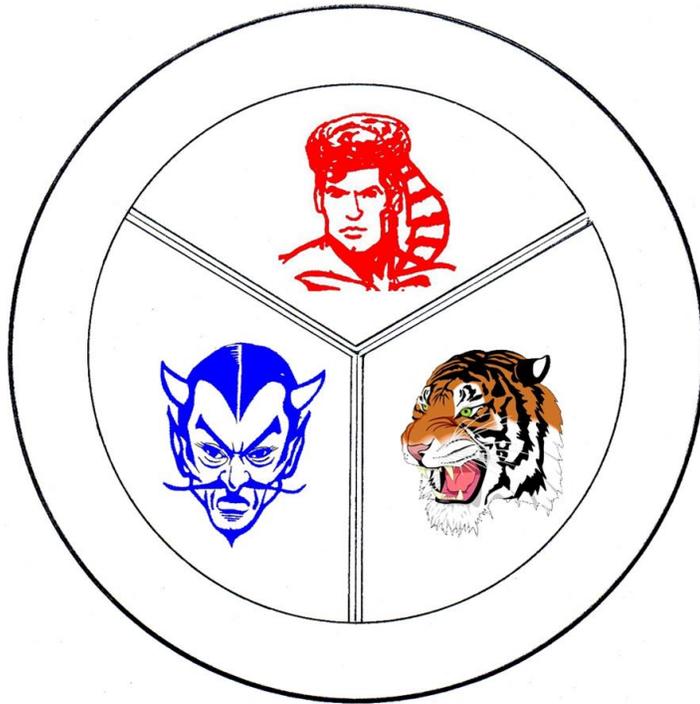


**RUSSELL COUNTY PUBLIC SCHOOLS  
STUDENT CONDUCT CODE  
2016-2017**



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# **RUSSELL COUNTY PUBLIC SCHOOLS STUDENT CONDUCT CODE**

## **INTRODUCTION**

The principals and teachers in the Russell County Schools want students to have room for growth and individualism. We also want the schools to operate effectively. Because students will sometimes have problems that keep the schools from operating effectively, rules are needed. The rules listed in this Conduct Code have been adopted by the Russell County School Board. The principals, teachers, and other staff will firmly follow these rules. RCPS staff will document incidents and handle misbehavior as quickly as possible. Furthermore, school crisis teams are in place to deal with crises.

Students who do not obey the rules in this Conduct Code will be disciplined. Students who break the law will also be reported to law officers. Students learn about proper behavior from their parents. Parents are expected to make sure their children receive good behavior training. Often when students have behavior problems, the school principal will ask parents for their help. Working together, the principal and parents can do a better job of helping the student to improve. It is very important that parents cooperate with school officials in enforcing the rules in this Conduct Code.

Copies of this Conduct Code will be given annually to each enrolled student. Parents are asked to sign the Parental Statement of Receipt, the Internet Acceptable Use Agreement, the Acceptable Use Policy Photograph or Work Publication, and the Bring Your Own Device Policy, and return these documents to the school. Principals will review the Conduct Code with parents of students who violate it.

Teachers will annually review with students the provisions of the Conduct Code. Schools will provide guidance services and/or alternative programs for students who are at-risk for bad behavior or for dropping out of school. Parents who feel their children are in need of such services should call their school principals.

The Virginia Standards of Accreditation (2000), Section 8 VAC 20-131-210.A, states that the principal “is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources.” Section B.2 specifies that the principal shall “ensure that the school division’s student code of conduct is enforced and seek to maintain a safe and secure school environment.” Section 8 VAC 20-131-260.C.3., requires school administration to ensure “a written procedure, in accordance with guidelines established by the local board for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity.”

The 1995 Virginia General Assembly passed House Bill 2542, the Virginia Omnibus Educational Act of 1995, which contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct. The provisions of this act are summarized in the following notice, and a copy of the Code section is included in the Code sections following the introduction. It is very important that parents become familiar with the implication of this act.

## **ACCEPTABLE/UNACCEPTABLE BEHAVIOR**

Students and their parents should remember that behaving in a courteous and respectful manner toward others is to be desired in all areas of life. Students who are rude and disrespectful to school employees or other students will be punished. Problems caused by violence are the most serious in this conduct code. It is extremely important that violent students be controlled. Behavior involving weapons and injury, or possible injury, to other students will be severely punished. The Virginia State Attorney General has ruled that school boards “may subject pupils to punishment for acts committed away from school property and outside of school hours which are detrimental to the interests of the school or adversely affect school discipline,” depending upon the situation, students may be assigned one or a combination of the following corrective actions:

- Counseling
- Admonition
- Reprimand
- Loss of privileges, including access to the school division’s computer system
- Parental conferences
- Tasks or restrictions assigned by the principal or designee
- After school detention
- Suspension from school sponsored activities or events before, after, or during the regular school day
- In-school suspension
- Out of school suspension/Saturday School
- Referral to an alternative education program
- Notify legal authority where appropriate
- Recommendation for expulsion
- Mandatory expulsion for firearm possession or use or possession of a controlled substance or marijuana, as defined by 18.2-247 of the Code of Virginia, on school property or at a school sponsored activity
- Evaluation for drug or alcohol abuse
- Participation in a drug, alcohol, or violence intervention, prevention, or treatment program

**(22.1-279.1)** Corporal punishment may not be used as a means of discipline. However, this does not prevent teachers and principals from using “reasonable and necessary force” when necessary to maintain a safe school environment.

