serious problem in our country and because the use and availability of these substances on school property interferes with the educational process, this policy is being adopted and implemented. The policy is designed to alert young people of the seriousness of the use of these substances, as well as to serve as a corrective deterrent and a protection for our youth. This policy applies to any student who is in or on school property, in a private vehicle on school property, in attendance at school, at a school-sponsored activity or anytime the division Superintendent or his designee has received a report of the conviction for offenses involving marijuana or controlled substances.

Prohibited Activities

It shall be against school policy for any student:

1. To sell, supply, or give, or attempt to sell, supply, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.

2. To possess, procure, or purchase, to attempt to possess, procure, or purchase, to be under the influence of (legal intoxication not required) or to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

Prohibited Substances

Substances prohibited by this policy are:

1. Alcohol or any alcoholic beverages, any abusable glue or aerosol paint or any other chemical substances, including but not limited to lighter fluid and reproduction fluid for inhalation. Verified parent permission is required for possession or use of any prescription or non-prescription medicine.
2. Any controlled substances or dangerous drugs as defined by the Drug Control Act, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
3. Any prescription or non-prescription drug, medicine, vitamin, or other chemicals including but not limited to aspirin, other pain relievers, steroids, stimulants, diet pills, multiple or other types of vitamins, pep pills, "no doz" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken and used in accordance with this policy. Verified parent permission is required for possession or use of any prescription or non-prescription medicine.

Paraphernalia

Any paraphernalia associated with the distribution and/or use of the prohibited substances referred to in this policy will also be prohibited.

Authorized Use of Drugs

Any student whose parent/guardian requests that he be allowed to take prescription or non-prescription medicines, drugs, or vitamins, will be allowed to do so with the written permission of the parent/guardian. All substances authorized for use under this policy must be brought directly, upon arrival on school grounds, to the principal or his designee(s) and must be administered/dispensed by the principal or designee(s).

Penalties and Recommendations for Violation of this Policy

First Offense

1. The student shall be recommended for counseling.
2. The student shall be given a minimum of five days of out-of-school suspension, will be separated from school facilities as soon as possible and may be recommended for long-term suspension or expulsion (refer to #10 below).
3. The principal or his designee(s) shall notify legal authorities when the law has been violated.
4. The student shall be suspended from participation in all school activities other than regular classes for a period of at least 90 school days.

5. The student will be prohibited from being on any school property at any time while on suspension, except to attend regular classes. In situations when there is less than 90 school days remaining in the current school year, the suspension will be continued upon the student's enrollment for the following school year. Students who are suspended under this policy and attend summer school administered by the Giles County School Board may include days in attendance toward the fulfillment of their suspension.
6. Students who do not successfully complete the waiver option will not be eligible for any future school recognitions, awards, or honors during the remainder of the school year.
7. The student must demonstrate satisfactory effort/progress classes commensurate with his ability.
8. The student must abide by any additional provisions deemed relative by the principal or his designee(s).
9. The student upon returning to school after suspension, may be required to participate in a conference involving the parent/guardian and certain school officials. This conference is not mandatory, but is highly recommended.
10. The principal or his designee(s) may recommend expulsion of the student to the Superintendent if circumstances warrant such action.

Violation of any disciplinary action rendered under this section of the policy will result in a recommendation for expulsion.

Waiver Option for First Offense

The 90 day suspension from all school activities may be reduced provided the student willingly, actively, and cooperatively participates in a counseling program and completes a special work program approved by the Superintendent or his designee and the principal of the school the student attends.

The waiver option applies to first offenses only and must be requested in writing by the parent/guardian and approved by the principal. Upon receipt of a request for waiver, the principal will review and evaluate the circumstances related to the case and will determine whether or not a waiver should be considered. The principal has responsibility for the safety and welfare of all students under his care. He must act with extreme caution when making decisions which could adversely affect the orderly operation of the school for which he is responsible.

Conditions of a Waiver

1. A minimum of sixteen hours of professional counseling for the student will be required. Four hours must be individual counseling. The remaining twelve hours can be either individual or group counseling, which will be left to the discretion of the person providing the counseling. The counselor and/or agency providing the counseling must be acceptable to the principal. The financial obligation for services received is solely the responsibility of the parent/guardian. Indigent families may be limited in choice of affordable services; however, New River Valley Human Resource agencies will most likely provide these services at minimum or no cost to the indigent client. Giles County Public Schools will not be responsible for obtaining the professional counselor.
2. The counselor will provide the Superintendent or his designee with a statement verifying completion of counseling.
3. The counselor will provide the Superintendent or his designee a statement indicating whether or not the student is mentally and physically capable of complying with the student drug abuse policy currently in effect in Giles County Public Schools.
4. The counselor will provide the Superintendent or his designee a statement indicating whether or not the student and parent/guardian were cooperative.
5. The student must undergo an examination, either written or oral, to determine his knowledge and understanding of the current student drug abuse policy.
6. The student must successfully complete a minimum of 40 hours of special work without pay. The work will be performed outside of Giles County Public Schools. Special work to be performed must be approved by the principal and the Superintendent or his designee.
7. Effort will not be made on behalf of the principal to create work solely for the purpose of attaining a waiver of the 90 day suspension from all school activities. The 90 day suspension remains in effect until all conditions of this section of the policy are completed.
8. Upon completion of all conditions of the waiver, a conference must be held by the principal with the parent/guardian and the student.
9. Students who successfully complete the waiver option will be returned to good standing status.
10. To ensure the quality of counseling and to provide adequate time to complete the special work, there will be a minimum of 30 days before waiver can be finalized.

Repeated Offenses

1. The student shall be suspended from school until the case is considered by the Superintendent
2. The principal shall notify legal authorities when the law has been violated.
3. The principal shall recommend to the Superintendent that the student be expelled from all schools, all school grounds, and all school sponsored activities.
4. The Giles County School Board shall take any other action deemed necessary, including but not limited to counseling and medical treatment.

Administrative Procedures

1. The parent/guardian will be notified as soon as possible after it has been determined that a student has violated any of the conditions set forth in this policy.
2. The student shall be suspended and separated from school facilities as soon as possible after it has been determined that he has violated this policy.
3. Written notification shall be provided:
   a. For the first offense, a letter informing the parent/guardian of the incident, the number of school days the student is to be suspended, and the date the student is to return to school will be forwarded to the parent/guardian as soon as possible after the incident occurs.
   b. For repeated offenses, a letter will be forwarded to the parent/guardian, as soon as possible after the incident, informing them that the student is suspended from school, school grounds, and all school related activities. Also, the letter will state the principal's intention of recommending to the Superintendent that the student be expelled from all schools, all school grounds, and all school related activities. The suspension will be for up to ten days or until the Superintendent has acted upon the principal's recommendation.
4. The Division Superintendent or his designee will inform the parent/guardian in writing of the disposition of the principal's recommendation for expulsion within ten school days after receipt of the letter.

The parent/guardian may appeal the decision of the principal and/or the disposition of the recommendation.

Drug and Alcohol Education and Abuse

The Giles County School Board has initiated and developed the following policy and regulations on drug and alcohol education and abuse. The policy is necessary in order that all school personnel, students, parents/guardians, and affiliated auxiliary agencies are aware of the role the school will play in situations involving drug and alcohol abuse.

All professional personnel will periodically be provided in-service training designed to update and increase their knowledge of drug and alcohol abuse.

Drug and alcohol education will be incorporated in grades kindergarten through twelve with major emphasis for instruction being placed in health classes. Other teachers are responsible for providing drug and alcohol instruction at appropriate times depending on the occasion.

Provisions for students who need counseling and/or referral may be made through the Superintendent or his designee.

Principals or designated persons will have the authority to search a student's locker, desk, and/or any and all other school facilities when deemed necessary.

Principals or designated persons will have the authority to control and enforce regulations regarding school parking and related areas.

No persons, unless on official business, will be allowed in the school or on school premises.

A student will not be released to anyone other than a member of the immediate family at any time without written permission from the immediate family; however, the principal may use his discretion in emergencies.

Periodic checks on school premises will be made by law enforcement officers with emphasis on the beginning and closing of the school day.

Law enforcement officers will be notified when unauthorized drugs and alcohol are found on persons at school or are found on school premises.

Written information will not be released by the respective school to law enforcement officers or other authorities without proper legal authorization.

Authority will be granted to the principal for the temporary removal of a student from school when the student is involved in the use or abuse of drugs or alcohol.

Adopted: June 30, 1997
Adopted: October 29, 1997 (Page 1 Only)
Adopted: June 16, 1998 (Page 2 and 3 Only)
Revised: August 22, 2008
Revised: April 11, 2013 (Page 1 Only)

Legal Refs.: Code of Virginia, 1950 as amended, §§ 22.1-78, 16.1-305.1.

Cross Refs.:

CLA	Reporting Acts of Violence and Substance Abuse
IGAG	Teaching about Drugs, Alcohol and Tobacco
JFC	Student Conduct
JFC-R	Standards of Student Conduct
JFCF	Drugs in School
JGD/JGE	Student Suspension/Expulsion
JHG	Child Abuse and Neglect Reporting
JO	Student Records

STUDENT DRUG ABUSE

1. The Superintendent or his designee may grant exceptions to the penalties recommended for prescription and non-prescription medicine violations of Policy JFCI, after consulting with the principal. These exceptions shall be initiated and approved by the principal. The request for exception shall be in writing and briefly summarize the reason for such exception.

2. No counseling, community work, practice for extra-curricular events or participation in extra-curricular events shall occur while a child is on suspension; however, the process of arranging community work and counseling may be pursued by the principal during this time.

3. If a first time offender is granted a waiver, and conforms to all conditions of the waiver, and completes the requirements of the wavier, that student is reinstated in good standing and is eligible for recognition which would otherwise be denied by item six, page 2 of File: JFCI.

4. Counselor is interpreted to mean any certified or licensed counselor, psychologist, psychiatrist, or individual or group approved by the superintendent or his designee.

5. Approval of the Superintendent or his designee shall mean a written authorization.

6. Statements from the Counselor to the Superintendent or his designee regarding expectations stated in the waiver shall be in writing.

7. Page 7, paragraph 6 (of Policy JFCI), is interpreted to mean that when there are illegal substances or substances which are illegal for a student to possess, law enforcement officials will be notified.

8. Principals shall prepare a written report to the Superintendent by September 30th of each school year describing the methods used to distribute and make students aware of the Giles County School Board's Policy on substance abuse.

Issued: September 16, 1997 (Revised number 7 only)

WRITTEN NOTIFICATION OF VIOLATION OF SCHOOL POLICIES BY STUDENTS IN ALTERNATIVE EDUCATION PROGRAMS

The School Board requires written notification of an offense to the parent, guardian, or other person having charge or control of a pupil in an alternative education program as described in Va. Code section 22.1-209.1:2 when:

* a pupil commits an offense in violation of school board policies, and school officials determine the offense was committed without the willful intent to violate such policies, or

* the offense did not endanger the health and safety of the individual or other persons.

The notification shall be made no later than two school days following the incident. The School Board requires the principal of the school the child attends, or other appropriate school personnel, to develop appropriate measures, in conjunction with the pupil's parent or guardian, for correcting such behavior.

Adopted: August 22, 1996
Revision: March 15, 2007
Revision: April 24, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-209.1:2 (D).

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NOTIFICATION REGARDING PROSECUTION OF JUVENILES AS ADULTS

The Giles County School Board will annually provide information developed by the Office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes.

Adopted: June 28, 2012

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-279.4.

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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 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.

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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 conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness. School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or superintendent's designee, unless the health or safety of the student is endangered by the delay.

LOCKER AND DESK SEARCHES

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

AUTOMOBILE SEARCHES

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

COMPUTER SEARCHES

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school and in accordance with Policy IIBEA Acceptable Computer System Use.. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

CONSENT SEARCHES

If a student gives a school official consent for a search, the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told their right to refuse to be searched, and students must not perceive himself at risk of punishment for refusing to grant permission for the search.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

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Adopted: June 13, 2000
Revised: June 30, 2004 (Page 1 & Legal Refs)
Revised: June 30, 2005 (Cross Ref. Only)
Revised: December 18, 2014

Legal Refs.: New Jersey v. T.L.O., 469 U.S. 325 (1985).
Constitution of the United States, Amendment IV.
Constitution of Virginia, Article I, § 10.
Code of Virginia, 1950, as amended, § 22.1-279.7
Virginia School Search Resource Guide (Virginia Department of Education Oct. 2000).

Cross Refs.:

CLA	Reporting Acts of Violence and Substance Abuse
EGAA	Reproduction and Use of Copyrighted Materials
GAB/IIBEA	Acceptable Computer Use System
JFC	Student Conduct
JFC-R	Standards of Student Conduct
JFCBA	Student Athlete Drug Testing
JFCD	Weapons in School
JFCF	Drugs in School
KNAJ	Relations with Law Enforcement Authorities

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ACKNOWLEDGMENT CONCERNING USE OF STUDENT PARKING LOTS

I acknowledge and understand that:

1. Students are permitted to park on school premises as a matter of privilege, not of right;

2. The school system retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property;

3. The school system may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobiles;

4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant; and

5. If I fail to provide access to the interior of my car upon request by a school official, I will be subject to school disciplinary action.

_____

Student

_____

Date

ACKNOWLEDGMENT CONCERNING THE USE OF STUDENT LOCKERS

I acknowledge and understand that:

1. Student lockers are the property of the school system;
2. Student lockers remain at all times under the control of the school system;
3. I am expected to assume full responsibility for my school locker; and
4. The school system retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

_____

Student

_____

Date

_____

Locker Number

PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement

The Giles 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, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Giles County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists 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 sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists 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 sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists 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

A. 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:

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(i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;

(ii) 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

(iii) 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

B. 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; or
- 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:

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- 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, disability or religion.
- Written or graphic material which is posed or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

C. 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, but not limited to, socioeconomic level, sexual orientation, perceived sexual orientation or gender identity.

III. Complaint Procedure

A. Formal Procedure

1. File 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 one of the compliance officers designated in this policy 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 one of the compliance officers designated in this policy 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 one of the compliance officers designated in this policy.

The reporting party should use the form, Report on Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the Superintendent.

The complaint and identity of the complainant 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 complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, 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 receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of 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 complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any other 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 complainant 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, 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.

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All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. 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 complainant and the alleged perpetrator. If the Superintendent or Superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Giles County School Division shall take 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 complainant receives counseling.

4. 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 this decision. Notice of appeal must be filed with the Superintendent who shall forward 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 though the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Giles County School Board has designated Richard Franklin (151 School Road, Pearisburg, VA 24134, 540-921-1421 x 16, rfranklin@gilesk12.net), Assistant Superintendent for Curriculum, as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to Michele Thompson (151 School Road, Pearisburg, VA 24134, 540-921-1421 x 21, mthompson@gilesk12.net), the Alternate Compliance Officer, the Director of Special Education. The Compliance Officer shall:

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(1) receive reports or complaints of harassment
(2) conduct or oversee the investigation of any alleged harassment;
(3) assess the training needs of the school division in connection with this policy;
(4) arrange necessary training to achieve compliance with this policy; and
(5) ensure that any 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.

B. Informal Procedure

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

If the complainant 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 Formal Procedures set forth herein. The principal or principal's designee shall notify the complainant and the person accused of harassment in writing when the complaint has bee resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

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

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, and (2) included in the student and employee handbooks; and (3) sent to parents within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the compliance officers.

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VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: June 28, 2002
Revised: January 19, 2006
Revised: April 14, 2009
Revised: June 7, 2011
Revised: November 16, 2012
Revised: April 21, 2016 (Page 5 only)
Revised: August 19, 2016 (Page 5 only)

Legal Refs.: 20 U.S.C. §§ 1681-1688,
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
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 Refs.:

AC	Nondiscrimination
AD	Educational Philosophy
GB	Equal Employment Opportunity/Non-Discrimination
GBM	Professional Staff Grievances
GBMA	Support Staff Grievances
JB	Equal Educational Opportunities/Non-Discrimination
JFC	Student Conduct
JFC-R	Student Conduct
JFHA-F/GBA-F	Report of Harassment
GCPD	Professional Staff Discipline
JHG	Child Abuse and Neglect Reporting
KKA	Service Animals in Public Schools

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REPORT OF HARASSMENT

Name of Complainant: _____

For Students, School Attending: _____

For Employees, Position, and Location: _____

Address, Phone Number and Email Address: _____

_____

Date(s) of Alleged Incident(s) of Harassment: _____

_____

Name of person(s) you believe harassed you or others _____

_____

If the alleged harassment was toward another, please identify that person:_____

_____

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

_____

_____

_____

_____

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

_____

Signature of Complainant Date

Complaint Received By: _____

(Principal or Compliance Officer) Date

GILES COUNTY PUBLIC SCHOOLS

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CORPORAL PUNISHMENT

No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment. This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force

- to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- to prevent a student from inflicting physical harm on himself;
- for self-defense or the defense of others; or
- to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.

For the purposes of this policy, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. “Corporal punishment” does not include physical pain, injury, or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.

Adopted: August 23, 2001
Revised: March 15, 2012

Legal Refs.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-279.1

Cross Ref.: JM Restraint and Seclusion of Students

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REGULATION FOR CORPORAL PUNISHMENT POLICY

As defined in Policy JGA, no student shall be subjected to corporal punishment. This prohibition of corporal punishment shall not prevent a teacher, principal, or other person employed by the Giles County School Board from touching a student in the following situations which threaten student safety:

- The use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property.
- The use of reasonable and necessary force to prevent a student from inflicting physical harm on himself.
- The use of reasonable and necessary force for self-defense or the defense of others.
- The use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.

Teachers will be asked to establish discipline plans at the beginning of each year and submit them to their principal for approval. These are to be updated yearly or as necessary. A copy of this plan will be sent home for each parent to read, sign, and return to the school.

An in-service will be held for staff members on what is appropriate and inappropriate physical contact at the beginning of each school year. This training will be conducted by an individual who has expertise in this area for the initial meeting. Follow-up meetings will be conducted by the administration with their staff.

Issued: November 19, 2002

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 section 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 subsection G of Va. Code section 18.2-308.2:2.

"Disruptive behavior" means a violation of school board regulations governing 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 (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 more than ten school days but less than 365 calendar 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.

"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.

Any student for whom the superintendent has received a report pursuant to Va. Code sec. 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code section 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.

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 more than ten days after written notice is provided to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the superintendent or superintendent's designee. The decision of the superintendent or superintendent's designee may be appealed to the full School Board.

The written notice of a suspension for more than ten 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.

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

A. Generally

Pupils may be expelled from attendance at school after written notice to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the school board in accordance with the regulations of 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 his 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 his expulsion is borne by the parent of the student.

Nothing in this Policy 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 his expulsion, and of the conditions, if any, under which readmission may be granted.

The school board establishes, by regulation, a schedule pursuant to which such students may apply and reapply for readmission to school. Such schedule is designed to ensure that any initial petition for readmission will be reviewed by the School Board or the Superintendent, and, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the Division Superintendent denies such petition, the student may petition the School Board for review of such denial.

B. 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

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, pursuant to School Board policy, 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 may, by regulation, authorize 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 policy 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 shall apply, *mutatis mutandis*, to the provisions of this Policy. The provisions of this policy do not apply to persons 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 by the school to use its premises or to any law-enforcement officer while engaged in his duties as such.

Drug Offenses

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance, imitation controlled substance, or marijuana as 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 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. Nothing in this policy 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 his representative and the student or his 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 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, his 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, his parent(s), the principal and superintendent.

VI. ALTERNATIVE EDUCATION PROGRAM

The school board may require any student who has been (1) 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 §; (2) 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 (3) found to have committed a serious offense or repeated offenses in violation of school board policies; (4) suspended pursuant to Va. Code sec. 22.1-277.05; or (5) expelled pursuant to Va. Code secs. 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection B of Va. Code sec. 22.1-277, to attend an alternative education program. The School Board may require such student to attend such programs regardless of where the crime 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.

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 herein, "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, 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;
(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 sec. 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 sec. 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 therefore; 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 sec. 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 his 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 section 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 division superintendents shall 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.

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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 enumerated in clauses 2 through 7 subsection VII.A. of this policy that may constitute a criminal 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 my constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal reports that the incident has been reported to 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 his or her 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 Giles County 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 sec. 22.1-277.06. The excluding 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 his 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 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 subsection 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: June 30, 2005
Revised: June 30, 2006
Revised: December 14, 2006
Revised: June 29, 2009
Revised: June 30, 2011
Revised: June 27, 2013
Revised: June 30, 2014
Revised: March 19, 2015
Revised: March 17, 2016

Legal Ref.: 20 U.S.C. § 7151

Code of Virginia, 1950, as amended, §§ 15.2-915.4, 16.1-260, 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

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Cross Refs.:	IGBH	Alternative School Programs
	JEC	School Admission
	JFCD	Weapons in School
	JFC-R	Standards of Student Conduct
	JGDA	Suspension of Disabled Students
	IGBH	Alternative School Programs
	JGDB	Discipline of Students With Disabilities for Infliction of Serious Bodily Injury

GILES COUNTY PUBLIC SCHOOLS

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File: JGD/JGE-R

STUDENT SUSPENSION/EXPULSION

Suspension

The following violations of the Code of Student Conduct and School Board policy are grounds for suspension:

REFER TO POLICY JFC, JFC-R, AND JFC-R-1

Grounds for Expulsion

The following violations of the Code of Student Conduct and School Board policy are grounds for expulsion:

REFER TO POLICY JFC, JFC-R, AND JFC-R-1

Adopted: August 22, 2002
Revised: April 11, 2013
Revised: March 17, 2016

GILES COUNTY PUBLIC SCHOOLS

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DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities, who violate the student code of conduct, or engage in conduct for which they may be disciplined, will be disciplined in accordance with this policy. Additionally, the regular disciplinary procedures must be followed. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability as a result of discipline.

I. Long-Term Suspensions, Expulsions or Short-Term Suspensions Which Constitute a Pattern are Long Term Removals and Considered a Disciplinary Change in Placement

For the purpose of removing students with disabilities from their current educational placements, a disciplinary change in placement occurs when:

(1) the removal is for more than 10 consecutive school days at a time; or
(2) Pattern analysis: there is a series of removals during the school year, each of which is for 10 days or less and they cumulate to more than 10 days in a school year and constitute a pattern because of:
   (a) the length of each removal,
   (b) the proximity of the removals to each other,
   (c) the total time the student is removed, and
   (d) the child's behavior is substantially similar to the child's behavior in the series of removals for previous incidents in the school year.
   (e) The pattern analysis determination is made and documented by the administration.

If the disciplinary action will result in a long term removal, the student's parents must be sent notice of the recommendation of discipline the same day as the decision is made for the disciplinary change in placement and must be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed.

A parent may request a due process hearing to challenge the pattern analysis determination. For any disciplinary change in placement, a Manifestation Determination Review ("MDR") must be held and the Individualized Education Program (IEP) team must meet to determine the educational services to be provided during the long-term removal.

II. Short-Term Suspensions

A short-term suspension is a suspension of 10 consecutive days or less at a time.

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School authorities may remove a student with a disability from his or her current educational setting for 10 school days cumulative in a school year to the extent that such removals would be applied to students without disabilities and for additional short-term suspensions during the school year provided no pattern exists. Short term suspensions which constitute a pattern will be handled through long term removal procedures.

No MDR or IEP meeting is required for a short term removal, although an IEP meeting may be held if needed. Educational services are provided for each day of removal after the first ten days of removal in a school year. Educational services should also be provided during the first ten days of removal if services are provided to a student without disabilities in the same circumstances.

III. Functional Behavior Assessments and Behavior Intervention Plans

If the MDR team members determine that a manifestation exists, the IEP team must:

- conduct a Functional Behavioral Assessment (FBA) and implement a Behavioral Intervention Plan (BIP), if no FBA was conducted previously; or,
- if the student already has an FBA and a BIP in place, review and modify the BIP, as necessary to address the behavior.

If a manifestation is found, the school division and the parent may still agree to a change in placement made through the IEP process. Without this agreement, the student must return to the placement from which the student was removed. Nothing in this section limits the authority of the school division for the first ten days of removal in a school year or for applicable forty-five school day removals.

If the MDR team members determine that there is no manifestation, then the IEP team should decide whether there is a need to conduct or review an FBA and BIP.

IV. Educational Services While Disciplined

For the first 10 days of removal in a school year, the School Board is not required to provide educational services to the student with a disability if services are not provided to students without disabilities who have been similarly removed.

After the first 10 days of removal in a school year, the School Board shall provide educational services to the student during the period of removal. The services must enable the student to:

1) continue to progress in the general curriculum, although in another setting, and
2) make progress toward meeting the goals set out in the student's IEP.

The determination of the educational services is made by the IEP team if the discipline constitutes a change in placement. For a short term removal which is not a change in placement, the determination of the education services is made by school personnel in consultation with the student's special education teacher.

V. Manifestation Determination Review

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When a disciplinary action is proposed that will result in a disciplinary change of placement, an MDR shall be conducted within 10 school days after the date on which the decision to take disciplinary action is made. This review shall be conducted by the Manifestation Team which consists of a local educational agency representative, the parent(s) and relevant members of the IEP team (as determined by the parent and the school division).

The Manifestation Team may determine that the behavior of the student was not a manifestation of such child's disability only if the Team:

1) considers all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information supplied by the parents; and
2) determines that:
   (a) the conduct in question was not caused by, or did not have a direct and substantial relationship to, the student's disability; and
   (b) the conduct in question was not the direct result of the school division's failure to implement the IEP.

VI. Disciplinary Action Following an MDR Determination that there Is No Manifestation

If the behavior is not a manifestation of the student's disability, the disciplinary procedures will be applied in the same manner as applied to students without disabilities. The student must continue to receive the educational services necessary to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. In addition, the special education and disciplinary records of the student must be made available to the person who makes the final decision regarding the imposition of discipline.

A parent may request an expedited due process hearing if the parent disagrees with the determination that the behavior was not a manifestation of the student's disability or if the parent disagrees with any decision regarding the placement of the student while disciplined. During any appeal, the student will remain in the interim alternative education setting unless reversed by decision of the hearing officer; provided, however, the student may still serve the balance of any applicable forty-five school day removal. The placement may also be changed through the IEP process with the consent of the parent.

VII. Disciplinary Action Following MDR Determination that there is a Manifestation

A student with a disability whose behavior is determined to be a manifestation of his or her disability may not be disciplined except to the extent a removal is otherwise permitted by law. The student may be removed to a more restrictive placement by following change in placement procedures through the IEP process. The IEP team must conduct or review an FBA and/or BIP as provided in Section III.

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VIII. Interim Alternative Educational Settings for Weapons, Drugs and Infliction of Serious Bodily Injury

Students with disabilities 1) who carry or possess a weapon to or at school, or on school premises, or to or at a school function under the jurisdiction of a state or local educational agency; 2) who knowingly possess or use illegal drugs or sell or solicit 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; or 3) who inflict serious bodily injury upon another person at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency may be disciplined pursuant to Policies JFCD Weapons in School, JFCF Drugs in School or JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury and may be placed in an interim alternative educational setting for up to forty-five school days. These options are available even if a manifestation exists. If no manifestation is found, the student may be disciplined to the extent a student without disabilities would be disciplined.

Weapons, controlled substance and serious bodily injury have the meaning given under state regulations in 8 VAC 20-81-10.

Any interim alternative educational setting shall be selected, by the IEP team, so as to enable the student to continue to progress in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. The student must also receive, as appropriate, an FBA, behavioral intervention services and modifications designed to address the behavior so it does not recur.

IX. Change of Placement by Hearing Officer

In addition to the other options for removal, a hearing officer through an expedited due process hearing requested by the school division, may order a change in the placement for a student with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement of such student is substantially likely to result in injury to the student or others. Additional forty-five (45) school day removals may be authorized by the hearing officer as appropriate.

X. Placement During Appeals

During the course of any appeals, the student's placement shall be in accordance with the provisions of state and federal law unless the parent and the school division agree otherwise. Students with disabilities are also entitled to the due process rights available to a non-disabled student who is subject to discipline. In addition, students with disabilities are entitled to the due process procedures available under the Individuals with Disabilities Education Act, as amended, and any state procedures.

XI. Students Not Yet Identified as Disabled

Students for whom the parents assert there is a disability but who have not yet been identified as disabled may be subjected to the same measures applied to students without disabilities if the school division did not have knowledge of the disability before the behavior that precipitated the disciplinary action occurred. A school division will be found to have knowledge of the student's disability if, before the behavior that precipitated the disciplinary action occurred, one of the following occurred:

(1) the parent expressed concern in writing to supervisory or administrative personnel of the school division, or to a teacher of the student, that the student is in need of special education and related services; or

(2) the parent requested an evaluation of the student for special education eligibility; or

(3) the student's teacher or other school personnel expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education or to other supervisory personnel of the school division that suggests the presence of a disability.

A school division would not be found to have knowledge of a student's disability if:

(1) the parents refused to allow an evaluation of the student or refused special education services; or

(2) the student was evaluated and found not eligible for special education services.

If a request for an initial evaluation is made during the period a student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is found eligible as a child with a disability, taking into consideration information from the evaluation conducted by the school division and information provided by the parents, then the student must be provided special education and related services, although in another setting. Pending the results of the evaluation, the student shall remain in the educational placement determined by the school authorities which placement can include suspension or expulsion without services.

XII. Disciplining Certain Section 504 Students Who Violate Alcohol and Drug Policies

Students who are identified as disabled solely under Section 504 of the Rehabilitation Act, and who are currently engaging in the illegal use of drugs or alcohol, may be disciplined for violating the division's alcohol and drug policies to the same extent as non-disabled students. The student is not entitled to a due process hearing under special education procedures in this circumstance but does retain the protections afforded to regular education students.

