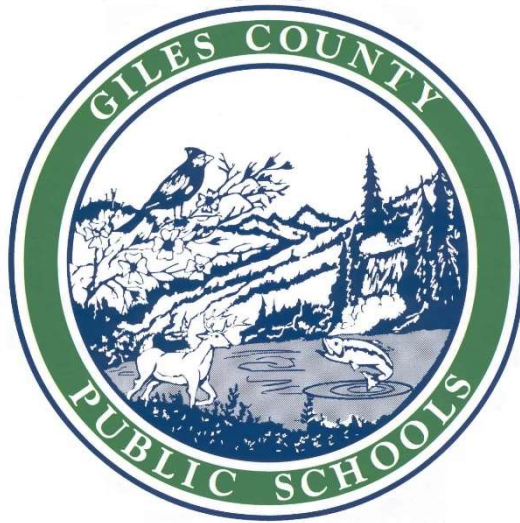


Parent/Student Handbook 2020-2021



Mission Statement

The mission of Giles County Public Schools is to continue the improvement of instruction in a positive manner, and to create a welcome climate for students, parents, and employees; while achieving the mandates of the Virginia Department of Education.

This mission is to be accomplished in a team setting, where the team shall include students, parents, employees, residents, industry, and local merchants.

151 School Road, Pearisburg, Virginia 24134
Phone (540) 921-1421
Fax (540) 921-1424
<http://sbo.gilesk12.org/>

2020-2021

August '20						
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Events / Holidays

Date	Description
8/17/20	Teacher Workday
8/18/20	Teacher Workday
8/19/20	Teacher Workday
8/20/20	Teacher Workday
8/24/20	First Day of School
9/4/20	No School
9/7/20	Labor Day Holiday
10/15/20	2 hr. Early Release/PT Conf. 2-6
10/16/20	PT Conf. 9-12/Teacher Workday 12-3
10/28/20	End of 1st 9 Weeks
11/3/20	Teacher Workday
11/6/20	Release of Report Cards
11/11/20	Veteran's Day Holiday
11/25/20	Thanksgiving Break
11/26/20	Thanksgiving Break
11/27/20	Thanksgiving Break
12/18/20	2 hr. Early Release for Christmas Break
1/4/21	Return from Christmas Break
1/15/21	Make-Up Day
1/18/21	Martin Luther King, Jr. Holiday
1/22/21	Last Day of 1st Semester/End of 2nd 9 Weeks
1/23/21	Teacher Workday
1/26/21	Start of 2nd Semester
1/29/21	Release of Report Cards
2/15/21	Make-Up Day
3/15/21	Make-Up Day
3/31/21	End of 3rd 9 Weeks
4/1/21	2 hr. Early Release
4/2/21	Easter Break
4/5/21	Easter Break
4/9/21	Release of Report Cards
5/31/21	Memorial Day Holiday
6/7/21	Last Day of School
6/8/21	Teacher Workday
6/9/21	Make-Up Day
6/10/21	Make-Up Day
6/11/21	Make-Up Day

Dear Parents/Guardians and Students:

The Giles County School Board and I would like to welcome students and parents/guardians to the 2020-2021 school year. We strive to have each of our schools be an inviting place, with an atmosphere that supports teaching and learning. This is best achieved through strong relationships and continuous communication between the school and the home.

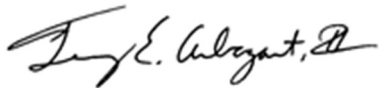
The Giles County Public Schools Student/Parent handbook will help layout the expectations and responsibilities, as well as the legal and procedure requirements that students are expected to abide by while in school, while traveling to and from schools and while attending all school sponsored activities. This handbook includes excerpts from policies adopted by the Giles County School Board, but is not intended to be a complete version of the entire Board policy manual. The purpose of this handbook is to make parents aware of the major issues and procedures we address within the policy manual.

We realize the significance of our role to supervise and educate the students of Giles County Public Schools each day. We also realize and appreciate your role and influence in your child's lives. Consequently, we look forward to working with you in support of our efforts.

Please review this handbook with your children. If you have questions, we encourage you to contact your child's principal to discuss them further. This handbook, as well as the Giles County School Board Policy manual, will be posted online at sbo.gilesk12.org. Copies of each are also available in the main office of each school or the School Board Office.

We are excited to begin another school year and look forward to working with parents and students to ensure a successful 2020-2021 school year.

Sincerely,

A handwritten signature in black ink, reading "Terry E. Arbogast, II". The signature is fluid and cursive, with the first name "Terry" being the most prominent.

Dr. Terry E. Arbogast, II
Division Superintendent

GILES COUNTY SCHOOL BOARD

Jason B. Buckland	Western District
Melissa R. Guynn	Member-At-Large
Phillip A. Pennington	Member-At-Large
Stephen M. Steele	Eastern District
Mark A. Wilburn	Central District

SCHOOL BOARD OFFICE ADMINISTRATION

Phone (540) 921-1421

Dr. Terry E. Arbogast, II Superintendent	Extension 10
Trisha Young Data Mgmt./Testing Director	Extension 12
Paula Tibbs Gifted Coordinator/Instructional Coach	Extension 15
Lisa Mustain Asst. Superintendent for Curriculum	Extension 16
Christy Lawson Food Service Supervisor	Extension 17
Jesse Glover School Health Coordinator	Extension 19
Jessica Morris Director of Special Education	Extension 21
Shannon Douthat School Psychologist	Extension 23
David Thompson Finance Supervisor	Extension 28

SCHOOLS

Giles High School (921-1711/626-7099)
1825 Wenonah Avenue
Pearisburg, VA 24134
Timothy M. Hollar, Principal
Lisa C. (Shelly) Boggess, Asst. Principal

Narrows High School (726-2384)
1 Green Wave Lane
Narrows, VA 24124
Brian K. Bowles, Principal
B. Todd Lusk, Asst. Principal

Giles County Technology Center (921-1166)
1827 Wenonah Avenue
Pearisburg, VA 24134
Kevin L. White, Principal

Eastern Elementary/Middle School (626-7281)
6899 Virginia Avenue
Pembroke, VA 24136
Jason D. Mills, Principal

Macy McClagherty School (921-1363)
1001 Henson Avenue
Pearisburg, VA 24134
Dr. Michael Brown, Principal

Narrows Elementary/Middle School (726-2391)
401 Wolf Street
Narrows, VA 24124
Christopher R. Gautier, Principal

Table of Contents

Contents

Age/Entrance Requirements..... 6

1. Birth Certificate (§ 22.1-3.1 of the Code of Virginia) 6

2. Street Address (§ 22.1-4.1 of the Code of Virginia) 6

3. School Entrance Health Form (§ 22.1-270 of the Code of Virginia)..... 6

4. Immunizations (§ 22.1-271.2 of the Code of Virginia) 6

5. Social Security Number (§ 22.1-260 of the Code of Virginia) 7

AHERA Notification 7

Attendance..... 8

Backpack Safety 8

Directory Information 9

Distribution of Materials/Information 9

Eating Disorders 9

Food Service 9

Gifted Education 10

Health Services..... 10

Homework..... 12

Non-Discrimination Notice..... 12

Notification of Rights Under FERPA for Elementary and Secondary Schools 12

School Board Policy Manual..... 13

School Board 14

School Bus Safety 14

School Visitation..... 14

School Closing Information 14

Sex Offender Registry Notification 15

Textbooks 15

Tobacco Free School Campuses 15

Age/Entrance Requirements

Virginia school law, 22.1.254, states that children are of school age if they have reached their fifth birthday on or before September 30 of any year. All eligible children must register for school. Parents may request a one-year delay in enrollment for five year olds.

Students who will enter kindergarten and any child selected to attend the pre-kindergarten program must register. In order to enroll a child in a public school system in Virginia, state law requires a parent or guardian of a child to provide certain information to the child's school division. The required information is listed below:

1. Birth Certificate ([§ 22.1-3.1](#) of the *Code of Virginia*)

Except as provided in [§ 22.1-3.1](#) of the *Code of Virginia*, no student shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the student shall present, upon admission, a certified copy of the student's birth record. A photocopy of the child's birth certificate will not meet this requirement. If a certified copy of the child's birth certificate cannot be obtained, the person enrolling the child must submit a sworn statement setting forth the child's age and explaining the inability to present a certified copy.

A certified copy of a birth record for a person born in Virginia may be obtained from the Virginia Department of Health, Division of Vital Records and Health Statistics.

2. Street Address ([§ 22.1-4.1](#) of the *Code of Virginia*)

Documentation of the street address or route number of the child's residence must be provided. If no street address or route number exists for the child's residence, a post office box number must be provided.

If a child has no regular, fixed residence but resides within the school division in a temporary shelter, institution, or place not ordinarily used as a residence, the school division may determine that a street address, route number, or post office box number, cannot be provided and may accept an alternative form of address that it considers appropriate.