## **APPROPRIATE DRESS**

Students attend school in order to receive an academic diploma which will allow them to be gainfully employed in an occupation upon graduation. Therefore, good taste, safety, and health will determine the county policy on school dress. The following dress restrictions will apply:

1. The principal has the discretion to declare attire or actions (other than those cited here) as disruptive to the school setting. This includes whether garments are inappropriately tight or revealing. Students wearing questionable attire will be required to change into clothing meeting dress code requirements. In matters of opinion, the judgment of administrators will prevail.
2. Rollerblade shoes/heelys are not allowed on school property. For hygiene and safety reasons appropriate shoes are required to be worn at all times. This also allows the school to maintain compliance with state health regulations.
3. In grades 5-12, the following applies to clothing worn by students:

- a. See-through clothing, bare midriffs, halters, tube tops, sundresses, spaghetti strap tops, tank tops and exposed undergarments by male and female, and/or low-cut tops will not be permitted.
  - b. All tops must be fitted around the armpits.
  - c. Neither pajamas nor sleepwear will be permitted.
  - d. Students will not be permitted to wear clothing that is (5) five inches or more above the top of the kneecap.
  - e. Pants, shorts, leggings, and skirts must have no rips/tears/holes above the length requirement [(5) five inches above the top of the kneecap] that expose skin, undergarments, and/or underwear.
  - f. Clothing may not drag on the floor.
4. Clothing, accessories, or tattoos/ body decorations or attire which are sexually suggestive or bearing obscene comments, or that have the names, trademark or symbol of alcoholic beverages, tobacco products, illegal drugs, or gang-related language/insignia may not be worn at school or school-sponsored events. No industrial or pet chains, collars, or spikes around neck, wrists, or waist, or chains attached to wallets or clothing is permitted.
  5. Certain exceptions or variations of the dress code will be permitted as deemed appropriate for gym classes, extracurricular activities, and special events. Accommodations for students with religious requirements and students with disabilities will be made on individual basis.
  6. Hats, bandannas, and other headpieces will not be worn within the school. Head gear must be removed upon entering the building.
  7. Sunglasses will not be worn unless prescribed by a doctor.

### **ARSON (18.2-79)**

Setting fire to school property or the personal property of someone else is against the law. Students who do this will be severely punished and will be reported to the law officers for prosecution.

### **CELL PHONES (22.1-279.6)/OTHER ELECTRONIC DEVICES**

Cell phones, I-Pods, I-Phones, Wi-Fi, or other similar devices (such as cameras, CD players, MP3 players, walkie-talkies, hand-held electronic games, head phones, but not limited to these devices) are allowed to be used, in accordance with the Bring Your Own Device Policy (BYOD).

Violation of cell phones and BYOD policy will result in disciplinary action in coordination with policies set forth by division School Board or by school administrators. This may include but is not limited to removal of all access rights to the division network. Network access rights may be removed by School principals or by the District Technology Department.

Technology devices may not be used to record, transmit or post unauthorized photographic images or videos of a person(s) on school property, or during school activities. This includes all students and personnel in Russell County Public Schools.

**Taking and/or transmitting videos/photographs of fights is strictly prohibited and will result in a 3 day out-of-school suspension and loss of cell phone privileges for the remainder of the school year.**

## **DAMAGE TO SCHOOL PROPERTY**

Students should treat all school property with respect. Students and their parents must pay for any damage to school property, including textbooks.

## **DISMISSAL OF STUDENTS DURING THE SCHOOL DAY**

A formal check-out system shall be maintained in the office of each school. A current emergency contact list must be kept on file in the school office. It is the custodial parent's/guardian's responsibility to keep the contacts up to date.

1. Students will not be dismissed into the custody of a non-custodial parent, guardian, or designee without prior permission from custodial parent/guardian. If questions arise, the custodial parent/guardian must be contacted by phone.
2. A written or verbal notice is necessary if the parent/guardians make a request for the student to ride a different bus or go to a different location.
3. In divorce cases in which joint custody is granted, the school will release students to either of the custodial parents. It is the responsibility of the custodial parent to notify the school of any changes in custody agreements.
4. In the event that any other adult arrives to pick up the child at school during school hours the principal shall require a written note signed by the enrolling or other custodial parent giving permission to release the student.
5. In the event of an emergency, school personnel shall attempt to contact the enrolling parent first, and then the other custodial parent, if any. The designated contact(s) on the emergency care information form shall be called if the enrolling parent cannot be reached. The enrolling parent should ensure that all individuals authorized to make emergency decisions regarding the student (including issues of release from school) are listed on the emergency care information form.
6. Although concerned about the health and safety of all students, the school cannot assume responsibility for students brought to school prior to the announced arrival time for staff.
7. Principals shall exercise discretionary judgment in excusing students.

## **DISRUPTION**

Students shall not disturb other students by violence, force, threat, language, or any other action at school, on the bus, at school sponsored events, or while under school supervision.

## **DRUG AND ALCOHOL ABUSE (22.1-277.08)**

School boards shall expel from school attendance any student whom such school board has determined, in accordance with the procedures set forth in this article, to have brought a controlled substance, imitation controlled substance, marijuana as defined in 18.2-247, or synthetic cannabinoids as defined in 18.2-248.1:1 onto school property or to a school-sponsored activity. A 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, a school board may, by regulation, authorize the division superintendent or his designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Such regulations shall ensure that, if a determination is made that another disciplinary action is appropriate, any such subsequent disciplinary action is to be taken in accordance with the procedures set forth in this article.