XIII. Reporting of Crimes

Nothing in these procedures prevents the reporting of a crime to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities.

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Adopted: June 30, 2000
Revised: June 30, 2006
Revised: June 26, 2008
Revised: June 7, 2011 (Legal Refs. Only)
Revised: June 30, 2017

Legal Refs.: 20 U.S.C. § 1415(k).

29 U.S.C. § 705(20)(C)(iv)

34 C.F.R. 300.530-300.536.

8 VAC 20-81-160.

Cross Ref.:	JFC	Student Code of Conduct
	JFCD	Weapons in School
	JFCF	Drugs in School
	JGD/JGE	Student Suspensions/Expulsions
	JGDB	Discipline of Students With Disabilities for Infliction of Serious Bodily Injury

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DISCIPLINE OF STUDENTS WITH DISABILITIES FOR INFLICTION OF SERIOUS BODILY INJURY

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 has inflicted serious bodily injury upon another person 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. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

In addition, the applicable procedures of Policies JGDA and JGD/JGE will be followed.

The term serious bodily injury has the same meaning given the term "serious bodily injury" under paragraph (3) of subsection (h) of section 1365 of title 18 of the United States Code.

Adopted: June 30, 2006

Legal Refs: 18 U.S.C. § 1365(h)(3).
20 U.S.C. § 1415(k)(1)(G)(iii).

Cross Refs:

JFCD	Weapons in School
JFCF	Drugs in School
JGD/JGE	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities

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STUDENT HEALTH SERVICES

The Giles County School Board may employ school nurses, physicians, physical therapists, occupational therapists and speech therapists who meet such standards as may be determined by the Board of Education. Subject to the approval of the local appropriating body, a local health department may provide personnel for health services for the school division.

Adopted: August 22, 1996
Revised: June 30, 2011
Revised: June 28, 2012
Revised: March 16, 2017

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-274.

Cross Refs.:

EBBA	Emergency First Aid, CPR and AED Certified Personnel
GCPD	Professional Staff Discipline
GCPF	Suspension of Staff Members
JHCA	Physical Examinations of Students
JHCB	Student Immunizations
JHCC	Communicable Diseases
JHCCA	Blood Borne Contagious or Infectious Diseases
JHCD	Administering Medicines to Students

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STUDENT HEALTH SERVICES AND REQUIREMENTS

A. ACCIDENT/INJURIES/ILLNESSES

Any accident, injury or illness which occurs on school property must be immediately reported to the principal. This is essential for medical and insurance purposes.

Every effort shall be made to immediately contact the parent or guardian. If they cannot be reached, the student will be transported by the most appropriate means to emergency treatment. Under no circumstances shall the student be permitted to start home alone.

The principal shall report serious incidents to the office of the school health nurse.

B. ACCIDENTS AND INJURIES: EMERGENCY CARE

School Personnel:

1. Shall render emergency care only to students who are injured at school. Students who are injured at home or in areas for which the school is not responsible shall not be treated by school personnel.

2. Shall proceed on the assumption of maximum disability in the event the severity of an injury cannot be determined.

3. Shall see that first-aid kits are handily available when students are conducted on field trips.

4. Shall under no circumstances stipulate or imply to anyone that they or the school are responsible or liable for an accident. Responsibility or cause and payment of doctor bills are to be decided by the insurance carrier.

5. Shall notify the parent before a physician is contacted except in cases of extreme emergency. This must be a matter of judgment. The decision to contact a physician immediately should be made if it is in the best interest of the student.

6. Shall file a report of the accident on forms provided for that purpose.

PHYSICAL EXAMINATIONS OF STUDENTS

A. No pupil shall be admitted for the first time to any public kindergarten or elementary school in Giles County School Division unless such pupil furnishes, prior to admission,

1. a report from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician, of a comprehensive physical examination of a scope prescribed by the State Health Commissioner performed within the 12 months prior to the date such pupil first enters such public kindergarten or elementary school; or

2. records establishing that such pupil furnished such report upon prior admission to another school or school division and providing the information contained in such report.

B. If the pupil is a homeless child or youth as defined in Va. Code § 22.1-3, and for that reason cannot furnish the required report or records, and the person seeking to enroll the pupil furnishes to the school division an affidavit so stating and also indicating that, to the best of his knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division shall immediately refer the student to the division's homeless liaison, who will, as soon as practicable, assist in obtaining the necessary physical examination by the local health department or other clinic or physician's office and shall immediately admit the pupil to school.

C. The health care provider making a report of a physical examination shall, at the end of such report, summarize the abnormal physical findings, if any, and shall specifically state what, if any, conditions are found that would identify the child as handicapped.

D. Physical examination reports shall be placed in the child's health record at the school and shall be made available for review by an employee or official of the State Department of Health or any local health department at the request of such employee or official.

E. A physical examination shall not be required of any child whose parent or guardian objects on religious grounds and who shows no visible evidence of sickness. The parent or guardian shall state in writing that, to the best of his or her knowledge, the child is in good health and free from any communicable or contagious disease.

F. The health departments of the counties and cities of the Commonwealth shall conduct such required physical examinations for medically indigent children, upon request, without charge and may provide such examinations to others on such uniform basis as the departments establish.

G. Parents/guardians of students entering school shall complete a health information form as required by state law. Such forms shall be returned within 15 days of receipt unless reasonable extensions have been granted by the superintendent or his designee. Upon failure of the parent to complete such form within the extended time, the superintendent may send the parent written notice of the date he intends to exclude the child from school; however, no child who is a homeless child or youth as defined in subdivision 6 of Va. Code § 22.1-3 shall be excluded from school for such failure to complete such form.

Adopted: August 23, 2001
Revised: June 10, 2003 (Cross Ref. Only)
Revised: June 29, 2007

Legal Ref.: Code of Virginia, 1950, as amended, Section 22.1-270

Cross Refs.: JEC School Admission
JECA Admission of Homeless Students

STUDENT IMMUNIZATIONS

No student shall be admitted by a school unless at the time of admission the student or his parent submits documentary proof of immunization as required by Va. Code §§ 22.1-271.2 and 32.1-46 to the admitting official of the school or unless the student is exempted from immunization as described below or is a homeless child or youth as defined in Va. Code § 22.1-3.

If a student does not have documentary proof of immunization, the school will notify the student or his parent

(i) that it has no documentary proof of immunization for the student;
(ii) that it may not admit the student without proof unless the student is exempted, including any homeless child or youth as defined in Va. Code § 22.1-3;
(iii) that the student may be immunized and receive certification by a licensed physician, physician assistant, nurse practitioner, registered nurse or an employee of a local health department; and
(iv) how to contact the local health department to learn where and when it performs these services.

Any parent, guardian, or other person having control or charge of a child being home instructed or exempted or excused from school attendance shall comply with immunization requirements provided in Va. Code §§ 22.1-271.4 and 32.1-46 in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Conditional Enrollment

Any student whose immunizations are incomplete may be admitted conditionally if he provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within 90 calendar days. If the student requires more than two doses of hepatitis B vaccine, the conditional enrollment period will be 180 calendar days.

The immunization record of each student admitted conditionally will be reviewed periodically until the required immunizations have been received.

Any student admitted conditionally who fails to comply with his schedule for completion of the required immunizations will be excluded from school until his immunizations are resumed.

Exemptions

No certificate of immunization is required for the admission to school of any student if

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(i) the student or his parent submits an affidavit to the admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices; or

(ii) the school has written certification from a licensed physician, physician assistant, nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the student's health, indicating the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization.

Homeless Pupils

If a student is a homeless child or youth as defined in Va. Code § 22.1-3 and
(a) does not have documentary proof of necessary immunizations or has incomplete immunizations and
(b) is not exempted from immunization,
the school division will immediately admit such student and will immediately refer the student to the local school division homeless liaison who will assist in obtaining the documentary proof of, or completing, immunization.

Immunization Record

Every school records each student's immunizations on the school immunization record. The school immunization record is a standardized form provided by the State Department of Health, which will be a part of the mandatory permanent student record. Such record is open to inspection by officials of the State Department of Health and the local health departments.

The school immunization record will be transferred by the school whenever the school transfers any student's permanent academic or scholastic records.

Within 30 calendar days after the beginning of each school year or entrance of a student, each admitting official will file a report with the local health department. The report will be filed on forms prepared by the State Department of Health and will state the number of students admitted to school with documentary proof of immunization, the number of students who have been admitted with a medical or religious exemption and the number of students who have been conditionally admitted, including those students who are homeless children or youths as defined in Va. Code § 22.1-3.

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Adopted: August 9, 1995
Revised: June 30, 2004
Revised: June 30, 2011
Revised: June 28, 2012
Revised: April 11, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-271.2, 22.1-271.4, 32.1-46, 54.1-2952.2, 54.1-2957.02.

12 VAC 5-110-10.

Cross Refs.:
- JEC School Admission
- JECA Admission of Homeless Students
- JO Student Records
- LBD Home Instruction

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COMMUNICABLE DISEASES

The Giles County School Board recognizes the importance of protecting its students and employees from the transmission of communicable diseases which present a threat to their health and safety, while also protecting the legitimate interests and rights of students and employees with communicable diseases. The board directs the Superintendent to act in compliance with applicable law to exclude from school attendance or work in the school setting any person who has a communicable disease. Both the decision to remove the student or employee and the decision to readmit the student or to permit the employee to return to work are made by the Superintendent based upon consultation with the local health department, the student's or employee's physician, physician assistant, nurse practitioner, and/or other medical authorities. (See Policy JHCCA Blood Borne Contagious or Infectious Diseases)

The identity of a student who has a communicable disease is kept confidential and revealed only in accordance with state law. An alternative educational program is made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Administrative procedures concerning the exclusion of employees and students with communicable diseases are consistent with the requirements of law, including the policies of the Virginia Department of Education, and reflect current medical knowledge and research.

Adopted: February 8, 1995
Revision: June 10, 2003 (Cross Ref. Only)
Revision: June 30, 2011
Revision: June 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-271.3, 22.1-272, 32.1-36.1, 54.1-2952.2, 54.1-2957.02.

8 VAC 20-131-180.

Cross Ref.:

EBAB	Possible Exposure to Viral Infections
EBBB	Personnel Training – Viral Infections
IGBG	Homebound, Correspondence and Alternative Means of Instruction
JHCCA	Blood Borne Contagious or Infectious Diseases

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MODEL GUIDELINES FOR SCHOOL ATTENDANCE FOR CHILDREN WITH HUMAN IMMUNODEFICIENCY VIRUS

The Giles County School Division will work cooperatively with the Giles County Health Department to ensure compliance with Virginia Code 22.1-271.3 for school attendance of children infected with human immunodeficiency virus (HIV).

A. Students are expected to be in compliance with an immunization schedule (Article 2, 22.1-271.2); however, some required immunizations may be harmful to the health of the student who is HIV infected or has AIDS. Students who are HIV infected or have AIDS may get an exemption from complying with the requirements (Virginia Code 22.1-272). School personnel will cooperate with public health personnel in completing and coordinating immunization data, exemptions, and exclusions, including immunization forms.

B. Mandatory screening for HIV infection is not warranted as a condition for school entry. Upon learning a student is HIV infected or has AIDS, the superintendent/designee will consult with the individual's family and physician or a health official from the local department to determine whether the student is well enough to stay in school. Since it is known that HIV is not transmitted through casual contact, any student who is HIV infected will continue education in a regular classroom assignment unless the health status interferes significantly with performance. If a change in the student's program is necessary, the superintendent/designee, family, and physician or health official will develop an individual plan which is medically, legally, and educationally sound. If the HIV student is receiving special education services, the services will be in agreement with established policies.

C. Parents/guardians may appeal decisions for restriction or exclusion as determined by the school division's established procedures.

D. All persons privileged with any medical information about HIV infected students shall be required to treat all proceedings, discussions, and documents as confidential information. Individuals will be informed of the situation on a "need to know" basis with written consent of the parent/guardian.

E. Universal precautions for handling blood will be implemented within the school setting and on buses. To ensure implementation of the proper standard operating procedures for all body fluids, the guidelines from the Virginia Department of Health will be followed. Inservice training will be provided to all school personnel. Training will include local division policies; etiology, transmission, prevention, and risk reduction of HIV; standard operating procedures for handling blood and body fluids; and community resources available for information and referral. Periodic updates will be supplied through inservice or memoranda.

F. Comprehensive and age-appropriate instruction on the principal modes by which HIV is spread and the best methods for the reduction and prevention of AIDS are required to encourage the support and protection of the HIV infected student. To enhance school attendance, the school division will collaborate with public and private organizations in the provision of support services to HIV infected students.

GILES COUNTY PUBLIC SCHOOLS

State Supt's Memo No. 32
February 13, 2004
VA Code § 22.1-271.3B, 22.1-271,2, 22.1-272

VIRGINIA DEPARTMENT OF HEALTH GUIDELINES FOR PREVENTING BLOODBORNE INFECTIONS IN SCHOOLS SUPPLEMENT TO SUPTS. MEMO ON MODEL GUIDELINES FOR SCHOOL ATTENDANCE FOR CHILDREN WITH HUMAN IMMUNODEFICIENCY VIRUS

Because the blood and certain body fluids (semen and vaginal secretions) of all persons must be considered potentially infectious for human immunodeficiency virus (HIV), hepatitis B and C, and other organisms, it is important to follow precautions. Fortunately, in the case of schools, one need only be concerned about blood. Universal precautions do not apply to feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus unless they contain blood. Despite the extremely remote risk that exposure of skin to blood could result in infection (the unabraided skin is an excellent defense against bloodborne organisms), the following precautions should be adhered to without any exceptions:

1. Those involved in cleaning surfaces contaminated with blood or rendering first aid to bleeding children should wear disposable gloves and avoid exposure of open skin lesions and mucous membranes to blood.

2. Surfaces contaminated with blood should be promptly cleaned with household bleach (1 part bleach to 9 parts water) using disposable towels and tissues.

3. Hands must be washed after gloves are removed.

4. If advertent contamination of the skin with blood were to occur, all that is required is thorough washing of the contaminated areas with soap and water.

Issued: March 1, 2004 *(School Board acknowledgement March 23, 2004)*

Legal Refs.: VA Code § 22.1-271.3B, 22.1-271,2, 22.1-272

GILES COUNTY PUBLIC SCHOOLS

State Supt's Memo No. 32
February 13, 2004
VA Code § 22.1-271.3B, 22.1-271,2, 22.1-272

Bloodborne Pathogens

The Giles County School Board is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- Giles County Assistant Superintendent/School Health Services is responsible for implementation of the ECP. Giles County Assistant Superintendent/School Health Services will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: Giles County School Board Office at (540) 921-1421.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- The School Health Services Coordinator will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard when requested. The School Health Services Coordinator will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: Giles County School Board Office at (540)921-1421.
- Giles County Public Schools will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: Giles County School Board Office at (540) 921-1421.

- Giles County School Health Services and Principals of each school building will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of job classifications in which some employees in our school system have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

Environmental Services (Custodians) handling regulated waste at each school site throughout the county.

School nurses may be exposed to blood or body fluids in providing nursing care and/or first aid for students or employees.

Special Education teachers and instructional aides may be exposed to blood or body fluids in providing care and/or first aid for students.

Coaches and physical education teachers may be exposed to blood or body fluids in providing first aid for students.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions: ***All employees will utilize universal precautions.***

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting the Principal or accessing the Policy on the Giles County School Board website. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

Giles County Public Schools Assistant Superintendent and/or the School Health Coordinator are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

Sharps disposal containers are inspected and maintained or replaced by the School Nurse assigned to each building whenever three-fourths (3/4) full to prevent overfilling.

This facility identifies the need for changes in engineering controls and work practices through employee interviews, recommendations of the Safety Committee and review of safety practices.

The Giles County School Board evaluates new procedures and new products regularly by reviewing the current information available.

The Division Superintendent or designee are responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by School Health Services upon request.

The types of PPE available to employees are as follows:

Gloves and eye protection.

PPE is located in the nurse's office in each school, custodian's closets and storage, and at the School Board Office. It may be obtained through School Health Services (School Nurses or the School Health Coordinator). PPE is available by request. Hypoallergenic latex free gloves are available upon request for employees that may be latex sensitive.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in the regular trash containers unless saturated with blood or body fluids. Blood and body fluid saturated materials must be disposed of in properly labeled bio-hazard red bags or containers or double bagged and labeled with bio-hazard stickers.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or other potentially infectious materials (OPIM), and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

Used PPE is disposed of in the trash unless contaminated with blood and/or body fluids. In the event of blood or body fluid contamination then appropriate bio-hazard containers or bags are required. Contaminated bio-hazard materials are disposed of by a Biohazard Contracted Agency.

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling. Broken glass must be placed in a puncture proof container.

The procedure for handling sharps disposal containers is: the contracted biohazard agency will dispose of the containers.

The procedure for handling other regulated waste is: the contracted biohazard agency will dispose of the waste.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available in the School Nurse's office.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination using an approved disinfectant or a 1:10 solution of liquid bleach and fresh water. Allow the solution to stand for at least 10 minutes.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Labels

The following labeling methods are used in this facility:

Bio-hazard labeled red bags or bio-hazard stickers.

School Health Service's school nurses and custodians are responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the Administrator in each building if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

Giles County Public Schools will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

In the event an employee is exposed cleaning a blood or body fluid spill, the incident must be reported immediately. Employees who experience an exposure incident must immediately report their exposure to their principal. The principal will contact The Assistant Superintendent or designee. The employee will be offered a confidential medical evaluation and follow up treatment. For employee injuries "The Company Nurse" will be contacted for further instruction.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at the School Board Office in the personnel file.

Vaccination will be provided by the Giles County Health Department.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact your school principal immediately who in turn will contact the Assistant Superintendent or designee.

An immediately available confidential medical evaluation and follow-up will be conducted by the panel of physicians listed on the workman's compensation form. For employee injuries "The Company Nurse will be contacted for further instruction. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.

- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status

- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The following information will be provided to the healthcare professional evaluating an employee after an exposure: a copy of the Blood borne Pathogens Standard.

Giles County Public Schools will ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

Giles County Public Schools provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation. The written opinion will be limited to the following information: the employee has been informed of the results of the evaluation; the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment. All other findings shall remain confidential and shall not be included in the written report.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Giles County Public Schools will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident
- procedure being performed when the incident occurred
- employee's training

If revisions to this ECP are necessary the Assistant Superintendent/School Health Coordinator will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to Blood borne Pathogens receive initial training by the School Health Coordinator or school building nurse as designated by the school principal. Annual training conducted by school principal with the assistance of the school nurse assigned to the building.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge to identified high risk groups
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at the Giles County School Board Office.

RECORDKEEPING

Training Records are completed for each employee upon completion of training. These documents will

be kept for at least three years at the Giles County School Board Office.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Giles County Assistant Superintendent or designee.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 *CFR* 1910.1020, "Access to Employee Exposure and Medical Records."

The School Health Services Coordinator is responsible for maintenance of the required medical records. These confidential records are kept in locked files in the Coordinator’s office at the Giles County School Board for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to Giles County Assistant Superintendent or designee.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the School Health Services.

Review Log of Bloodborne Pathogens Policy

Annual reviews by Giles County Schools Assistant Superintendent/School Health Services

Issued:	**September 16, 1992**
Revised:	November 18, 1993
Review Date:	November 16, 1992
	October 11, 1993
	September 16, 1994
	January 17, 1996
	December 12, 1996 (No Changes)
	November 19, 1997 (Change/Replaced Appendix H; Insert Appendix A, Page 3, Insert Exhibit State Supt's Memo No. 124)
	August 26, 1999 (No Changes)
	June 30, 2000 No Changes)
	June 12, 2001 (No Changes)
	June 7, 2002 (No Changes)
	June 10, 2003 (No Changes)
	June 30, 2004 (No Changes)
	October 14, 2004 (Page 9 Only)
	May 18, 2006 (No Changes)
	June 29, 2007 (No Changes)
	June 26, 2008 (No Changes)
	June 29, 2009 (No Changes)
	June 30, 2010 (No Changes)
	June 7, 2011 (No Changes)
	June 28, 2012 (No Changes)
	June 27, 2013 (No Changes)
	June 30, 2014 (No Changes)
	June 30, 2015 (No Changes)
	June 30, 2016 (No Changes)
	June 30, 2017 (Replace)

Giles County Public Schools
Standard Procedure for Blood/Body Fluid Clean-up
Attachment to Blood Borne Pathogens

Spill clean-up kits are located on every school bus and in every school. Contents for buses are replaced at the bus garage. Custodians in each building are responsible for spill kits in the schools.

Instructions for blood and body fluid cleanup:

1. Wear disposable gloves when handling blood/body fluids. Replace gloves as soon as possible if torn or soiled. Hypoallergenic latex free gloves are available upon request for employees that may be latex sensitive. Never reuse disposable gloves.

2. If necessary, provide appropriate first aid treatment.
3. Soak up spilled blood/body fluid with disposable towels or absorbent material.
4. Vigorously clean affected area with soap and water if available.
5. Disinfect soiled area with approved disinfectant or a solution of liquid bleach and fresh water. Allow it to stand for at least 10 minutes.

   The table below from the Virginia Department of Health shows the differences between the regular and concentrated sodium hypochlorite solutions. For all sanitizing and disinfecting activities, *unscented* bleach should be used.

	Regular household bleach	Concentrated household bleach
Percent (%) sodium hypochlorite in an undiluted container	5.25% (Range 5-6%)	8.25%
Parts per million (ppm) of available *chlorine (AvChl) in an undiluted container	52,500 ppm AvChl	82,500 ppm AvChl
Standard disinfection (if no specific instructions exist for an agent)**	¼ cup regular bleach to 1 gallon of water	3 tablespoons concentrated bleach to 1 gallon of water
Norovirus disinfection in heavily contaminated areas (~5,000 ppm)	1 part regular bleach to 9 parts water, or ~1 ¾ cups of regular bleach per gallon of water	1 part concentrated bleach to 15 parts water, or ~1 cup of concentrated bleach per gallon of water

*Chlorine is considered toxic if the concentration is above 200 ppm on a food contact surface (food containers or cutting surfaces). This could also apply to any items that you put in your mouth.
**To create a useful disinfecting concentration, mix 1 tsp. to a gallon of water to create a 111 ppm disinfecting solution. To create the maximum 200 ppm, use 0.3 fl. Oz. or 1.8 tsp. to 1 gallon of water.

6. Place all soiled material(s) in a plastic bag. Dispose of properly. Small amounts of blood such as nosebleeds and cuts may be disposed of in the regular trash. If there is a significant amount of blood (i.e. an item is dripping with blood when picked up) use a biohazard bag or double bag. Biohazard containers are never placed in the regular trash. Broken glass must be disposed of in puncture proof containers.

7. Remove gloves, turning inside out during removal, and place in plastic bag of soiled materials. Avoid touching skin with soiled gloves. Seal and dispose of plastic bag properly.

8. Wash hands thoroughly with soap and water as soon as possible. Use alcohol based hand sanitizers only when hand washing facilities are not available, not in place of hand-washing.

In the event that another person comes in contact with blood or body fluids, follow these procedures:

1. When the skin is intact, have the person wash his/her own skin using disposable towels and alcohol- based hand sanitizers if hand-washing facilities are not immediately available. Towels should be discarded in a sealable plastic bag. The person is to wash area thoroughly using soap and water as soon as possible.

2. If open lesions or wounds have been in contact with blood/body fluids from another person, wash the skin by scrubbing with disinfectant soap and running water. A skin disinfectant should be applied after washing.

3. In the event of exposure of blood/body fluids in the eyes, flood exposed area with room temperature running water for 10-15 minutes.

4. In the event of exposure of blood/body fluids in the mouth, flood the exposed area with room temperature running water for 10-15 minutes.

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5. Any contact with blood/body fluids should be immediately reported to an administrator or supervisor in your building. A recommendation for follow up care will then be determined.

Training Topic: _____

Date of Training: _____

Name of Trainer(s): _____

Qualifications of Trainer(s): _____

_____

_____

Summary of Content: _____

_____

_____

_____

_____

Training Roster:

Name of Participant	S.S. Number	Job Title

THE DISEASE

Hepatitis B is a viral infection caused by hepatitis B virus (HBV) which causes death in 1-2% of patients. Most people with hepatitis B recover completely, but approximately 5-10 % become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis, and liver cancer.

THE VACCINE

RECOMBIVAX HB [Hepatitis B Vaccine (Recombinant), MSC] is a non-infectious subunit viral vaccine derived from hepatitis B surface antigen (HBsAG) produced in yeast cells. A portion of the hepatitis B virus gene, coding for HBsAG, is cloned into yeast, and the vaccine for hepatitis B is produced from cultures of this recombinant yeast strain. The vaccine against hepatitis B, prepared from recombinant yeast cultures, is free of association with human blood or blood product. Full immunization requires 3 doses of vaccine over a six month period, although some persons may not develop immunity even after 3 doses. There is no evidence that the vaccine has ever caused hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

POSSIBLE VACCINE SIDE EFFECTS

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few persons experience tenderness and redness at the site of injection. Low grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported. The possibility exists that more serious side effects may be identified with more extensive use.

If you have any questions about hepatitis B or the hepatitis B vaccine, please ask.

CONSENT FORM

I have read the above statement about hepatitis B and the hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of hepatitis B vaccination. I understand that I must have 3 doses of vaccine to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I request that the hepatitis B vaccine be given to me. Yes _____ No _____

	Date Vaccinated	Lot #
_____	(1) _____	_____
Name of Person to Receive Vaccine (please print)	(2) _____	_____
_____	(3) _____	_____
Social Security Number		

_____ _____

Signature of Person Receiving Vaccine Date Signed

_____ _____

Job Title School Name

GILES COUNTY PUBLIC SCHOOLS

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: _____

(*Employee Name)* *(Date)*

POST-EXPOSURE FOLLOW-UP EVALUATION

_____ has been evaluated and informed
(Name)
of the evaluation results and has been told of any medical

conditions resulting from the exposure incident of _____,
(date)
which requires further evaluation or treatment.

HBV (is, is not) indicated for this patient.
HBV (has, has not) been administered to this patient.

HB Immune Globulin (is, is not) indicated for this patient.
HB Immune Globulin (has, has not) been administered to this patient.

I attest to the above and I have received a copy of the OSHA regulations and the Exposure Incident Information form, a copy of which is in Giles Memorial Hospital files.

Additional Comments:

_____ _____

Physician Signature Date

Please return to: Giles County Public Schools
School Health Coordinator
151 School Road
Pearisburg, VA 24134

GILES COUNTY PUBLIC SCHOOLS

INFORMED REFUSAL OF
POST-EXPOSURE MEDICAL EVALUATION

I, _____, am employed as a

_____ by Giles County Public Schools.

My employer has provided training to me regarding infection control

and the risk of disease transmission.

On _____, 19____, I was involved in an exposure incident.

My employer has offered to provide follow-up medical evaluation for me in order to assure that I have full knowledge of whether I have been exposed to or contracted an infectious disease from this incident.

However, I, of my own free will and volition, and despite my employer's offer, have elected not to have a medical evaluation. I have personal reasons for making this decision.

_____
Signature

_____
Name (Printed)

_____
Social Security Number

_____
Date

_____
Witness

NOTE: Maintain this record for the duration of employment plus 30 years.

GILES COUNTY PUBLIC SCHOOLS

BLOOD BORNE CONTAGIOUS OR INFECTIOUS DISEASES

The attendance at school of students who suffer from blood borne diseases which are infectious or contagious, such as AIDS and Hepatitis B, and which may be transmitted by the exchange of body secretions, shall be determined by the Superintendent on a case-by-case basis. The Superintendent shall obtain the advice of the local department of health to assist him in making his/her determination. The student may be excluded from school and school-related functions pending the superintendent's decision. The Superintendent shall issue regulations setting forth the procedures to be followed to effectuate this policy.

The identity of a student who has tested positive for human immunodeficiency virus shall be confidential in accordance with state law.

An alternative educational program shall be made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Training in the use of universal precautions for handling blood shall be conducted periodically in accordance with state and federal law. Universal precautions for handling blood shall be implemented within the school setting and on buses in accordance with state and federal law and guidelines.

The School Board shall adopt guidelines for school attendance for children with human immunodeficiency virus. Such guidelines shall be consistent with the model guidelines for such school attendance developed by the Board of Education.

Adopted: August 26, 2005

Legal Ref.: Code of Virginia, 1950, as amended, sections 22.1-271.3, 32.1-36.1, 32.1-45.2.

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (Attachment to Virginia Department of Education Superintendent's Memo #32 (Feb. 13, 2004)).

Cross Ref.: EBAB Possible Exposure to Viral Infections
EBBB Personnel Training – Viral Infections
IGBG Homebound, Correspondence, and Alternative Means of Instruction
JHCCA-E Guidelines for School Attendance for Students with Human Immunodeficiency Virus

GUIDELINES FOR SCHOOL ATTENDANCE FOR STUDENTS WITH HUMAN IMMUNODEFICIENCY VIRUS

The **Giles County** School Board recognizes its dual obligations to protect the rights of individual students infected with human immunodeficiency virus (HIV) and to provide a safe environment for students, staff, and the public. Because HIV is not transmitted through casual contact, any student who is HIV-infected will continue in a regular classroom assignment unless the student's health significantly interferes with his or her ability to benefit from the educational program.

Giles County Public Schools will work cooperatively with the local health department with regard to the school attendance of students infected with HIV. To enhance the school attendance of students who are HIV-infected, the school division will collaborate with public and private organizations in the provision of support services to HIV-infected students.