3. School Entrance Health Form ([§ 22.1-270](#) of the *Code of Virginia*)

Section [22.1-270](#) of the *Code* precludes the admission of students for the first time to any public kindergarten or elementary school in a school division unless the student furnishes, prior to admission, either a report of a comprehensive physical examination from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician. The examination must be of the scope prescribed by the State Health Commissioner and must have been performed within 12 months before the date the student first enters the public school. In the alternative, students may provide records showing that they furnished such a report upon admission to another school or school division and provide the information that was contained in that report. Section [22.1-270](#) also includes special provisions for homeless students as well as an exemption from the physical examination for students whose parents object for religious reasons. Additionally, [§ 22.1-3.4](#) of the *Code* provides specific requirements for the immediate enrollment of children in foster care who do not have the requisite physical examination report. Children of military families, without documentation of immunizations, should be immediately enrolled and shall have up to 30 days from the date of enrollment to obtain any immunizations required by the receiving state. ([§ 22.1-360](#)) The Compact does not waive the physical examination requirement for these children. Such physical examination is not required of any child whose parent objects on religious grounds and who shows no visual evidence of sickness, provided that such parent shall state in writing that, to the best of his knowledge, the child is in good health and free from any communicable or contagious disease.

While the report of the comprehensive physical examination must contain the elements prescribed by the State Health Commissioner, state law does not require it to be on the School Entrance Health Form, MCH 213G, in order to be accepted by the local school board. Therefore, school divisions cannot deny enrollment to a student who provides the necessary report on a different form as long as that form is attached to a MCH 213G. For more information, please refer to [Superintendent's Memorandum #103-12](#), issued on April 20, 2012.

See [School Entrance Physical Exam Form](#) (PDF) and [Instructions](#) (PDF) for additional information regarding the form that may be used for the examination.

Upon request, Virginia's health departments in all of its counties and cities must provide the physical examination for medically indigent children without charge.

4. Immunizations ([§ 22.1-271.2](#) of the *Code of Virginia*)

Documentation indicating that the child has received the required immunizations must be provided. Please go to <http://www.vdh.state.va.us/epidemiology/Immunization/documents/SchoolRegulations/Min%20Requirements.pdf> for a list of the required immunizations.

Any child whose immunizations are incomplete may be admitted conditionally, if the parent or guardian provides documentation at the time of enrollment, that the child has received at least one dose of the required immunizations and has a written schedule for completing the remaining doses within 90 days. If the student requires more than two doses of hepatitis B vaccine, the conditional enrollment period shall be 180 calendar days.

No certificate of immunization shall be required for a student's school admission if (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, licensed nurse practitioner, or a 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.

5. Social Security Number (§ 22.1-260 of the Code of Virginia)

During the 2015 General Assembly Session, two bills which eliminated the requirement for disclosure of students' social security numbers were passed. [HB 1307](#) and [SB 1293](#) provide that neither the Virginia Department of Education nor any local school board shall require any student enrolled in a public elementary or secondary school or receiving home instruction pursuant to § [22.1-254.1](#) of the *Code*, or his parent, to provide the student's federal social security number. Both HB 1307 and SB 1293 are effective August 1, 2015.

6. Expulsion Statement (§ 22.1-3.2 of the Code of Virginia)

When a student is registered, the parent must provide a sworn statement about whether the child has been expelled from attending a private school or another public school in Virginia or a school in another state for an offense involving weapons, alcohol or drugs, or for willful infliction of injury to another person. In addition, the parent must provide 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 § [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.

7. Homeless Students (§ 22.1-3 of the Code of Virginia)

School divisions must immediately enroll homeless students and coordinate the provision of services to homeless students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions. In addition, division superintendents cannot exclude from school attendance those homeless children who do not provide the requisite health or immunization information required of other students. School divisions must immediately refer the student to the school division liaison required to assist the student in obtaining necessary physical examinations or proof of completion of immunizations. See [Project Hope-Virginia](#), call 877-455-3412, or email homlss@wm.edu for more information regarding the enrollment of homeless students.

8. Students in Foster Care (§ 22.1-3.4 of the Code of Virginia)

A student who has been placed in foster care by a local social services agency shall be immediately enrolled even if the placing social services agency is unable to produce the documents required for enrollment. In such cases, the person enrolling the student must provide a written statement including specifics required by the *Code* at the time of enrollment. See § [22.1-3.4](#) of the *Code of Virginia* and [Enrollment of Students in Foster Care](#) for additional information.

You may want to review §§ [22.1-1](#), [22.1-3](#), [22.1-5](#), [22.1-254](#), and [22.1-255](#) of the *Code of Virginia*. These sections provide additional information, including the definitions of "parents" and "person of school age," information regarding compulsory attendance, and the requirements for residency within a school division.

AHERA Notification

The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act, was passed by Congress in 1986. AHERA requires local educational agencies to inspect their schools for asbestos-containing building material and prepare management plans that make recommendations for the reduction of asbestos hazards.

In accordance with the requirements of AHERA, Giles County Public Schools is notifying all employees, building occupants and their legal guardians of the availability of the AHERA management plan for public review.

The AHERA Management Plan and associated documents for Giles County Public Schools are available for public review in each building's main office and at the School Board Office.

The AHERA Management Plan contains documentation of the initial AHERA inspection, 6 month periodic surveillances, triennial re-inspections, employee training and the Operations and Maintenance procedures.

Questions regarding the AHERA Management Plan or this correspondence should be directed to the School Board Office at 921-1421 extension 16.

Attendance

The Code of Virginia § 22.1-254 states that every parent, guardian, or other person in the Commonwealth 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, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1.

Backpack Safety

American Academy of Pediatrics

Backpacks are a popular and practical way for children and teenagers to carry schoolbooks and supplies. When used correctly, backpacks can be a good way to carry the necessities of the school day. They are designed to distribute the weight of the load among some of the body's strongest muscles. However, backpacks that are too heavy or are worn incorrectly can cause problems for children and teenagers. Improperly used backpacks may injure muscles and joints. This can lead to severe back, neck and shoulder pain, as well as posture problems. Share these guidelines to help your family use backpacks safely.

Choose the right backpack. Look for the following:

- Wide, padded shoulder straps – Narrow straps can dig into the shoulders. This can cause pain and restrict circulation.
- Two shoulder straps – Backpacks with one shoulder strap that runs across the body cannot distribute weight evenly.
- Padded back – A padded back protects against sharp edges on objects inside the pack and increases comfort.
- Waist strap – A waist strap can distribute the weight of a heavy load more evenly.
- Lightweight backpack – The backpack itself should not add much weight to the load.
- Rolling backpack – This type of backpack may be a good choice for students who tote a heavy load. Remember that rolling backpacks still need to be carried up the stairs. They may be difficult to roll in the snow.

To prevent injury when using a backpack, do the following:

- Always use both shoulder straps. Slinging a backpack over one shoulder can strain muscles. Wearing a backpack on one shoulder may increase curvature of the spine.
- Tighten the straps so that the pack is close to the body. The straps should hold the pack two inches above the waist.
- Pack light. The backpack should never weigh more than 10 to 20 percent of the student's total body weight.
- Organize the backpack to use all of its compartments. Pack heavier items closest to the center of the back.
- Stop often at lockers, if possible. Do not carry all of the books needed for the day.
- Bend using both knees when you bend down. Do not bend over at the waist when wearing or lifting a heavy backpack.
- Learn back strengthening exercises to build up the muscles used to carry a backpack. Ask your pediatrician for advice.

Parents can also help in the following ways:

- Encourage your child or teenager to tell you about pain or discomfort that may be caused by a heavy backpack. Do not ignore any back pain in a child or teenager. Ask your pediatrician for advice.
- Talk to the school about lightening the load. Be sure the school allows students to stop at their lockers throughout the day. Team up with other parents to encourage changes.

- Consider buying an extra set of textbooks for your student to keep at home.

The information contained in this publication should not be used as a substitute for the medical care and advice of your pediatrician. There may be a variation in treatment that your pediatrician may recommend based on individual facts and circumstances.

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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.

Please refer to policies JO and JO-E for more information on Student Records/Directory Information. The policies can be accessed at <http://sbo.gilesk12.org> and in Appendix A.

Distribution of Materials/Information

All requests to distribute materials/information to students and employees of the school division must be approved by the principal and the superintendent. Please refer to policy KF for additional information. The policy can be accessed at <http://sbo.gilesk12.org> and in Appendix A.

Eating Disorders

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades. Please see pages 12-13 for additional information.

Food Service

All Giles County Schools participate in the National School Lunch Program. Breakfast and lunch are available to students, faculty and staff. Free/reduced applications are available in school offices or at the School Board Office.

(Prices are subject to change)

BREAKFAST

LUNCH

Elementary/Middle

Full

1.70

2.30

	Reduced	.30	.40
	Adult	2.30	3.15
Secondary	Full	1.70	2.45
	Reduced	.30	.40
	Adult	2.30	3.15

Gifted Education

The Gifted Education Program for Giles County Schools serves students in grades K-12 who need curriculum differentiation and enrichment because of advanced knowledge and potential. These students often have good vocabularies, are curious, interested in many things, learn quickly and retain information well. Students referred for the Gifted Program will be administered a test (with parent permission) to measure verbal and non-verbal intelligence. This information along with classroom performance, parent and teacher checklists, and/or observations will be used to determine if the student is in need of a differentiated curriculum. When a student is identified as needing gifted services, then, with parent permission, the teacher begins to enrich the student's program based on the student's strengths and needs. Teachers maintain a Differentiated Education Plan (DEP) of the activities provided and this becomes part of the student's school file.