## **RULES**

1. Students shall not use, possess, distribute, intend to sell/buy, or try to sell/to buy drugs or alcohol or any item that is portrayed to be drugs or alcohol by the student.
2. Students will not be allowed to take drugs, drink alcohol at school, or be at school after taking drugs or drinking alcohol.
3. Students will not be allowed to have, sell/buy, or give away at school items that are used to take drugs, or items that look like they are used to take drugs.
4. Students who inhale unconventional inhalants i.e. gasoline, paint thinner, crushed candy, etc. will be in violation of this Drug Abuse Policy.

## **CONSEQUENCES OF BREAKING THE DRUG RULES**

1. The student will be reported to the Russell County Sheriff's Department/local law enforcement agency.
2. In compliance with the Virginia Code Section 22.1-277.08, students who bring a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity may be expelled. If school officials or the School Board determines that there are circumstances warranting other disciplinary action, the following disciplinary plan will be followed:

### **First Offense**

1. The student will be suspended from school for ten days.
2. The student will be suspended from all after school activities for thirty calendar days.
3. The student may be required to provide documentation that he has completed an appropriate counseling substance abuse prevention program.
4. The student may be placed in an alternative program.
5. The student's parents will be notified. Parents will be asked to sign a statement that they have been told what will happen if the student breaks the rules again.

### **Second Offense and Further Offenses**

1. The student will be suspended from school for ten days.
2. The student will be suspended from all after school activities for a period of up to 365 days.
3. The principal may ask the School Board to suspend a student additional school days, to expel a student, or to place the student in an alternative education program.
4. The student may be required to participate in a treatment program. In addition, the student will be required to have a hearing with the superintendent or designee.
3. Any student caught distributing, selling, intending to sell, or attempting to sell drugs, alcohol, steroids, or items used in the use of drugs or alcohol will warrant the following disciplinary plan:
  - a. The student will immediately be suspended for ten days.
  - b. The principal will ask the School Board to expel the student or place the student in an alternative education program. If placed in an alternative program, the student may be suspended from all after school activities for a period of up to 365 days.
4. The Russell County School Board may require mandatory drug testing. (22.1- 277.08)

## **ENERGY DRINKS**

Energy drink possession is prohibited in Russell County Public Schools. Energy drinks are beverages containing carbohydrates and caffeine/herbal ingredients acting as a stimulant. These include, but are not limited to, Red Bull, Rock Star, and Monster. There is growing concern that consumption of energy drinks may be unsafe for adolescents. The high level of caffeine elevates blood pressure and pulse rates

to, in some cases, dangerous levels. Since these drinks act as a central nervous system stimulant, the potential for significant medical and behavioral consequences exists. These may lead to adverse side effects and potentially harmful interactions with prescription medication (particularly with stimulant medications used to treat ADHD). These drinks are often consumed with some over the counter medications, such as diet supplements, and mixed with alcohol. They can also lead to a positive drug tests. There is no regulatory control over energy drinks, thus their content and purity cannot be insured. All such drinks will be confiscated and destroyed when a student possesses energy drinks at school.

## **EXTORTION**

Tricking or scaring another student in order to take money or other property from him or her is a dishonest practice. Students who do this will be punished and they or their parents will be expected to restore the money or property to its owner.

## **FALSE ALARMS, BOMB THREATS, SMOKE BOMBS, PEPPER SPRAY, AND FIREWORKS (18.2-212)**

Calling in a bomb threat, misusing 911 services, making a false fire alarm, or any other false alarm is against the law. Students who make false alarms will be punished by the school system and will be referred to the courts for prosecution:

- May be considered criminal offense.
- False Fire Alarms (18.2-212—class 1 misdemeanor if any person who without just cause calls or summons by telephone or otherwise any ambulance or fire-fighting apparatus or maliciously activates a manual or automatic fire alarm in a building used for public assembly or for a public purpose, including public school, regardless of whether the fire department responds).
- Bomb threats (18.2-83—class 6 felony if 15 or over, class 1 misdemeanor if under 15). As previously noted, this is now a reportable offense.
- Smoke bombs (18.2-87.1—a person who willfully and intentionally sets off or causes to be set off any chemical bomb capable of producing smoke in any building used for public assembly or regularly used by the public could be guilty of a class 2 misdemeanor).

**Students will not be allowed to have in their possession or use Pepper Spray.**

## **FIGHTING AND PHYSICAL INJURY**

1. Students and parents need to be aware that attacking another student, school staff member, or anyone else is a criminal offense. All fights will be investigated. Students who purposely attack or hurt someone will be punished by the school system.
2. Students are expected to tell teachers or administrators about problems before a fight occurs.
3. Any person who commits battery against a full-time or part-time teacher, principal, assistant principal, teacher aide, school bus driver, school bus aide, or guidance counselor engaged in the performance of his duties may be prosecuted and receive a minimum of 15 days in jail.

## **GANG RELATED ACTIVITIES (22.1-279.6)**

Gang-related activity will not be tolerated. A “gang” is defined as “any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part

of a common act or transaction.

Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

#### **HAZING (22.1-279.6.b)**

Hazing, recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation admission into an 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 activity, is not allowed and must be reported to the Russell County Sheriff's Office.

Hazing is a Class 1 misdemeanor—which may be punished by confinement in jail for up to 12 months and a fine of \$2,500, or both, in addition to any disciplinary action which may be imposed.