All students are expected to satisfy the immunization requirements of Virginia Code § 22.1-271.2 unless a required immunization would be harmful to the health of the student. Students who are HIV-infected or have acquired immune deficiency syndrome (AIDS) may be exempted from obtaining immunizations which would otherwise be required. School personnel will cooperate with public health personnel regarding exemptions from the requirements.

Mandatory screening for HIV infection is not warranted as a condition of school attendance. Upon learning that a student is HIV-infected or has AIDS, the division superintendent may consult with the student's family, the student's family physician, or an official from the local department of health to determine whether the student is well enough to stay in school. If a change in the student's program is necessary because of the student's health, the division superintendent or designee will work with the student's family, family physician or local health official to develop an educational plan for the student.

Any school board employee or volunteer who has any information regarding a student's HIV-infected status will treat that information as confidential. Division personnel will share information regarding a student's HIV status only with the written consent of the student's parent or guardian.

Despite the extremely remote risk that exposure of skin to blood could result in infection, the following universal precautions for handling blood will be implemented within schools and on school buses:

- persons involved in cleaning surfaces exposed to blood and persons rendering first aid to bleeding students should wear disposable gloves to avoid exposure of open skin lesions and mucous membranes to blood;
- surfaces contaminated with blood should be promptly cleaned with household bleach (1 part bleach to 9 parts water) using disposable towels and tissues;
- hands must be washed after gloves are removed;
- if one person's skin is exposed to the blood of another person, the exposed areas should be washed with soap and water.

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Universal precautions do not apply to feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus unless they contain blood.

To ensure implementation of the proper procedures for all body fluids, training will be provided to all school personnel. Training will include information regarding the following: etiology, transmission, prevention, and risk reduction of HIV; standard procedures for handling blood and body fluids; community resources available for information and referral; and local division policies.

Comprehensive and age-appropriate instruction on the principal modes by which HIV is spread and the best methods for the reduction and prevention of AIDS will be provided.

Adopted: October 20, 2005

_____

_____

File: JHCD

ADMINISTERING MEDICINES AND EPINEPHRINE TO STUDENTS

Medications Prescribed for Individual Students

Employees of the Giles County School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Nonprescription Medications

Employees of the Giles County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

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.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

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 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. Each school shall maintain at least two (2) doses of auto-injectable epinephrine (hereinafter called 'unassigned or stock epinephrine') in each school, to be administered by such school nurse or employee.

Regulation

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

Adopted: June 30, 2005
Revised: June 30, 2011
Revised: June 28, 2012
Revised: August 17, 2012
Revised: June 27, 2013
Revised: February 19, 2015
Revised: June 30, 2017

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.

Manual for Training Public School Employees in the Administration of Insulin and Glucagon (Virginia Department of Education Revised 2015).

Cross Refs.:

EBBA	Emergency First Aid, CPR and AED Certified Personnel
JFC-R	Standards of Student Conduct
JHCE	Recommendation of Medication by School Personnel
JO	Student Records

GILES COUNTY PUBLIC SCHOOLS

File: JHCD-R

ADMINISTERING MEDICINES AND EPINEPHRINE TO STUDENTS

PROCEDURES

A. Physician and Parental permission (SB-157) for dispersal of medication at school is on file and updated yearly.

B. Prescription medicine is sent to the school:
In container supplied by pharmacy with the label intact and accompanied with form SB-157A signed by either the physician, dentist, physician's assistant or licensed nurse practitioner and parent/guardian indicating proper dosage and time for administration.

C. Over-the-counter medication is sent to the school and must be accompanied with form SB-157B signed by the parent/guardian indicating proper dosage and time of administration. *Throat lozenges and cough drops are not considered medications.*

Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent/guardian of the student. Medication not picked up by the parent/guardian by the end of the school year will be discarded. Each "medication authorization" must be renewed at the beginning of each school year.

Oral non-prescription medications will be administered for no longer than three consecutive days after which time a written order from a physician, physician's assistant, dentist or licensed nurse practitioner must be presented.

Any changes in the original medication authorization require a new written authorization. It is illegal to alter the prescription label. Faxed authorizations are acceptable as long as there is signed parent consent within 24 hours for the medications authorized by fax. Interaction with the parent regarding any medication changes is necessary. It is the responsibility of the parent/guardian to handle changes in medication orders.

Maintaining security – a locked cabinet that is inaccessible to pupils and staff must be provided for the storage of medication. This area must be strictly maintained and kept locked at all times except when in use. When the school day is over, the clinic area must be locked. Access to keys for the medication storage area should be limited. Keys to the medication storage area should never leave the school grounds and should be kept in a secure and inaccessible area during non-school hours. Access to medications will be strictly limited to the school nurse and selected, trained personnel who are currently designated to be responsible for medication administration.

D. Medicine is only to be dispersed by designated staff person.
The principal shall designate the person(s) to be trained to administer medications in the

absence of the nurse.

E. Documentation by designated staff person is recorded on SB-158 (Record of Medications).

F. Under a physician's order only, certain students may be permitted to possess and self-administer medication during the school day.

G. The parent/guardian will be contacted prior to administration if questions arise concerning the dispersal of the medication, the container the medication is in, or directions on administering the medication to the student.

H. Injections are permitted when given by a designated staff person and the request is accompanied by an appropriate physician's order.

I. GCPS shall train at least two employees, in addition to the school nurse (RN or LPN), in the administration of epinephrine by auto-injector an annual basis or more often as needed. Those employees properly trained by the district in the administration of epinephrine by auto-injector may give this medication to any student believed to be having an anaphylactic reaction on school premises during the academic day, as required by the Code of Virginia.

J. Each school shall maintain at least two (2) doses of auto-injectable epinephrine (hereinafter called 'unassigned or stock epinephrine') in each school, to be administered by the school nurse or other school employee that have been trained.

K. Nurses in every school will be responsible to monitor expiration dates of all medication to include auto-injectable epinephrine and document appropriately.

L. To protect student safety, orders from a licensed physician, dentist, licensed nurse practitioner or physician's assistant will be required for non-conventional medicine before a Giles County School employee may administer a naturopathic, homeopathic preparation or herbal remedy to a student in the school setting. All medicinal preparations and products must adhere to Giles County School Board Policy and procedures regarding packing and dosage instructions

Issued: March 27, 1995
Revised: November 16, 1999 (Added "F")
Revised: February 21, 2002 (Added to "C")
Revised: December 15, 2005 (Added to "C")
Revised: August 17, 2012 (Added to "C" and NEW "I" and "J")
Revised: February 19, 2015
Revised: April 16, 2015

GILES COUNTY PUBLIC SCHOOLS

RECOMMENDATION OF MEDICATION BY SCHOOL PERSONNEL

School personnel are prohibited from recommending the use of psychotropic medications fro any student. School health staff, classroom teachers, or school professionals may recommend that a student be evaluated by an appropriate medical practitioner. In addition, school personnel may consult with a medical practitioner who is serving the student with the written consent of the student's parents.

For the purpose of this policy, "psychotropic medications" means those medications that are prescribed with the intention of altering mental activity or state, including, but not limited to, antipsychotic, antidepressant, and anxiolytic medication and behavior-altering medication.

Adopted: August 22, 2003

Legal Ref.: Code of Virginia, 1950, as amended, section 22.1-274.3.
Superintendent's Memorandum No. 54 (august 16, 2002)

Cross Ref.: JHCD Administering Medicine to Students

GILES COUNTY PUBLIC SCHOOLS

STUDENT WELLNESS

Policy Statement

The Giles County School Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity in division students.

Goals

Based on review and consideration of evidence-based strategies and techniques, the Giles County School Board has established the following goals to promote student wellness.

A. Nutrition Promotion and Education

- Students receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors. This is coordinated through health and physical education classes, science teachers, school nutrition employees, and Virginia Cooperative Extension Agents who regularly come into the classrooms.
- Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the foodservice staff and other school personnel, including teachers.
- Students receive consistent nutrition messages from all aspects of the school program.
- Division health education curriculum standards and guidelines address both nutrition and physical education.
- Nutrition is integrated into the health education or core curricula (e.g., math, science, language arts).
- Schools link nutrition education activities with the coordinated school health program.
- Staff who provide nutrition education have appropriate training.
- The level of student participation in the school breakfast and school lunch programs is appropriate.
- All students have access to school breakfast and lunch. All foods and beverages sold on campus are consistent with the Smart Snacks in Schools regulation. Students have at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch. Water is available to all students at meal times at no charge. Cafeterias and kitchens are clean, orderly and inviting. There is adequate seating for students during each meal period.

B. Breakfast

Breakfast meals are prepared and served in accordance with all dietary guidelines of the National School Breakfast Program. Students are encouraged to participate in the breakfast program. Students are offered a minimum of 3 choices daily. All breakfast meals include (at a minimum) the USDA recommended meal pattern. Students are also offered a second chance breakfast option called Fast Break from 8:15 am to 9:00 am. This meal is offered outside of the cafeteria and students are allowed to eat this meal in their classrooms.

C. Lunch

Lunch meals are prepared and served in accordance with the Healthy Hunger Free Kids Act of 2010 and all dietary guidelines of the National School Lunch Program. Students are encouraged to participate in the lunch program. Students are offered 5 choices daily. All lunch meals include (at a minimum) the USDA recommended meal pattern.

D. A La Carte

A la carte means all other food and beverages sold by the school nutrition program in the cafeterias. These items comply with the USDA regulations.

E. Physical activity

The Giles County School Division has a goal of making a program of physical fitness available to all students for at least 150 minutes per week on average during the regular school year. Such program may include any combination of physical education classes, extracurricular activities and other programs and physical activities. The division's goal for the implementation of its physical fitness program is for schools to encourage parents/guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of science, math, social studies, and language arts. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge. Policies ensure that state-certified physical education instructors teach all physical education classes. Policies ensure that state physical education classes have a student/teacher ratio similar to other classes. Time allotted for physical activity will be consistent with research, national and state standards. For example, the National Association for Sport and Physical Education includes recommendations for at least 60 minutes and up to several hours of physical activity per day for children 5 to 12 years of age. Children should have several opportunities for physical activity lasting 15 minutes or more approximately every two hours, especially during the daytime hours. Provide a daily recess period which is not to be used as punishment or reward. Considering planning recess before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Physical activity participation will take into consideration the "balancing equation" of food intake and physical activity. Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity. Adequate equipment is available for all students to participate in physical education. Physical activity facilities on school grounds will be safe. The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted. Schools encourage families and community members to institute programs that support physical activity. Students receive age-appropriate physical education. Elementary schools provide daily recess that promotes physical activity beyond physical education classes.

F. Other School-Based Activities

An adequate amount of time is allowed for students to eat meals in adequate lunchroom facilities. All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner. The availability of subsidized food programs is adequately publicized in ways designed to reach families eligible to participate in the programs. Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens, and non-disposable tableware have been considered and implemented where appropriate. Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented. Local wellness policy goals are considered in planning all school based activities (such as school events, field trips, dances, and assemblies). Support for the health for all students is demonstrated by hosting health clinics, health screenings, and helping to enroll eligible students in Medicaid and other state children's health insurance programs.

G. Nutrition Standards and Guidelines

The superintendent is responsible for creating:

- regulations to develop and implement standards for all foods and beverages provided, but not sold, to students on the school campus during the school day; and
- standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that promote student health and reduce childhood obesity and are consistent with the applicable standards and requirements in 7 C.F.R. §§ 210.10, 210.11 and 220.8.

Marketing on the school campus during the school day is permitted only for those foods and beverages that meet the nutrition standards under 7 C.F.R. § 210,11.

Breakfast

- Breakfast meals are prepared and served in accordance with all dietary regulations of the National School Breakfast Program.
- All students have access to the breakfast meal. If students arrive late, they can participate in Fast Break.
- All cereals and toast served will be whole grain products.
- Students have a choice of 100% juice and canned/fresh fruit each day.
- Students have at least 10 minutes to eat breakfast.
- Skim flavored or unflavored milk is offered daily.

Lunch

- Lunch meals are prepared and served in accordance with all dietary regulations of the National School Lunch Program.
- All students have access to the lunch program.
- Students have a choice of a canned and/or fresh fruit daily.
- All grains will be at least 50% whole grain rich.
- Students have at least 20 minutes to eat lunch.
- A variety of vegetables are offered daily for a nutritional balance.
- Skim flavored or unflavored milk is offered daily.

Implementation

The School Board encourages parents, students, representatives of the school food authority, teachers of physical education, school health professionals, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy.

The School Health Coordinator (with assistance from the Food Service Supervisor) will be responsible for overseeing the implementation of this policy and will develop procedures for evaluating the policy, including indicators that will be used to measure its success. The public, including parents, students, and others in the community, will be informed and updated about the status and implementation of the policy. Implementation procedures include measuring and making available to the public, at least once every three years, an assessment of the implementation of the policy, including the extent to which schools are in compliance with the policy, the extent to which this policy compares to model school wellness policies and a description of the progress made in attaining the goals of the policy. The results of the triennial assessment are considered in updating the policy.

The School Board retains the following records to document compliance with 7 C.F.R. § 210.31:

- the policy;
- documents demonstrating compliance with community involvement requirements, including requirements to make the policy and triennial assessments available to the public; and
- documentation of the triennial assessment of the policy

Adopted: May 18, 2006
Revised: June 26, 2008
Revised: April 11, 2013
Revised: June 30, 2017

Legal Refs: 42 U.S.C. § 1758b.

7 CFR Pt. 210, App. B.

Code of Virginia, 1950, as amended, § 22.1-253.13:1.D.14.

Cross Refs:		
	EFB	Free and Reduced Price Food Services
	IGAE/IGAF	Health Education/Physical Education
	JHCH	School Meals and Snacks
	JL	Fund Raising and Solicitation
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

GILES COUNTY PUBLIC SCHOOLS

SCHOOL MEALS AND SNACKS

The Giles County School Board recognizes that students need adequate, nourishing food in order to learn, grow, and maintain good health.

Generally

To reinforce the division's nutrition education program, foods sold to students during regular school hours on school premises will be:

- carefully selected so as to contribute to students' nutritional well-being and the prevention of disease;
- prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits; and
- served in age-appropriate quantities and at reasonable prices.

The Giles County School Board promotes high-quality school meals and snacks by:

- involving students in the selection, tasting, and marketing of healthy foods and beverages that appeal to students;
- providing a variety of food options, such as fruits, vegetables, whole grains, and dairy foods, which are low in fat and added sugars;
- offering a variety of healthy choices that appeal to students, including cultural and ethnic favorites;
- restricting student access to unhealthy foods in vending machines, school stores, and other venues that compete with healthy school meals; and
- ensuring that healthy snacks and foods are provided in vending machines, school stores, and other venues within the division's control. The healthy options should cost the same or less than unhealthy alternatives.

The Giles County School Board strives to provide an environment conducive to good health by:

- allowing an adequate amount of time and space for students to eat school meals;
- scheduling lunch periods at reasonable hours around midday;
- ensuring that drinking fountains are operable, clean, and convenient for use throughout the school day;
- offering extracurricular physical activity programs, such as physical activity clubs, intramural programs, or interscholastic athletics;
- discouraging the promotion and advertising of unhealthy foods;
- using non-food items rather than food items such as candy, cakes, soda, and foods high in fat, as incentives and rewards for good behavior or academic performance; and
- encouraging parents to support the division's nutrition education efforts by considering nutritional quality when selecting any snacks which they may donate for occasional class parties.

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The Giles County School Board supports nutrition education and physical education by:

- ensuring that qualified nutrition education and physical education specialists focus on knowledge and skill development so students are able to learn and adopt healthy eating and physical activity behaviors;
- offering nutrition education in the school dining area(s) and in the classroom, with coordination between food service staff and teachers; and
- eliminating any stigma attached to, and preventing public identification of, students who are eligible for free and reduced-price meals.

Meals and Snacks

Meals and snacks offered as part of the National School Lunch Program or the School Breakfast Program meet, at a minimum, the requirements established by state and federal law and regulation.

Schools make potable water available and accessible without restriction to children at no charge in the place(s) where lunches are served during the meal service.

Unpaid Meal Charges

Students who do not have money on account or in hand to cover the cost of a meal at the time of service may be permitted to charge the meal. Reasonable efforts are used to avoid calling attention to a student's inability to pay.

Notices of low or negative balances in a student's meal account are sent to parents. Parents are expected to pay all meal charges in full by the last day of the school year.

If a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits the child nutrition director will inform the principal, who will determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

The superintendent ensures that federal child nutrition funds are not used to offset the cost of unpaid meals and that the child nutrition program is reimbursed for bad debt. In order to accomplish those goals, procedures outlined in the regulation will be followed.

Competitive Foods

Definitions

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"Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day.

"School campus" means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

"School day" means the period from the midnight before to 30 minutes after the end of the official school day.

All competitive food sold to students on the school campus during the school day meets the nutrition standards specified by federal and state law and regulation.

The district may conduct no more than 30 school-sponsored fundraisers per school year during which food that does not meet the nutrition guidelines for competitive foods may be available for sale to students.

The Giles County School Board is responsible for maintaining records that document compliance with this policy. Those records include receipts, nutrition labels and/or product specifications for the competitive food available for sale to students.

Adopted: June 30, 2017

Legal Refs: U.S. Department of Agriculture, SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, July 8, 2016.

U.S. Department of Agriculture, SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, July 8, 2016.

Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-207.4.

Virginia Board of Education, A Resolution to Establish and Define Exemptions for School-Sponsored Fundraisers Pending Incorporation in the Proposed Regulations Governing Nutritional Guidelines for Competitive Foods Available for Sale in the Public Schools (Nov. 19, 2015).

Cross Refs:

EFB	Free and Reduced Price Food Services
IGAE/IGAF	Health Education/Physical Education
JHCF	Student Wellness
JL	Fund Raising and Solicitation
KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

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Giles County Public Schools
School Nutrition Program
Charge Policy for Food Service Programs

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced price of full price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

- In an effort to ensure all students receive nourishment during the school day, all students will have the opportunity to receive a school breakfast and/or lunch (the reimbursable tray). Applicable meal price will be charged to the student's account.
- Students without funds to pay for a reduced price or full price meal will be allowed to charge breakfast and/or lunch (reimbursable tray).
- Ala carte items will only be sold when students have cash or have a positive balance in the terminal.
- Students who charge a meal will receive the same reimbursable meal options as other students.
- All student/adult account balances will carry forward from year to year.
- Adult meal charges are not permitted.
- This written policy will be posted on the SBO website and placed in the school calendar that's distributed to all students yearly. It will also be shared with all faculty/staff and school nutrition employees.
- All parents/guardians are encouraged to complete a free/reduced meal household application. For assistance in completing this, contact the Food Service Supervisor at 921-1421 x 17. Applications can be completed at any time throughout the year, but must be completed yearly. Eligibility from the previous school year carries over the first 30 operating days of the next school year, or until a new application is received.
- Pre-payment of meals is encouraged. Parents/guardians have several options for making payments. (1) Cash or check is accepted at the school office; (2) Students can bring cash or check to use at the café terminal; (3) Anyone can use a credit card online through My School Bucks (www.myschoolbucks.com) (additional fees may apply).
- When a student's debt reaches $25, the school administrator will enforce exclusion of the student from extra-curricular activities (participation in ceremonies, athletics, clubs, field trips, etc). Once the debt falls below $25, the student's privileges will be restored immediately.
- A $75 fee will be charged on all returned checks for insufficient funds.
- Unpaid meal charges may be carried over at the end of the school year, thus allowing collection efforts to continue into the new school year until debt is paid in full.

Notifying the Household of Low or Negative Balances on Student Meal Accounts

- Parents/guardians can set up "low balance notifications" through www.myschoolbucks.com.
- Students may inquire or see their account balance. If the cashier sees their balance is low, a friendly reminder will be communicated to the student at the point of sale.
- Weekly notifications (phone call, email, letter, automated call, verbal, or text message) may be made to all students who owe food service debt.
- Unpaid meal charges are considered delinquent debt (the term meal indicates any food, beverage, or snack purchased through the food service department).

Collection Procedures for Debt

- All collection attempts are documented by date, time, and details of collection attempt.
- Delinquent account collection may be conducted daily at schools or at the School Board Office (Food Service Supervisor).
- The School Board Office (Food Service Supervisor) will notify households (phone call, email, letter, automated call, verbal, or text message) of negative balances that exceed $15.
- Notifications to households will include the amount of unpaid meal charges and the expected payment date. Should parents/guardians request a copy of the student's meal participation report, one will be provided.
- The consequences of non-payment will be determined on a case-by-case basis.
- The employees responsible for managing unpaid meal charges are school nutrition staff, with the assistance from school administration.

Delinquent Debt

- Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year.
- Bad debt is unallowable in the School Nutrition Program and cannot be carried over to the next school year.
- Funds resulting from bad debt cannot be recovered using School Nutrition Program funds and must be offset by non-federal sources. Unpaid debts are paid from non-federal resources within the school division.

Assistance to Households

- Households with questions or needing assistance may contact the Food Service Supervisor at (540) 921-1421 extension 17, or email at clawson@gilesk12.net.
- Parents/guardians may complete a free/reduced meal application at any time throughout the school year. Forms are available in school offices and at the School Board Office. Faxed forms are unallowable. Once applications are received by the Food Service Supervisor, a determination will be made and notifications sent within 10 days.

- Parents are encouraged to pre-pay student meal accounts either in person at the school or online at www.myschoolbucks.com. Parents/guardians can monitor participation and account balance at no cost at www.myschoolbucks.com.
- Repayment contracts may be developed by the Food Service Supervisor (921-1421 extension 17). Terms will be limited to 6 months.
- If a parent/guardian regularly fails to provide meal money or send food to school with the student, administrators will determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

Adopted: June 30, 2017

GILES COUNTY PUBLIC SCHOOLS

LACTATION SUPPORT

The superintendent shall designate a non-restroom location in each school as an area in which any mother who is employed by the Giles County School Board or enrolled as a student in the division may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

Adopted: June 30, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-79.6.

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HUMAN RESEARCH

Surveys, analyses or evaluations conducted as part of any program which is funded by the United States Department of Education or is otherwise subject to policies and regulations promulgated by any agency of the federal government shall be conducted in accordance with Policy KFB Administration of Surveys and Questionnaires, 20 U.S.C. § 1232h, and the applicable federal regulations. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation will be available for inspection by the parents or guardians of the students involved.

Any other human research involving students must be approved and conducted under the review of a human research committee established by the school division or the school conducting the research. Such research will be conducted or authorized only after the student and the student's parents or legally authorized representative give their informed consent, as evidenced by a signed and witnessed informed consent form in accordance with Va. Code § 32.1-162.18. The human research committee will submit to the Governor, the General Assembly, and the Superintendent of Public Instruction or his designee at least annually a report on the human research projects reviewed and approved by the committee. The report will state any significant deviations from the proposals as approved.

The human research committee will be composed of representatives of varied backgrounds to ensure the competent, complete, and professional review of human research activities. No member of the committee may be directly involved in the proposed human research or have administrative approval authority over the proposed human research except in connection with his responsibilities as a member of the committee. In deciding whether to approve proposed human research, the committee will consider the factors listed in Va. Code § 32.1-162.19.

Research or student learning outcomes assessments conducted in educational settings involving regular or special education instructional strategies, the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods, or the use of educational tests, whether cognitive, diagnostic, aptitude, or achievement, if the data from such tests are recorded in a manner so that subjects cannot be identified, directly or indirectly, are exempt from the requirements of this policy.

Definition: as used in this policy, "human research" means any systematic investigation, including research development, testing and evaluation, utilizing human subjects, that is designed to develop or contribute to generalized knowledge. "Human research" does not include research exempt from federal research regulation pursuant to 45 C.F.R. § 46.101(b).

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Adopted: October 7, 1996
Revised: June 30, 2006
Revised: March 15, 2012

Legal Ref.: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, §§ 22.1-16.1, 32.1-162.16, 32.1-162.17, 32.1-162.19, 32.1-162.20.

8 VAC 20-565-30.

8 VAC 20-565-40.

8 VAC 20-565-50.

Cross Ref.: KFB Administration of Surveys and Questionnaires
IIAE Innovative or Experimental Program

CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Every employee of the Giles County School Board 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 to

1. the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
2. to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
3. to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The school board posts in each school a notice that

(i) any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and

(ii) all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

Complaints of Abuse and Neglect

The school board and the local department of social services have adopted a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student. The interagency agreement is based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services.

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Adopted: June 30, 2004
Revised: June 26, 2008
Revised: June 28, 2012
Revised: June 30, 2014
Revised: June 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7.A, 22.1-291.3, 63.2-1509, 63.2-1511.D.

Cross Ref.: JFHA/GBA Prohibition Against Harassment and Retaliation
GBLA Third Party Complaints Against Employees

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File: JHG-R

CHILD ABUSE AND NEGLECT REPORTING

Definitions

A. The Code of Virginia requires teachers or other persons employed in the public schools to report suspected child abuse and neglect.

B. An abused or neglected child shall mean any child less than 18 years of age whose parent(s) or other person(s) responsible for the child's care:

1. Creates or inflicts, or threatens to create or inflict, upon such child a physical or mental injury by other than accidental means; or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions

2. Neglects or refuses to provide care necessary for the child's health; provided, however, that no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child

3. Abandons such child

4. Commits or allows to be committed any sexual act upon a child.

Reporting Procedures

A. Any teacher or other person employed by the Giles County Public Schools who has reason to suspect that a child is an abused or neglected child shall immediately notify the principal of the school in which the child is enrolled, or the principal's designee.

B. The principal, in consultation with appropriate division staff, shall report the matter to the Department of Social Services.

C. If an employee of the Department of Social Services is suspected of abusing or neglecting a child, the principal, in consultation with appropriate division

staff, shall make the report to the Juvenile and Domestic Relations Court.

D. The Department of Social Services has, by law, the responsibility for receiving and investigating complaints and reports, except in cases where the reports or complaints are to be made to the Juvenile and Domestic Relations District Court. In accordance with Section 63.1-248.10 of the Code of Virginia, a child protective services worker or a police officer may talk to any child suspected of being abused or neglected, or to any of his or her siblings, without the consent of and outside the presence of the parent, legal guardian, or school personnel. In cases of interviews of children on school grounds, the child protective services worker or police officer will furnish proper identification and make appropriate arrangements for the interview with the principal or the principal's designee.

E. If a report of abuse or neglect is unfounded, the Department of Social Services shall transmit a report to such effect to the principal and to the parent or guardian or person responsible for the care of the child in those instances where such person was suspected of abuse or neglect. Such reports, however, are not to be filed in the child's school record.

Penalties

A. Any person required to file a report regarding suspected child abuse and neglect who is found guilty of failure to do so shall be fined not more than $500 for the first failure.

B. Subsequent failures incur a fine of not less than $100 or more than $1,000.

Immunity

Any person who makes such a report or who participates in a judicial proceeding resulting therefrom shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such person acted with malicious intent.

Issued: July 31, 2017

SUICIDE PREVENTION

Duties of Teachers and Administrative Staff

Any person licensed as administrative or instructional personnel by the Board of Education and employed by the Giles County School Board who, in the scope of his employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, shall, as soon as practicable, contact at least one of such student's parents to ask whether such parent is aware of the student's mental state and whether the parent wishes to obtain or has already obtained counseling for such student.

Contacting the Parent/Guardian

If the section below titled "Abuse or Neglect" does not apply, then the staff member shall call at least one of the student's parents/guardians. When contacting a parent/guardian, the staff member should:

1. Provide his/her name and position in the school;
2. Tell the parent/guardian that he has reason to believe, as a result of direct communication from the student, that the student is at imminent risk of suicide;
3. Assure the parent/guardian that the student is currently safe;
4. State the legal requirement for the call, citing Va. Code § 22.1-272.1;
5. Ask the parent/guardian whether he or she is aware of the student's mental state;
6. Ask the parent/guardian whether he or she wishes to obtain or has obtained mental counseling for the student;
7. Provide names of community counseling resources if appropriate and offer to facilitate the referral; and
8. Determine the parent's intent to seek appropriate services for the student.

Abuse or Neglect

If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, contact shall not be made with the parent. Instead, the staff person shall, as soon as practicable, notify the local department of social services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the state Department of Social Services' toll-free child abuse and neglect hotline as required by Policy JHG/GAE Child Abuse and Neglect Reporting and Va. Code § 63.2-1509. When giving this notice to the local or state department, the person shall stress the need to take immediate action to protect the child from harm.

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Inability to Reach Parent/Guardian

If the staff member is unable to make contact with the parent/guardian by the end of the school day, then he shall follow the school's crisis management plan.

Required Documentation

The staff member shall document the phone call to the parent/guardian by recording: (a) the time and date of the call; (b) the individual contacted; (c) the parent/guardian's response; and (d) anticipated follow-up.

Additional Concerns

If parental/guardian contact is made and, in the course of this contact, relevant issues of abuse or neglect are discovered (e.g., a parent acknowledges the child's suicidal intent but indicates no intent to act for the well-being of the child), the staff member shall report the abuse or neglect in accordance with policy JHG/GAE Child Abuse and Neglect Reporting.

Duty to Keep Student Safe and Secure

A student who is at imminent risk of suicide shall remain under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Adopted: June 13, 2000
Revised: June 30, 2004 (Legal Ref. Only)
Revised: June 30, 2006 (Cross Ref. Only)
Revised: April 12, 2011
Revised: October 22, 2015

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-272.1 and 63.2-1509.

Va. Board of Education "Suicide Prevention Guidelines," (Revised 2003).

Cross Refs:	JHG/GAE	Child Abuse and Neglect Reporting
	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan

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Suicide Prevention Checklist/Documentation

1. _____ Licensed school professional immediately contacts one of student's parents/guardians.