The Visual Arts Gifted Education Program is for students in grades K-7 and is for students whose visual arts aptitudes require that they receive a differentiated educational program to further meet their needs. In order to be considered for this program, students must complete a portfolio for their artwork and be scheduled for an identification meeting with the Visual Arts Gifted Education instructor. Information about nominations and portfolio requirements are available from the guidance counselor and the Visual Arts Gifted Education instructor. Assessments are conducted during December and May; completed portfolios are assessed at the next assessment date.

Health Services

Screening Information

Good health is essential to effective learning and has long been recognized as a worthy goal of education. Because of the significance of optimum health for our school children, certain health screenings are provided by Giles County Public Schools. Through the cooperative efforts of school nurses, speech and language pathologists, and other school personnel, the screening programs are conducted in accordance with procedures established by the State Department of Education for implementing School Laws 22.1-270 and 22.1-273. All applicable procedural safeguards shall be maintained during the screening process. Listed below are the various screening and the grade levels at which they are provided. These screenings will be conducted within 45 business days for Pre-K, 60 business days for student enrollment into kindergarten and for all students new to Giles County Public Schools, regardless of grade level, that do not have documentation of a recent screening. Deficiencies discovered through this screening process will be referred to parents/guardians by letter, phone call, and /or home visit.

- Vision—Grades K, 3, 7, and 10
- Hearing—Grades K, 3, 7, and 10
- Speech, Voice, and Language—Pre-K, Kindergarten and New Students if no recent screening
- Fine and Gross Motor Function—Pre-K, Kindergarten and New Students if no recent screening

All students in Giles County Public Schools may be screened for Height and Weight, as recommended by the Virginia School Health Guidelines.

The Dental Aid Partners of the NRV in conjunction with the School Districts will be screening students in grades Pre-K-7. Parents will be notified if their child's has a condition potentially requiring dental care.

It is through this screening process that potential problems can be identified and addressed prior to any adverse effect on school performance.

Scoliosis Information Sheet for Parents of Students in Grades 5 through 10

According to the Code of Virginia 22.1-273.1 within the time periods specified in regulations promulgated by the Board of Education, each school board shall provide parent educational information on Scoliosis to parents of students in grades 5 through 10.

1. Scoliosis is a sideways (lateral) curving of the spine, generally associated with the rotation of the spine and rib cage.

2. Frequent signs are a prominent shoulder blade, uneven hip and shoulder levels, unequal distance between arms and body, clothes that do not “hang right”, leaning to one side more than another, round shoulders or a humpback.
3. Kyphosis (round back) may occur in developing adolescents. It should be screened for and may need to be treated.
4. Eighty percent of scoliosis cases are idiopathic (cause unknown). Scoliosis tends to run in families and affects more girls than boys.
5. Scoliosis is identified by a physician’s use of family history, physical exams and x-rays when checking for scoliosis. A simple test, called “forward bend test” a procedure to assess the possible presence of abnormal curvature in the spine. With this test the child is asked to bend over at the waist as if they are going to touch their toes. The examiner then views for asymmetry of the back, and shoulders or any spinal curvatures.
6. Spinal curvature is best corrected when a young person’s body is still growing, and can respond to one or a combination of treatments (exercise, body brace, surgery etc.). Potential treatments vary, based on history, physical exam, x-rays and other tests. Mild cases may not need treatment, but should be monitored.
7. Usually without pain in its early years, scoliosis can advance rapidly during the growing years. Curves that are moderate to severe will continue to advance in adulthood and can increase with each pregnancy. Left untreated, scoliosis can cause obvious physical deformity, pain, arthritic symptoms, and heart and lung complications and can limit activities.

Early detection of any curvature is very important. When scoliosis is detected early and treated appropriately, progressive deformity of the spine can be prevented. If you have concerns about your child’s posture or spine development, contact your child’s health care provider.

Automated External Defibrillators (AED)

Automated External Defibrillators, commonly known as AEDs, are devices that can diagnose cardiac arrhythmia and administer an electrical shock to help a person’s heart re-establish its rhythm. AEDs are in place in all Elementary/Middle and High Schools.

Information about School Health Services

School Health Services provides many services including management of acute (short-term) and chronic (on-going) health care problems. Examples of acute problems are mild injuries (bug bites, scratches, etc.) and illnesses. Examples of chronic problems include diabetes, asthma, and seizure disorders. Also, skilled nursing procedures (ordered by your child’s health care provider) including breathing treatments, tube feeding, dressing changes, medication administration and blood glucose monitoring are also provided. Emergency services are also provided. This includes training and administration of EpiPen for allergic reactions, Glucagon for hypoglycemia and Insulin for hyperglycemia. A team of CPR/First Aid/ AED trained school personnel is available in each school for emergency situations. We also provide health education to students. If your child needs medications (including over-the – counter medications like Tylenol), treatments or procedures during the year, specific forms MUST be completed before any medication or treatment can be provided. Most medications and treatments require a doctor’s order. School personnel cannot give any medications or treatments without the written permission of the parent/guardian. Hand notes or telephone permission is unacceptable. At the end of the school year, parents must pick up their child’s medication from the school or it will be discarded. School clinics have the following topical medication available for students who need basic first aid: Aloe Vera (burns, bug bites, etc.), Calamine lotion or Hydrocortisone Cream (bug bites, poison ivy/oak, dermatitis, etc.), petroleum jelly such as Vaseline (chapped lips, dry skin, etc.), triple antibiotic ointment/ cream, wound wash (sterile saline or water), eye wash (sterile saline or water), moisturizing lotion (dry skin, etc.), and alcohol (piercing, tick bite etc.). Generic forms of the above may be substituted. All wounds are treated with gentle wound cleaning and band aid/bandage application. Ice is use for soft tissue injuries such as sprains, strains etc. School Personnel, as always, follow the First Aid Guidelines recommended by the Virginia Department of Education. If you do not want these medications available for your child, please submit your request in writing to the school nurse. If a child becomes sick or injured, he/she will be sent to the clinic. If after observation, the illness/injury appears to warrant contact of a parent/guardian/emergency contact, reasonable effort will be made to make contact. At this time, the student may need to be picked up from school. If sickness or a minor injury occurs near dismissal time, the child may be sent home on the bus. In an emergency, the school will call 911. Emergency information sheets are to be filled out each year. It is important that emergency sheets be updated throughout the year if changes are made in employment, telephone numbers, or alternate contacts. School nurses serve as a resource person to school personnel, students, and their families. Please contact them if you have concerns about your child’s health.

Severe Allergy Information- Asthma

The 2000 legislation of House Bill 1010 addresses student possession and self-administration of inhaled asthma medications. Present school policy allows students with asthma to carry inhaled asthma medications with physician and parent permission. However, the law mandates that each student with asthma who carries an inhaler have an “Asthma Health Care Action Plan and

Authorization for Medication.” If your child has asthma and needs to carry an inhaler at school, please notify the school nurse. Parents can access the Asthma Action Plan on the school website.

Severe Allergy Information and Stocked EpiPens

Giles County Public Schools will provide at least two (2) does of auto-injectable epinephrine in every school. These EpiPen’s are for students who have not been diagnosed with a life-threatening allergy but who have a life-threatening reaction during the academic day. Policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.). At least two staff members at every school are trained to administer the emergency medication in the event of a life-threatening allergic reaction. Parents of students who have been diagnosed with life-threatening allergies are still expected to provide their child’s prescribed medication to the school, along with health-related forms. It is the parent’s responsibility to provide emergency medications such as Benadryl and Epinephrine (EpiPen). Parents of students who should not be administered epinephrine because of a serious health condition need to notify the school nurse.

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. Please refer to policy IKB regarding homework. The policy can be accessed at <http://sbo.gilesk12.org> and in Appendix A.

Non-Discrimination Notice

Giles County Public Schools does not discriminate on the basis of race, religion, political affiliation, disability, age, national origin, or sex, pregnancy, childbirth or related medical conditions, marital status, sexual orientation, gender identity, or status as a veteran, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator (Assistant Superintendent, Curriculum)
151 School Road
Pearisburg VA 24134
(540) 921-1421 x 16

As required by Title IX, GCPS does not discriminate on the basis of sex in its education programs/activities. Nondiscrimination on the basis of sex extends to admission and employment. Educational programs shall be designed to meet the varying needs of all students. For further inquiries about the application of Title IX or information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481..