#### **LOSS OF PROPERTY/STEALING**

Students are expected to take care of school property and the property of other students. Students who steal, damage, or destroy property will be punished and they or their parents will be required to pay for the damage. Students who steal, damage, or destroy property, or take money may be punished by detention, in-school suspension, suspension, placement in an alternative education program, or expulsion. The student may be subject to criminal charges. **Neither the school system nor the school will be held responsible for replacing items/money, which may be lost, stolen, or damaged.**

#### **PROFANITY (18.2-416)**

State law and local school policy prohibit the use of profanity or obscene language at school, on the bus, or at school sponsored activities. The school administration will be the judge of what constitutes profane or obscene language. Profanity is a Class 3 misdemeanor.

#### **SEXUAL HARASSMENT**

Sexual harassment is hurtful and harmful to its targets. It shows disrespect for its victims, whether they are male or female. It is also against federal law. Students who participate in sexual harassment will be punished in the same way they are punished for other harmful and illegal acts.

##### **1. What is Sexual Harassment?**

Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that are directed at a person because of gender. The behavior and words are uninvited, unwanted, and unwelcome. They cause a person to feel uncomfortable or offended. They create an environment that makes learning difficult. The behavior and words may happen on a one-time basis or they may be repeated.

##### **2. Complaint Procedure**

Students who think they are being sexually harassed should tell a teacher, a guidance counselor, an assistant principal or the principal.

##### **3. Investigation of Sexual Harassment**

All complaints will be investigated following the procedure in Policy GBECA of the Russell County School Board Policy Manual. Complaining students will be given a copy of this policy. Any other parent or student wishing a copy of this policy may ask the school principal, school librarian, public librarian or the School Board Office to provide one. Absolute confidentiality cannot be guaranteed, but information on sexual harassment complaints will be kept confidential.

as possible, and only shared with those who absolutely have to know.

**4. Consequences of Sexual Harassment**

Students who are guilty of sexual harassment may be punished by detention, in-school suspension, suspension, placement in an alternative education program, or expulsion.

**5. Retaliation**

School officials will see that students who report sexual harassment are protected from retaliation and anyone who does anything to harass a complaining student will be disciplined.

**6. False Complaints**

A sexual harassment accusation is very damaging to the person it is made against. Filing of false complaints may result in criminal charges being filed.

**THREATS AND BULLYING (18.2-60)**

Students, either individually or as a part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:

- Physical intimidation, taunting, name calling, and insults;
- Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person;
- Falsifying statements about other persons; or,
- Use of technology, such as e-mail, text messages, or Web sites to defame or harm others.

Students who attempt to intimidate or bully other students by mode of dress, body decorations, verbal threats or physical threats may be suspended, expelled, or placed in an alternative education program. Students who threaten other students may also be reported to law enforcement officers and charged with assault. If the threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his family, it is a Class 6 felony. If the communication is oral and contains a threat to kill or do bodily harm to any employee and occurs on a school bus, school property, or during a school-sponsored activity, it is a Class 1 misdemeanor.

**Bullying Is Not:**

- Not liking someone
- Being excluded
- Accidentally bumping into someone
- Making other kids play things a certain way
- A single act of telling a joke about someone
- Arguments
- Expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behavior, intimidation or meanness

**TOBACCO**

Students and parents should be aware that it is against the law for students under eighteen (18) to have or use any form of tobacco.

**Students under eighteen (18) having or using tobacco products on school property, in school buildings, on school buses, or at school sponsored events will be reported to the school resource officer or any other law enforcement agent and may be prosecuted in court.**

**Any student smoking in a Russell County School building will be reported to the school resource**

**officer or any other law enforcement agent and may be prosecuted in court.**

**Any student using or possessing any form of tobacco will be disciplined according to acceptable/unacceptable behavior (see page 4 of Conduct Code).**

**Lighters, matches, or similar products will not be permitted on school property.**

### **Electronic Cigarettes (18.2-371.2) (22.1-79.5)**

Students will not be allowed to possess or use electronic cigarettes on a school bus, on school property, or at a school-sponsored activity. In addition, the use of electronic cigarettes by any individual is prohibited on a school bus, on school property, or at a school sponsored activity.

### **TRESPASSING (18.2-128)**

Students must have permission from a school official to enter school property after school hours. Students who enter without permission are trespassing. If a student is asked by a school official to leave and he does not do so, he can be guilty of a Class 1 Misdemeanor and can be prosecuted through the courts. Students who have been suspended or expelled are not allowed to come on school property during school hours or to attend any school activity unless otherwise specifically stated. Suspended or expelled students who do come on school property may be prosecuted for trespassing.

### **WEAPONS**

Students shall not have on their persons, in their lockers, in a vehicle, or among their possessions dangerous objects that may be used as weapons or for the destruction of property. Students shall not have weapons on school property, at any school-sponsored function or extracurricular activity, or on any school bus. Weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in section 22.1-277.07(E), of the Code of Virginia, 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 section 22.1-277.07(E), of the Code of Virginia, or other dangerous articles.

The 1995 Virginia General Assembly enacted *Gun Free Schools* legislation, 22.1-277.07, which requires expulsion from school for not less than 365 calendar days (if exceptional circumstances exist as determined by the local school board, alternative placements may be considered), of any student who possesses a firearm or destructive device, a firearm muffler or firearm silencer, or a pneumatic gun, whether it is capable of being fired or not. Students possessing firearms on school property will be reported to law enforcement officials. Any person violating this law shall also be guilty of a Class 6 felony.

1. Students shall not give or sell such objects to other students.
2. Students shall not buy or accept such objects from other students.
3. In regard to eating utensils/grooming devices, disciplinary action by the principal will be based on the facts of each incident.

## **HEALTH AND SAFETY**

Russell County Public Schools follows OSHA Rules and Regulations and School Health Guidelines.