   A. ____ Professional provides name and position in school.
   B. ____ State that in her or her judgement student is at imminent risk of suicide.
   C. ____ Assure parent/guardian the student is currently safe.
   D. ____ State the legal requirement for the call, citing 22.1-272.1. of the Code of VA
   E. ____ Ask parent if he or she is aware of student's mental state. ___ Y ___ N
   F. ____ Ask parent if he or she wishes to obtain or has obtained mental counseling for the student.
      Comments:_____
   G. ____ Provide names of community counseling resources if appropriate.
   H. ____ Offer to facilitate the referral.
   I. ____ Determine the parent's intent to seek appropriate services for the student (parents who opt for supportive interventions outside of the professional mental health area, such as religious-based interventions, should provide a minimum plan that will include a safety plan and an issues-based intervention procedure that will keep the child safe and will address the precipitant issues).

2. _____ The licensed school professional shall document the phone call or the attempted phone call to the parent or guardian.

   A. Date _____
   B. Time _____
   C. Guardian's response_____
      _____
      _____
      _____
      (Document on the back if more space needed)

IF UNABLE TO CONTACT EITHER PARENT BY THE END OF THE SCHOOL DAY:

1. _____ Follow the school crisis management plan for seeking treatment for the student without the parent's authorization.

   A. A student who is at imminent risk of suicide must remain under adult supervision until a parent arrives or other authorized individual who accepts responsibility for the student's safety.

Follow-up

1. _____ Follow-up initiated. Please see follow-up sheet for further review.

Issues of Abuse or Neglect as Reason for Contemplating Suicide
DO NOT MAKE PARENTAL CONTACT

1._____ The licensed school professional notifies the local or state social services agency.

A. _____ Date
B. _____ Time
C. _____Name of agent:_____

Parental Contact is Made and Abuse or Neglect Issues Surface

1._____ The licensed school professional should notify immediately the local or state social services agency. The notifying person must emphasize that immediate action is necessary to protect the child from harm.

A.____ Reported name and position in school
B.____ Reported name and identifying information of the child
C.____ Reported legal requirement of call citing 22.1-272.1 of the Code of VA.
D.____ Reported specifics as to reported abusive behavior or Incidents
E.____ Significant recent changes in school attendance, performance or behavior
F.____ Reported when changes were noted and their duration
G.____ Offered to facilitate an appropriate mental health referral

2._____ Documentation of call to social services

A. Date of call _____
B. Time of call _____
C. Individual contacted _____
D. Response plan agreed upon: _____
_____
_____
_____

(Document on back if more space needed)

E. ____ Adult supervision provided until an authorized individual can arrive.

<u>Follow-up</u>

_____ Follow-up initiated. Please see follow-up sheet for further review.

FOLLOW-UP DOCUMENTATION FOR SUICIDE INTERVENTION

1. Please document the status of the child and any facilitation of in-school support that may be required.

(Please use back if necessary for further documentation)
Suicide Prevention Checklist
1/00

NEW RIVER VALLEY COMMUNITY SERVICES - GILES CLINIC
601 Church Avenue, Pearisburg, VA 24134 (540) 921-2238
FEES BASED ON ABILITY TO PAY
CAN ALSO ACCESS THROUGH 1-888-717-3333

NEW RIVER VALLEY COMMUNITY SERVICES – MONTGOMERY CENTER
700 University City Blvd., (540) 961-8300
Blacksburg, VA

PSYCHOLOGICAL SERVICES CENTER– AFFILIATED WITH VPI & SU
3110 Prices Fork Road, Blacksburg, VA 24060 (540) 231-6914
SLIDING SCALE FEE

ACCESS CRISIS CENTER
NRVCS Montgomery Center, 700 University City Blvd., Blacksburg, VA 24060
(540) 961-8400 or Toll Free 1-888-717-3333
CAN ACCESSS STATE OR LOCAL FACILITIES PROVIDES CRISIS INTERVENTION - 24 HOURS

BLUE RIDGE THERAPY ASSOCIATES
159 Walters Drive, Christiansburg, VA 24073 (540) 381-3101
Accepts: Medicaid and Private

FAMILY & PSYCHOLOGICAL SERVICES
820 University City Blvd., Suite 1, Blacksburg, VA 24060 (540) 961-2380
Accepts: Only for those 13 years and older. Private Insurance Only

CARILION BEHAVIORAL HEALTH – Psychiatrist Only (Children & Adolescents)
Carilion NRV Medical Center
Dr. Stella Bassey
Carilion NRV Medical Center
2900 Tyler Road, Christiansburg, VA 24073 (540) 731-7311
Accepts: Medicaid, Famis, and Private Insurance

COOPER HOUSE
305 Washington St. SW, Blacksburg, VA 24060 (540) 552-3046
Accepts: Private Insurance

THE CASCADE GROUP
200 Professional Park Drive, Suite 4, Blacksburg, VA 24060
Accepts: Private Insurance, VA Premier (540) 951-4800

VALLEY COUNSELING SERVICES
600 E. Main St, Suite C, Radford, VA 24141 (540) 731-0838
Accepts: Medicaid and Private Insurance

WOMEN'S RESOURCE CENTER OF THE NRV, INC.
PO Box 477 (540) 639-9592
Radford, VA 24143 1-800-788-1123 (Toll Free Hotline)

ASSOCIATES IN BRIEF THERAPY
200 Country Club Dr., Suite D-2 1-877-895-8674
Blacksburg, VA (540) 772-8043
Accepts: Medicaid, Medicare, Private Insurance

MENTAL HEALTH ASSOCIATION OF THE NRV
303 Church Street, Blacksburg, VA 24060 (540) 951-4990
ADMINISTERS A PRO BONO COUNSELING PROGRAM WHICH PROVIDES FREE COUNSELING SERVICES TO THE UNINSURED THROUGH VOLUNTEER MENTAL HEALTH PROFESSIONALS – Only for those over 18 years of age. Private Insurance Only

CONSULTING FOR FAMILIES
120 Ponderosa Dr. NE
Christiansburg, VA 24073 (540) 382-1494
Accepts: Private Insurance; Only for those 18 years and over.

MOST PERSONAL PHYSICIANS CAN ALSO HELP ACCESS COUNSELORS FOR CHILDREN. GUIDANCE COUNSELORS IN EACH SCHOOL HAVE ADDITIONAL SOURCES FOR PARENTS TO REVIEW.

STUDENT AWARDS AND SCHOLARSHIPS

Awards to students are given by the individual schools based upon outstanding merits as determined by the respective schools.

The Board must approve all awards made by industrial, civic, and service organizations or individuals.

Adopted: February 9, 1994

Legal Ref. Code of Virginia, Sec. 22.1-290

STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

Definitions

Concussion: *a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.*

Licensed Health Care Provider: *a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.*

Return-to-Learn*: instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury allowing the student-athlete to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.*

Return to Play: *to participate in a non-medically supervised practice, game, or athletic competition.*

I. Giles County Public Schools Concussion Management Team

a. The Giles County Public Schools Concussion Management Team ("CMT") shall be appointed by the Superintendent and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student athlete, and any such other person or persons the Superintendent determines will assist the CMT in its actions.

b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes, and parents of student-athletes. Those materials may address the proper fitting and maintenance of helmets. The CMT shall also develop concussion reporting, management, and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.

c. The CMT shall meet at least once per semester and shall evaluate the division's training materials, concussion reporting, management, and review protocols annually.

II. Required Concussion Training for School Personnel and Volunteers:

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a. Every Coach, Assistant Coach, School Staff, Adult Volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions, or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions, and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.

b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

III. Distribution of Training Materials to Student-Athletes and Parent/Guardian:

a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.

b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.

IV. Removal from Extracurricular Physical Activities

a. A student-athlete suspected by a student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition shall be removed from the activity immediately, evaluated, and if necessary referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion or brain injury shall not return to play that same day.

b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II, SCAT III, ChildSCAT3)), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).

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c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete, or the parent or guardian of the student-athlete.

d. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

V. Return To Play Protocol

a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games, or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.

b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

VI. Return to Learn Protocol

a. School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.

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b. School personnel shall accommodate the gradual return to full participation in academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

VII. Helmet Replacement and Reconditioning

a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.

b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

VIII. Athletic Activities Conducted by Non-School Organizations on School Property

The school division will provide this policy and the Board of Education's Guidelines for Policies on Concussions in Student-Athletes to organizations sponsoring athletic activity for student-athletes on school property. The school division requires that these organizations will provide training to their coaches and comply with this policy or Guidelines and provide documentation stating that all coaches have been trained.

Adopted: June 30, 2011
Revised: June 30, 2014
Revised: June 30, 2015
Revised: June 30, 2016

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-271.5, 22.1-271.6

Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes (Adopted January 22, 2015).

Cross Refs.: KG Community Use of School Facilities
KGB Public Conduct on School Property

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FUND RAISING AND SOLICITATION

All fund-raising activities conducted for the benefit of Giles County Public Schools must provide an educational benefit to students and must not interfere with the instructional program. All fund-raising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fund-raising refers to the raising of non-appropriated funds by students, parents, or others for the educational benefit of students and their schools.

Students may participate in fund-raising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or principal's designee. No student shall participate in door-to-door solicitation. Students will not be excused from class to participate in fund-raising activities. No grade will be affected by a student's participation, or lack or participation, in a fund-raising activity.

Each principal shall develop and maintain a list of all approved fund-raising activities and report activities to the superintendent pursuant to procedures issued by the superintendent.

The superintendent periodically shall furnish the School Board with an up-to-date listing of all fund-raising activities being conducted by the school division.

Adopted: October 7, 1996
Revision: September 24, 2002 (Cross Ref. Only)
Revision: October 23, 2008
Revision: April 24, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Ref.:
- JHCF Student Wellness
- KJ Advertising in the Schools
- KGA Sales and Solicitations in Schools
- KMA Relations with Parent Organizations
- KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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RESTRAINT AND SECLUSION OF STUDENTS

Physical and mechanical restraint and seclusion may only be used consistent with this policy.

As used in this policy,

"physical restraint" means the use of physical force to restrict the free movement of all or a part of a student's body. Excluded from this definition is the use of procedures the use of which is documented in the student's Individualized Education Plan (IEP), Section 504 plan, or behavior intervention plan;

"mechanical restraint" means the use of any device or material attached to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Excluded from this definition is the use of devices or materials the use of which is documented in the student's Individualized Education Plan (IEP), Section 504 plan, or behavior intervention plan;

"seclusion" means the confinement of a student alone in a separate enclosed space, in a manner that prevents the student from leaving. Seclusion is permitted in accordance with a student's IEP, Section 504, or behavior intervention plan, or to prevent injury to the student or others. When a student is placed in seclusion, he or she will be monitored by a staff member in close proximity. It is preferable that the staff member can see or observe student. A student placed in seclusion will be released from seclusion upon cessation of the behaviors that led to the seclusion; after a reasonable period of time in the seclusion setting during which it is determined that the seclusion will not be effective; or in accordance with the student's IEP, Section 504 plan, or behavior intervention plan. The space used for seclusion must be appropriately lighted, ventilated, and heated or cooled, and free from objects that unreasonably expose the student or others to harm.

Physical restraint, mechanical restraint, and seclusion may only be used by a staff member who has been trained in the proper use of the technique applied or device utilized and should only be used in the following circumstances:

- as needed to protect an individual from his or her own actions;
- as needed to protect others from injury by the restrained person;
- as needed to quell a disturbance;
- as needed to gain possession of weapons or other dangerous objects on the person or within the control of a student;
- as needed for self-defense;
- as needed to escort a student safely from one area to another;
- as reasonably needed to prevent imminent destruction to school or another person's property;

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- when using seat belts or other safety restraints to secure a student during transportation;
- to direct the movement or actions of a student to avoid the undue or deliberate disruption of the learning environment;
- as authorized by the Code of Virginia, or
- as authorized by a student's IEP, Section 504 plan or behavior intervention plan.

Nothing in this policy is intended to limit the application of Va. Code § 22.1-279.1 which provides generally that:

No teacher, principal or other person employed by the school board shall subject a student to corporal punishment. This prohibition of corporal punishment shall not be deemed to prevent

- the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control;
- the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself;
- the use of reasonable and necessary force for self-defense or the defense of others;
- the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control;
- physical pain, injury or discomfort caused by participation in practice or competition in an interscholastic sport; or
- participation in physical education or an extracurricular activity.

Documentation and Notice to Parents

A parent or guardian will be notified in writing within a reasonable period of time, not to exceed 15 school days, after any use of

- physical restraint; or
- seclusion resulting in observed physical injury to the student.

The staff member who utilizes restraint or seclusion will be responsible for making a record of information regarding its use including the date, time, duration, precipitating behavior, outcome and other pertinent observations. Documentation is not required when using mechanical devices that are authorized and utilized for the student's safety or physical support such as bus harnesses, lap belts, rifton chairs and similar devices. This policy does not permit the use of a restraining device to limit a student's mobility when that device is not ordinarily used with the student.

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Adopted: June 28, 2012

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-279.1.

Cross Refs.:

IGBA	Programs for Students with Disabilities
JFC	Student Conduct
JFC-R	Standards of Student Conduct
JGA	Corporal Punishment
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

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GILES COUNTY PUBLIC SCHOOLS
151 School Road
Pearisburg VA 24134

EMERGENCY USE OF SECLUSION

(Submit to a designated administrator within 24 hours of the incident. Multiple incidents cannot be merged into a single report.)

Student Name: _____

Grade: _____ Date of Birth: _____

School: _____ Date of Report: _____

Person Completing Form: _____ Position: _____

Seclusion that was used (check all boxes that apply):

____ After less intrusive interventions had failed. List interventions attempted: _____

_____

____ After less intrusive interventions were deemed inappropriate or inadequate. This decision is substantiated by the following explanation: _____

_____

_____

____ In an emergency situation: _____

____ An emergency situation existed that necessitated the use of seclusion due to immediate threat of harm to: ____self ____others

____ Seclusion was used only for the time period that was necessary to contain the behavior of the student so that the student no longer posed an immediate threat of causing physical injury to self or others.

____ Seclusion was implemented in accordance with all school division and/or program policies and procedures regarding use of seclusion.

____ Other force used in the application of seclusion did not exceed the force that was reasonable and necessary under the circumstance precipitating the use of seclusion.

Date of Incident: _____

Location of Incident: _____

Location and Description of Seclusion Environment: _____

Time seclusion began: _____ Time seclusion ended: _____

Name(s) of person(s) involved: _____

Detailed description of incident: _____

_____

_____

_____

Detailed descriptions of behavior in seclusion: _____

_____

_____

_____

School/Program Administrator Notified Date: _____ Time: _____

Parent/Guardian Notified Date: _____ Time: _____

Date and Document All Follow-Up Actions: _____

_____ _____

Signature of Person Completing Form Date

cc: Student File
Parent/Guardian
Review Committee

GILES COUNTY PUBLIC SCHOOLS
151 School Road
Pearisburg VA 24134

EMERGENCY USE OF PHYSICAL RESTRAINT
(Submit to a designated administrator within 24 hours of the incident. Multiple incidents cannot be merged into a single report.)

Student Name: _____

Grade: _____ Date of Birth: _____

School: _____ Date of Report: _____

Person Completing Form: _____ Position: _____

Physical restraint that was used (check all boxes that apply):

____ After less intrusive interventions had failed. List interventions attempted: _____

_____

____ After less intrusive interventions were deemed inappropriate or inadequate. This decision is substantiated by the following explanation: _____

_____

_____

____ In an emergency situation: _____

____ An emergency situation existed that necessitated the use of physical restraint due to immediate threat of harm to: ____self ____others

____ Physical restraint was used only for the time period that was necessary to contain the behavior of the student so that the student no longer posed an immediate threat of causing physical injury to self or others.

____ Physical restraint was implemented in accordance with all school division and/or program policies and procedures regarding use of physical restraint.

____ Other force used in the application of physical restraint did not exceed the force that was reasonable and necessary under the circumstance precipitating the use of physical restraint.

Date of Incident: _____

Location of Incident: _____

Time physical restraint began: _____ Time physical restraint ended: _____

Name(s) of person(s) involved: _____

Detailed description of incident: _____

_____

_____

_____

_____

_____

_____

School/Program Administrator Notified Date: _____ Time: _____

Parent/Guardian Notified Date: _____ Time: _____

Date and Document All Follow-Up Actions: _____

_____ _____

Signature of Person Completing Form Date

cc: Student File
Parent/Guardian
Review Committee

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 shall ensure 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 will not be 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) 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 will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

This policy will be 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 will be withheld because of nonpayment of fees or charges. No student will be 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 his studies. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

Adopted: August 23, 2001
Revision: June 26, 2008
Revision: August 22, 2008
Revision: June 30, 2010
Revision: April 11, 2013

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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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STUDENTS FEES, FINES, AND CHARGES

Loss or Damage to School Board Property

Students are financially liable for loss of or damage to school board property, even when malicious intent is not involved. If malicious intent is involved, the case is treated as vandalism. The responsible student shall be charged a reasonable fee for the lost or damaged item. Fees collected for damaged school board property shall be accounted for in accordance with procedures disseminated by the Superintendent or his designee.

Vandalism

Deliberate and malicious damage to school board property will be paid for by the student(s) responsible for the damage or by his or her parents/guardians, in accordance with Sections 8.01-43 and 8.01-44 of the Code of Virginia. Funds collected by schools will be forwarded without delay to the division's business office.

Refunds

Schools may make refunds to students if they return lost items.

Issued: November 16, 1994

STUDENT RECORDS

Generally

The Giles 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 Giles 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.

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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 Giles 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 Giles 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 Giles 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 student, including a natural parent, a guardian, or an individual acting as a parent in the absence a parent or guardian.
- Student – any person who is or has been in attendance at Giles 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

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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 § 16.2-305.1, the superintendent may disclose the fact that the court proceeding has begun 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.

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 educational records and the procedure for exercising this right;
- the right to request amendment of the student's educational 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 information and in which the students 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 releasing 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 student 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 Giles 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

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The fee for copies will be .10 (cents) per page. The actual cost of copying time and postage may be charged. The Giles County Public Schools does not charge for search and retrieval of the records. The Giles 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 Giles County Public Schools shall provide parents on request a list of the types and locations of education records collected, maintained, or used by the school division.

The following is a list of the types of records that the Giles County Public Schools maintain, their locations, and their custodians.

TYPES OF RECORDS:	Records which include cumulative and confidential information comprised with a student's official school record.
LOCATION:	Scholastic records shall be kept in the Administrative Offices of each individual school.
INFORMATION INCLUDED:	Any record maintained by Giles County Public Schools which is directly related to a student except:

1) A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person except a temporary substitute for the maker of the record.
2) Records created and maintained by the Giles County Public Schools for law enforcement purposes.
3) An employment record which is used only in relation to a student's employment by the Giles County Public Schools.
4) Alumni records which contain information about a student after he or she is no longer in attendance in Giles County Public Schools and which do not relate to a person as a student.

Student records include name, address (student and parent), birthdate, programs of studies plan, scholastic work completed, level of achievement (grades, grade point average), type of diploma, attendance, test data, cumulative health record, immunization record, record of employment counseling and placement, social security number (or waiver), other school related information and a registration document concerning expulsion and school discipline reports. And where appropriate, record of referral, reports of assessment, permission for testing and initial placement, minutes of eligibility committee findings, report of annual review, individualized education program (IEP).

All student records are kept in the administrative offices of each individual school. The principal or designee (including guidance personnel) is responsible for all student records within each individual school.

RECORD RESPONSIBILITY: The principal of each school shall be responsible for the maintenance of the educational records, but may be assisted by designees.

Giles High School
1825 Wenonah Ave.
Pearisburg, VA 24134

Eastern Elementary/Middle School
6899 Virginia Ave.
Pembroke, VA 24136

Giles Co. Technology Center
1827 Wenonah Ave.
Pearisburg, VA 24134

Macy McClaugherty School
1001 Henson Avenue
Pearisburg, VA 24134

Narrows High School
1 Green Wave Lane
Narrows, VA 24124

Narrows Elementary/Middle School
401 Wolf Street
Narrows, VA 24124

Disclosure of Education Records

The Giles County Public Schools discloses education records or personally identifiable information contained therein only with the written consent of the parent of 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 division 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.

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- 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;

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- 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 would 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 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

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Notwithstanding any other provision of law or policy, no member or employee of the Giles 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

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The Giles 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 Giles 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

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The Giles County Public Schools 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.

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

Directory information includes, but is not limited to, the following data*:*

1. Name of student in attendance or no longer in attendance;
2. Address;
3. Date and place of birth;
4. Birth certificate serial number;
5. Telephone listing;
6. Dates of attendance;
7. Participation in officially recognized activities and sports;
8. Height and weight if member of athletic team;
9. Awards and honors received; and
10. Other similar information.

Giles County Public Schools may disclose directory information about a student without the consent of either the parent or eligible student unless the parent or student objects to disclosure by submitting a notification in writing to the school principal within fifteen (15) administrative days of receiving the annual student records notice.

Directory information shall not be released for inappropriate commercial purposes.

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 Giles 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.

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2. Giles 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, Giles 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. Giles 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 Giles 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 Giles 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 Giles 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.

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Adopted: June 30, 2003
Revised: June 30, 2006
Revised: June 29, 2007
Revised: June 26, 2008 (Legal Ref. Only)
Revised: May 21, 2009
Revised: June 30, 2010 (Legal Ref. Only)
Revised: December 15, 2011
Revised: June 28, 2012
Revised: October 24, 2013
Revised: June 30, 2014
Revised: December 18, 2014
Revised: June 30, 2015
Revised: June 30, 2016
Revised: March 16, 2017

Legal Refs.: 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, 99.20, 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, 2.2-3804, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-254.1, 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.

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Cross Ref.:	IJ	Guidance and Counseling Program
	JEC	School Admission
	JEC-R	School Admission
	JECA	Admission of Homeless Children
	JFC	Student Conduct
	JGDA	Disciplining Students with Disabilities
	JGD/JGE	Student Suspension/Expulsion
	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
	LBD	Home Instruction
	LEB	Advanced/Alternative Courses for Credit

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GILES COUNTY PUBLIC SCHOOLS
ANNUAL STUDENT RECORDS NOTICE

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.
They are:

(1) The right to inspect and review the student's education records within 45 days of the day the school division receives a request for access.
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
Parents or eligible students may ask Giles County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the school division decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the school division discloses education records without consent to officials of another school division in which a student seeks or intends to enroll. Upon receipt of a records request from another school or school division, Giles County Public Schools will forward the student's records.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

TYPES OF RECORDS: Records which include cumulative and confidential information comprised with a student's official school record.

LOCATION: Scholastic records shall be kept in the Administrative Offices of each individual school.

INFORMATION INCLUDED: Any record maintained by Giles County Public Schools which is directly related to a student except:

5) A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person except a temporary substitute for the maker of the record.
6) Records created and maintained by the Giles County Public Schools for law enforcement purposes.
7) An employment record which is used only in relation to a student's employment by the Giles County Public Schools.
8) Alumni records which contain information about a student after he or she is no longer in attendance in Giles County Public Schools and which do not relate to a person as a student.

These include name, address (student and parent), birthday, programs of studies plan, scholastic work completed, level of achievement (grades, grade point average), type of diploma, attendance, test data, cumulative health record, immunization record, record of employment counseling and placement, social security number (or waiver), other school related information and a registration document concerning expulsion and school discipline reports. And where appropriate, record of referral, reports of assessment, permission for testing and initial placement, minutes of eligibility committee findings, report of annual review, individualized education program (IEP).

RECORD RESPONSIBILITY: The principal of each school shall be responsible for the maintenance of the educational records, but may be assisted by designees.

Giles High School
1825 Wenonah Ave.
Pearisburg, VA 24134

Eastern Elementary/Middle School
6899 Virginia Ave.
Pembroke, VA 24136

Giles Co. Technology Center
1827 Wenonah Ave.
Pearisburg, VA 24134

Macy McClaugherty School
1001 Henson Avenue
Pearisburg, VA 24134

Narrows High School
125 Woodland Ave.
Narrows, VA 24124

Narrows Elementary/Middle School
401 Wolf Street
Narrows, VA 24124

DIRECTORY INFORMATION

Directory information is defined as information contained in the scholastic record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Data classified as directory information is retained permanently. Directory information includes, but is not limited to, the following data*:*

1. Name of student in attendance or no longer in attendance;
2. Address;
3. Date and place of birth;
4. Telephone listing;
5. Dates of attendance;
6. Participation in officially recognized activities and sports;
7. Height and weight if member of athletic team;
8. Awards and honors received; and
9. Other similar information.

Giles County Public Schools may disclose directory information about a student without the consent of either the parent or eligible student unless the parent or student objects to disclosure by submitting a notification in writing to the school principal within fifteen (15) administrative days of receiving the annual student records notice.

Directory information shall not be released for inappropriate commercial purposes.

Issued*:* July 19, 1999
Revised: June 13, 2000
Revised: November 17, 2006

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.

Adopted: March 16, 2017

Legal Refs.: 8 VAC 20-131-90.

8 VAC 20-160-30.

Cross Refs.: JO Student Records

GILES COUNTY PUBLIC SCHOOLS

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STUDENT PUBLICATIONS

Definition of Official School Publications

Official school publications such as newspapers, yearbooks, and literary magazines may be prepared in regularly scheduled classes and are components of the curriculum approved by the School Board. These publications are not intended to provide a public forum for students or the general public. In all instances related to these publications, the School Board will be the publisher, the principal will be the editor, the faculty sponsor will be co-editor, and students appointed by the co-editor may serve as assistant editors and journalists.

Responsibilities of Student Editors and Journalists

Student editors and journalists shall be responsible for preparing and writing factual material that is not obscene, defamatory, or an invasion of privacy or that

- is reasonably foreseeable to lead to the substantial disruption of school activities or to endanger the health or safety of students or staff;
- which advocates the commission of an unlawful act or the violation of a lawful school policy or regulation;
- which advertises or advocates illegal products or services; or
- which advocates prejudice, hatred, violence, or harassment on the basis of race, religion, national origin, ancestry or disability.

Responsibilities of Student Publications Faculty Co-Editor

School publications faculty co-editors shall instruct students in the Code of Ethics of the American Society of Newspaper Editors and help students to understand and follow it. Faculty members shall instruct students in correct and appropriate journalistic techniques and consult with the principal, who is the editor, on material that may violate the law or the journalism Code of Ethics. Material that may be considered controversial by some members of the school community should be carefully considered by students and the faculty editor, and brought to the attention of the principal (editor).

Responsibilities of the School Principal (Editor)

The school principal is responsible for approving all publications in accordance with School Board policy and his/her judgment and discretion.

Adopted: August 26, 2005
Revised: June 30, 2014

Legal Refs: Hazelwood School Dist. v. Kuhlmeier, 484 U.S. 261, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988).

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Cross Refs:	AC	Nondiscrimination
	GB	Equal Employment Opportunity/Nondiscrimination
	JB	Equal Educational Opportunities/Nondiscrimination
	JFHA/GBA	Prohibition Against Harassment and Retaliation
	GBECA	Electronic Cigarettes
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises

Simultaneous High School-College Enrollment for Second Semester Senior Students

To be eligible to participate in their graduation ceremony, students must satisfy all standards set forth by the Virginia Department of Education and Giles County Public Schools. Additionally, students must be enrolled in Giles County Public School at the time of their graduation ceremony. Should a second semester senior elect to ease their transition from high school to college, simultaneous enrollment in high school and accredited colleges or universities is available. Simultaneous enrollment provides second semester senior students an opportunity to gain college credit while completing their high school education.

Students are qualified for participation in simultaneous high school – college enrollment by fulfilling the following criteria:

- Continue enrollment in Giles County Public Schools,
- Complete first semester senior year prior to beginning simultaneous enrollment status,
- Possess a "C" or better average at the end of the first semester senior year,
- Satisfy, by the end of first semester senior year, all graduation requirements set forth by the Virginia Department of Education and Giles County Public Schools to receive a standard or advanced studies diploma,
- Complete Simultaneous High School-College Enrollment application, inclusive of parent/guardian signature for minor students, and receive principal approval prior to enrollment in an accredited college or university.
- Provide to their high school administration proof of full-time enrollment* in an accredited college or university, and
- Remain enrolled in their high school as students participating in independent study courses which mirror the courses in which the students are enrolled in the accredited college or university.

Prior to approval by the high school principal or designee for students to participate in simultaneous high school-college enrollment:

- The principal or designee must verify that students have met graduation requirements prior to simultaneous enrollment in accredited college or university courses.
- The students must submit to the principal or designee a completed Simultaneous High School-College Enrollment application, inclusive of parent/guardian signature for minor students, and proof of full-time enrollment in an accredit college or university,
- The students must submit to the principal or designee a list of the courses in which the students will be enrolled, and
- The principal or designee must ensure the courses in which the student will be enrolled, are assigned appropriate course codes as independent study courses.

To qualify for high school credit, students must present to the principal or designee, within fifteen (15) days upon completion of the college course, a transcript from the accredited college or university where the courses were successfully completed. The principal or designee will ensure the students receive corresponding grades for the independent studies in which the students are enrolled at the high school. As it relates to final G.P.A., the grades from the accredited college or university will be calculated into the students' high school G.P.A.

If students drop or add college or university courses within the college or universities drop/add timeline, students are responsible for forwarding the information within five (5) days to their principal or designee to ensure the students' independent study courses mirror the college or university courses in which the students are enrolled. Simultaneously enrolled students who elect to withdraw from a college/university courses after the accredited college/university drop/add deadline, are required to notify immediately the principal or designee. If students fail to complete the independent studies courses, participation in the graduation ceremony could be jeopardized.