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

School Board Policy Manual

In accordance with the Standards of Quality for Public Schools in Virginia, the Giles County School Board maintains a policy manual. This manual contains School Board policies as well as administrative regulations. These manuals are updated periodically as laws and regulations change. Updated copies of Giles County School Board Policies are maintained in each school library, the principal's office, the School Board Office, and in the Narrows and Pearisburg Public Libraries. The Policy Manual is also on the website at <http://sbo.gilesk12.org/> and is updated periodically.

Should you have additional questions regarding these policies or the availability of them for your review, please contact the school principal or Amanda Tickle, the School Board Clerk, at 921-1421, extension 10 or by email at atickle@gilesk12.net.

Printed copies of school division policies and regulations are available to citizens who do not have online access.

School Board

The Board meets the third Thursday of every month at the School Administration Building, located at 151 School Road, Pearisburg, Virginia 24134. The Board meets at 4:30 p.m., unless otherwise stated (Normally June and August do not follow this schedule). School Board members regularly visit school sites and converse with parents, citizens, teachers, administrators and students.

Meetings are open to the public and the community is always welcome to attend.

School Bus Safety

A brochure on school bus safety is enclosed in the school calendar and will be sent out the first week of school to each student. Please refer to policies EEA (Student Transportation Services), EEAB (School Bus Scheduling & Routing), EEAC (School Bus Safety Program), JFCC (Student Conduct on School Buses) and JFCC-R (Student Conduct on School Buses) for more information on School Bus Safety, Transportation and Student Conduct on Buses. The policies can be accessed from <http://sbo.gilesk12.org> and in Appendix A.

School Visitation

The Giles County School Board welcomes and encourages parent/guardian interest and involvement in its instructional program. At the same time, we are mindful of our responsibility to create and maintain a focused environment with minimal distractions. The principal may at his/her discretion limit the number of classroom visitors at any given time.

Parents are encouraged to visit the schools especially on scheduled meeting days for conferences with teachers, assemblies, parent-teacher organization meetings, and other school programs, and at other times with the consent of the classroom teacher or school principal.

All school visitors must report to the school office and sign in their attendance and receive a Visitor's Pass.

School Closing Information

During the winter season, difficult decisions must be made about the safe transportation of students. The Giles County School System transports approximately 2,400 students to and from school each day. In bad weather the decision to close schools or to alter the normal day's operation is reached after conferring with the Sheriff's Department, the State Highway Department, bus drivers, and others who have direct knowledge of road conditions. This decision is usually made before 6:15 a.m. to ensure that parents, students, employees, and the media receive the earliest possible notification.

The following options may be selected by administration on days of inclement weather: (1) close schools for the day; (2) delay opening school 1 or 2 hours (we may end up closing within this time period due to changing weather conditions); or (3) dismiss early.

The following stations will be notified should any changes in the normal school schedule occur:

RADIO STATIONS

WNRV-AM, 990 (Giles Co.)
WXLK-FM, 92.3 (Roanoke)
WSLC-FM, 94.9 (Roanoke)
WSLQ-FM, 99.1 (Roanoke)
WPSK-FM, 107.1 (Pulaski)
WRIQ-FM, 101.7 (Radford)

TELEVISION STATIONS

WVVA-TV, Channel 6 (Bluefield)
WDBJ-TV, Channel 7 (Roanoke)
WSLS-TV, Channel 10 (Roanoke)

Sometimes buses will not start, may break down en route, or there may be a utility problem at one of the schools. In cases like these, WNRV 99.0 AM may be notified to provide updated information. If you have questions about a bus not being on time, you should call your child's school and they will be able to answer your questions.

Schools may have to close early during the day due to inclement weather or hazardous conditions. It is also a possibility that if schools are to open on a two hour late schedule, weather conditions may change and require that schools remain closed. Announcements concerning closings or changes in schedules will be made as soon as possible. When schools have been closed for one or more consecutive days, a decision regarding additional closing plans, when possible, will be made by 9:00 p.m. the night before. The decision to cancel individual school activities such as extra-curricular athletic events, practices, etc. will be the responsibility of the principal.

We hope the information contained here will be useful to you. If you have additional questions or concerns regarding your individual situation, please take time to discuss these with your child's principal.

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 re-registration 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).

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.virginia.gov/sor/>).

Textbooks

There will be no textbook rental fees. Students will be expected to use books with reasonable care. Soiled, damaged or lost textbooks will be paid for by the students or his/her parent or guardian.

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. *(Excerpt from policy GBEC-R/JFCH-R/KGC-R)* Please refer to policies GBEC, GBEC-R, JFCH, JFCH-R, KGC and KGC-R regarding Tobacco and Tobacco Free Schools. The policies can be accessed from <http://sbo.gilesk12.org> and Appendix A.

Dear Parent of Students in Grades Five through Twelve:

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

After reviewing the information on the reverse side of this letter, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider or one of the resources listed below.

- Academy for Eating Disorders (AED)
<http://www.eatingdisorderhope.com/information/help-overcome-eating-disorders/non-profits-organizations/aed>
- Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.)
www.feast-ed.org
- National Eating Disorders Association
www.nationaleatingdisorders.org
Toll free, confidential Helpline, 1-800-931-2237

Additional resources may be found at:

- Virginia Department of Education
http://www.doe.virginia.gov/support/health_medical/index.shtml, under the section titled, Eating Disorders

What Are Eating Disorders?

Eating disorders are real, complex, and devastating conditions that can have serious consequences for health, productivity, and relationships. They are not a fad, phase or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person's functioning, including school performance, brain development, emotional, social, and physical well-being.

Eating disorders can be diagnosed based on weight changes, but also based on behaviors, attitudes and mindset. Be alert for any of these signs in your child.

Eating disorders affect both males and females of all ages.

Key things to look for around food:

- ☐ Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- ☐ Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- ☐ Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- ☐ Often says that they are not hungry
- ☐ Skips meals or takes small portions of food at regular meals
- ☐ Cooks meals or treats for others but won't eat them
- ☐ Avoids mealtimes or situations involving food
- ☐ Goes to the bathroom after meals often
- ☐ Uses a lot of mouthwash, mints, and/or gum
- ☐ Starts cutting out foods that he or she used to enjoy

Key things to look for around activity:

- ☐ Exercises all the time, more than what is healthy or recommended – despite weather, fatigue, illness, or injury
- ☐ Stops doing their regular activities, spends more time alone (can be spending more time exercising)

Physical Risk Factors:

- ☐ Feels cold all the time or complains of being tired all the time. Likely to become more irritable and/or nervous.
- ☐ Any vomiting after eating (or see signs in the bathroom of vomiting – smell, clogged shower drain)
- ☐ Any use of laxatives or diuretics (or you find empty packages)

Other Risk Factors:

- ☐ Believes that they are too big or too fat (regardless of reality)
- ☐ Asks often to be reassured about how they look
- ☐ Stops hanging out with their friends
- ☐ Not able to talk about how they are feeling
- ☐ Reports others are newly judgmental or “not connecting”

Weight is NOT the only indicator of an eating disorder, as people of all sizes may be suffering

How to Communicate with Your Child

- Understand that eating disorder sufferers often deny that there is a problem.
- Educate yourself on eating disorders
- Ask what you can do to help
- Listen openly and reflectively
- Be patient and nonjudgmental
- Talk with your child in a kind way when you are calm and not angry, frustrated, or upset
- Let him/her know you only want the best for him/her
- Remind your child that he/she has people who care and support him/her
- Be flexible and open with your support
- Be honest
- Show care, concern, and understanding
- Ask how he/she is feeling
- Try to be a good role model- don't engage in 'fat talk' about yourself
- Understand that your child is not looking for attention or pity
- Seek professional help on behalf of your child if you have ANY concerns

If Your Child Shows Signs of a Possible Eating Disorder Seek assistance from a medical professional as soon as possible; because they are so complex, **eating disorders should be assessed by someone who specializes in the treatment of eating disorders.** The earlier a person with an eating disorder seeks treatment, the greater the likelihood of physical and emotional recovery.

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.

Cross Ref.:	EEAB EEAC IICA JCA JEC-R JECA JECB (Opt. 1) JEG JFCC JFC-R LC-E	School Bus Scheduling and Routing School Bus Safety Program Field Trips Transfer Requests by Student Victims of Crime School Admission Admission of Homeless Children Admission of Nonpublic Students for Part-Time Enrollment Exclusions and Exemptions from School Attendance Student Conduct on School Buses Standards of Student Conduct Charter School Application
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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

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.

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, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

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

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

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) a prohibition against use 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 requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
- (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (9) a component of internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The division's computer system is not a public forum.

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

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

Each user of the division's computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the division's computer system. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines 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)
Revised: May 15, 2019
Revised: June 12, 2019

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.:	EGAA	Reproduction and Use of Copyrighted Materials
	GBA/JHFA	Prohibition Against Harassment and Retaliation
	GCPD	Professional Staff Discipline
	GCQB	Staff Research and Publishing
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

TECHNOLOGY USE GUIDELINES

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, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

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 is not responsible 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.

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)
Revised: May 15, 2019
Revised: June 12, 2019

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: GAB/IIBEA Acceptable Computer System Use
GCPD Professional Staff Members: Contract Status and Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

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

**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 AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian 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/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's 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.