### **PRESCRIPTION MEDICATIONS**

Russell County Public School personnel may give prescription medication to 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/guardian of the student.

### **NONPRESCRIPTION MEDICATIONS**

Russell County Public School personnel 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/guardian of the student. Students may receive over the counter medication (Ibuprofen/Tylenol) for no more than 3 consecutive school days unless written notification from a Doctor states otherwise.

### **SELF-ADMINISTRATION OF MEDICATION**

Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as discussed below, is prohibited for students in grades kindergarten through eight.

Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine if:

- written parental permission for self-administration of specific non-prescription medication is on file with the school;
- the non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions;
- the student's name is affixed to the container; and
- the student possesses only the amount of non-prescription medicine needed for one school day/activity.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

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

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

#### *Epinephrine*

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

#### *Storage of Medication*

Medication is stored in a locked cabinet or room at each school. Nurses or appropriately trained staff can treat or administer prescription medication medications. All nurse and trained staff abide by HIPPA and FERPA guidelines and confidentiality. Staff is trained on a yearly basis or when doctor's orders are received by the school. Each student is treated individually, and emergency treatment plans are addressed in Health Care Plans as appropriate.

### **DIABETIC STUDENTS**

Students with diabetes are permitted to carry and use supplies for immediate treatment of high and low blood glucose levels. Students must have written parental consent and written approval from the medical prescriber. Va. Code § 22.1-274.1; HB 134

## **ALLERGIES**

Students with allergies may qualify for a Health Care Plan. The Plan is determined by the School Nurse when data is presented pertaining to the severity of the allergy. If your child has an allergy (peanuts, bee sting, etc.), please contact the school and the school nurse.

## **CHILD ABUSE AND NEGLECT REPORTING**

### *Reporting Requirement*

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

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- the person in charge of the school or department, or his designee, who shall make the report forthwith. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

### *Notice of Reporting Requirement*

The school board shall post in each school a notice that:

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline: 1-800-552-7096.

## **COMMUNICABLE DISEASES**

The Russell 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. In carrying out this responsibility, 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 shall be 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-E).

The identity of a student who has a communicable disease will be kept confidential and will be revealed only in accordance with state law. An alternative educational program should be made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Administrative procedures concerning the exclusion of employees and students with communicable

diseases will be consistent with the requirements of law, including the policies of the Virginia Department of Education, and should reflect current medical knowledge and research.

### **HUMAN RESEARCH**

Surveys, analyses or evaluations conducted as part of any program which is funded by the United States Department of Education or is otherwise subject to policies and regulations promulgated by any agency of the federal government shall be conducted in accordance with Policy KFB Administration of Surveys and Questionnaires, 20 U.S.C. 1232h, and the applicable federal regulations. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation will be available for inspection by the parents or guardians of the students involved.

Any other human research involving students must be approved and conducted under the review of a human research committee established by the school division or the school conducting the research. Such research will be conducted or authorized only after the student and the student's parents or legally authorized representative give their informed consent, as evidenced by a signed and witnessed informed consent form in accordance with Va. Code 32.1-162.18. The human research committee will submit to the Governor, the General Assembly, and the Superintendent of Public Instruction or his designee at least annually a report on the human research projects reviewed and approved by the committee. The report will state any significant deviations from the proposals as approved.

The human research committee will be composed of representatives of varied backgrounds to ensure the competent, complete, and professional review of human research activities. No member of the committee may be directly involved in the proposed human research or have administrative approval authority over the proposed human research except in connection with his responsibilities as a member of the committee. In deciding whether to approve proposed human research, the committee will consider the factors listed in Va. Code 32.1-162.19.

Research or student learning outcomes assessments conducted in educational settings involving regular or special education instructional strategies, the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods, or the use of educational tests, whether cognitive, diagnostic, aptitude, or achievement, if the data from such tests are recorded in a manner so that subjects cannot be identified, directly or indirectly, are exempt from the requirements of this policy.

Definition: as used in this policy, "human research" means any systematic investigation, including research development, testing and evaluation, utilizing human subjects, that is designed to develop or contribute to generalized knowledge. "Human research" does not include research exempt from federal research regulation pursuant to 45 C.F.R. 46.101(b).

### **ILLNESS OR INJURY**

If you should become ill while at school, contact the nearest teacher or principal's office. The school will notify your parents of the illness or injury if necessary. The school is **NOT** authorized to dispense medicines of any type without a medication request signed by the parent.

### **SCHOOL SAFETY AND CRISIS MANAGEMENT**

The Russell County School Division is committed to providing a safe and a secure learning and working environment for all students and staff. To fulfill that commitment to safety, the Superintendent or his designee shall develop and implement a comprehensive school safety and crisis management plan which shall comply with and enforce all applicable State and federal laws, rules, and regulations.

The plan shall include the following elements:

*Prevention plan.* The prevention plan shall include measures designed to:

- Raise student and staff awareness about school safety and provide appropriate means for reporting concerns about safety. Written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior shall be outlined in the student handbook and discussed with students and staff during the first week of each school year. Students and staff should also be clearly informed of all disciplinary rules, with particular emphasis on those bearing on safety.
- Train professional staff to recognize the warning signs that may precede violent conduct and provide a process for referring students in need of help.
- Make use of community resources, including parents and the local police department, in developing strategies for keeping the school and community safe.
- Identify and respond to potential safety concerns.