Simultaneously enrolled students are solely responsible for their own transportation to and from college or university courses and are responsible for all tuition, fees and books associated with enrollment as students in an accredited college or university.

*Full-time enrollment status is determined by the accredited college or university.

Adopted: December 15, 2016 (JQ-R, JQ-E1, JQ-E2)

Simultaneous High School-College Enrollment for Second Semester Senior Students
Application for Minor Student*

School: _____ Anticipated Spring Graduation Year:_____
Student's Name: _____ Date of Birth:_____ Age:_____
Name of Parent(s)/Legal Guardian(s):_____
Address:_____

_____

Parent Telephone: (1)_____ (2)_____ Date of Request:_____

My signature below indicates that I desire to ease my transition to college by pursuing college credits while completing high school. My signature also acknowledges that I am fully aware of the provisions of Giles County Public School Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students. Additionally, my signature acknowledges that the final grades I will earn while enrolled in the independent study courses at my high school will be calculated in my high school grade point average. Finally, my signature below indicates that after reviewing the provisions of Giles County Public School Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students, I agree with the terms and conditions for my participation in, compliance with and completion of the requirements of Giles County Public School Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students.

_____ _____
Signature of Student Date of Signature

My signature below indicates that I desire for my son/daughter to ease his/her transition to college by pursuing college credits while completing high school. My signature also acknowledges that I am fully aware of the provisions of Giles County Public School Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students. Additionally, my signature acknowledges that the final grades my son/daughter will earn while enrolled in the independent study courses at his/her high school will be calculated in his/her high school grade point. Finally, my signature below indicates that after reviewing the provisions of Giles County Public School Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students, I agree with the terms and conditions for my son/daughter's participation in, compliance with and completion of the requirements of Giles County Public School Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students.

_____ _____
Signature of Parent/Legal Guardian Date of Signature

**A Minor Student is defined as a student who, on the date of the request, is not yet 18 years of age.*

TO BE COMPLETED BY THE PRINCIPAL:

☐ Student has met all the requirements outlined in GCPS Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students.
☐ Student **has not met** the following requirement(s) described in GCPS Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students:_____

_____

_____

☐ I approve Simultaneous High School-College Enrollment for the student.
☐ I **do not** approve Simultaneous High School-College Enrollment for the student.

_____ _____
Signature of Principal Date of Signature

Simultaneous High School-College Enrollment for Second Semester Senior Students
Application for Adult Student*

School: _____ Anticipated Spring Graduation Year:_____
Student's Name: _____ Date of Birth:_____ Age:_____
Name of Parent(s)/Legal Guardian(s):_____
Address:_____
_____
Parent Telephone: (1)_____ (2)_____ Date of Request:_____

My signature below indicates that I desire to ease my transition to college by pursuing college credits while completing high school. My signature also acknowledges that I am fully aware of the provisions of Giles County Public School Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students. Additionally, my signature acknowledges that the final grades I will earn while enrolled in the independent study courses at my high school will be calculated in my high school grade point average. Finally, my signature below indicates that after reviewing the provisions of Giles County Public School Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students, I agree with the terms and conditions for my participation in, compliance with and completion of the requirements of Giles County Public School Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students.

_____ _____
Signature of Student Date of Signature

**An Adult Student is defined as a student who, on the date of the request, is 18 years of age or older.*

TO BE COMPLETED BY THE PRINCIPAL:

☐ Student has met all the requirements deleted in GCPS Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students.

☐ Student **has not met** the following requirement(s) deleted in GCPS Policy JQ-R, Simultaneous High School-College Enrollment for Second Semester Senior Students:_____
_____
_____

☐ I approve Simultaneous High School-College Enrollment for the student.
☐ I **do not** approve Simultaneous High School-College Enrollment for the student.

_____ _____
Signature of Principal Date of Signature

SCHOOL SERVICE PROVIDERS' USE OF STUDENT PERSONAL INFORMATION

Definitions

For the purposes of this policy:

"Elementary and secondary school purposes" means purposes that (i) customarily take place at the direction of an elementary or secondary school, elementary or secondary school teacher, or school division; (ii) aid in the administration of school activities, including instruction in the classroom or at home; administrative activities; and collaboration between students, school personnel or parents; or (iii) are otherwise for the use and benefit of an elementary or secondary school.

"Machine-readable format" means a structured format that can automatically be read and processed by a computer such as comma-separated values (CSV), JavaScript Object Notation (JSON) or Extensible Markup Language (XML). "Machine-readable format" does not include portable document format (PDF).

"Personal profile" does not include account information that is collected and retained by a school service provider and remains under control of a student, parent or elementary or secondary school.

"School-affiliated entity" means any private entity that provides support to the school division or a public elementary or secondary school. "School-affiliated entity" includes alumni associations, booster clubs, parent-teacher associations, parent-teacher-student associations, parent-teacher organizations, public education foundations, public education funds and scholarship organizations.

"School service" means a website, mobile application or online service that (i) is designed and marketed solely for use in elementary or secondary schools; (ii) is used (a) at the direction of teachers or other employees at elementary or secondary schools or (b) by any school-affiliated entity; and (iii) collects and maintains, uses or shares student personal information. "School service" does not include a website, mobile application or online service that is (a) used for the purposes of college and career readiness assessment or (b) designed and marketed for use by individuals or entities generally, even if it is also marketed for use in elementary or secondary schools.

"School service provider" means an entity that operates a school service pursuant to a contract with the school division.

"Student personal information" means information collected through a school service that identifies a currently or formerly enrolled individual student or is linked to information that identifies a currently or formerly enrolled individual student.

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"Targeted advertising" means advertising that is presented to a student and selected on the basis of information obtained or inferred over time from such student's online behavior, use of applications, or sharing of student personal information. "Targeted advertising" does not include advertising (i) that is presented to a student at an online location (a) on the basis of such student's online behavior, use of applications or sharing of student personal information during his current visit to that online location or (b) in response to that student's request for information or feedback and (ii) for which a student's online activities or requests are not retained over time for the purpose of subsequent advertising.

Required Contract Terms

The contract between a school service provider and the School Board shall require the school service provider

- to provide clear and easy-to-understand information about the types of student personal information it collects through any school service and how it maintains, uses or shares such student personal information;
- to maintain a policy for the privacy of student personal information for each school service and provide prominent notice before making material changes to its policy for the privacy of student personal information for the relevant school service;
- to maintain a comprehensive information security program that is reasonably designed to protect the security, privacy, confidentiality and integrity of student personal information and makes use of appropriate administrative, technological and physical safeguards;
- to facilitate access to and correction of student personal information by each student whose student personal information has been collected, maintained, used or shared by the school service provider, or by such student's parent, either directly or through the student's school or teacher;
- to collect, maintain, use and share student personal information only with the consent of the student or, if the student is less than 18 years of age, his parent or for the purposes authorized in the contract between the School Board and the school service provider;
- when it collects student personal information directly from the student, to obtain the consent of the student or, if the student is less than 18 years of age, his parent before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service, and when it collects student personal information from an individual or entity other than the student, to obtain the consent of the school division before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service;
- to require any successor entity or third party with whom it contracts to abide by its policy for the privacy of student personal information and comprehensive information security program before accessing student personal information; and
- to require that, upon the request of the school or School Board, the school service provider will delete student personal information within a reasonable period of time after such request unless the student or, if the student is less than 18 years of age, his parent consents to the maintenance of the student personal information by the school service provider; and

- to provide, either directly to the student or his parent or through the school, access to an electronic copy of such student's personal information in a manner consistent with the functionality of the school service. Contracts between local school boards and school service providers may require that such electronic copy be in a machine-readable format.

The contract will also prohibit the school service provider from knowingly

- using or sharing any student personal information for the purpose of targeted advertising to students;
- using or sharing any student personal information to create a personal profile of a student other than for elementary and secondary school purposes authorized by the school division, with the consent of the student or, if the student is less than 18 years of age, his parent, or as otherwise authorized in the contract between the school division and the school service provider; or
- selling student personal information except to the extent that such student personal information is sold to or acquired by a successor entity that purchases, merges with or otherwise acquires the school service provider.

Nothing in this policy shall be construed to prohibit school service providers from

- using student personal information for purposes of adaptive learning, personalized learning or customized education;
- using student personal information for maintaining, developing, supporting, improving or diagnosing the school service;
- providing recommendations for employment, school, educational or other learning purposes within a school service when such recommendation is not determined in whole or in part by payment or other consideration from a third party;
- disclosing student personal information to (i) ensure legal or regulatory compliance, (ii) protect against liability or (iii) protect the security or integrity of its school service; or
- disclosing student personal information pursuant to a contract with a service provider, provided that the school service provider (i) contractually prohibits the service provider from using any student personal information for any purpose other than providing the contracted service to or on behalf of the school service provider, (ii) contractually prohibits the service provider from disclosing any student personal information provided by the school service provider to any third party unless such disclosure is permitted by Va. Code § 22.1-289.01(B)(7) and (iii) requires the service provider to comply with the requirements set forth Va. Code § 22.1-289.01(B) and the prohibitions set forth in Va. Code § 22.1-289.01(C).

Nothing in this policy shall be construed to:

- impose a duty upon a provider of an electronic store, gateway, marketplace, forum or means for purchasing or downloading software or applications to review or enforce compliance with this policy with regard to any school service provider whose school service is available for purchase or download on such electronic store, gateway, marketplace, forum or means;

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- impose liability on an interactive computer service, as that term is defined in 47 U.S.C. § 230(f), for content provided by another individual; or
- prohibit any student from downloading, exporting, transferring, saving or maintaining his personal information, data or documents.

Adopted: June 30, 2016
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-289.01.

Cross Refs.:		
	ET	Educational Technology Foundation and Public School Foundations
	JO	Student Records
	KMA	Relations with Parent Organizations

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GOALS FOR SCHOOL-COMMUNITY RELATIONS

The School Board recognizes that good school-community relations are essential to securing public input and public support for educational programs. The School Board sets goals and standards for school-community relations and regularly evaluates its relationship with the public. The School Board also regularly evaluates its programs for maintaining open channels of communication and good relations with parents, community organizations, other governmental organizations, non-profit organizations, businesses and industries and the community at large.

Through its school-community relations program, the Board encourages the community to

- take an active interest in the schools and participate in school activities,
- place a high priority on education and make funds available for an educational system that supports learning for all children, and
- establish partnerships with the schools to enhance learning opportunities.

Adopted: June 3, 1997
Revision: August 27, 2004 (Legal Ref. Only)
Revision: June 26, 2008 (Legal Ref. Only)
Revision: March 15, 2012
Revision: April 24, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Refs :

AF	Comprehensive Plan
KBC	Media Relations
KB	Public Information Program
KF	Distribution of Information/Materials
KG	Community Use of School Facilities
KMA	Relations with Parent Organizations
KNAJ	Relations with Law Enforcement Authorities
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships
IGBC	Parental Involvement

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PUBLIC INFORMATION PROGRAM

The Giles County School Board recognizes the importance of providing information regarding the school division to the community. The Board will utilize all appropriate means and media in order to

- explain the programs, achievements, and needs of the school division;
- keep students, parents/guardians, and staff members fully informed about Board policies and procedures as well as their own rights and responsibilities;
- communicate factual information regarding the school division: and
- involve students, parents/guardians, and the community in discussions regarding education programs, student activities, and Board policy.

Adopted: June 3, 1997
Revision: August 22, 2002 (Legal Ref. Only)
Revision: March 15, 2012

Legal Ref.: Code of Virginia, 1950, as amended, § 2.2-3700 et seq.

Cross Refs.:

KA	Goals for School Community Relations
KBA	Requests for Information
KBC	Media Relations

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REQUEST FOR INFORMATION

The Giles County School Board complies with the Virginia Freedom of Information Act. Except as otherwise specifically provided by law, all public records are open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. All requests for information are processed in accordance with KBA-R Requests for Information.

The name(s) and contact information for the person(s) BLANK School Board has designated as its Freedom of Information (FOIA) Officer(s) is listed in regulation KBA-R Requests for Information and posted at the School Board office and on the division's website. The FOIA Officer(s) serve(s) as a point of contact for members of the public in requesting public records and coordinate(s) the School Board's compliance with FOIA. The FOIA officer(s) receive(s) training at least annually from the School Board's legal counsel or the Virginia Freedom of Information Advisory Council.

Adopted: March 17, 1999
Revision: August 22, 2002
Revision: June 30, 2016
Revision: June 30, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.2.

Cross Ref.: KBA-R Requests for Information

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REQUESTS FOR INFORMATION

The Giles County School Board is committed to full compliance with the Virginia Freedom of Information Act (FOIA), and processes all requests for information in accordance with the following procedures:

Dr. Terry E. Arbogast, II, and Amanda J. Tickle are Giles County School Board's FOIA Officers. The FOIA Officers serve as a point of contact for members of the public in requesting public records and coordinates the School Board's compliance with FOIA. The FOIA Officers may be reached at (540) 921-1421, extension 10.

Access to Records

1. Official records subject to disclosure under the Freedom of Information Act are open to inspection and copying during the regular office hours of the Giles County School Board's central office.
2. When practicable, the following records are made available on request at the central office: School Board agenda's and School Board meeting minutes.
3. Unless otherwise specified by the FOIA Officer, inspection of records takes place at the central office of Giles County Public Schools, and records are not removed from that site. Copies may be requested in lieu of or at the time of inspection, subject to charges listed below. Nonexempt records maintained in an electronic database are produced in any tangible medium or format identified by the requester that is regularly used in the ordinary course of business by Giles County School Board, including posting the records on a website or delivering the records through an electronic mail address provided by the requester.
4. One of the following forms of photo identification must be presented, or a photocopy thereof must be provided, before any person is allowed to inspect any records or receive copies of any records:
   - Press identification identifying requester as a representative of a newspaper or magazine with circulation in the Commonwealth, or of a radio or television station broadcasting in or into the Commonwealth, OR
   - Driver's License or other official photo identification showing that requester is a citizen of the Commonwealth.
5. The FOIA officer or designee is present during inspection or copying of records. A record of each inspection is made, using form KBA-F2 Record of Inspection and/or Delivery of Copies.

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Request Procedures

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to the Giles County Public Schools FOIA Officer at 151 School Road, Pearisburg, VA 24134; 540-921-1421 X 10; FAX - 540-921-1424.
3. Requesters should make their requests using Form KBA-F1 Request for Public Records. Requests received via telephone are transcribed onto Form KBA-F1 Request for Public Records by School Board staff. Written requests other than on Form KBA-F1 Request for Public Records are appended to a copy of the form by staff, who fill out as much of the form as possible.
4. School Board staff provide Form KBA-F1 Request for Public Records and a copy of this regulation upon request to any person interested in obtaining access to records, and instruct the requester to direct the request to the FOIA Officer. Telephone inquiries are redirected to the FOIA Officer. Any written requests received by building personnel are immediately forwarded to the FOIA Officer, with a notation indicating the date and time the request was received.

Responding to Requests

1. Promptly, but in all cases within five working days of receiving the request, the school division provides the requested records to the requester or makes one of the following responses in writing:

   (a) The requested records are being entirely withheld. The response will identify with reasonable particularity the volume and subject matter of the withheld records, and, with respect to each category of withheld records, cite the specific Virginia Code section(s) or other law that authorizes the withholding of the records.

   (b) The requested records are being provided in part and are being withheld in part. The response will identify with reasonable particularity the subject matter of the withheld portions and cite, with respect to each category of withheld records, the specific Virginia Code section(s) or other law which authorizes the withholding of the records.

   (c) The requested records could not be found or do not exist. If the school division knows that another public body has the requested records, the response includes contact information for the other public body.

   (d) It is not practically possible to provide the records or to determine whether they are available within the five-day period. Such response specifies the conditions which make a response impossible. If the response is made within five working days, one of the preceding responses is provided within an additional seven-day period.

No public record is withheld in its entirety on the grounds that some portion of the public record is excluded from disclosure by law. A public record may be withheld from disclosure in its entirety only to the extent that an exclusion from disclosure applies to the entire content of the public record. Otherwise, only those portions of the public record containing information subject to an exclusion may be withheld, and all portions of the public record that are not so excluded are disclosed.

The school division may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, and a response within the time outlined above will prevent the school division from meeting its operational responsibilities. Before proceeding with the petition, the school division will make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

2. The five-day period begins on the first working day following the day the request is received by the central office or by a building office, and ends at the close of business on the fifth working day following receipt of the request. Any time that elapses between the time the requester is notified of an advance cost determination pursuant to the procedures detailed below and the time that the requester responds to that notice is not counted in calculating the five work days.

Processing of Requests

1. The FOIA Officer, after receiving such a request, promptly makes an initial determination as to whether the requested records will be provided to the requester, will be withheld, either completely or in part or if it is practically impossible to provide the requested records or to determine whether they will be available within five days.
2. If the FOIA Officer is unsure whether the requested documents should be provided to the requester, legal advice is promptly sought.
3. If the FOIA Officer is uncertain whether the requested records exist or where they may be located, efforts are promptly initiated to locate the records or determine whether they exist.
4. If the requested records will be made available either in whole or in part, the FOIA Officer promptly consults with School Board staff to determine the cost involved to assemble the records for inspection and copying. Where portions of individual records must be redacted prior to inspection and copying, the cost of doing this is taken into account. The following costs are charged at the rates indicated, not to exceed actual cost:
    - Staff member search time, charged by the quarter hour. Depending on the staff member(s) involved in the search, rates of $7.00 per half hour/minimum may apply.
    - Computer search time, a rate of $7.00 will be charged per half hour/minimum
    - Computer printouts, a rate will be charged of 20 cents per page.
    - Photocopies (including those necessary to perform redactions), a rate will be charged of 20 cents per page.
    - Rates will be charged for Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage, and courier charges).

5. If the requester has asked for an advance determination of the cost, or of the cost is expected to exceed $200, the requester shall be notified in advance of the cost associated with the request. If the cost of the request id determined to exceed $200, the School Board may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. No further action shall be taken until the requester responds, and the requester must agree to pay the estimated amount before any further processing of the request is performed.
6. Before processing a request for records, the FOIA Officer may require the requester to pay any amounts owed to the School Board for previous requests for records that remain unpaid 30 days or more after billing.
7. If school division records have been transferred to any entity, including any other public body, for storage, maintenance, or archiving, the school division remains the custodian of the records for purposes of responding to requests and is responsible for retrieving and supplying the records to the requester.
8. Any records to be disclosed are assembled for inspection and copying by School Board staff, under the direction and supervision of the FOIA Officer.
9. School Board staff are responsible for recording the date the request was received, verifying photo identification and signature, and recording and assembling additional information about the request as indicated on Form KBA-F1 Request for Public Records.

Adopted: September 23, 2003
Revised: June 29, 2007
Revised: June 30, 2010
Revised: March 19, 2015
Revised: June 30, 2016

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.01, 2.2-3704.2.

Cross Ref.: KBA Requests for Information

REQUEST FOR PUBLIC RECORDS

Name _____

Address _____

_____

_____

E-mail address _____

Phone _____

I am a (check one):

❑ Citizen of the Commonwealth of Virginia

❑ Member of the Press referenced in Va. Code §2.2-3704

News Organization _____

Identification must be presented prior to inspection of records or receipt of copies. A photocopy of identification is acceptable with a mailed/faxed request.

STAFF USE ONLY

Date Request Received: _____

Request was made (check one)

❑ by requester on this form

❑ by telephone

❑ in writing other than on form (attach original request)

Date Response Sent: _____ (attach copy)

❑ Identification Verified

Type: _____

Number: _____

❑ Itemized Cost Estimate Attached

I am requesting access to the following records (please be as specific as possible, and attach additional paper if necessary):

_____

_____

Reasonable costs may be assessed in connection with this request. A current schedule of costs appears in Regulation KBA-R Requests for Information. If the costs associated with this request are expected to exceed $200, the requestor will be asked to pay the estimated costs before the request is processed.

In addition, the requestor may ask for an advance determination of the cost of the request. Please indicate here if you would like an advance determination of cost. Yes ___ No ___

If you are requesting copies, please specify the format in which you would like to receive them. Giles County school division will provide the record(s) in the requested format if that medium is used by it in the regular course of its business.

Specify format desired (if available):

❑ Photocopies ❑ E-mail (give address): _____

❑ Website posting ❑ Other (please specify):_____

_____ _____

Signature Date

RETURN COMPLETED FORM TO:

GILES COUNTY PUBLIC SCHOOLS
151 School Road, Pearisburg, VA 24134
GILES COUNTY PUBLIC SCHOOLS

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File: KBA-E2

RECORD OF INSPECTION and/or DELIVERY OF COPIES

Inspection of Public Records

Date _____ Time In _____ Time Out _____

Person Inspecting Records

_____ _____
Name Signature

Staff Person in Attendance

_____ _____
Name Signature

Records Reviewed (describe)

Copies of Public Records

Record	No. Pages	Delivery Method (mail, e-mail, etc.)	Date of Delivery	Cost (if any)	Date and Method of Payment

Staff Person Providing Copies _____ _____

Name Signature

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File: KBA-E3

Rights & Responsibilities

The Rights of Requestors and the Responsibilities of Giles County Public Schools under the Virginia Freedom of Information Act

The Virginia Freedom of Information Act (FOIA), located at § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials and public employees.

A public record is any writing or recording – regardless of whether it is a paper record, an electronic file, an audio or video recording or record in any other format – that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open to the public and may only be withheld if a specific statutory exemption applies.

The policy of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

FOIA Rights

- A citizen of the Commonwealth has the right to request to inspect or receive copies of public records, or both.
- A citizen of the Commonwealth has the right to request that any charges for the requested records be estimated in advance.
- If a citizen of the Commonwealth believes that their FOIA rights have been violated, the citizen may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, they may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for Records from Giles County Public Schools

- A citizen of the Commonwealth may request records by U.S. Mail, fax, e-mail, in person or over the phone. FOIA does not require that a request be in writing, nor that it specifically state that records are being requested under FOIA.
- As a practical matter, it may be helpful to both the requestor and the person receiving the request to put the request in writing. This creates a record of the request. It also gives us a clear statement of what records are requested, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to a FOIA request if it is not put in writing.
- A request must identify the records sought with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records requested; instead, it requires the requestor to be specific enough so that we can identify and locate the records that are requested.

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- A request must ask for existing records or documents. FOIA creates a right to inspect or copy records; it does not apply to general questions about the work of Giles County Public Schools, nor does it require Giles County Public Schools to create a record that does not exist.
- A requestor may choose to receive electronic records in any format used by BLANK Public Schools in the regular course of business. For example, if requested records are maintained in an Excel file, the requestor you may elect to receive those records electronically, via e-mail or on a computer disk or to receive a printed copy of those records.
- If we have questions about a request, please cooperate with staff's efforts to clarify the type of records sought, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss a request to ensure that we understand what records are being sought.

To request records from Giles County Public Schools, direct your request to Giles County Public Schools' designated Freedom of Information Act Officer (FOIA Officer) who is responsible for serving as a point of contact for members of the public who wish to request public records. The Giles County Public Schools FOIA Officer is: Dr. Terry E. Arbogast, II, and Amanda J. Tickle – (540) 921-1421 x 10, atickle@gilesk12.net.

In addition, the FOIA Advisory Council is available to answer questions about FOIA. The Council may be contacted by e-mail at **foiacouncil@dls.virginia.gov** or by phone at (804) 225-3056 or 1-866-448-4100.

Giles County Public Schools' Responsibilities in Responding to Your Request

Giles County Public Schools must respond to a request within five working days of receiving it. "Day One" is considered the day after the request is received. The 5-day period does not include weekends or holidays.

The reason behind a request for public records from Giles County Public Schools is irrelevant and a requestor does not have to state why they want the records before we respond to the request. FOIA does, however, allow Giles County Public Schools to require a requestor to provide their name and legal address.

FOIA requires that Giles County Public Schools make one of the following responses to a request within the 5-day time period:

1. We provide the records requested in their entirety.
2. We withhold all of the records requested, because all of the records are subject to a specific statutory exemption or exemptions. If all of the records are being withheld, we must send a response in writing. That writing must identify the volume and subject matter of the records withheld and state the specific section(s) of the Code of Virginia that allows us to withhold the records.

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3. We provide some of the records requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide the remainder of the record. We must provide the requestor a written response stating the specific section(s) of the Code of Virginia that allows portions of the requested records to be withheld.
4. We inform the requestor in writing that the requested records cannot be found or do not exist (we do not have the records requested). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response.
5. If it is practically impossible for Giles County Public Schools to respond to the request within the 5-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us 7 additional working days to respond to the request, giving us a total of 12 working days to respond to the request.

If a request is made for a very large number of records and we feel that we cannot provide the records within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to the request. However, FOIA requires that we make a reasonable effort to reach an agreement with the requestor concerning the production of the records before we go to court to ask for more time.

Costs

Giles County Public Schools may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying or searching for the requested records. Giles County Public Schools will not impose any extraneous, intermediary or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the schools. Any duplicating fee charged by Giles County Public Schools will not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the requestor as set forth in subsection Va. Code § 2.2-3704.F.

The requestor may have to pay for the records requested from the Giles County Public Schools. FOIA allows us to charge for the actual costs of responding to FOIA requests. This includes items like staff time spent searching for the requested records, copying costs or any other costs directly related to supplying the requested records. It does not include general overhead costs.

If we estimate that it will cost more than $200 to respond to a request, we may require the requestor to pay a deposit, not to exceed the amount of the estimate, before proceeding with the request. The five days that we have to respond to the request does not include the time between when we ask for a deposit and when the requestor responds.

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A requestor may request that we estimate in advance the charges for supplying the records requested. This will allow the requestor to know about any costs upfront, or give the requestor the opportunity to modify the request in an attempt to lower the estimated costs.

If a requestor owes us money from a previous FOIA request that has remained unpaid for more than 30 days, Giles County Public Schools may require payment of the past-due bill before it will respond to a new FOIA request.

Types of Records

The following is a general description of the types of records held by Giles County Public Schools:

- Personnel records concerning employees and officials of Giles County Public Schools
- Scholastic records
- Business and finance records
- Operational records involving support departments such as Technology, Transportation, Facilities, Food Services, etc.
- Agendas, minutes and other records of the meetings of the School Board and committees appointed by the School Board (which are also available on the Giles County Public Schools website at sbo.gilesk12.org).
- Records of contracts to which Giles County Public Schools is a party

Commonly Used Exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. Giles County Public Schools commonly withholds records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))
- Vendor proprietary information (§ 2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12))
- Records related to critical incident response (§ 2.2-3705.2 (14))
- Scholastic records (§ 2.2-3705.4(1) and 20 U.S.C. § 1232g)

Policy Regarding the Use of Exemptions

The general policy of Giles County Public Schools is to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of Giles County Public Schools.

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The general policy of Giles County Public Schools is to invoke the contract negotiations exemption whenever it applies in order to protect Giles County Public Schools bargaining position and negotiating strategy.

The general policy of Giles County Public Schools is to invoke the scholastic records exemption in those instances where it applies in order to protect the privacy of students and comply with other state and federal laws governing the privacy of student records.

Adopted: June 30, 2017

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MEDIA RELATIONS

Media releases by the schools are encouraged as a means of informing the public of programs, activities, and accomplishments. Staff members are encouraged to participate in activities that inform the public about school programs and activities.

News and information concerning personnel and students shall be released to the press only with the approval of the principal and in accordance with state and federal laws regarding confidentiality.

Adopted: June 3, 1997
Revision: August 27, 2004 (Legal Ref. Only)
Revision: June 29, 2007
Revision: June 26, 2008 (Legal Ref. Only)
Revision: March 15, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-287, 22.1-287.1.

Cross Ref.:
	JO	Student Records
	KB	Public Information Program

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File: KBE

INTERNET POLICY

The Giles County School Board is committed to complying with the Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act. The Giles County School Board does collect unnecessary personal information by means of its website, and collects only appropriate personal information to the extent necessary to serve its constituents and the community.

Personal information collected and retained by the school division's website is maintained in compliance with the Government Data Collection and Dissemination Practices Act. Any individual wishing to learn the purpose for which information has been recorded and the particulars of its use and dissemination may contact the Superintendent or the Superintendent's designee regarding this information. Any person wishing to correct, erase or amend inaccurate, obsolete or irrelevant information may do so by procedures established by the Superintendent or the superintendent's designee.

The School Board informs the public of any personal information collected through its website by posting the following privacy statement or a link to this privacy statement in a conspicuous fashion at the top of the website home page:

Giles County School Board
Internet Privacy Policy Statement
Last updated on April 24, 2014

The following information explains the Internet Privacy Policy, which the Giles County Public Schools has adopted for its website. The following is intended to explain our current Internet privacy practices, but shall not be construed as a contractual promise. We reserve the right to amend our Internet Privacy Policy Statement at any time without notice.

Virginia Law

We protect our records in accordance with our obligations as defined by applicable Virginia statutes, including, but not limited to, the Government Data Collection and Dissemination Practices Act, the Virginia Freedom of Information Act, and by any applicable federal laws.

Links to other websites

Our website may contain links to other public or private entities' websites, whose privacy practices we do not control.

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Information we collect

When you access our website, the routing information, and the essential and nonessential technical information listed below, is automatically collected. No other information is collected through our website except when you deliberately decide to send it to us (for example, by clicking on a link to send us an e-mail). The information you might choose to send us is listed below as "optional information".

Routing information: the Internet domain and Internet address of the computer you are using;

Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using, and the date and time of access;

Nonessential technical information: the Internet address of the website from which you linked directly to our website, and the "cookie information" described below;

Optional information: when you send us an e-mail, your name, e-mail address, and the content of your e-mail, and/or when you fill out online forms, all the data you choose to fill in or confirm.