Student/Employee Signature _____ Date _____

Student/Employee Name _____
(Please Print)

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. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with BLANK School Division's policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____
(Please Print)

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: ____/____/____

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

Generally

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

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

The superintendent is responsible for developing a regulation which contains

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

Definitions

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

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

Revised: June 12, 2019

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

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

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

GILES COUNTY PUBLIC SCHOOLS

TOBACCO-FREE SCHOOL CAMPUSES

The Giles County School Board recognizes that the use of tobacco products or nicotine vapor products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products or nicotine vapor 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/Nicotine Vapor Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product or nicotine vapor 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 or nicotine vapor 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 or nicotine vapor 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 and nicotine vapor products 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
Revised: June 12, 2019

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

NATIONAL MOTTO

The statement “‘In God We Trust,’ the National Motto, enacted by Congress in 1956” is posted in a conspicuous place in each school for all students to read.

Adopted: June 28, 2002

Revised: June 30, 2020

Legal Ref.: Acts 2003, c. 902.

GILES COUNTY PUBLIC SCHOOLS

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.

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

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)

REMEDIAL INSTRUCTION PROGRAM

Generally

The School Board develops and implements programs of prevention, intervention or remediation for students who are educationally at risk, including but not limited to 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 is required to attend a remediation program or to participate in another form of remediation. The superintendent requires 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 are 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 are not 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 superintendent's 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 superintendent. The costs of such private school remediation program or other special remediation program are borne by the student's parent.

Targeted mathematics remediation and intervention are 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 annually evaluates and modifies, 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.

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.

Summer school instruction at any level which is provided as part of a state-funded remedial program is 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
Revised: March 15, 2018

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:1, 22.1-253.13:3, 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

OFF-SITE INSTRUCTION AND VIRTUAL COURSES

Homebound Instruction

The School Board maintains 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 is awarded when it is done under the supervision of a licensed teacher qualified in the relevant subject areas and 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.

Virtual Courses

Students may enroll in and receive a standard and verified unit of credit for supervised virtual courses with prior approval of the principal. The superintendent is responsible for developing regulations governing this method of delivery of instruction that include the provisions of 8 VAC 20-131-110 and the administration of required Standards of Learning tests prescribed by 8 VAC 20-131-30. For courses offered for possible high school credit, standard units of credit are awarded for successful completion of such courses 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 qualified in the relevant subject areas. A verified unit of credit may be earned when the student has successfully completed the requirements specified in 8 VAC 20-131-110.

Adopted:	October 20, 2005
Revised:	June 30, 2010
Revised:	June 30, 2011
Revised:	June 27, 2013
Revised:	June 30, 2016
Revised:	June 14, 2018

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:3, 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

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 are exempt from the Virginia Public Procurement Act.

Information regarding online courses and programs that are available through the school division is posted on the division's website. The information includes 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 must be enrolled in a public school in Virginia as provided in Va. Code § 22.1-3.1. The student's parent or guardian must 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 is not 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 grade 12 through those school boards; or (iii) a local school board that provides online courses or programs to students who reside in Virginia but outside the geographical boundaries of that school division. However, "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
Revised: June 12, 2019

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
	IGBG	Off-Site Instruction and Virtual Courses

ADVANCED PLACEMENT CLASSES AND SPECIAL PROGRAMS

Students and their parents are notified of the availability of dual enrollment and advanced placement classes; career and technical education programs, including internships, externships, apprenticeships, credentialing programs, certification programs, licensure programs, and other work-based learning experiences; the International Baccalaureate program and Academic Year Governor's School Programs; the qualifications for enrolling in such classes, programs, and experiences; 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
Revised: June 14, 2018

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

Cross Ref.: IGAD Career and Technical Education
LEB Advanced/Alternative Courses for Credit

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.

- 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.

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

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

**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 AGREEMENT

Each employee must sign this Agreement as a condition for using the school division's computer system. Each student and his or her parent/guardian 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/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's 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.

Student/Employee Signature _____ Date _____

Student/Employee Name _____
(Please Print)

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. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with BLANK School Division's policies and regulations and for the school division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____
(Please Print)

**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: ____/____/____

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.

Adopted: June 30, 2006
Revised: April 24, 2014
Revised: March 16, 2017
Revised: June 14, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-130.1, 22.1-209.

8 VAC 20-620-10.

Cross Refs.:	IGAD	Career and Technical Education
	IJD	College and Career Readiness
	JO	Student Records

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. If student is enrolled as a full time student, prior approval of any outside courses must be obtain from the building principal. Periodic grade reporting, which corresponds with GCPS grading schedules, must be provided to the building principal.

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. Any student with at least a “B” average or higher for the entire course and missed 3 days or less shall be exempt from the final exam/demonstration requirement.

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 (Pages 1 & 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)
Revised: August 16, 2018 (Page 2 Only)
Revised: February 28, 2019 (Page 3 Only)

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

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

Cross Ref.: IB Academic Freedom
 IGBC Parental Involvement
 IKA Parental Assistance with Instruction

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 10 th	5
*	Enter 11 th	10
*	Enter 12 th	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

GILES COUNTY PUBLIC SCHOOLS

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

[illegible]

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 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)
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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
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PROCEDURE FOR UPCOMING EIGHTH GRADERS TAKING DIGITAL APPLICATIONS

1. Digital 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
Revised: August 15, 2019

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 Digital 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 Digital Applications:

1. Digital 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.

THE VIRGINIA ASSESSMENT PROGRAM AND GRADUATION REQUIREMENTS

Generally

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

The 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. It awards diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who meet the requirements prescribed by the Board of Education.

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

Virginia Assessment Program

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

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

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

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

Definitions

Authentic Performance Assessment

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

Standard Unit of Credit

A “standard unit of credit” or standard credit” is a credit awarded for a course in which the student successfully completes 140 clock hours of instruction and the requirements of the course.

Verified Unit of Credit

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

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

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

Virginia Assessment Program

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

Adopted: 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
Revision: March 15, 2018
Revision: May 15, 2019

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

8 VAC 20-131-5.

8 VAC 20-131-30.

8 VAC 20-131-50.

8 VAC 20-131-51.

8 VAC 20-131-110.

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

Cross Refs.: IAA Notification of Learning Objectives
IKFA Locally Awarded Verified Credits
IKH Retaking SOL Assessments

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.

Standard Diploma

For students entering the ninth grade for the first time in 2011-2012 through 2017-2018

To graduate with a Standard Diploma, a student must earn at least 22 standard units of credit by passing required courses and electives, and earn at least six verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education.

Beginning with students entering ninth grade for the first time in 2013-2014, a student must also:

- Earn a board-approved career and technical education credential to graduate with a Standard Diploma; and
- Successfully complete one virtual course, which may be non-credit bearing.

Beginning with students entering ninth grade for the first time in 2016-2017, a student must also:

- Be trained in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.

The school counselor can advise on available courses to fulfill the requirements for a Standard Diploma.

Discipline Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	3	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. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	3	1	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. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit. 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 acquire 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 as an additional test to verify student achievement.
History & Social Sciences	3	1	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. 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 acquire 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 as an additional test to verify student achievement.
Health & Physical Education	2	0	
World Language, Fine Arts or Career and Technical Education	2	0	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. Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical education course credit.

Economics and Personal Finance	1	0	
Electives	4	0	Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.
Student Selected Test	0	1	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 .
Career and Technical Education Credential	0	0	Students shall earn a career and technical education credential approved by the Board of Education, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
Total	22	6	

Additional Requirements for Graduation

- **For students entering the ninth-grade class for the first time in 2013-2014 and beyond:** Students shall successfully complete one virtual course, which may be a noncredit-bearing course or a required or elective credit-bearing course that is offered online.
- **For students entering the ninth-grade class for the first time in 2016-2017 and beyond:** Students shall be trained in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an Individualized Education Program (IEP) or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in [8VAC20-131-420 B](#).

Standard Diploma

For students entering the ninth grade for the first time in 2018-2019 and beyond

Discipline Area	Standard Units of Credit Required	Verified Credits Required	
English	4	2	N/A
Mathematics	3	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 approved by the board to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	3	1	<p>Courses completed to satisfy this requirement shall include course selection 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 and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.</p> <p>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 either a laboratory 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 as an additional test to verify student achievement.</p>
History and Social Sciences	3	1	<p>Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.</p> <p>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</p>

			the certification, competency credential, or license for either a laboratory 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 as an additional test to verify student achievement.
Health and Physical Education	2	0	N/A
World Language, Fine Arts or Career and Technical Education	2	0	Per the Standards of Quality, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education. Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical course credit.
Economics & Personal Finance	1	0	N/A
Electives	4	0	Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.
Total	22	5	N/A

Additional Requirements for Graduation

- **Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** - In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course, or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
- **Virtual Course** - Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in [8VAC20-131-420 B](#).
- **Demonstration of the five Cs** - Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the board.