Each school within the division shall conduct a school safety audit using the item-list developed by the Superintendent of Public Instruction. A “safety audit” means a written assessment of the safety conditions in each public school to (i) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school- sponsored events. Solutions and responses may include recommendations for structural adjustments, changes in school safety procedures, and revisions to the School Board’s standards for student conduct. The Superintendent shall maintain a list of division schools, which have completed the safety audit. Each school shall maintain a copy of the school safety audit within the office of the school principal and shall make a copy of such report available for review upon written request.

Each school shall maintain records of regular safety, health, and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections shall be determined by the local school board in consultation with the local health and fire departments. Russell County Schools shall:

- Equip all exit doors with panic hardware as required by the Uniform Statewide Building Code.
- Have space available for the proper care of students who become ill.

*Response plan.* The response plan shall ensure immediate and effective action in a crisis or potential crisis situation.

- The School Board shall ensure that every school within the division develops a written school crisis and emergency management plan, consisting of the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including the following:
  - natural disasters involving fire, flood, or severe weather;
  - loss or disruption of power, water, communications or shelter;
  - bus or other accidents;
  - medical emergencies;
  - student or staff member deaths;
  - explosions;
  - bomb threats;
  - gun, knife or other weapons threats;
  - spills or exposures to hazardous substances;
  - the presence of unauthorized persons or trespassers;
  - the loss, disappearance, or kidnapping of a student;
  - hostage situations;

- violence on school property or at school activities;
- other incidents posing a serious threat of harm to students, personnel or facilities;
- incidents involving acts of terrorism; or
- imminent risk of suicide by students.

This plan shall be developed and fully operational by July 1, 2015. In developing this plan, schools may consult the model school crisis and emergency management plan developed by the Board of Education.

- All schools must have contingency plans for emergencies that include staff certified in Cardiopulmonary Resuscitation, the Heimlich maneuver, and emergency first aid. In addition, the school administration shall ensure that the school has:
- Written procedures for responding to emergencies, including outside threats to safety and security such as bomb threats or threatening conduct by persons not part of the school community.
- Written procedures, in accordance with guidelines established by the local school board, for responding to violent, disruptive or illegal activities by students or others within the school community while on school property or during a school-sponsored activity. Specific procedures shall be established for responding to verbal or physical threats and other forms of threatening conduct.
- Procedures for responding to medical emergencies.

*Crisis communication plan.* The crisis communication plan shall ensure effective communication during a crisis. It shall require that the following elements be made a part of each school's written safety and crisis management plan:

- A process by which employees can notify the principal or other administrator of an existing emergency.
- A process by which the principal or other administrator can notify the school community of an existing emergency and of immediate action to be taken, if any.
- Designation of a person or persons to handle immediate emergency tasks, including calling 911 and disabling school bells.
- Protocol for notifying persons outside the school of an existing emergency, and for fielding incoming inquiries and visits during and following an emergency.

## **SCREENINGS**

RNs, LPNs, Speech therapists, and a vision specialist may perform screenings for: speech, language and voice; hearing and vision; and fine and gross motor skills within 60 administrative working days of initial enrollment and may be screened after 60 business days if original results are not considered valid. This serves as notice to parents and students of the screenings. Parental permission not required for screenings; however, parents may opt their child out of the screening with a written note to the school within the first 2 weeks of enrollment. All procedural safeguards are followed during the screening process, including: written notice to parents when children fail two screenings and are being referred for further testing, confidentiality of child information, and maintenance of information in each child's scholastic record. Screenings reported on a child's preschool physical exam might be acceptable if all necessary information is available. The following is a list of those areas to be screened and more specific information.

*SPEECH, LANGUAGE, and VOICE SCREENINGS* – Will be screened within 60 administrative days of the opening of school for all new enrollees, including those in Pre-K, kindergarten and those who transfer into the school division for the first time.

*HEARING & VISION SCREENING* (Grades Pre-K, K, 3, 7, 10)

*SCOLIOSIS SCREENING* – Scoliosis information will be provided to parents of all students in

grades 5 through 10.

Scoliosis is defined as a lateral curvature of the spine. In most cases, the scoliosis is idiopathic (80% of cases), meaning that it is not known what has caused the curvature to occur. It is not caused by having poor posture or carrying a heavy book bag and in most cases, if detected early it can be treated and does not cause any permanent problems or disabilities.

Scoliosis is usually discovered during routine screening with the forward bend test (Adam's test). During this exam, the child stands up straight, with feet together. The examiner will first check that the shoulders, scapulae (shoulder blades), and hips are level (uneven shoulders can be a sign of scoliosis) and the spine is straight. Next the child will bend forward at the hips, with the arms loosely extended and the palms held together. In children with scoliosis, bending forward will reveal an asymmetry of the back or posterior chest wall causing an elevation of one side of the back, or a rib hump. The child needs to wear a light-weight shirt or t-shirt for this exam. Screening can either be accomplished at school or from the child's medical doctor.

*FINE AND GROSS MOTOR* - Will be screened within 60 administrative days of the opening of school for all new enrollees including those in kindergarten and those who transfer into the school division for the first time.

Students may be referred for a special education evaluation through the screening process if the student failed any of the screenings which would affect educational and/or behavioral needs.

### **STUDENT HEALTH SERVICES AND REQUIREMENTS**

The Russell County School Board may employ school nurses, Nurse Practitioners, physical therapists, occupational therapists and speech therapists who meet such standards as may be determined by the Board of Education. Subject to the approval of the local appropriating body, a local health department may provide personnel for health services for the school division.

With the exception of school administrative personnel and employees who have the specific duty to deliver health-related services, no licensed instructional employee, instructional aide, or clerical employee shall be disciplined, placed on probation, or dismissed on the basis of such employee's refusal to (i) perform nonemergency health-related services for students or (ii) obtain training in the administration of insulin and glucagon. However, instructional aides and clerical employees may not refuse to dispense oral medications.