Cookies

Our website does not place any "cookies" on your computer.

Comments or Review

If you have questions about this privacy statement or the practices of this website, or if you choose to review or correct any information, please contact the Giles County Schools Network Administrator, 151 School Road, Pearisburg, VA 24134.

Adopted: August 22, 2002
Revised: April 24, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 2.2-3803(B)

Internet Privacy Guidelines (Final Draft), Virginia Department of Technology Planning

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File: KC

COMMUNITY INVOLVEMENT IN DECISIONMAKING

The Giles County School Board will call meetings of the people of the school division for consultation in regard to school interests thereof when it deems such meetings to be necessary.

The Board may appoint a committee of not less than three nor more than seven members for each public school in the school division. The committee's duty will be to advise the members of the School Board with reference to matters pertaining to the school and to cooperate with the School Board in the care of the school property and in the successful operation of the school. Such committees shall serve without compensation.

Adopted: June 3, 1997
Revised: March 15, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-86, 22.1-253.13:7.C.4.

Cross Ref.:

AF	Comprehensive Plan
BCF	Advisory Committees to the School Board
BDDH/KD	Public Participation at Board Meetings
CA	Administration Goals

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GILES COUNTY PUBLIC SCHOOLS

File: KD
(Also BDDH)

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Giles County School Board to observe its deliberations. Any member of the community may address the School Board on matters related to the Giles County public schools at any regular meeting as provided in the accompanying regulation. Persons wishing to address the School Board are requested to contact the superintendent, the School Board chairman, or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and rules on such matters as the appropriateness of the subject being presented and length of time for such presentation. Upon recognition by the chairman, the speaker shall address himself to the chairman and if, at the conclusion of his remarks, any member of the School Board desires further information, the member will address the speaker only with the permission of the chairman. No one will be allowed to make additional presentations until everyone who wishes to speak has had an opportunity to make an initial presentation.

A reasonable period of time, as determined by the School Board, will be allocated at each regular meeting for community members to present matters of concern. The Giles County School Board has allotted four minutes for individual citizen's comments.

Adopted: June 3, 1997
Revision: August 27, 2004 (Legal Ref. Only)
Revision: June 26, 2008 (Legal Ref. Only)
Revision: June 7, 2011
Revision: April 24, 2014
Revision: March 19, 2015
Revision: June 30, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.

Cross Ref.: BDDE Rules of Order

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PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Giles County Public Schools invites and encourages active participation by those in attendance at School Board meetings. Individuals wishing to address the board must notify the board clerk of their intent to address the School Board and sign up to speak. Public comments are received during the designated time on the agenda, at the beginning of the meeting, following the call to order and approval of the agenda. As information, the board has designated four (4) minutes as the reasonable period of time to address the board. If an individual feels that the designated 4 minutes will not be sufficient, a written request, including reasons for the additional time, must be submitted no later than 24 hours prior to the day of the school board meeting. Approval will be determined by the School Board Chairman, with a maximum time of 10 minutes being granted. Individuals wishing to speak to the board are asked to provide multiple written copies of their comments to provide to board members.

Individuals addressing the board are expected to show appropriate courtesy to School Board members, as the Board is committed to showing respect and courtesy to all citizens. Individuals should refrain from statements or conduct that likely could result in disruption or due delay in the orderly transaction of the business scheduled for consideration by the board. Individuals will also address the board in a civil tone and demeanor, and shall not make personal or profane remarks or any threatening remarks/gestures, to any member of the board, staff, or general public.

Members of the audience shall not be permitted to interrupt any speaker or meeting by asking questions or making comments. They are also expected to respect the opinions of others and shall refrain from disruptive behaviors which impede the orderly conduct of any Board meeting. Any person(s) who conduct(s) him/herself in the aforementioned manner shall, at the discretion of the Chairperson or a majority of the board, be ruled out-of-order, and if necessary, shall be removed from the premises.

Chairperson

Prior to public comments at school board meetings, the Chairperson will read the following statement: "The Giles County School Board welcomes the public to its meetings and offers individuals an opportunity to address the Board during public comments. Citizens are asked to follow the guidelines as established in the school division's regulations KD-R/BDDH-R. Please refrain from discussing personnel items or naming specific students during public comments. For the record, please state your name and the subject of your remarks. Public comments are limited to 4 minutes per speaker, unless prior approval has been given to waive the designated time limit. I will ask a member of the board/superintendent to time each speaker. If anyone wishes to make comments, please make sure you have signed up with the board clerk."

Adopted: April 24, 2014
Revised: March 19, 2015

DISTRIBUTION OF INFORMATION/MATERIALS

The Giles County School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division. The division superintendent, or his/her designee, must approve, in advance, any materials sought to be distributed or made available by non-school organizations, including parent-teacher organizations and booster clubs. Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission of the Giles County School Division.

Approval will not be given for materials which

- are likely to cause substantial disruption of, or a material interference with, school activities;
- endorse or encourage the use of alcohol, tobacco, or any illegal substance or action;
- endorse or encourage any violation of the Standards of Student Conduct (see Policy JFC-R); or
- are obscene, pornographic, or defamatory.

Materials from nonprofit community organizations approved for distribution must clearly indicate their source and must include the following statement: "These materials, and the activity described herein, are not sponsored or endorsed by the Giles County School Board."

The Superintendent, by regulation, will establish the time, place, and manner of distribution of approved materials. No distribution will be permitted during class time.

Political Communications

Students shall not be required to convey or deliver any material that advocates (1) the election or defeat of any candidate; (2) the passage or defeat of any referendum question or (3) the passage or defeat of any matter pending before a local school board, local governing body, the General Assembly or Congress.

This Policy shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects.

Adopted: August 23, 2001
Revision: September 24, 2002 (Cross Ref. Only)
Revision: June 10, 2003 (Cross Ref. Only)
Revision: December 14, 2006 (Changed from Option 1 to Option 2-NEW)

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Legal Refs.: U.S. Constitution amend. I.

Child Evangelism Fellowship of Maryland, Inc. v. Montgomery County Public Schools, 457 F.3d 376 (4th Cir. 2006)

Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-79.3, 22.1-131, and 22.1-293 (B-D).

Cross Refs.: JFC-R Standards of Student Conduct
KFB Administration of Surveys and Questionnaires
KG Community Use of School Facilities
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material used as part of the educational curriculum for a student or used in connection with any survey, analysis, or evaluation as part of any federally funded program are available for inspection by the parents or guardians of the student in accordance with Policy KBA Requests for Information.

B. Participation in Surveys and Evaluations

No student is required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning
(1) political affiliations or beliefs of the student or the student's parent,
(2) mental or psychological problems of the student or the student's family,
(3) sex behavior or attitudes,
(4) illegal, anti-social, self-incriminating, or 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,
(7) religious practices, affiliations, or beliefs of the student or student's parent, or
(8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sexual Information

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In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § 32.1-73.8, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the School Board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents. The parent has the right to review the questionnaire or survey in a manner mutually agreed upon by the school and the parent and exempt the parent's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

No questionnaire or survey requesting that students provide sexual information shall be administered to any student in kindergarten through grade six.

D. Additional Protections

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

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by: **Survey results and student records are protected and procedures are included in Policy JO. Any survey results obtained will be protected with written assurances consistent with this policy by those conducting the survey.**

II. Physical Examinations and Screenings

If the Giles County School Division administers any physical examinations or screenings other than

- those required by Virginia law,
- surveys administered to a student in accordance with the Individuals with Disabilities Education Act,

policies regarding those examinations or screenings will be developed and adopted in

consultation with parents.

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III. Commercial Use of Information

Questionnaires and surveys are not administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student. This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

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

IV. Notification

Notification of Policies
The Board provides notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board offers an opportunity for the parent (or emancipated student) to opt the student out of participation in

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

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Notification of Specific Events

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

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

V. Definitions

Instructional material: the term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Invasive physical examination: the term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Parent: the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Personal information: the term "personal information" means individually identifiable information including

- a student or parent's first and last name;
- a home or other physical address (including street name and the name of the city or town);
- a telephone number; or
- a Social Security identification number.

Survey: the term “survey” includes an evaluation.

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Adopted: June 10, 2003
Revised: June 30, 2006
Revised: June 30, 2011
Revised: December 18, 2014
Revised: June 30, 2015

Legal Refs.: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, § 22.1-79.3.

Cross Refs.: JHDA Human Research
KBA Requests for Information
KF Distribution of Information/Materials

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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.

Adopted: September 23, 2003
Revised: June 28, 2012

Legal Refs.: 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 Refs.: IGDA Student Organizations
KF Distribution of Information/Materials

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COMMUNITY USE OF SCHOOL FACILITIES
(School facilities are defined as building, grounds, and equipment)

Applications for the use of school facilities for all non-school purposes must be approved through the school principal to the school board office. Applications must be made by persons who have the authority to speak for the applying organizations and filed no less than 20 days prior to the date scheduled for the event. Organizations must agree to accept full responsibility for any damage done to school property and for the maintenance of good order and conduct on school property. Notification of approval of application will come from the Superintendent or his designee and applications will remain on file in the school and the school board office. Organizations shall be responsible for compensating a school board employee assigned by the school principal for time spent at the event and for cleanup after the event, if necessary.

The assigned employee will open and close the building being sure that it is secured in an acceptable manner and that the premises are left in proper condition. This person will be paid at a rate of time and a half of the normal hourly rate for services rendered, if applicable, plus the employer's share of social security.

If the cafeteria is used to prepare food, a cafeteria employee must be assigned by the school principal at the above predetermined rate of pay. The assigned employee is responsible for over seeing the proper care of the facility and equipment.

The principal at each school will keep a calendar of all events scheduled.

Fees are as follows (fees may be waived by the principal):

Application Fee - $10.00 per application

When the facility is used for money raising purposes, 10% of gross gate receipts will be charged.

Parent-teacher organizations and other organizations connected with county schools may use school facilities (building and/or grounds) without the payment of fees.

A certificate of insurance must be attached to each application with the following requirements:

I, (name of individual), hereby agree that I will be present while the facility is in use. The Giles County School Board, employee of the School Board or school, the Giles County School System, and our insurance carriers cannot be held responsible or liable for any situation that may occur resulting from the use of school facilities. The User shall indemnify and hold harmless the School Board of the County of Giles and any of its agents or employees from any claims, liabilities, litigation, damages or losses related to any personal injury or property damages as a result of the school use. Furthermore, the undersigned individual assumes responsibility for proper care of the facilities and the materials and equipment therein during the time of use. It is further agreed that arrangements will be made for a School Board or school employee, approved by the principal, to be present (will be compensated at overtime rates) if applicable. Checks should be made payable to the school where the activity is held. Giles County Schools will not be responsible for persons exposed to blood and certain other potential infectious materials as stated in OSHA/VOSH 1910.1030. It is the user's responsibility to adhere to all appropriate OSHA regulations regarding bloodborne pathogens. Should violations of these standards occur, the user will be held fiscally responsible. Also, the user is responsible for all fire code regulations. The user must announce the fire egress route during the first ten minutes of the event. We, as a school system, are attempting to conserve energy and are continuously concerned for the safety of our facilities. We ask that you please help us in this effort and follow the guidelines on the attached checklist. In the event these guidelines are not followed, a $30 charge will be assessed. A certificate of insurance is required with a per occurrence limit of $100,000 (minimum) established. The Certificate Holder section must list Giles County School Board, 151 School Road, Pearisburg VA 24134. The description of operations must list "the certificate holder is named as an additional insured". The request will not be approved until these requirements are met. A certificate of insurance must be attached to all applications.

Payment of Fees

Fees for the use of school facilities and assigned employee's services are to be paid directly to the respective schools whose facilities are used.

The School Board reserves the right to deny requests for use of any school facility and to negotiate individual contracts for use as deemed necessary.

Issued: August 20, 1991
Revised: May 20, 2010

File: KGA

SALES AND SOLICITATIONS IN SCHOOLS

No one may sell or offer for sale, within the school, on school grounds, or at school-sponsored activities, any product or service except when the sale will benefit the educational program of the schools.

Solicitations for contributions to charitable organizations, dues for employee organizations, contributions for the benefit of professional organizations, or for school organizations may only be made outside school hours. Individual discussions between school division employees during school hours are not prohibited.

Adopted: September 16, 1997
Revised: May 15, 2008
Revised: September 18, 2008

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

Cross Refs.:

DJG	Vendor Relations
GCQAB	Tutoring for Pay
JL	Fund Raising and Solicitation
KG	Community Use of School Facilities
KJ	Advertising in the Schools
KK	Visitors to the Schools

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PUBLIC SOLITATION IN THE SCHOOLS

Policy KGA is interpreted to mean that employees gainfully employed in an outside formalized business shall not sell products and services to students and employees during the time they are "under employment" with the school division.

This Policy is not intended to prohibit employees from sharing and selling crafts and home-made items, as long as employees are not part of a formalized or incorporated business. In the normal operation of the school the principal should be aware of these activities and has the authority to approve or deny such activities. The intention of the Policy is to protect the time of employees and students for the purpose of teaching and learning. The intention of the policy is to prohibit the retail sale of goods and services to employees and students by employees during their paid employment time.

Issued: December 9, 1992
Revised: May 15, 2008

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public school during school hours or school or student activities. In addition, no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with Policy KGC Use of Tobacco and Electronic Cigarettes on School Premises, smoking and the use of electronic cigarettes is not permitted in schools or school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities.

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

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be ejected and/or prosecuted.

Adopted: August 23, 2001
Revised: May 15, 2008
Revised: June 26, 2008 (Cross Ref. Only)
Revised: April 24, 2014
Revised: June 30, 2014

Legal Ref.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78, 22.1-79.5.

Cross Refs.:

ECAB	Vandalism
GBEC/JFCH	Tobacco-Free School for Staff and Students
GBECA	Electronic Cigarettes
KGC	Use of Tobacco and Electronic Cigarettes on School Premises
KK	School Visitors
KN	Sex Offender Registry
KNA	Violent Sex Offenders on School Property

GILES COUNTY PUBLIC SCHOOLS

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USE OF TOBACCO AND ELECTRONIC CIGARETTES ON SCHOOL PREMISES

Smoking is prohibited:

- in the interior of indoor facilities owned or leased or contracted for and utilized for the provision of regular kindergarten, elementary, or secondary educational or library services to children;
- on every public school bus and all other vehicles used by the division for transporting students, staff, visitors, or other persons; and
- in every indoor facility, or portion of such facility, owned and leased or contracted for and utilized for the provision of regular or routine health care, day care, or early childhood development (Head Start) services.

For purposes of this policy, “smoking” means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

Each principal and/or building supervisor shall post signs stating "No Smoking" or containing the international “No Smoking” symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria or other dining facility in the school.

Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: August 22, 2003
Revised: May 15, 2008
Revised: June 29, 2009
Revised: June 30, 2014

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Legal Ref.: 20 U.S.C., §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 15.2-2820, 15.2-2824, 15.2-2827, 22.1-78, 22.1-79.5, 22.1-279.6.

Cross Refs.:

JFCH/GBEC	Tobacco Free School for Staff and Students
GBECA	Electronic Cigarettes
KB	Community Use of School Facilities
KGB	Public Conduct on School Property

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TOBACCO USE ON SCHOOL PREMISES

No person shall permit smoking or the use of tobacco products within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.

The superintendent shall insure that all building administrators are familiar with the provisions of this policy and regulation. Building administrators shall be responsible for insuring compliance within their respective facilities.

Failure to comply with this prohibition may result in the imposing of civil penalties and or administrative compliance order.

Issued: March 8, 1995

PUBLIC GIFTS TO THE SCHOOLS

The School Board shall act on offers of gifts to schools or to the school division. The School Board may impose reasonable conditions on donations.

When any real or personal property is given to and accepted by the Board it shall be vested in the Board unless inconsistent with the terms of the gift, devise or bequest, and shall be managed by the Board, according to the wishes of the donor or testator. The Board shall, in addition to the regular settlement it is required to make of all school funds, settle annually before the commissioner of accounts so far as the management of the property bequeathed or devised is concerned.

In the case of any change in the boundaries of the division, the Board shall make provision for continuing the fulfillment of the purposes of the donor as far as practicable and settlement shall be made as provided for above.

Adopted: June 30, 1997
Revision: September 24, 2002 (Legal/Cross Ref. Only)
Revision: April 11, 2013
Revision: December 18, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-126

Cross Ref.:
- FFA Naming School Facilities
- KJ Advertising in the Schools
- KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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ADVERTISING IN THE SCHOOLS

Individual schools may not endorse or imply endorsement of any product. All requests for endorsement should be directed to the superintendent or superintendent's designee.

School organizations must secure approval from the principal before soliciting advertisements for school publications. If there is need for policy clarification, the principal shall consult with the superintendent.

Commercial establishments whose primary source of revenue is the sale of intoxicants may not advertise in school publications.

Neither the facilities, nor the staff, nor the students of any school may be used in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization.

Adopted: November 15, 1995
Revision: September 24, 2002 (Cross Ref. Only)
Revision: May 15, 2008
Revision: April 24, 2014

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

Cross Ref.:
- DJG Vendor Relations
- JP Student Publications
- KF Distribution of Information/Materials
- KGA Sales and Solicitations in Schools
- KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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File: KJ-R

Advertising In Schools - Support for Business/Industry

All requests for advertising which are not clearly addressed in the policy shall be presented to the superintendent for his decision. Giles County Public Schools supports the cooperative efforts of business, industry and merchants. This cooperative effort needs to be of mutual benefit to the businesses, industries, merchants and the school division while protecting the intrinsic educational values that the schools are attempting to establish with its students. Should the Superintendent's decision be to deny the material/program, an appeals panel will be established to review the request. The appeals panel shall provide an opinion related to the material/project to the full School Board for their consideration.

Issued: October 29, 1997

File: KK

SCHOOL VISITORS

Generally

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender Registry Notification and Policy KNA Violent Sex Offenders on School Property before arriving at school property or school sponsored activities. The school division expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen may be prosecuted.

Parents

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

Board Members

Periodically, board members may visit schools within the division. The purpose of these visits is to maintain contact with building employees and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other visitors when visiting a school.

Adopted: September 16, 1997
Revised: May 15, 2008
Revised: June 26, 2008 (Cross Ref. Only)
Revised: November 19, 2010
Revised: March 19, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-128; 18.2-415, 22.1-4.3, 22.1-79.

Cross Refs.:
DJG	Vendor Relations
ECA	Inventory and Reporting of Loss or Damage
IGBC	Parental Involvement
KGB	Public Conduct on School Property
KN	Sex Offender Registry Notification
KNA	Violent Sex Offenders on School Property
KP	Parental Rights and Responsibilities

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SERVICE ANIMALS IN PUBLIC SCHOOLS

A. SERVICE ANIMALS

An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

A "service animal" means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. (See, however, Section D regarding miniature horses.) The work or tasks performed by a service animal must be directly related to the individual's disability.

School officials can ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do unless the answers to these inquiries are readily apparent. School officials may not ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

B. REQUIREMENTS THAT MUST BE SATISFIED BEFORE A SERVICE ANIMAL WILL BE ALLOWED ON SCHOOL PROPERTY

Request: A person who wants to be accompanied by his/her service animal must make a prior written request of the school's principal if the service animal will come into a school. A person who wants to be accompanied by his/her service animal must make a prior written request of the superintendent for all other locations. These requests must be renewed each school year.

Vaccination: The service animal must be immunized against diseases common to that type of animal.

Health: The service animal must be in good health. The owner or handler of the animal must submit to the school principal each school year documentation from a licensed veterinarian of the following: a current veterinary health certificate; and proof of the service animal's current vaccinations and immunizations.

Control: A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack or vest identifying the dog as a trained service dog, a leash (blaze orange in color) for hearing dogs, a harness for guide dogs, or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

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C. SERVICE DOGS IN TRAINING

Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. A three-unit service dog team consists of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog. The dogs may accompany these persons while on school property for school purposes.

Use of Harnesses, Vests, etc. A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing continuing training must be in a harness.

A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing continuing training must be on a blaze orange leash.

A dog that is in training to become a service dog or a currently trained service dog that is undergoing continuing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.

The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.

All requirements of this policy which apply to service animals, such as health certificates, annual written requests, and supervision, care and damages, also apply to dogs in training.

D. MINIATURE HORSES

The school division will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school division must consider the following factors:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

E. EXTRA CHARGES

The owner or handler of a service animal cannot be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

F. SUPERVISION AND CARE OF SERVICE ANIMALS

The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.

G. DAMAGES TO SCHOOL PROPERTY AND INJURIES

The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

H. REMOVAL OF SERVICE ANIMALS FROM SCHOOL PROPERTY

A school administrator can require an individual with a disability to remove a service animal from school property under the following circumstances:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others; or
4. The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

I. DENIAL OF ACCESS AND GRIEVANCE

If a school official denies a request for access of a service animal or a dog in training, the disabled individual or parent or guardian can file a written grievance with the school division's Section 504 Coordinator.

Adopted: September 18, 2008
Revised: April 12, 2011
Revised: June 30, 2011
Revised: December 18, 2014

_____

_____

Legal Refs.: 28 C.F.R. Part 35

Code of Virginia, 1950, as amended, § 51.5-44.

Cross Refs.:	DJG	Vendor Relations
	GB	Equal Employment Opportunity/Nondiscrimination
	JB	Equal Educational Opportunities/Nondiscrimination
	JBA	Section 504 Hearing Procedures
	JFHA/GBA	Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion
	KK	School Visitors
	KGB	Public Conduct on School Property
	KN	Sex Offender Registry Notification
	KNA	Violent Sex Offenders on School Property

PUBLIC COMPLAINTS

Complaints involving a particular school are handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it is referred to the superintendent or superintendent's designee. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting.

Any parent, custodian, or legal guardian of a pupil attending the Giles County Public Schools who is aggrieved by an action of the school board may, within thirty days after such action, petition the local circuit court to review the action of the school board. The court will sustain the action of the school board unless the School Board exceeded its authority, acted arbitrarily or capriciously, or abused its discretion.

Adopted: June 30, 1997
Revised: June 30, 2006
Revised: April 24, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-87, 22.1-253.13:7

Cross Refs.:

GB	Equal Employment Opportunity/Nondiscrimination
GBA/JFHA	Prohibition Against Harassment and Retaliation
GBLA	Third Party Complaints Against Employees
JB	Equal Educational Opportunities/Nondiscrimination

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PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

Despite the care taken in selecting suitable learning resources, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for members of the community to follow in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum.

Complaints about learning resources should be presented in writing using KLB-E, "Request for Reconsideration of Learning Resources" form, which may be obtained form the principal or the central office. The standards and procedure for review shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Materials shall be considered for their educational suitability and shall not be proscribed or removed because of partisan or doctrinal disapproval. Challenges which are not resolved at the building level may be submitted to the superintendent or superintendent's designee. The decision of the superintendent may be appealed to the School Board or reviewed at the School Board's request. The decision of the School Board will be final.

Adopted: January 13, 1999
Revision: September 24, 2002 (Cross Ref. Only)
Revision: June 30, 2006 (Legal Ref. Only)
Revision: June 26, 2008 (Legal Ref. Only)
Revision: April 24, 2014

Legal Refs: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.2.

8 VAC 20-720-160.

Cross Refs.:

IIA	Instructional Materials
IGAH	Family Life Education
INB	Teaching About Controversial Issues
KL	Public Complaints
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

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GILES COUNTY SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES

Request By _____

Representing _____ Myself

_____ Organization or Group (please identify) _____

Address _____ E-mail address _____

Telephone _____

How do you prefer to be contacted? _____

Title or Description of Item _____

Author or Editor _____

Type of Material (book / film / record / speaker / software / other (specify)) _____

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?

   ❑ YES ❑ NO

2. Have you discussed this material with school staff who ordered it or who use it?
   ❑ YES ❑ NO

3. Are you aware of evaluations of this material by professional critics?
   ❑ YES ❑ NO

   If no, would you be interested in receiving this information?
   ❑ YES ❑ NO

4. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

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5. Does the general purpose for the use of the material, as described by the school staff or in the BLANK school division's program objectives, seem a suitable one for you?
   ❑ YES ❑ NO

   If not, please explain (attach additional material, if necessary)

6. What action[s] would you like to see the school take regarding this material?

   ❑ Do not assign it to my child ❑ The school should reevaluate the material

   ❑ Other—Explain:_____
   _____

7. Are there other materials of the same subject and format that you would suggest for consideration in place of this material? ❑ YES ❑ NO

   If yes, please identify your suggestions.
   _____
   _____
   _____

Signature _____ Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

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PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

Resolving complaints about the selection and use of learning resources requires a recognition of responsibilities and considerations of the rights of the individual, the student, the community, the principal, the teacher, the media specialist, the school and the Board of Education.

In reviewing complaints, the following questions should be asked to determine whether the complaint points up inconsistencies with the school division's initial selection objectives:

1. Are the materials appropriate for instructional use such that they enrich and support the attainment of the educational objectives of the curriculum, taking into consideration the varied interests, abilities, intellectual development and maturity levels of the pupils served and the standards of the community?

2. Do the materials stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards?

3. Do the materials provide a background of information which will enable pupils to make intelligent judgments in their daily lives?

4. Do the materials contribute to the presentation of opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media?

5. Are the materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage?

6. Do the materials promote the goal of providing a comprehensive collection appropriate for the interests and needs of the users, recognizing their right to access a wide range of reading materials?

Procedures for Review

Most complaints can and should be resolved at the building level. Many concerns are the result of simple misunderstandings or misinformation and can be resolved through informal inquiry and discussions with principals and/or teachers or library media specialists.

When a complaint is received, the school principal will check decisions on questioned and challenged learning resources on file in the office of the Superintendent or his

designee to determine whether the learning resource has been questioned before. If a decision is on file and the challenge is substantially the same, the principal will share that decision with the complainant. If any significant difference is found in the new challenge, or if the learning resource has not been challenged before, the following procedure shall apply.

1. Discussion with School Principal

a. The school principal will hold a conference the complainant. At the discretion of the principal, the teacher or library media specialist or elementary library aide using the resource will be present at the conference.

b. If the complainant is dissatisfied with the results of the conference or if the proposed action in response to the complaint affects the availability of the materials to or use by other students, the principal will inform the complainant of this regulation and provide the complainant with the form "Citizen's Request for Reconsideration of Learning Resources."

c. Upon receipt of the appropriate completed form the principal will forward the form, with a written report of the conference held with the complainant, to the Director of Curriculum, the teacher or media specialist/aide involved and the citizen.

2. Review and Recommendation by the Challenged Materials Committee

a. The Director of Curriculum will promptly review the form and report to determine completeness and specificity of the complaint, obtain a copy of the learning resource being questioned and schedule a meeting of the Challenged Materials Committee ("Committee").

b. The Committee shall be comprised of the following members: director of curriculum, two students selected by the high school building principal (if high school materials are involved); one teacher, one media specialist, one building principal, five community members (all appointed by the Superintendent or his designee).

c. Oral and/or written testimony for consideration by the Committee will be limited to the complainant or designee, the teacher or media specialist/aide involved, the principal and the appropriate division curriculum administrator.

d. The Committee will provide a written report and recommendation to the Superintendent, after reviewing and considering the following: i) written complaint; ii) principal's report; iii) available professional reviews; iv) applicable curriculum guides; v) objectives, criteria and procedure for the initial selection of materials; and vi) the merits of the questioned materials taken as a whole.

e. The Committee's review, evaluation and recommendations shall be limited to the specific matters stated in the Citizen's Request for Reconsideration of Learning Resources.

3. Decision of the Superintendent

The Superintendent will review the Committee's report and recommendations and will submit an administrative decision to the Board of Education. The Superintendent will also inform the complainant, the Committee and the staff members involved of that decision.

4. Alternative Courses of Action

Following consideration of the complaint, the following courses of action are available: no change in status or use of the materials; provide optional or alternative assignment; use with professional guidance; use with parental permission; place materials at a higher grade level; place other limitations upon the use of the materials; withdraw from use of all students of the school; withdraw from all schools of the division.

5. Appeal to/Review by the Board

The complainant, any other citizen within the school division or any staff member has the right to appear before the Board of Education at the next regularly scheduled meeting following receipt of the Superintendent's decision to appeal. Any board member may also request that the decision be reviewed in the absence of an appeal. The board will consider any appeal or, in the absence of an appeal, close the appeal process at such meeting.

6. Status During Review/Appeal

In the absence of extraordinary circumstances, no action affecting the availability to students of previously approved learning resources shall be taken until such time as the review/appeal process has been completed.

Issued: July 31, 2017

GILES COUNTY PUBLIC SCHOOLS

File: KMA

RELATIONS WITH PARENT ORGANIZATIONS

The Giles County School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with state and federal law. The School Board requests that parent-teacher organizations maintain a close relationship with the board, administration, and staff, and that they consider School Board and school policies when planning activities.

Adopted: June 30, 1997
Revision: May 15, 2008 (Legal & Cross Refs. Only)
Revision: June 26, 2008 (Legal Ref. Only)
Revision: April 24, 2014
Revision: June 30, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-70, 22.1-78, 22.1-253.13:7.C.4.

Cross Ref.: IGBC Parental Involvement
KF Distribution of Information/Materials

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File: KN

SEX OFFENDER REGISTRY NOTIFICATION

The Giles County school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Giles County school division shall request electronic notification of the registration or reregistration of any sex offenders in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

Annual Notification

At the beginning of each school year, the Giles County school division shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of the information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website (http://sex-offender.vsp.state.va.us/cool-ICE/).

Dissemination of Sex Offender Registry Information

Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property including but not limited to:

- School bus drivers
- Employees responsible for visitor registration
- Employees responsible for bus duty
- Security staff
- Coaches
- Playground supervisors, and
- Maintenance personnel.