Advanced Studies Diploma

For students entering the ninth grade for the first time in 2018-2019 and beyond

To graduate with an Advanced Studies Diploma for students entering the ninth grade for the first time in 2018-2019 and beyond, a student must earn at least 26 standard units of credit and five verified units of credit. Students earn standard credits by successfully completing required and elective courses. Students earn verified credits by successfully completing required courses and passing associated end-of-course SOL tests or other assessments approved by the state Board of Education.

Please note: Your school counselor can tell you which courses are offered by your school to fulfill the requirements for an Advanced Studies Diploma.

Advanced Studies Diploma Course Requirements (8 VAC 20-131-51) for Students Entering the Ninth Grade for the Time in 2018-2019 and Beyond

Subject Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	4	1	Courses completed to satisfy this requirement shall include at least three different course selections from among: algebra I, geometry, algebra II, or other mathematics courses above the level of algebra II. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	4	1	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 and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve additional courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.
History and Social Sciences	4	1	Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and two courses in either world history or geography or both. The board shall approve additional courses to satisfy this requirement.
World Language	3	0	Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
Health and Physical Education	2	0	N/A
Fine Arts or Career and Technical Ed	1	0	Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical credit.
Economics & Personal Finance	1	0	N/A
Electives	3	0	Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.
Total Credits	26	5	N/A

Additional Requirements for Graduation

- **Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** - In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the advanced studies diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
- **Virtual Course** - Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in [8VAC20-131-420 B](#).
- **Demonstration of the five Cs** - Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the board.

Advanced Studies Diploma

For students entering the ninth grade for the first time in 2011-2012 through 2017-2018

To graduate with an Advanced Studies Diploma for students entering the ninth grade for the first time in 2011-2012 through 2017-2018, a student must earn at least 26 standard units of credit and at least nine verified units of credit. Students earn standard credits by successfully completing required and elective courses. Students earn verified credits by successfully completing required courses and passing associated end-of-course SOL tests or other assessments approved by the state Board of Education.

Please note: Your school counselor can tell you which courses are offered by your school to fulfill the requirements for an Advanced Studies Diploma.

Advanced Studies Diploma Course Requirements (8 VAC 20-131-51) for Students Entering the Ninth Grade for the First Time in 2011-2012 through 2017-2018

Discipline Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	4	2	Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	4	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 additional courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.
History & Social Sciences	4	2	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 additional courses to satisfy this requirement.
World Language	3	0	Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
Health & Physical Education	2	0	N/A
Fine Arts or Career & Technical Education	1	0	Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical education course credit.
Economics and Personal Finance	1	0	N/A
Electives	3	0	N/A
Student Selected Test	0	1	A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education, economics or other areas as prescribed by the board in 8VAC20-131-110 .
Total	26	9	N/A

Additional Requirements for Graduation

- **Virtual Learning** - Students shall successfully complete one virtual course, which may be a noncredit-bearing course, or may be a course required to earn this diploma that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - Beginning with first-time ninth-grade students in the 2016–2017 school year, students shall be trained in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in [8VAC20-131-420 B](#).

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 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.

No student or his parent is required to disclose information related to the student's race or ethnicity unless (i) the student or his parent is given an option to designate "other" for the students race or ethnicity or (ii) such disclosure is required by federal law.

Adopted: August 23, 2001
Revision: October 14, 2004 (Legal Ref. Only)
Revision: June 30, 2011
Revision: October 22, 2015
Revision: June 14, 2018
Revision: August 16, 2018

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-4.2, 22.1-253.13:3.C.

EQUAL EDUCATIONAL OPPORTUNITIES/NON-DISCRIMINATION

I. Policy Statement

Equal educational opportunities shall be available for all students, without regard to sex, sexual orientation, race, creed, color, national origin, gender, gender identity ethnicity, religion, disability, ancestry, marital or parental status or any other unlawful basis. Further, educational programs shall be designed to meet the varying needs of all students.

The School Board:

- Provides facilities, programs and activities that are accessible, usable and available to qualified persons with disabilities;
- Provides a free, appropriate education, including non-academic and extracurricular services to qualified persons with disabilities;
- Does not exclude qualified persons with disabilities solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- Does not discriminate against qualified persons with disabilities 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.

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.

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 School Board designates 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 is posted on the Division's website at all times. The Compliance Officer may be contacted at lmustain@gilesk12.net. Complaints of discrimination may also be made to the Alternate Compliance Officer at kwhite@gilesk12.net. The Compliance Officer:

- (1) Receives reports or complaints of discrimination;
- (2) Conducts or oversees the investigation of any alleged discrimination;
- (3) Assesses the training needs of the school division in connection with this policy;
- (4) Arranges necessary training to achieve compliance with this policy; and
- (5) Ensures 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.

III. 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.

IV. Right to Alternative Complaint Procedure

Nothing in this policy denies 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.

V. 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.

VI. 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)
Revision: June 30, 2020

Legal Refs.: 20 U.S.C. §§ 1681 – 1688
29 U.S.C. §§ 794.
42 U.S.C. §§ 2000d-2000d-7.

34 CFR part 106.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 22.1-212.6:1.

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

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 cause such child to attend a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement.

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

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

The requirements of this policy apply to

- (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.

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.

Placement in Alternative Education Programs

The Superintendent may require a student who 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) found to have committed a serious offense or repeated offenses in violation of school board policies;
- (iv) suspended pursuant to Va. Code § 22.1-277.05; or
- (v) expelled from school attendance pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or subsection C of § 22.1-277 to attend an alternative education program

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 by the student or his parent, for a review of the record by the school board. Any such petition must be filed with the Clerk of the school board within (5) days of the superintendent's decision.

Adopted: August 23, 2001
Revised: October 14, 2004
Revised: June 30, 2011
Revised: June 28, 2012
Revised: June 30, 2014
Revised: June 29, 2018
Revised: February 28, 2019 (Placement in Alternative Education)

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-254.

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

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.

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. 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 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

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.

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

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.
- 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 a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations, or in emergency or transitional shelters; or are abandoned in hospitals;
 - b. 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
 - c. 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 who 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
Revised: June 29, 2018

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

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.

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

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

II. Compulsory Attendance Procedures

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

A. Upon Fifth Absence Without Parental Awareness and Support

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

B. Upon Additional Absences Without Parental Awareness and Support

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

III. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

IV. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to part II (B) above. The Superintendent compiles this information and provides it annually to the Superintendent of 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 the reason. A minimum of 160 days attendance of the regular school term of 180 days is required before a student can be considered eligible for 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
Revised: June 29, 2018
Revised: June 30, 2020

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-227.1, 22.1-254, 22.1-258, 22.1-260, 22.1-279.3, 46.2-323, 46.2-334.01, and 54.1-3900.

8 VAC 20-730-10.

8 VAC 20-730-20.

Cross Refs.: IGAJ Driver Education
JFC 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 Remediating 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 remediating 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 Remediating 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 remediating 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 the student's 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 the student's 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 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 superintendent's 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 the child's sixth birthday on or before September 30 of each school year whose parent or guardian notifies the school board that the parent 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.

Adopted: August 22, 2003
 Revised: June 30, 2006
 Revised: June 30, 2011
 Revised: June 30, 2020

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

Cross Refs.:	JEA JHCB JHCC LBD	Compulsory Attendance Immunization of Students Communicable Diseases Home Instruction GILES COUNTY PUBLIC SCHOOLS
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STUDENT CONDUCT

Generally

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

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

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

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

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

Parental Involvement and Responsibility

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

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress.

The school principal may notify the parents of any student who violates a School Board policy, the Standards of Student Conduct, or the compulsory school attendance requirements when such violation 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 the 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 as described in Policy CLA Reporting Acts of Violence and Substance Abuse.

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

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

Prevention, Intervention, and Treatment Activities and Programs

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

Prohibited Conduct

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

Bullying and Use of Electronic Means for Bullying

Bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

Gang Activity

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

Harassment

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

Hazing

Hazing is prohibited.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Intentional Injury of Others

Students are prohibited from intentionally injuring others.

Self-defense

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

Threats: Intimidation

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

Trespassing

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

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

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

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

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

Use of Profane or Obscene Language and Conduct

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

Vandalism

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

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

Adopted: 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
Revised: April 16, 2020

Legal Refs.: Code of Virginia, 1950, as amended, §§16.1-260, 18.2-56, 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, 22.1-288.2.

Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, Virginia Board of Education January 2019.

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

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 action 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 Products and/Or Nicotine Vapor Products
- 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 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.
- All school costs related to bomb threats will be the responsibility of the perpetrators.

29. Hazing 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.

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
Revised: June 12, 2019 (Page 2 Only)

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 policies or regulations issued by the superintendent 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 student's 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.

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.

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
Revised: April 16, 2020
Revised: June 30, 2020

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
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	JGD/JGE	Student Suspension/Expulsion

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

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.

GILES COUNTY PUBLIC SCHOOLS

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

Revision: April 16, 2020

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
	JFCD	Weapons in School
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students with Disabilities
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products

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.