For the purposes of this policy, "health-related services" means those activities which, when performed in a health care facility, must be delivered by or under the supervision of a licensed or certified professional.

### **ACCIDENT/INJURIES/ILLNESS**

Any accident, injury, or illness which occurs on school property must be immediately reported to the principal. This is essential for medical and insurance purposes. Every effort shall be made to immediately contact the parent or guardian. If they cannot be reached, the student will be transported by the most appropriate means to emergency treatment. Under no circumstances shall the student be permitted to start home alone. The principal shall report serious incidents to the office of the Superintendent.

### **ACCIDENTS AND INJURIES: EMERGENCY CARE**

School Personnel:

1. Shall render emergency care to students who are injured at school.

2. Shall proceed on the assumption of maximum disability in the event the severity of an injury cannot be determined.
3. Shall under no circumstances stipulate or imply to anyone that they or the school are responsible or liable for an accident. Responsibility or cause and payment of doctor bills are to be decided by the insurance carrier.
4. Shall notify the parent before a physician is contacted except in cases of extreme emergency. This must be a matter of judgment. The decision to contact a physician immediately should be made if it is in the best interest of the student.
5. Shall file a report of the accident on forms provided for that purpose.

## **STUDENT IMMUNIZATIONS**

No student shall be admitted by a school unless at the time of admission the student or his parent submits documentary proof of immunization as required by Va. Code 22.1-271.2 and 32.1-46 to the admitting official of the school or unless the student is exempted from immunization as described below or is a homeless child or youth as defined in Va. Code 22.1-3.

If a student does not have documentary proof of immunization, the school will notify the student or his parent

- that it has no documentary proof of immunization for the student;
- that it may not admit the student without proof unless the student is exempted, including any homeless child or youth as defined in Va. Code 22.1-3;
- that the student may be immunized and receive certification by a licensed physician, physician assistant, nurse practitioner, registered nurse or an employee of a local health department; and
- how to contact the local health department to learn where and when it performs these services.

Any parent, guardian, or other person having control or charge of a child being home instructed or exempted or excused from school attendance shall comply with immunization requirements provided in Va. Code 22.1-32.1-46 in the same manner and to the same extent as if the child has been enrolled in and is attending school.

### *Conditional Enrollment*

Any student whose immunizations are incomplete may be admitted conditionally if he provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within 90 calendar days. If the student requires more than two doses of hepatitis B Vaccine, the conditional enrollment will be 180 calendar days. The immunization record of each student admitted conditionally will be reviewed periodically until the required immunizations have been received. Any student admitted conditionally who fails to comply with his schedule for completion of the required immunizations will be excluded from school until his immunizations are resumed.

### *Exemptions*

No certificate of immunization is required for the admission to school of any student if

- 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
- the school has written certification from a licensed physician, physician assistant, nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the student's health, indicating the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization.

### *Homeless Pupils*

If a student is a homeless child or youth as defined in VA. Code 22.1 -3 and

- does not have documentary proof of necessary immunizations or has incomplete immunizations and
- is not exempted from immunization,

the school division will immediately admit such student and will immediately refer the student to the local school division homeless liaison who will assist in obtaining the documentary proof of, or completing immunization.

### *Students in Foster Care*

If a student is in foster care, the sending school shall expedite the transfer of the student's record (22.1-289 of the Code of VA). If the documents required by the school to enroll the child are not immediately available, a representative (LDSS) shall obtain and produce, or otherwise ensure compliance with these requirements, within thirty (30) days after enrollment of the child (§ 63.2-900.D of the Code of Va.) including the child's:

- Proof of Immunization (22.1-271.2 Code of Va.)
- Preschool Physical Examination, as appropriate (22.1-270 Code of Va.)

### *Immunization Record*

Every school records each student's immunizations on the school immunization record. The school immunization record is a standardized form provided by the State Department of Health, which will be a part of the mandatory permanent student record. Such record is open to inspection by officials of the State Department of Health and the local health departments.

The school immunization record will be transferred by the school whenever the school transfers any student's permanent academic or scholastic records.

Within 30 calendar days after the beginning of each school year or entrance of a student, each admitting official will file a report with the local health department. The report will be filed on forms prepared by the State Department of Health and will state the number of students admitted to school with documentary proof of immunization, the number of students who have been admitted with a medical or religious exemption and the number of students who have been conditionally admitted, including those students who are homeless children or youths as defined in Va. Code 22.1-3.

## **STUDENT SAFETY**

The primary consideration of the Russell County School Board in all student activities shall be the safety of the student. The Division Superintendent shall implement the provisions of state law and the regulations of the Board of Education concerning student safety.

Students shall be instructed properly in accident prevention including proper conduct on streets and highways, the operation of motor vehicles, and fire prevention. Students shall be carefully supervised at all times and caution shall be exercised in these classes where machinery or chemicals are used or are in use. Protective eye devices shall be worn where there could be damage to the student. Care shall be taken that all equipment or grounds used by students shall be kept free from hazardous conditions.

Any employee, volunteer, student, or other individual becoming aware of a threat by any individual to do serious bodily harm to any person or facilities must report same immediately to the principal. The principal shall report immediately the threat to the Division Superintendent and police officials. The individual(s) making the threat(s) is/are to be removed immediately from school grounds.