When registry information is disseminated, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who share registry information with others may be disciplined.

The Giles County school division recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the division will not disseminate registry information to parents.

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Use of Sex Offender Registry Information

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

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the Superintendent or his designee shall be notified immediately. The Superintendent or his designee may, in his or her discretion, notify local law enforcement.

2. School Volunteers and Student Teachers. Each staff member shall submit to the Principal the name and address of each volunteer the staff member proposes to use as soon as the person is identified. The Principal shall screen each student teacher and volunteer's name and address against the registry information. If a match is found, the Principal shall notify the Superintendent, who shall confirm the match. If the match is confirmed, the Superintendent shall inform the individual, in writing, that he or she may not serve as a volunteer or student teacher. The notice shall provide the reason with reference to this policy. The Superintendent shall provide a copy of the notice to the Principal and staff member.

3. Contractors' Employees. In addition to ensuring that the certification requirements of Policy DJF Purchasing Procedures are met, the Superintendent shall include the following language in all Division contracts that may involve an employee of the contractor having any contact with a student:

   The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Monthly, the contractor shall check the registry to determine if any employee is registered.

4. School Division Employees. Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the Superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent shall notify the School Board. The School Board will take the appropriate action to comply with state law which may include termination of employment.

5. Applicants for Employment. Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by

the division.

6. Students and Parents of Students and other Visitors.

Persons who have been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may be present at school during school hours or during school related or school sponsored activities, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity only as provided in Policy KNA Violent Sex Offenders on School Property.

When the school division learns that a parent of an enrolled student is a registered sex offender, other than a violent sex offender, the parent will be notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present.

When a parent who is a registered sex offender is permitted at school or at school functions he or she will be monitored to ensure that he or she does not come into contact with any children other than his or her own children. Principals will consider requests from registered sex offenders in accordance with procedures prescribed by the superintendent.

When the school division learns that any person other than the parent of an enrolled student who is a registered sex offender, other than a violent sex offender, seeks to be present at school or at school functions, he or she will be notified in writing that he or she is barred from being present at school or school functions without the express written approval of the principal of the school the person seeks to visit or which sponsors the event the person seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the person may be present. One of the conditions will be that the person will be monitored to ensure the safety of students, staff, and others. Principals will consider requests from registered sex offenders in accordance with procedures prescribed by the superintendent.

7. Precautions to Protect Students. When the Superintendent determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect division students.

Requests for Registry Information

Anyone requesting registry information from the school division shall be referred to the State Police.

Adopted: October 21, 1998
Revised: August 27, 2004 (Legal Ref. Only)
Revised: June 30, 2006
Revised: June 29, 2007
Revised: June 26, 2008
Revised: November 20, 2009
Revised: November 19, 2010
Revised: June 30, 2011

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-914, 9.1-918, 18.2-370.5, and 19.2-390.1.

Commonwealth v. Doe, 278 Va. 223 (Va. 2009).

Cross Ref.:		
	BBA	School Board Powers and Duties
	DJF	Purchasing Procedures
	KK	School Visitors
	KNA	Violent Sex Offenders on School Property
	KNAJ	Relations with Law Enforcement Authorities

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VIOLENT SEX OFFENDERS ON SCHOOL PROPERTY

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

- He is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his vote;
- He is a student enrolled at the school; or
- He has obtained a court order pursuant to Va. Code § 18.2-370.5.C allowing him to enter and be present upon such property, has obtained the permission of the school board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the school boards' terms and conditions and those of the court order.

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

Adopted: November 19, 2010
Revised: June 30, 2011

Legal Ref: Code of Virginia, 1950, as amended, §§ 9.1-902, 18.2-370.5.

Commonwealth v. Doe, 278 Va. 223 (2009).

Cross Ref: KK School Visitors
KN Sex Offender Registry Notification

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Investigations by Law Enforcement Officers at School

When it becomes necessary for any law enforcement officer to interrogate a student on school premises, the principal is contacted immediately. The principal or principal's designee makes a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or principal's designee is present throughout the interrogation.

Service of Process at School

Should there be a need to serve a student or school employee with any "legal process", the School Board encourages the process server to make all reasonable attempts to serve such documents off of school premises; however, if the documents must be served on school premises, they should be served at the principal's office of the school which the attends or the main office of the facility at which the employee is assigned.

In any case in which custody or visitation of a minor child is at issue and a summons is issued for the attendance and testimony of a teacher or other school employee who is not a party to the proceeding, if such summons is served on school property, it may be served only by a sheriff or his deputy.

Development of Programs

The superintendent seeks to develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs and procedures to prevent violence and crime on school property and at school-sponsored events. The superintendent obtains and uses Sex Offender Registry information in accordance with Policy KN Sex Offender Registry Notification.

Report to Law Enforcement Officials

Except as may otherwise be required by Federal law, regulation or jurisprudence, the principal immediately reports to local law-enforcement officials all incidents listed below that may constitute a criminal offense:

1. assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting or wounding of any person 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; or

2. any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, at a school-sponsored activity, including theft of or attempted theft of student prescription medications; or

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3. any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity; or

4. the illegal carrying of a firearm on school property as defined by Va. Code § 22.1-277.07, onto school property;

5. 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; or

6. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving property or school buses.

The principal may report to local law enforcement officials any incident involving 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.

Adopted: October 20, 2005
Revised: June 30, 2011
Revised: March 19, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 8.01-293, 9.1-101, 16.1-264, 22.1-279.3:1, 22.1-279.9, 22.1-280.2:1, 22.1-293.

Cross Ref.:

JFC	Student Conduct
JGD/JGE	Student Suspension/Expulsion
CLA	Reporting Acts of Violence and Substance Abuse
KN	Sex Offender Registry Information

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Regulation to
Relations with Law Enforcement Authorities

When it becomes necessary for the Department of Social Services to do an investigation into a parent or guardian accused of any actions where the DSS is identified as the investigative agency, and local law enforcement personnel have been required to participate in the investigation, the principal may allow local law enforcement personnel to participate in the student interview as long as they are accompanied by the DSS worker.

This should only occur once the principal has verified the need for the law enforcement personnel to be present. Prior to permitting such participation the principal shall consult with the superintendent or his designee.

Issued: March 19, 2003

REPORTS OF MISSING CHILDREN

The Giles County School Division shall receive reports of the disappearance of any child living within the school division from the local law enforcement pursuant to Va. Code section 52-31.1.

Upon notification by a local law-enforcement agency of a child's disappearance, the principal of the school in which the child was enrolled at the time of the disappearance shall indicate, by mark, in the child's cumulative record that the child has been reported as missing. Upon notification by law enforcement that the child is located, the principal shall remove the mark from the record.

Upon receiving a request from any school or person for copies of the cumulative records and birth certificate of any child who has been reported by a local law-enforcement agency to be missing, the school being requested to transfer the records shall immediately notify the law-enforcement agency that provided the report to the school of the child's disappearance of the location of the school or person requesting the cumulative records and birth certificate of the child, without alerting the requestor of such report.

For the purposes of this policy, a "mark" means an electronic or other indicator that (i) is readily apparent on the student's record and (ii) will immediately alert any school personnel that the record is that of a missing child.

Adopted: March 15, 2007

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-288.1; 52-31.1.

PARENTAL RIGHTS AND RESPONSIBILITIES

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

1. view the child's school records, in accordance with Policy JO Student Records;

2. receive school progress reports, the school calendar, and notices of major school events;

3. visit the school in accordance with Policies KK School Visitors, KN Sex Offender Registry Notification, and KNA Violent Sex Offenders on School Property;

4. participate in parent-teacher conferences; in the case of the noncustodial parent, after a timely request is made;

5. receive all notifications in accordance with the Individuals with Disabilities Education Act; and

6. receive notice of the student's extended absence, as defined in and pursuant to Policy JED Student Absences/Excuses/Dismissals, if both parents have joint physical custody.

B. Parent Responsibilities

The custodial parent has the responsibility to

1. keep the school office informed of his address and how he or she may be contacted at all times;

2. provide the current address and phone number of the noncustodial parent at registration unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent; and

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

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

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Adopted: August 26, 2005
Revised: March 15, 2012

Legal Refs: 20 U.S.C. §1232g.

34 C.F.R. § 99.4.

Code of Virginia, 1950, as amended, §§ 22.1-4.3, 22.1-78, 22.1-287.

Cross Refs:

JED	Student Absences/Excuses/Dismissals
JO	Student Records
KK	School Visitors
KN	Sex Offender Registry Notification
KNA	Violent Sex Offenders on School Property

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COMMERCIAL, PROMOTIONAL AND CORPORATE SPONSORSHIPS AND PARTNERSHIPS

Generally

The Giles County School Board recognizes that corporate and other private sponsorship of programs and activities related to education can provide valuable enhancement of the educational program offered by the Board. For that reason, the Giles County School Board may enter into commercial, promotional and corporate sponsorship and partnership arrangements under certain conditions.

Definitions

An "educational partnership" is a mutually beneficial, co-operative relationship in which partners share values, objectives and/or human or financial resources to enhance learning for students.

An "educational sponsorship" is a an arrangement pursuant to which the sponsor provides money, price reductions, equipment, materials, services or other benefits in exchange for recognition of its products or entity for a specified period of time.

Authority to Enter into Agreements

On behalf of the School Board, principals may enter into sponsorships and partnerships for their schools when the sponsorship or partnership does not extend beyond a single school year or exceed $5,000 in value to the school.

On behalf of the School Board, the superintendent may enter into sponsorships and partnerships which will benefit more than one school or the division as a whole. The superintendent may also enter into sponsorships and partnerships when the sponsorship or partnership extends beyond a single school year or exceeds $5,000 in value.

The School Board may create a Sponsorship Review Committee to approve any sponsorship or partnership which the Board determines should be considered by the Committee. The School Board shall establish criteria identifying proposed sponsorships and partnerships which must be approved by the Committee rather than by a principal or the superintendent. If the Committee's decision regarding the proposed sponsorship or partnership is not unanimous, the decision may be appealed to the School Board by either the potential sponsor or partner or by a member of the Sponsorship Review Committee.

Requirements

Any agreement to enter into an educational sponsorship or educational partnership will be in writing.

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The written agreement shall include:

- A statement of the educational purpose for the relationship.
- A statement that the School Board has the right to terminate the agreement without penalty if it determines that the agreement is having an adverse impact on the educational experience of students.
- A statement that if an agreement is terminated because of an adverse impact on the educational experience of students, no other agreement for an educational partnership or sponsorship will be entered into between the School Board and the partner or sponsor whose agreement has been terminated for a specified period of time.
- A statement detailing the specific benefits to the school or school division from the agreement.
- A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This statement shall include a statement of whether the agreement permits the sponsor or partner to advertise in connection with the agreement and, if so, the extent of such advertising.
- A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defining those rights. If no exclusive rights are created, the agreement shall include a statement that the existence of the sponsorship or partnership will not limit the discretion of the School Board or its personnel in the use of sponsored or nonsponsored materials.
- The duration of the agreement.
- A statement that the school or School Board retains the exclusive right to authorize the use of its name, logo, or other similar information.
- A statement that the school or School Board must approve its identification as a partner or co-sponsor in all publicity materials.
- A statement of the monetary value to be received by the school or school division pursuant to the agreement.
- A statement defining how the benefits arising from agreement will be distributed.
- A statement of the basis on which students will be permitted to participate in the program or otherwise benefit from the agreement.
- A statement that the sponsor or partner assumes the responsibility for obtaining the consent of any student or School Board employee whose likeness may appear in any materials disseminated by the partner or sponsor.
- A statement disclosing any relationship between the sponsor or partner, or any of its employees or major stockholders, and any student, School Board employee, School Board member, or the superintendent.
- A statement that all partnerships and sponsorships will be consistent with all federal and state laws, local ordinances and School Board policies and regulations and with all preexisting School Board contracts. If the terms of the partnership or sponsorship agreement establish that the employees, contractors or others acting on behalf of the partner or sponsor will have direct contact with students on school property during regular school hours or during school-sponsored activities, the School Board will require the partner or sponsor to provide certification that all such persons have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

- A statement that no partnership or sponsorship shall exploit any student or School Board employee.
- A statement that no sponsor or partner shall be permitted to collect personal information, including names, addresses or telephone numbers of students or School Board employees because of the partnership or sponsorship.
- A statement that any curriculum materials provided pursuant to the agreement will be held to the same standards as other curriculum materials.
- A statement that any participation by any student or School Board employee in any activity established pursuant to the agreement will be purely voluntary. If a student or School Board employee wants to participate in any sponsored or partnered activity but objects to using the materials provided by the sponsor or partner, the sponsor or partner must supply substantially similar materials to which the student does not object for that student to use in the activity. If a student objects to using materials provided by the sponsor or partner, the School Board employee in charge of the activity shall provide for a means by which the student's objections are made known to other students involved in the activity and by which those objections are discussed in an educational manner.

Prohibitions

No agreement shall be entered into if the sponsorship or partnership involves or gives the appearance of involving any activity which could result in the following:

- promotion of hostility or violence;
- an attack on ethnic, racial, or religious groups;
- discrimination prohibited by any law or School Board policy;
- promotion of the use of drugs, alcohol, tobacco, electronic cigarettes or firearms;
- promotion of sexual, obscene or pornographic activities; or
- promotion of any image that is not in keeping with the established goals and purposes of the School Board.

Adopted: June 30, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-79.5, 22.1-89.4, 22.1-296.1.

Cross Refs.:

DJF	Purchasing Procedures
DJG	Vendor Relations
DO	Non-Locally Funded Programs
IIAA	Textbook Selection, Adoption, and Purchase
IIAB	Supplementary Materials Selection and Adoption
IICB/IICC	Community Resource Persons/School Volunteers
JFCB	Sportsmanship, Ethics and Integrity
JHCF	Student Wellness
JL	Fund Raising and Solicitation
KA	Goals for School-Community Relations
KH	Public Gifts to the School
KLB	Public Complaints about Learning Resources

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EDUCATION AGENCY RELATIONS GOALS

The Giles County School Board will support the endeavors of other educational institutions whose goals are compatible with those of the division.

To the extent appropriate, the school division will utilize the resources of other educational institutions for the benefit of its students and the development of its staff.

The school division will cooperate with educational institutions and agencies in selected areas of research and experimentation which have the potential to increase the effectiveness of teacher preparation or staff development and/or which directly improve the local instructional program. To protect students and teachers from unnecessary intrusions that may disrupt instruction and regular school activities, requests for college students and professors to observe classes or otherwise utilize division students shall be submitted directly to the superintendent.

The school division will strive to improve the climate for education, particularly with reference to expanding the fiscal base, providing for efficient expenditure of funds, and bringing about state or federal legislation which improves education or contributes to division goals.

The school division will cooperate with professional educational organizations whose goals are compatible with those of the division.

Adopted: June 30, 1997
Revision: September 24, 2002 (Legal Ref. Only)
Revision: March 15, 2012

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

Cross Refs.:

	JHDA	Human Research
	KFB	Administration of Surveys and Questionnaires
	LEA	Student Teachers

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RELATIONS WITH PRIVATE SCHOOLS

The School Board and superintendent shall work cooperatively with private schools that serve the community and students in matters of common interest, unless expressly prohibited by state statutes or local school board policy. The Superintendent is authorized to consult with officials of these schools to determine areas of mutual concern and interest and to make recommendations to the Board. The School Board will not enter into agreement with any nonpublic school within the division to provide student transportation to and from such schools.

Adopted: June 30, 1997
Revision: April 12, 2007

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78; 22.1-176.1

HOME INSTRUCTION

The Giles County School Board recognizes that when the requirements of VA Code §22.1-254.1 are complied with instruction of children by their parents is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Any parent 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 may elect to provide home instruction in lieu of school attendance if the parent

(i) holds a high school diploma;
(ii) is a teacher of qualifications prescribed by the Board of Education; or
(iii) provides a program of study or curriculum which may be delivered through a correspondence course or distance learning program or in any other manner;
(iv) provides evidence that he is able to provide an adequate education for the child.

DEFINITION

For purposes of this policy, "parent" means any parent, guardian, legal custodian or other person having control or charge of a child.

NOTIFICATION BY PARENTS

Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the Superintendent no later than August 15 of the parent's intention to so instruct the child and provide a description of the curriculum, limited to a list of subjects to be studied during the coming year and evidence of having met one of the criteria for providing home instruction. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the Superintendent of the parent's intention to provide home instructional as soon as practicable and shall comply with the requirements of this policy within thirty days of such notice. The Superintendent shall notify the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

EVIDENCE OF PROGRESS

A parent who elects to provide home instruction to a chills who is over the age of six as of September 30 of the school year shall provide the Superintendent by August 1 following the school year in which the child has received home instruction with either (i) evidence that the child has attained a composite score in or above the fourth stanine any nationally normed standardized achievement test or an equivalent score on the ACT, SAT or PSAT test or (ii) an evaluation or assessment which the Superintendent, determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

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In the event that evidence of progress as required in this subsection is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the Superintendent evidence of their ability to provide an adequate education for their child and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the Division Superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with VA Code § 22.1-254.

IMMUNIZATIONS

Any parent, guardian or other person having control or charge of a child being home instructed, exempted or excused from school attendance shall comply with the immunization requirements provided in VA Code § 32.1-46 in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Upon request by the Superintendent, the parent shall submit to the Superintendent documentary proof of immunization in compliance with VA Code § 32.1-46.

No proof of immunization shall be required of any child upon submission of (i) an affidavit to the Superintendent stating that the administration of immunizing agents conflicts with the parent's or guardian's religious tenets or practices or (ii) a written certification from a licensed physician, physician assistant, nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the child's health, indicating the specific nature of the medical condition or circumstance that contraindicates immunization.

NOTIFICATION TO PARENTS

Advanced Placement (AP), Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and PreACT examinations are available to students receiving home instruction pursuant to Va. Code § 22.1-254.1. The superintendent establishes a schedule identifying the dates by which students receiving home instruction must register to participate in such examinations. The superintendent notifies students receiving home instruction and their parents of the registration deadlines and the availability of financial assistance to low-income and needy students to take such examinations.

DISCLOSURE OF INFORMATION

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 this policy or subdivision B 1 of Va. Code § 22.1-254. 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.

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Adopted: August 27, 2004
Revised: June 30, 2006
Revised: June 26, 2008
Revised: June 30, 2011
Revised: June 28, 2012
Revised: June 30, 2015
Revised: June 30, 2017

Legal Refs.: Code of Virginia, 1950. as amended, §§ 22.1-1, 22.1-254, 22.1-254.1, 22.1-271.4, 32.1-46; 54.1-2952.2.

Pollard v. Goochland County School Board, No. 3:00CV563 (E.D. VA Sept. 27, 2001)

Cross Ref.: JO Student Records

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CHARTER SCHOOLS

Purpose

In order to (1) encourage the development of innovative programs; (2) provide opportunities for innovative instruction and student assessment; (3) provide parents and students more choices; (4) provide innovative scheduling, structure and management; (5) encourage the use of performance-based educational programs; (6) establish high standards for teachers and administrators; and (7) develop models for replication in other public schools, the Giles County School Board receives and considers applications for the establishment of charter schools.

Definition of Charter School

A charter school is a public, nonreligious or non-home-based alternative school located within the Giles County School Division or operated jointly by multiple school divisions. A charter school may be created as a new school or by converting all or part of an existing public school. Conversions of private schools or home-based programs are not permitted. A charter school for at-risk pupils may be established as a residential school.

In establishing public charter schools within the division, the School Board gives priority to public charter school applications designed to increase the educational opportunities of at-risk students. At least one half of the public charter schools in the division must be designed for at-risk students. However, conversions of existing public schools into public charter schools that serve the same community as the existing public school do not count in the determination of school division compliance with the one-half requirement.

Enrollment in a charter school is open to any child who resides within the school division or, in the case of a regional public charter school, within any of the relevant school divisions, through a lottery process on a space-available basis, except that in the case of the conversion of an existing public school, students who attend the school and the siblings of such students are given the opportunity to enroll in advance of the lottery process.

Public charter schools are subject to all federal laws and authorities as set forth in law and the charter contract. Public charter schools are subject to the same civil rights, health and safety requirements applicable to other public schools in the Commonwealth, except as otherwise provided by law.

Public charter schools are subject to the student assessment and accountability requirements applicable to other public schools. Nothing precludes a public charter school from establishing additional student assessment measures that go beyond state requirements if the School Board approves such measures.

Management committees of public charter schools are subject to and shall comply with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).

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No public charter school shall discriminate against any individual on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services or any other unlawful basis, and each public charter school shall be subject to any court-ordered desegregation plan in effect for the school division.

No public charter school shall discriminate against any student on the basis of limited proficiency in English and each public charter school shall provide students who have limited proficiency in English with appropriate services designed to teach such students English and the general curriculum, consistent with federal civil rights laws.

No public charter school shall engage in any sectarian practices in its educational program, admissions or employment policies or operations.

Application Process

Any person, group or organization may submit an application for the formation of a public charter school to the Giles County School Board. A complete application includes the applicant's Virginia Public Charter School Application package submitted to the Board of Education, the result of the Board of Education's review of the application and the Charter School Application Addendum (LC-E Giles County Charter School Application Addendum). Prior to submitting a charter school application to the School Board, a public charter school applicant shall submit its proposed charter application to the Board of Education for review and comment and a determination as to whether the application meets the approval criteria developed by the Board of Education. Charter School applications initiated by the Giles County School Board must conform to the Virginia Public Charter School Application. However, such applications are not required to receive Board of Education review and comment prior to action by the School Board.

The Board of Education examines all applications, other than those initiated by the School Board, for feasibility, curriculum, financial soundness and other objective criteria it may establish, consistent with existing state law. The Board of Education's review and comment is for the purpose of ensuring that the application conforms with such criteria. The school division may work with a charter school applicant before the application is submitted to the Board of Education for review and recommendation.

All public charter school applicants, other than those initiated by the School Board, must also complete the application addendum in the format provided in Exhibit LC-E Giles County Charter School Application Addendum. The School Board shall establish a "review team" consisting of appropriate school personnel, a local business representative and a resident charter school proponent to evaluate charter school applications. The School Board shall designate the chairman of the review team as the contact person for answering questions about the application process and receiving applications. The review team shall work cooperatively with applicants for charter schools. When an application is incomplete, the review team shall request the necessary information; an incomplete application is not grounds for denying a charter. However, if the applicant does not provide the necessary information within a reasonable timeframe (established by the review team) then the application may be denied.

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The review team shall (1) recommend to the School Board appropriate criteria for reviewing charter school applications; (2) evaluate all charter school applications based on the review criteria adopted by the School Board; (3) recommend one of the following options to the School Board for each application: approve, reject, place on a waiting list or return with suggestions for improvement; (4) monitor charter school progress; and (5) make recommendations for revocation, renewal or non-renewal of charter contracts.

The Giles County School Board shall establish a regulation for receiving, reviewing and ruling on applications for the establishment of charter schools. Such regulation must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. To provide appropriate opportunity for input from parents, teachers, citizens, and other interested parties and to obtain information to assist the School Board in its decision to grant or deny a public charter school application, the regulation will provide for public notice and the receipt of comment on public charter school applications. The School Board shall give at least 14 days' notice of its intent to receive public comment on an application. A copy of the regulation, including the review criteria, shall be posted on the division's website and a copy shall be made available to any interested party upon request.

School Board Decision

If the School Board denies a public charter school application, or revokes or fails to renew a charter agreement, it shall provide to the applicant or grantee its reasons, in writing, for such decision, and it shall post such reasons on its website. A public charter school applicant whose application was denied, or a grantee whose charter was revoked or not renewed, is entitled to petition the School Board for reconsideration. The petition for reconsideration shall be filed no later than 60 days from the date the public charter school application is denied, or the charter agreement is revoked or fails to be renewed. Such reconsideration shall be decided within 60 days of the filing of the petition.

The School Board shall establish a process for reviewing petitions of reconsideration, which shall include an opportunity for public comment. The petition of reconsideration may include an amended application based on the reasons given by the School Board for such decision. Prior to seeking reconsideration, an applicant or grantee may seek technical assistance from the Superintendent of Public Instruction to address the reasons for denial, revocation or non-renewal.

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Upon reconsideration, the decision of the School Board to grant or deny a public charter school application or to revoke or fail to renew a charter agreement is final and not subject to appeal. Following a decision to deny a public charter school application or to revoke or fail to renew a charter agreement, the School Board submits documentation to the Board of Education as to the rationale for the School Board's decision. The Board of Education has no authority to grant or deny a public charter school application or to revoke or fail to renew a charter agreement but may communicate any Board finding relating to the rationale for the School Board's denial of the public charter school application or revocation of or failure to renew the charter agreement based on the documentation submitted in any school division in which at least half of the schools receive funding pursuant to Title I, Part A.

Nothing in this policy prohibits an applicant whose application has been denied or a grantee whose charter has been revoked or not renewed from submitting a new application.

Charter Contract

Within 90 days of approval of a charter application, the School Board and the management committee of the approved public charter school shall execute a charter contract that clearly sets forth (i) the academic and operational performance expectations and measures by which the public charter school will be judged and (ii) the administrative relationship between the School Board and public charter school, including each party's rights and duties. The 90-day period may be extended by up to 30 days by mutual agreement of the parties. Such performance expectations and measures shall include applicable federal and state accountability requirements and may be refined or amended by mutual agreement after the public charter school has collected baseline achievement data for its enrolled students.

The academic and operational performance expectations and measures in the charter contract shall be based on a performance framework that clearly sets forth the academic and operational performance indicators, measures and metrics that will guide the School Board's evaluations of the public charter school. The performance framework shall include indicators, measures and metrics for:

- student academic proficiency;
- student academic growth;
- achievement gaps in both proficiency and growth between the major student subgroups based on gender, race, poverty status, special education status, English language learner status and gifted status;
- attendance;
- recurrent annual enrollment;
- postsecondary education readiness of high school students;
- financial performance and sustainability; and

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- the performance and stewardship of the management committee, including compliance with all applicable laws, regulations and terms of the charter contract.

The performance framework shall allow the inclusion of additional rigorous, valid and reliable indicators proposed by the charter school to augment external evaluations of its performance, provided that the School Board approves the quality and rigor of such indicators.

The performance framework shall require the disaggregation of all student performance data by major student subgroups based on gender, race, poverty status, special education status, English language learner status and gifted status.

Annual performance targets shall be set by the public charter school and the School Board and shall be designed to help each school meet applicable federal, state and School Board expectations.

The charter contract shall be signed by the chairman of the School Board and the president or chairman of the public charter school's management committee. Within 10 days of executing a charter contract, the School Board shall submit to the Board written notification of the charter contract execution, including a copy of the executed charter contract and any attachments.

No public charter school shall commence operations without a charter contract executed in accordance with this policy and approved in an open meeting of the School Board.

Waivers of School Board Policy and State Regulation

A charter school may operate free from School Board policies and state regulations, except the Standards of Quality, the Standards of Accreditation and Standards of Learning, as agreed in the charter contract. The School Board shall request from the Board of Education, on behalf of its charter schools, waivers from state regulation contained in each approved charter application. If the charter school is designed to increase the opportunities of at-risk students, then the School Board shall request that the Board of Education approve an Individual School Accreditation Plan.

Management and Operation

A charter school shall be administered and operated by a management committee in the manner agreed to in the charter contract. The management committee shall be composed of parents of students enrolled in the school, teachers and administrators working in the school and representatives of any community sponsors, or any combination thereof. A charter school shall be responsible for its own operations. However, a charter school may negotiate and contract with the School Board, or any other third party, for the provision of necessary services; services provided by the School Board must be provided at cost.

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The applicant and members of the management committee, administrators, and other personnel serving in a public charter school must disclose any ownership or financial interest they may have in renovating, lending, granting, or leasing public charter school facilities.

Personnel

Charter school personnel shall be selected as agreed in the charter contract. Such personnel may, but are not required, to be employees of the School Board. However, all charter school personnel shall be subject to the provisions of §§ Va. Code 22.1-296.1, 22.1-296.2 and 22.1-296.4.

Professional, licensed employees currently employed by the School Board may volunteer for assignment to a charter school and may be assigned by the School Board to a charter school for one contract year and reassigned annually upon the request of the employee and management committee. Professional, licensed employees assigned to a charter school shall receive the same employment benefits as such personnel assigned to noncharter schools. Professional, licensed personnel who request assignment to a noncharter school or who are not recommended for reassignment in the charter school, other than for reasons cited in § 22.1-307 of the Code of Virginia, shall be transferred to a noncharter school according to School Board policy.

The School Board may employ health, mental health, social services and other related personnel to serve in residential charter schools for at-risk students as determined in the charter agreement. However, the School Board is not required to fund the residential or other services provided by a residential charter school.

The School Board has the final authority to assign professional, licensed personnel to charter or other schools within the division.

Funding

Charter schools shall be funded as provided by law and negotiated in the charter contract.
Revocation and Renewal of the Charter Contract

The School Board may revoke a charter contract if

- the charter school violates the conditions, standards or procedures established in the application;
- the charter school violates a material term of the charter contract (for example, failing to provide required reports to the School Board);
- the charter school fails to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application;
- the charter school fails to meet generally accepted standards of fiscal management; or
- the charter school violates any provision of law from which it was not specifically exempted.

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A charter contract may be renewed for up to five years. The management committee must apply to renew the charter by January of the school year the charter expires.

The application for renewal shall contain

- a report on the progress of the charter school in achieving the goals, objectives, program and performance standards for students and other conditions and terms the School Board required in the charter
- a financial statement, on forms prescribed by the Board of Education, disclosing the costs of administration, instruction and other spending categories which is written in a way to allow the School Board and the public to compare such costs to the costs of other schools and comparable organizations
- other information the School Board may require

If a charter contract is revoked or not renewed, or a charter school is dissolved, the management committee shall be responsible for all financial obligations of the charter school.