Unloading of Children at Afternoon Stops

(This pertains to children below grade 5) There must be a responsible adult (or responsible child in 5th grade or above) visible when buses unload children at afternoon stops. If no responsible person is present, the child will be returned to their school and the parent/guardian will be contacted about pick-up. Actions to be taken should this occur:

<i>First time in school year:</i>	parent/guardian will be called.
<i>Second time in school year:</i>	parent/guardian will be called; letter sent to parent/guardian.
<i>Third time in school year:</i>	parent/guardian will be called; letter sent to parent/guardian; 10 days of bus riding privileges removed.
<i>Fourth time in school year:</i>	parent/guardian will be called; letter sent to parent/guardian; remainder of school year bus riding privileges removed.

Issued: April 14, 1993

Revised: January 19, 2006

Revised: November 21, 2008

Revised: December 11, 2008

Revised: November 16, 2012

Revised: February 20, 2020

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 principal or the superintendent or superintendent's designee is prohibited, and grounds for disciplinary action. The superintendent or superintendent's designee is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.

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, and
- other dangerous articles.

II. Expulsion for Possession of Firearms

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. The School Board authorizes the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If it is determined by the superintendent or superintendent's designee that a disciplinary action other than expulsion is appropriate, such disciplinary action is taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

III. Students with Disabilities

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

B. Additional authority to remove a student with a disability from school for a weapons violation.

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

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

Adopted: 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
Revised: April 16, 2020
Revised: June 30, 2020

Legal Refs.: 18 U.S.C. § 930.
20 U.S.C. § 1415.
Code of Virginia, §§ 15.2-915.4, 18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 22.1-277.07:1, 22.1-280.2:4.
8 VAC 20-81-10.

Cross Refs.:	GBEB	Staff Weapons in School
	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 JFC Student Conduct and Regulation JFC Standards of Student Conduct for participating in gang activity. Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act, or using any speech, either verbal or non-verbal (such as gestures or 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 or superintendent's designee, in cooperation with local law enforcement and/or juvenile agencies, develops and regularly updates a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes and symbols.

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

Adopted: June 30, 2004
Revised: June 27, 2013
Revised: June 12, 2019

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](#)

Cross Refs: IIBEA/GAB Acceptable Computer System Use
JFC Student Conduct
JFC-R Standards of Student Conduct

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
 Revised: June 12, 2019

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

GILES COUNTY PUBLIC SCHOOLS

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

Generally

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

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

The superintendent is responsible for developing a regulation which contains

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

Definitions

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

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

Adopted: 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
Revision: June 12, 2019

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

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

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

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.

Students are prohibited from possessing, using, or distributing restricted substances in accordance with Policy JFC Student Conduct.

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.

GILES COUNTY PUBLIC SCHOOLS

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.

GILES COUNTY PUBLIC SCHOOLS

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.

GILES COUNTY PUBLIC SCHOOLS

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.

GILES COUNTY PUBLIC SCHOOLS

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)

Revised: April 16, 2020 (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
	GAE Child Abuse and Neglect Reporting
	IGAG Teaching about Drugs, Alcohol and Tobacco
	JFC Student Conduct
	JFCF Drugs in School
	JGD/JGE Student Suspension/Expulsion
	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 waiver, 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).

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.

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:

- Justified at its inception and
- 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.

GILES COUNTY PUBLIC SCHOOLS

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

The school computer system, as defined in Policy GAB/IIBEA Acceptable Computer Use, is school property. Students are only authorized to use the school's computer system 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 themselves to be 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.

GILES COUNTY PUBLIC SCHOOLS

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File: JFG
(Page 3)

Adopted: June 13, 2000
Revised: June 30, 2004 (Page 1 & Legal Refs)
Revised: June 30, 2005 (Cross Ref. Only)

Revised: December 18, 2014
Revised: June 12, 2019

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, 22.1-280.2:3
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

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, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's protected group status at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

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

II. Definitions

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

“Consent” is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

Prohibited Conduct**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:

- (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

GILES COUNTY PUBLIC SCHOOLS

- (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

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

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

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:

- 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 including socioeconomic level regardless of whether the personal characteristic is protected by law.

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

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

The Title IX Coordinator may be contacted at lmustain@gilesk12.net or 540-921-1421 x 16.

III. **Complaint Procedures**

1. Report

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

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

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

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

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

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

2. Investigation by Compliance Officer

1. Generally

The Compliance Officer

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

2. Compliance Officer Formal Procedure

Upon receiving a referral of a complaint of alleged prohibited harassment from the Title IX Coordinator, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after referral of the complaint to the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the person allegedly harassed and the alleged harasser shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the person allegedly harassed, the alleged harasser, and any 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 person allegedly harassed and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim; (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, 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.

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 person allegedly harassed and the alleged harasser. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the 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. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the person allegedly harassed receives counseling.

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 through the relevant employee grievance procedure instead of the complaint procedure in this policy.

Compliance Officer Informal Procedure

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

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

Sexual Harassment Prohibited by Title IX

Definitions

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

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

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

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

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

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

GILES COUNTY PUBLIC SCHOOLS

Title IX Grievance Process

Generally

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Notice of Allegations

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

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

The written notice

- includes a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and

GILES COUNTY PUBLIC SCHOOLS

- informs the parties of any provisions in the School Board's code of conduct or the superintendent's Standards of Student Conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

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

Dismissal of formal complaints

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

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

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

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

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

Investigation of formal complaint

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

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

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

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

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

GILES COUNTY PUBLIC SCHOOLS

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

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

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

Determination regarding responsibility

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

The written determination must include

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

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

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

GILES COUNTY PUBLIC SCHOOLS

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

Appeals

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

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

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

As to all appeals, the Title IX Coordinator

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

The appeal decision-maker

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

Timelines

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

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

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

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

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

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

Informal Resolution Process

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

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

- the parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the grievance process with respect to the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- the parties, voluntarily and in writing, consent to the informal resolution process; and
- the informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. If the matter is not resolved, the formal complaint process is resumed.

Parties cannot be required to participate in an informal resolution process.

An informal resolution process is not offered unless a formal complaint is filed.

Recordkeeping

The School Board will maintain for a period of seven years records of:

- each investigation of allegations of sexual harassment prohibited by Title IX including any determination regarding responsibility and any audio or audiovisual recording or transcript, if any, required under the Title IX regulations, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to School Board's education program or activity;
- any appeal and the result therefrom;
- any informal resolution and the result therefrom; and
- all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will also be made available on the School Board's website.

For each response required under 34 C.F.R. § 106.44, the School Board must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment prohibited by Title IX. In each instance, the School Board will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its education program or activity. If the School Board does not provide a complainant with supportive measures, then it will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

I. 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 Title IX Coordinator will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

II. 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.

III. 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 (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. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

IV. 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.

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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. 106.2, 106.8, 106.9, 106.30, 106.44, 106.45, 106.71.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 22.1-295.2.

Cross Refs.:	AC	Nondiscrimination
	AD	Educational Philosophy
	GAB/IIBEA	Acceptable Computer System Use
	GB	Equal Employment Opportunity/Non-Discrimination
	GBM	Professional Staff Grievances
	GBMA	Support Staff Grievances
	JB	Equal Educational Opportunities/Non-Discrimination
	JFC	Student Conduct
	JFHA-F/GBA-F	Report of Harassment
	GCPD	Professional Staff Discipline
	GAE	Child Abuse and Neglect Reporting
	KKA	Service Animals in Public Schools

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 policies or the Standards of Student Conduct issued by the superintendent pursuant to Policy JFC Student Conduct that interrupts or obstructs the learning environment.

“Exclusion” means a Virginia school board’s denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

“Expulsion” means any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

“Firearm” means (1) any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any such weapon; or (3) any unloaded firearm in a closed container. “Firearm” does not include any pneumatic gun as defined in this Policy.

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

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

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

“School property” means any real property owned or leased by the school board or any vehicle owned or leased by the school board or operated by or on behalf of the school board.

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

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

II. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

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

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

Any student for whom the superintendent has received a report pursuant to Va. Code 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.

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

III. SHORT-TERM SUSPENSIONS

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

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

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

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

IV. LONG-TERM SUSPENSION

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and the pupil's parent of the proposed action and the reasons 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 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education, or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the school board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

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

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

V. EXPULSION

A. Generally

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

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

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

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

Such students may apply and reapply for readmission to school in accordance with the following schedule: Initial petition for readmission will be two months prior to the one calendar year date of the expulsion.

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, Destructive Devices and Pneumatic Guns

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

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

Drug Offenses

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance, 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 authorizes the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

C. Procedure for School Board Hearing

The procedure for the School Board hearing is as follows:

- The School Board determines the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing is private unless otherwise specified by the School Board.
- The School Board may ask for opening statements from the principal or principal's representative and the student or student's parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.

- The parties then present their evidence. Because the principal has the ultimate burden of proof, he presents his evidence first. Witnesses may be questioned by the School Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, the student's parent(s) and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional evidence as the School Board may deem necessary. The School Board is the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the School Board and, when so received, are marked and made part of the record.
- The School Board may, by majority vote, uphold, reject or alter the recommendations.
- The School Board transmits its decision, including the reasons therefor, to the student, the student's parent(s), the principal and superintendent.

VI. ALTERNATIVE EDUCATION PROGRAM

The School Board may require any student who has been

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

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

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

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

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

VII. REPORTING

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

- (1) the assault, or assault and battery, without bodily injury of any person on a school bus, on school property, or at a school-sponsored activity;
- (2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or Va. Code § 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
- (3) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- (4) any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
- (5) the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;
- (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 the student's parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code 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.

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 felony offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.

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

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

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

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

Any student who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the 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 the student's parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or principal's designee determines that re-admission, without parent conference, is appropriate for the student.

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

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the school board, or superintendent or superintendent's designee, as the case may be at the relevant hearing, the student may re-petition the school board for admission. If the petition for admission is rejected, the school board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the school board for admission.

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

IX. DISCIPLINING STUDENTS WITH DISABILITIES

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

Adopted: 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
Revised: June 29, 2018
Revised: August 16, 2018
Revised: April 16, 2020
Revised: June 30, 2020

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

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

GILES COUNTY PUBLIC SCHOOLS

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STUDENT SUSPENSION/EXPULSION

Assignments and work that are missed due to OUT OF SCHOOL SUSPENSION (OSS) shall be made up within a period of time, determined by the principal/designee. Assignments and work that are not completed with the identified time frame will not be accepted and the resulting grade will be a zero. There will be no alternative assignments or grades awarded in this instance.

Adopted: April 17, 2019

GILES COUNTY PUBLIC SCHOOLS

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

PHYSICAL EXAMINATIONS OF STUDENTS

No pupil is admitted for the first time to any public kindergarten or elementary school in the Giles County School Division unless such pupil furnishes, prior to admission,

- 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
- 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.

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 immediately refers the student to the division's homeless liaison, who, as soon as practicable, assists in obtaining the necessary physical examination by the local health department or other clinic or physician's office and immediately admits the pupil to school.

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.

Physical examination reports are placed in the child's health record at the school and made available for review by any employee or official of the State Department of Health or any local health department at the request of such employee or official.

A physical examination is not 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.

The health departments of the counties and cities of the Commonwealth 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.

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 superintendent's 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

Revised: May 15, 2019

Legal Ref.: Code of Virginia, 1950, as amended, Section 22.1-270

Cross Refs.: JEC School Admission
JECA Admission of Homeless Students

GILES COUNTY PUBLIC SCHOOLS

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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

GILES COUNTY PUBLIC SCHOOLS

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

GILES COUNTY PUBLIC SCHOOLS

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

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.

GILES COUNTY PUBLIC SCHOOLS

- 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 on 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

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, contacts, as soon as practicable, 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.

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 is not made with the parent. Instead, the staff person notifies, as soon as practicable, 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 GAE Child Abuse and Neglect Reporting and Va. Code § 63.2-1509. When giving this notice to the local or state department, the person stresses the need to take immediate action to protect the child from harm.

Parental Review of Materials

Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying or suicide prevention program. Prior to the use of any such material, the parent of a child participating in such a program is provided written notice of the parent's right to review the material and the right to excuse the child from participating in the part of such program utilizing such material.

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
 Revised: June 12, 2019

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-207.1:1, 22.1-272.1 and 63.2-1509.

Cross Refs: GAE Child Abuse and Neglect Reporting
 EB School Crisis, Emergency Management, and Medical Emergency Response Plan
 EBB Threat Assessment Teams

RESTRAINT AND SECLUSION OF STUDENTS

Physical restraint and seclusion may only be used by BLANK School Board staff for the purpose of behavioral intervention in accordance with this policy and the Virginia Board of Education Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia. The School Board encourages the use of positive behavioral interventions and supports to reduce and prevent the need for the use of physical restraint and seclusion.

The superintendent is responsible for developing procedures to address the requirements of the Board of Education Regulations. Those procedures shall include:

- examples of the positive behavioral interventions and support strategies consistent with the student's rights to be treated with dignity and to be free from abuse that the school division uses to address student behavior, including the appropriate use of effective alternatives to physical restraint and seclusion;
- a description of initial and advanced training for school personnel that addresses appropriate use of effective alternatives to physical restraint and seclusion and the proper use of restraint and seclusion;
- a statement of the circumstances in which physical restraint and seclusion may be employed, which shall be no less restrictive than that set forth in 8 VAC 20-750-40 and 8 VAC 20-750-50;
- provisions addressing the
 - notification of parents regarding incidents of physical restraint or seclusion, including the manner of such notification;
 - documentation of the use of physical restraint and seclusion;
 - continuous visual monitoring of the use of any physical restraint or seclusion to ensure the appropriateness of such use and the safety of the student being physically restrained or secluded, other students, school personnel, and others. These provisions shall include exceptions for emergency situations in which securing visual monitoring before implementing the physical restraint or seclusion would, in the reasonable judgment of the school personnel implementing the physical restraint or seclusion, result in serious physical harm or injury to persons;
 - securing of any room in which a student is placed in seclusion. These provisions shall ensure that any seclusion room or area meet specifications for size and viewing panels that ensure the student's safety at all times, including during a fire or other emergency; and
 - the appropriate use and duration of seclusion based on the age and development of the student.

GILES COUNTY PUBLIC SCHOOLS

The School Board reviews this policy at least annually and updates it as appropriate. The superintendent reviews the procedures at least annually and updates them as appropriate.

Adopted: June 28, 2012
Revised: August 13, 2020

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-279.1, 22.1-279.1:1.

8 VAC 20-750-40.

8 VAC 20-750-50.

8 VAC 20-750-70.

Cross Refs.:	BF	Board Policy Manual
	CH	Policy Implementation
	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	IGBA	Programs for Students with Disabilities
	JFC	Student Conduct
	JGA	Corporal Punishment
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	KNAJ	Relations with Law Enforcement Authorities

GILES COUNTY PUBLIC SCHOOLS

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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

GILES COUNTY PUBLIC SCHOOLS

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.

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

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.

Protective Orders and Orders Prohibiting Contact with a Child

GILES COUNTY PUBLIC SCHOOLS

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

Annual Notification

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

- the right to inspect and review the student's 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

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.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
 3. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs and in accordance with applicable federal regulations.
 4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.

6. To organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction. The studies must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information. The information must be destroyed when it is no longer needed for the purposes for which the study was conducted. The School Board must enter into a written agreement with the organization conducting the study which

- specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
- requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study stated in the written agreement;
- requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
- requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.

10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it 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 discloses or makes available to a guardian ad litem, on request, any information, records, or reports concerning a student for whom a petition for guardianship or conservatorship has been filed that the guardian ad litem determines are necessary to perform his duties under Va. Code § 64.2-2003.

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

Unauthorized Disclosure of Electronic Records

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

Disclosure to Federal Agencies

Notwithstanding any other provision of law or policy, no member or employee of the 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

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

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.

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

Parents and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student's name, identifier, or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information 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.
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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Revised: June 30, 2014
Revised: December 18, 2014
Revised: June 30, 2015
Revised: June 30, 2016
Revised: March 16, 2017
Revised: June 29, 2018
Revised: June 12, 2019
Revised: June 30, 2020

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, 99.11, 99.20, 99.21, 99.22, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37.

Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3705.4, 2.2-3804, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-254.1, 22.1-279.3:2, 22.1-287, 22.1-287.01, 22.1-287.02, 22.1-287.1, 22.1-288, 22.1-288.1, 22.1-288.2, 22.1-289, 23.1-405, 32.1-36.1, 64.2-2003.

GILES COUNTY PUBLIC SCHOOLS

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 Public Records
	KBC	Media Relations
	KNB	Reports of Missing Children
	KP	Parental Rights and Responsibilities
	LBD	Home Instruction
	LEB	Advanced/Alternative Courses for Credit

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:

GILES COUNTY PUBLIC SCHOOLS

- 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 McLaugherty 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.

GILES COUNTY PUBLIC SCHOOLS

Directory information shall not be released for inappropriate commercial purposes.

Issued: July 19, 1999
Revised: June 13, 2000
Revised: November 17, 2006

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. Approval must be obtained from the superintendent, or superintendent's designee, before any materials may be distributed or made available at the request of non-school organizations. 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 products, nicotine vapor products, 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 BLANK 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)
Revision: June 12, 2019

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.

Acts 2016, c. 647.

Cross Refs.: JFC-R Standards of Student Conduct
JOB Administration of Surveys and Questionnaires
KG Community Use of School Facilities
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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 Tobacco Products and Nicotine Vapor Products, use of tobacco products and nicotine vapor products is not permitted in schools, at school-sponsored events, or in 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
Revised: June 12, 2019

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/KGC	Tobacco Products and Nicotine Vapor Products
	KK	School Visitors
	KN	Sex Offender Registry
	KNA	Violent Sex Offenders on School Property

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

Generally

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

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

The superintendent is responsible for developing a regulation which contains

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

Definitions

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

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

Adopted: August 22, 2003
Revised: May 15, 2008
Revised: June 29, 2009
Revised: June 30, 2014
Revised: June 12, 2019

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

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

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