Reports

The School Board reports the following to the Board of Education:

- the grant or denial of charter applications, applications for renewal, and the revocation of any charter contract; for any such denial, revocation or failure to renew, the report to the Board of Education contains documentation as to the reason for the denial or revocation
- whether a public charter school is designed to increase the educational opportunities of at-risk students

The Board of Education will report the number of public charter schools established in Virginia, and the number of charters denied, in its annual report to the Governor and the General Assembly.

Adopted: October 20, 2005
Revised: November 19, 2010
Revised: June 28, 2012
Revised: June 27, 2013
Revised: June 30, 2014
Revised: December 18, 2014
Revised: June 30, 2016
Revised: June 30, 2017

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Legal Ref.: 20 U.S.C. § 6311(b)(1)(B)

Code of Virginia, 1950, as amended, § 22.1-212.5 et seq.

Cross Refs:

KBA	Requests for Information
KBA-F1	Request for Public Records
KBA-F2	Record of Inspection and/or Delivery of Copies
KBA-R	Requests for Information
LC-E	Giles County Public Schools Charter School Application Addendum

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GILES COUNTY PUBLIC SCHOOLS CHARTER SCHOOL APPLICATION ADDENDUM

Any person, group or organization may submit an application for the formation of a charter school. Applicants must follow state law and School Board policy regarding charter schools. A complete Giles County Public Schools Charter School Application ("Application") consists of (i) the Applicant's *Virginia Public Charter School Application* package submitted to the State Board of Education, (ii) the result of the State Board of Education's review of the Applicant's state application, and (iii) the Giles County Public Schools *Charter School Application Addendum* prepared in accordance with this policy. However, Charter School applications initiated by the Giles County School Board are not required to receive Board of Education review and comment prior to action by the School Board.

Applications must be received by the Assistant Superintendent on or before January 1st prior to the year in which the charter school desires to open. An original plus 6 copies of the application must be submitted. An application fee of $150 shall be submitted with the application. Applicants must follow the application addendum format provided below.

I. Goals and Objectives; Educational Program

Provide a statement of the goals and objectives of the proposed public charter school. The following components must be addressed:

A. A description of the performance-based goals. To the extent possible, the application should include the academic performance indicators, measures and metrics that will guide the BLANK School Board's evaluations of the charter school and should include, at minimum:
   1. student academic proficiency;
   2. student academic growth;
   3. academic gaps in both proficiency and growth between major student subgroups;
   4. attendance;
   5. recurrent enrollment from year to year; and
   6. postsecondary readiness (for high schools).

B. A description of the measurable educational objectives to be achieved by the public charter school.

C. A description of the pupil performance standards and curriculum, which must meet or exceed any applicable Virginia Standards of Quality.

D. A description of how the Virginia Standards of Learning (SOL) and the corresponding SOL Curriculum Framework will be used as the foundation for curricula to be implemented for each grade or course in the public charter school. Include within the description how the goals and objectives of the curricula will meet or exceed the Virginia Standards of Learning, address student performance standards related to state and federal assessment standards and include measurable outcomes.

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E. A description of any internal and external assessment to be used to measure pupil progress towards achievement of the school's pupil performance standards, in addition to the SOL assessments prescribed by Va. Code § 22.1-253.13:3.

F. A description of the public charter school assessment plan to obtain student performance data, which includes how the data will be used to monitor and improve achievement and how program effectiveness will be measured over a specified period of time. Also provide benchmark data on how student achievement will be measured and how these data will be established and documented in the first year of operation and how the data will be measured over each year of the term of the charter. The benchmark data should address targets for student improvement to be met in each year.

G. The timeline for achievement of pupil performance standards, in accordance with the Virginia SOL.

H. An explanation of the corrective actions to be taken in the event that pupil performance at the public charter school falls below the standards outlined in the Virginia Board of Education's *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, (8 VAC 20-131-310).

I. Information regarding the minimum and maximum enrollment per grade for each year during the term of the charter contract, as well as class size and structure for each grade served by the public charter school.

J. Information regarding the proposed calendar and a sample daily schedule, including any plans to open prior to Labor Day.

K. A description of plans for identifying and successfully serving students with disabilities, English Learners, academically at-risk students and gifted and talented students which include the extent of the involvement of the School Board in providing such services.

L. If applicable, the following components should be addressed:

1. any plans to utilize virtual learning in the educational program, including identification of the virtual learning source and a description of how virtual learning will be used and an estimate of how many students are expected to participate.
2. a general description of any alternative accreditation plans, in accordance with the Virginia Board of Education's *Regulations Establishing Standards for Accrediting Public Schools in Virginia* (8 VAC 20-131-280), that the public charter school will request the School Board to submit to the Virginia Board of Education for approval.

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3. a general description of any alternative accreditation plan for serving students with disabilities, in accordance with the Virginia Board of Education's *Regulations Governing Special Education Programs For Children With Disabilities in Virginia* (8 VAC 20-131-40) that the public charter school will request the School Board to submit to the Virginia Board of Education for approval.

II. Evidence of Support

Provide evidence that an adequate number of parents, teachers, pupils or any combination thereof, supports the formation of a public charter school. The following components must be addressed:

- Information and materials indicating how parents, the community and other stakeholders were involved in supporting the application for the public charter school.
- Tangible evidence of support for the public charter school from parents, teachers, students and residents, or any combination thereof, including but not limited to information regarding the number of persons and organizations involved in the process and petitions related to the establishment of the charter school.
- A description of how parental involvement will be used to support the education needs of the students, the school's mission and philosophy and its educational focus.

III. Statement of Need

Describe the need for a public charter school in the school division or relevant part of the school division. The following components must be addressed:

- A statement of the need for a public charter school that describes the targeted school population to be served and the reasons for locating the school in its proposed location.
- An explanation of why the public charter school is being formed. (Is the school being formed at the requests of parents or community organizations? How was the need determined? What data were examined as part of the needs assessment? Briefly describe the need and include a summary of the quantitative data.)
- An explanation of why a public charter school is an appropriate vehicle to address the identified need.

IV. Applicant Information

List the name, address, phone number and qualifications of the applicant(s) and designate an applicant contact person.

V. Facility

Describe the facility(ies) to be used for the charter school or the plan for the acquisition of a facility. The description should address

- how the facility provides suitable instructional space;
- provisions for library services;
- provisions for the safe administration and storage of student records;
- provisions for the safe administration and storage of student medications;
- the applicant's plan for complying with building and fire codes and the federal Americans with Disabilities Act (ADA);

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- information on emergency evacuation plans;
- information regarding site location and preparation;
- the structure of operation and maintenance services; and
- financial arrangements for the facility, including any lease arrangements with the School Board or other entities and whether any debt will be incurred.

If the facility is not property of the school division, then the following must be provided:

- a certificate of occupancy;
- a health inspection certificate;
- an annual fire certificate of inspection;
- proof of compliance with federal, state and local health and safety laws and regulations; and
- a copy of the lease or contract under which the charter school will use the facility.

If the facility is property of the school division, then describe plans, if any, for alteration or renovation.

VI. Enrollment Process

Describe the enrollment process that is consistent with all federal and state laws and regulations and constitutional provisions prohibiting discrimination that are applicable to public schools and with any court-ordered desegregation plan in effect for the school division or, in the case of a regional public charter school, in effect for any of the relevant school divisions. The following components must be addressed:

- A description of the lottery process to be used for the establishment of a waiting list for students for whom space is not available.
- A description of a tailored admission policy that meets the specific mission or focus of the public charter school, if applicable.
- A timeline for when the lottery process will begin for the first academic year of enrollment and when parents will be notified of the outcome of the lottery process.
- A description of any enrollment-related policies and procedures that address special situations, such as the enrollment of siblings and children of faculty and founders and the enrollment of nonresident students, if applicable.
- An explanation of how the applicant will ensure that, consistent with the public charter school's mission and purpose, community outreach has been undertaken so that special populations are aware of the formation of the public charter school and that enrollment is open to all students residing in the school division where the public charter school is located or in school divisions participating in a regional charter school.
- A description of how the transfer of student records and other program information to and from the public charter school will be accomplished.
- A description of how students seeking enrollment after the school year begins will be accommodated.

In the case of the conversion of an existing public school, describe how students who attend the school and the siblings of such students shall be given the opportunity to enroll in advance of the lottery process.

VII. Employment Terms and Conditions

Provide an explanation of the relationship that will exist between the proposed public charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees. At the discretion of the School Board, charter school personnel may be employees of the School Board, or Boards, granting the charter. Any personnel not employed by the School Board shall remain subject to the provisions of Va. Code §§ 22.1-296.1, 22.1-296.2, and 22.1-296.4. The following components must be addressed:

- A plan that addresses the qualification of teachers and administrators at the public charter school, including compliance with state law and regulation regarding Virginia Board of Education licensing requirements.
- A plan to provide high-quality professional develop programs.
- Provisions for the evaluation of staff at regular intervals and in accordance with state law and regulation.
- Provisions for a human resource policy for the public charter school that is consistent with state and federal law.
- Notification to all school employees of the terms and conditions of employment.

VIII. Transportation

Describe how the public charter school plans to meet the transportation needs of its pupils. The following components must be addressed:

A. A description of how the transportation of students will be provided:
   1. by the local school division;
   2. by the public charter school;
   3. by the parent(s); or
   4. though a combination of these options.

B. If transportation services will be provided by the public charter school, explain whether the school will contract for transportation with the School Board or with another entity or have its own means of transportation and indicate whether transportation will be provided to all students attending the school.

C. A description of transportation services for students with disabilities in compliance with Va. Code § 22.1-221 and the Board of Education's *Regulations Governing Special Education Programs For Children With Disabilities in Virginia* (8 VAC 20-131-40).

D. A description of transportation services for students in foster care in compliance with federal law.

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IX. Residential Charter Schools

If the application is for a residential charter school for at-risk students, the following components must be addressed:

A. A description of the residential program to include:
1. the educational program;
2. a facilities description to include grounds, dormitories and staffing;
3. a program for parental education and involvement;
4. a description of after-care initiatives;
5. the funding sources for the residential facility and other services provided;
6. any counseling and other social services to be provided and their coordination with current state and local initiatives; and
7. a description of enrichment activities available to students.

B. A description of how the facility will be maintained including, but not limited to:
1. janitorial and regular maintenance services and
2. security services to ensure the safety of students and staff.

X. Services to be Provided by the School Board

List the services and their estimated costs that the applicant wishes the School Board to provide; for example, food service, payroll or conducting criminal background checks. Also, list services and their estimated costs that will be provided by others.

XI. Timeline

Provide a detailed timeline, identifying each step required to establish the charter school, including, but not limited to, staff hiring, location and purchase of materials, implementing the evaluation plan, obtaining necessary services, opening an appropriate facility and consulting with experts, if necessary. **Please remember that, as with establishing Regional Vocational and Governor's Schools, it will take at least 8-12 months to implement the proposal.**

XII. Health and Safety

Describe the procedures the charter school will implement to ensure the health and safety of the students and employees, including:

- how and if the management committee will conduct a state criminal record check on all employees;
- how the charter school will conduct fingerprinting and federal criminal record checks, if applicable;
- how the charter school will comply with the requirement to report child abuse; and
- how the charter school will comply with Occupational Safety & Health Act requirements.

XIII. Indemnity

Assure that the School Board will be defended, held harmless and indemnified against any claim, action, loss, damage, injury, liability, cost or expense of any kind as a result of the operation of the charter school or actions by its agents, employees, invitees or contractors.

XIV. Renewal

Assure that if the charter school wants to renew its contract, it shall apply at least six months prior to the expiration of the contract.

XV. Displacement Plans: Pupils and Employees

A. Describe the plan for the displacement of pupils, teachers and other employees who will not attend or be employed in the public charter school, in instances of the conversion of an existing public school to a public charter school, and for the placement of public charter school pupils, teachers and employees upon termination or revocation of the charter.

The following components must be addressed:

1. Identification of a member of the school's leadership who will serve as a single point of contact for all activities that may need to take place for the school to close, including but not limited to the transfer of students to another school, the management of student records and the settlement of financial obligations.
2. A notification process to parents/guardians of students attending the school and teachers and administrators of the closure date.
3. A notification process to parents/guardians of students attending the public charter school of alternative public school placements within a set time period from the date that the closure is announced.
4. Provisions for ensuring that student records are provided to the parent/guardian or another school identified by the parent or guardian within a set time period. If the student transfers to another school division, provisions for the transfer of the student's record to the school division to which the student transfers shall be made upon request of that school division.
5. Notification to the School Board of a list of all students in the school and the names of the schools to which these students will transfer.
6. A placement plan for school employees that details the assistance to be provided, if any, within a set period of time from the date of closure. For teachers and administrators, the plan of assistance should address finding employment with the school division where the public charter school is located or other public school divisions.
7. A close-out plan related to financial obligations and audits, the termination of contracts and leases, and the sale and/or disposition of assets within a set period of time from the date of closure. The plan shall include the disposition of the school records and financial accounts upon closure.

B. Describe the plan for the placement of students and employees if the charter school facility is destroyed (e.g. by flood or fire) or unable to be occupied for any reason.

XVI. Management and Operation

Describe the management and operation of the charter school, including the nature and extent of parental, professional educator and community involvement. List the names and addresses and relevant experience of the proposed management committee. This section should include:

- a detailed description of the relationship between the management committee and the School Board, including the charter school spokesperson (i.e. who is accountable to the School Board);
- how the charter school will be accountable to the public, including a plan for compliance with the Virginia Freedom of Information Act, the Virginia Public Records Act and reporting requirements;

- how the management committee is selected and its relationship to the teachers and administrators;
- a description of the rules and procedures followed to arrive at policy and operational decisions; and
- summaries of the job descriptions of key personnel, including the school leader/principal.

The following components must also be addressed:

A. An explanation of how support services will be funded and delivered. These services include, but are not limited to:

1. food services;
2. school health services;
3. custodial services;
4. extracurricular activities; and
5. security services

B. An explanation of any partnership or contractual relationships (education management organization, food services, school health services, custodial services, security services, etc.) central to the school's operations or mission, including information regarding the relationship of all contractors to the governing board of the public charter school, and information regarding how contractors and the employees of the contractors having direct contract with students will comply with Va. Code § 22.1-296.1.

C. Plans for recruiting and developing school leadership and staff.

XVII. Financial Plan: Evidence of Economical Soundness, Proposed Budget and Annual Audit

Provide a budget and any other information that illustrates the proposed charter school is economically sound for both the charter school and the school division. Include detailed sources of revenue and expenditures for the proposed term of the charter (at most five years) and a description of the manner in which an annual audit of the financial and administrative operations of the charter school, including any services provided by the school division, will be conducted. Anticipated gifts, grants or donations and a student fee schedule should be included. The following components must also be included:

- Proposed start-up and three-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures.
- Proposed start-up and three-year cash flow projections with clearly stated assumptions and indications of short- and long-term sources of revenue.

- A proposed funding agreement with the School Board including information regarding anticipated local, state and federal per-pupil-amounts to be received and any information pertaining to the maintenance of facilities. In accordance with Va. Code § 22.1-212.14, the per pupil funding provided to the charter school will be negotiated in the charter agreement and will be commensurate with the average school-based costs of educating the students in the existing schools in the division or divisions unless the cost of operating the charter school is less than that average school-based cost. To the extent discussions have been held with the school division, please describe the outcome of those discussions. If there have been no discussions to date, please indicate the reason.

XVIII. Legal Liability and Insurance Coverage

Describe the proposed arrangement between the charter school and the School Board regarding their respective legal liability and applicable insurance coverage, including the types of insurance that will be obtained for the public charter school, its property, its employees, the charter school management committee and the School Board and its agents and the levels of insurance sought. Types of insurance include, but are not limited to,

- general liability;
- health;
- property;
- property and casualty (including vehicle coverage);
- officer and employee liability; and
- workers' compensation.

XIX. Disclosures

Disclose ownership or financial interest in the public charter school by the charter applicant and the governing body, administrators, and other personnel of the proposed public charter school, and require that the applicant and the governing body, administrators, and other personnel of the public charter school shall have a continuing duty to disclose such interests during the term of the charter. The following components must be addressed:

- A description of how the applicant and members of the management committee will disclose any ownership or financial interest.
- Information regarding the frequency by which such disclosures will be made during the term of the charter.
- A description of ownership or financial interest of the applicant and/or members of the management committee in the proposed charter school. This includes any relationships that parties may have with vendors performing services at the school.

XX. Waivers

Describe and justify any waiver from School Board policies and state regulations that the charter school requests. The Standards of Quality, and by reference the Standards of Accreditation and Standards of Learning, may not be waived. **Please note that state law only allows waivers of policy and regulation. No waiver of state statutes or federal statutes or regulations is permitted.**

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XXI. Discrimination

Assure that the charter school will follow state and federal law prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or the need for special education services and shall be subject to any court-ordered desegregation plan in effect in the school division.

XXII. Assurance

By signing and submitting this application for a public charter school, the applicant expressly assures the School Board that if the application is approved by the School Board, the school leadership of the public charter school will be retained on contract no later than 60 days prior to the opening date of the school.

XXIII. Signatures

The Applicant hereby certifies that the information and assurances contained within the *Virginia Public Charter School Application* submitted on behalf of the proposed charter school to the Virginia Board of Education and the information contained in this *Public Charter School Application Addendum* is correct.

Name of Authorized Official: **Title:**

_____ _____

Signature of Authorized Official: **Date:**

_____ _____

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Issued: October 14, 2004
Revision: October 20, 2005 (Legal/Cross Ref. Only)
Revision: June 29, 2009
Revision: November 19, 2010
Revision: June 30, 2011
Revision: June 28, 2012
Revision: December 18, 2014
Revision: March 16, 2017

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CHARTER SCHOOL REGULATIONS

A. Establishment of a Review Committee

Prior to submitting a charter school application to the Giles County School Board, a public charter school applicant shall submit its proposed charter application to the Virginia Board of Education for review and comment and a determination as to whether the application meets the approval criteria developed by the Virginia Board of Education. A complete application includes the applicant's Virginia Public Charter School Application package submitted to the Board of Education, the result of the Board of Education's review of the application and the Charter School Application Addendum (LC-E [School Division] Charter School Application Addendum). Public Charter School applications initiated by the Giles County School Board must conform to the Virginia Public Charter School Application. However, such applications are not required to receive Virginia Board of Education review and comment prior to action by the school board. The Virginia Board of Education will examine all applications other than those initiated by the Giles County School Board, for feasibility, curriculum, financial soundness, and other objective criteria it may establish, consistent with existing state law. The Virginia Board of Education's review and comment is for the purpose of ensuring that the application conforms to such criteria. The Giles County School Board shall establish a "review team" consisting of the Division Superintendent, appropriate school personnel, a local business representative and a resident charter school proponent to evaluate charter school applications.

B. Development of an Application

1. The School Board shall designate the Division Superintendent as the Chairman of the review team as the contact person for answering questions about the application process and receiving applications.
2. All public charter school applicants, other than those initiated by the School Board, must also complete the application addendum in the format provided in Exhibit LC-E, Floyd County Charter School Application Addendum.
3. The review team shall work cooperatively with applicants for charter schools.
4. An original, completed application plus twelve (15) copies must be submitted to the office of the Superintendent.
5. For applicants who propose to open a charter school, the application must be delivered on or before December 1st (or the following Monday if December 1st is on a weekend) prior to the year in which the charter school desires to open.
6. An application fee of $100 shall be submitted with the completed application.

C. Review of Charter Applications

1. The Superintendent shall undertake a preliminary review of the application to determine whether it is complete in all respects. If the charter school application is incomplete, the review team shall request the necessary

information; an incomplete application is not grounds for denying a charter. However, if the applicant does not provide the necessary information within a reasonable timeframe (15 days) then the application may be denied.

2. The Superintendent shall distribute copies of each application to the members of the Review Committee. Each component of the application shall be rated by the committee members (see D). The Review Committee will make copies of applications available to interested employee organizations, parent-teacher associations, and other interested persons in the proposed affected areas for their review and written comment.

3. After reviewing each application, the Review Committee may schedule an interview with each applicant.

4. The Review Committee will provide a written recommendation to the Board, based on the results of their application ratings, community input, and interviews.

5. The process of providing a written recommendation to the Board may take up to 90 days from the date the application was received.

D. Judgment of Applications by the Giles County School Board

1. In considering applications, the Giles County School Board will use the following criteria:
a. What are the recommendations of the Review Committee?
b. Have the scheduled deadlines been met?
c. Would establishment or operation of the proposed charter school be inconsistent with the Virginia Charter Schools Act or any federal or Virginia State laws concerning civil rights?
d. Would the establishment or operation of the proposed charter school be in the best interests of the pupils and residents of Giles County?

2. The Giles County School Board hearing shall be held within sixty (60) calendar days of receipt of the Review Committee's recommendations.

3. The Giles County School Board shall give at least 14 days' notice of its intent to receive public comment on an application. A copy of the regulation, including the review criteria, shall be posted on the division's website and a copy shall be made available to any interested party upon request.

4. The Giles County School Board may take any of the following actions with each application:
a. approve
b. reject
c. place on a waiting list
d. return with suggestions for improvements

5. If the Giles County School Board denies a public charter school application, or revokes or fails to renew a charter agreement, it shall provide to the applicant or grantee its reasons, in writing, for such decision, and it shall post such reasons on its website. A public charter school applicant whose application was denied, or a grantee whose charter was revoked or not renewed, shall be entitled to petition the school board for reconsideration. The petition for reconsideration shall be filed no later than 60 days from the date the public charter school application is denied, revoked, or not renewed. Such reconsideration shall be decided within 60 days of the filing of the petition.

6. A charter may be approved for up to a three year period, but in no event shall it exceed three academic years.

7. Within 90 days of approval of a charter application, the School Board and the management committee of the approved public charter school shall execute a charter contract that clearly sets forth (i) the academic and operational performance expectations and measures by which the public charter school will be judged and (ii) the administrative relationship between the School Board and public charter school, including each party's rights and duties. The 90-day period may be extended by up to 30 days by mutual agreement of the parties. Such performance expectations and measures shall include applicable federal and state accountability requirements and may be refined or amended by mutual agreement after the public charter school has collected baseline achievement data for its enrolled students.

Annual performance targets shall be set by the public charter school and the School Board and shall be designed to help each school meet applicable federal, state and School Board expectations.

The charter contract shall be signed by the chairman of the School Board and the president or chairman of the public charter school's management committee. Within 10 days of executing a charter contract, the School Board shall submit to the Board written notification of the charter contract execution, including a copy of the executed charter contract and any attachments.
No public charter school shall commence operations without a charter contract executed in accordance with this policy and approved in an open meeting of the School Board.

E. Renewal Procedures

An existing charter school seeking renewal must provide the following information to the Giles County School Board:

1. A written request for renewal submitted during the last academic year of the charter term but no later than 180 days prior to expiration of the charter;
2. A report on the progress of the school in achieving the goals, objectives, pupil performance standards, content standards, and other terms of the charter contract;
3. A financial statement that discloses the costs of administration, instruction, and other spending categories for the charter school that is understandable to the general public and that will allow comparison of such costs to other schools or other comparable organizations; and
4. Any additional information the Board may require to assist it in its determination of the renewal application.

F. Revocation of a Charter:

A charter may be revoked or not renewed if the charter school:
1. Violates the conditions, standards, or procedures established in the charter school application;
2. Fails to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application;
3. Fails to meet generally accepted standards of fiscal management; or
4. Violates any provision of law from which the charter school was not specifically exempted.

A public charter school applicant whose application was revoked or not renewed, is entitled to petition the School Board for reconsideration. The petition for reconsideration shall be filed no later than 60 days from the date the public charter school application is denied, revoked, or not renewed.

Such reconsideration shall be decided within 60 days of the filing of the petition.

G. Petitions/Appeals

All decisions on petitions to the School Board to grant, revoke, or not renew a charter shall be final and not subject to appeal.

H. Authority of the Giles County School Board

Nothing in this regulation shall be construed to restrict the authority of the Giles County School Board to grant, revoke, or decline to renew a charter agreement.

I. Timeline

All applications must be delivered on or before December 1st (or the following Monday if December 1st is on a weekend) prior to the year in which the charter school desires to open.

1. 90 days - The process of providing a written recommendation to the Board may take up to 90 days from the date the application was received.

2. 60 days - The Giles County School Board hearing shall be held within sixty (60) calendar days of receipt of the Review Committee's recommendations.

a. 14 days - The school board shall give at least 14 days' notice of its intent to receive public comment on an application.

3. 90 days - The Giles County School Board will rule on the application.

4. Denial: The petition for reconsideration shall be filed no later than 60 days from the date the public charter school application is denied, revoked, or not renewed. Such reconsideration shall be decided within 60 days of the filing of the petition.

5. Acceptance of Charter: School opens at least 8 months and up to 12 months from the initial application being received.

Adopted: August 19, 2016

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Legal Ref.: Legal Refs: 20 U.S.C. § 6311(b)(1)(B).

Code of Virginia, 1950, as amended, § 22.1-212.5 et seq.

STUDENT TEACHING AND INTERNSHIPS

The Giles County School Board cooperates with accredited colleges and universities to provide opportunities for student teaching in accordance with the following guidelines:

1. The first responsibility of the supervising teacher is the education of the students for whom he is responsible.

2. Student teachers will be under the administrative direction of the principal of the school to which they are assigned.

3. Teachers who serve as supervising teachers will have at least three years of teaching experience, with at least one of those years having been in the school to which the student teacher is assigned.

4. All teachers who serve as supervising teachers will be recommended by the principal of the school to the superintendent or designee for approval.

5. A class will have no more than one student teacher during the regular school year.

6. No supervising teacher will have a student teacher assigned to him for more than one semester during the regular school year.

7. A principal may reject or terminate any student teacher who has a negative effect on the instruction or welfare of students.

8. Information concerning students may be available to student teachers at the discretion of the supervising teacher and/or principal. Student teachers will respect the confidential nature of information provided.

9. Student teachers will follow all the policies and regulations of the BLANK School Board that apply to teachers.

Adopted: June 30, 1997
Revised: March 15, 2012

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

Cross Refs.: JO Student Records
KN Sex Offender Registry Notification

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ADVANCED/ALTERNATIVE COURSES FOR CREDIT

Giles County School Board has an agreement for postsecondary degree attainment with a community college in the Commonwealth specifying the options for students to complete an associate's degree or a one-year Uniform Certificate of General Studies from the community college concurrent with a high school diploma. The agreement will specify the credit available for dual enrollment courses and Advanced Placement courses with qualifying exam scores of three or higher.

Giles County School Board may enter into agreements for postsecondary credential, certification or license attainment with community colleges or other public institutions of higher education or educational institutions established pursuant to Title 23.1 of the Code of Virginia that offer a career and technical education curriculum. Such agreements shall specify (i) the options for students to take courses as part of the career and technical education curriculum that lead to an industry-recognized credential, certification or license concurrent with a high school diploma and (ii) the credentials, certifications or licenses available for such courses.

Beginning in the middle school years, students are counseled on opportunities for beginning postsecondary education and opportunities for obtaining industry certifications, occupational competency credentials, or professional licenses in a career and technical education field prior to high school graduation. Such opportunities include access to at least three Advanced Placement courses or three college-level courses for degree credit. Students taking advantage of such opportunities are not denied participation in school activities for which they are otherwise eligible. Wherever possible, students are encouraged and afforded opportunities to take college courses simultaneously for high school graduation and college degree credit (dual enrollment), under the following conditions:

- Written approval of the high school principal prior to participation in dual enrollment must be obtained.
- The college must accept the student for admission to the course or courses.
- The course or courses must be given by the college for degree credits (no remedial courses will be accepted).

Adopted: August 23, 2001
Revised: June 28, 2012
Revised: March 16, 2017

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

8 VAC 20-131-140.

Cross Ref.: IGBI Advanced Placement Classes and Special Programs
IKF Graduation Requirements

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RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

All Giles County Public Schools shall be accredited according to standards developed by the Board of Education. The School Board reports the accreditation status of each school in the division annually in a public session of a Board meeting.

The School Board may ask the Board of Education for release from state regulations or, on behalf of one or more of its schools, for approval of an Individual School Accreditation Plan for the evaluation of the performance of one or more of its schools as authorized for certain other schools by the Standards of Accreditation pursuant to 8 VAC 20-131-280 C. A request for a waiver from state regulations that are not (i) mandated by state or federal law or (ii) designed to promote health or safety will be made by the superintendent and chairman of the School Board on behalf of the School Board. The waiver request will describe how release from state regulations is designed to increase the quality of instruction and improve the achievement of students in the affected school or schools.

The School Board, by the superintendent and chairman of the School Board, may also request that the Board of Education grant waivers of specific requirements in Va. Code § 22.1-253.13:2, permitting the School Board to assign instructional personnel to the schools with the greatest needs, so long as the school division employs a sufficient number of personnel divisionwide to meet the total number required by Va. Code § 22.1-253.13:2 and all pupil/teacher ratios and class size maximums set forth in subsection C of Va. Code § 22.1-253.13:2 are met. In its request, the School Board will demonstrate that the waivers from specific Standards of Quality staffing standards will increase the quality of instruction and improve the achievement of students in the affected school or schools.

Adopted: October 14, 2004
Revised: June 30, 2010
Revised: June 30, 2011
Revised: June 27, 2013
Revised: June 30, 2016

Legal Refs.: Code of Virginia, 150, as amended, §§ 22.1-253.13:3, 22.1-253.13:9.

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