In an effort to make our schools as safe as possible, the following precautions will be taken:

- Students, faculty, and staff will notify the office of any strangers they see on school property.
- Visitors sign in
- Hall/Visitor pass
- Make available to teachers a list of students suspended or expelled
- Be alert to the presence of any students who have been suspended or expelled from school and immediately notify the office
- Limit access to the building by closing and locking all outside doors except those leading to the main entrance. (Only lock those doors equipped with panic bars that allow students to exit safely.)
- Periodic locker search
- Discuss safety with students the first day of each school year and ask for their help concerning school safety.

## **STANDARD EVACUATION/ REUNIFICATION METHOD**

### **Evacuation**

A critical ingredient in the safe school recipe is the uniform classroom response to any incident. Weather events, fires, accidents, intruders and other threats to student safety are all scenarios that may require the school to instigate the evacuation of students to a relocation site. This procedure will require the reunification of students to their parents or guardian.

### **Student/Parent Reunification**

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, and hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### **Notification**

Parents may be notified in a number of ways. The school or district may use its broadcast phone system. In some cases the students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "The school has closed, please pick me up at 2:45 at the main entrance. Bring your ID".

### **Parent/Guardian Expectations**

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

### **What if a Parent Can't Pick-up Their Student?**

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

### **What if the Students Drove to School?**

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

### **How it Works**

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to

text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

**Reunification Form**

For parents, there are a couple of steps. If a parent is driving to the school greater awareness of traffic and emergency vehicles is advised. Parent should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student’s last name. While in line, parents are asked to fill out a reunification form. In the case of multiple students being reunified, a separate form for each student needs to be completed.

**Bring ID to Check In**

During check in, the arriving adults will complete the first section of the Student Release Form. Staff will confirm the identity of the adult and confirm that the adult is authorized to pick up the student. The adult will be asked to move to the “Student Release Point”. A staff member will complete the second section of the form and hand it to a “Runner” who will carry it to the Student Holding Area. A staff member in the Student Holding Area will complete the third section of the form. The student will be sent to the student release point with the runner and the completed form for reunification with the adult. At the Student Release Point the last section of the Student Release Form will be completed, completing documentation for student accounting.

**Interviews and Counseling**

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

**SCHOOL NUTRITION PROGRAM PROCEDURES**

The National School Lunch Program (NSLP) is a U.S. Department of Agriculture (USDA) assisted meal program that provides nutritionally balanced lunches to school-aged children. VDOE administers the NSLP at the state level, and school divisions operate the program at the local level through agreements with VDOE.

The School Nutrition department has available free/reduced applications every day that school is in session. **FAMILIES MUST APPLY EACH YEAR. IF YOU RECEIVED FREE OR REDUCED MEALS LAST YEAR YOU MUST REAPPLY THIS YEAR.** The applications may be filled out at any time during the school year. The application will be processed within 10 working days and the parent notified of any benefits that the student qualifies for in the school breakfast and lunch program.

2016-2017 MEAL PRICES					
	FULL MEAL PRICE			REDUCED MEAL PRICE	
	Elem/Middle	High School	Adult	Elem/Middle	High School
Breakfast	\$1.50	\$1.60	\$2.10	\$0.30	\$0.30
Lunch	\$2.25	\$2.50	\$3.10	\$0.40	\$0.40

**mySchoolBucks**

Russell County Public Schools has now added **mySchoolBucks** to the cafeteria program. Flyers will be given to your child at the beginning of the school year with more information.

- How It Works:
  - mySchoolBucks is an online portal to allow parents to see information and pay their child's school related fees such as meals.
  - First, parents will access an account on mySchoolBucks and add their children. If they have multiple children, they can make multiple deposits for each child during the transaction.
  - Next, make a payment. The deposit amount can be placed against a credit card, debit card, or your checking account. All payments are securely processed using a highly secure website and encryption. All payments are quickly credited to the students account.
  - Parents can make a payment up to \$60.00 with a \$2.50 fee per transaction.
- Features and Benefits for Parents:
  - Securely fund the student's account via credit card, debit card or their checking account.
  - Customer Support to help answer any questions.
  - Low balance alerts, recurring payment option, review purchase history.
  - Create a payment schedule to automatically add money to the account when it hits a certain balance.
  - Set up a recurring payment which automatically funds the account on the day/week/month specified by parent.

#### **AUTOMATED PHONE MESSAGING CHARGE NOTIFICATION**

The meal is defined as a federally funded meal on the day insufficient funds occurs. **It is the responsibility of the Parent/Guardian to monitor student meal account balances. Students' accounts will not be allowed to go negative for purchasing a la carte items. Parents/Guardians are responsible for any negative balances.**

When insufficient funds reach negative \$15.00, an automated phone message will be generated to inform parents of the negative balance and advise of the best way to get their students account caught up. **Parents will receive this call daily until the negative balance is corrected. If this notification is ignored, the student account will be turned over to a collection agency and a collection fee will be assessed.**

#### **ATTENDANCE**

The Russell County Public School System recognizes that a positive correlation exists between regular attendance and achievement. Not attending school is cited by most educators as the primary reason students do not achieve in their educational endeavors. Therefore, the Russell County School System maintains that regular school attendance will be required.

Further, the Russell County School System recognizes that regular school attendance is the primary responsibility of the student and his parents. To support and encourage this premise, the Russell County School System is implementing the following policy:

## STATE ATTENDANCE LAWS

### **22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.**

- A. Except as otherwise provided in this article, 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.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school. The requirements of this section shall 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 subsection C of 22.1-253.13:1 and in 22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing a general educational development (GED) certificate but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or a GED certificate, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

- B. A school board shall excuse from attendance at school:
1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and,
  2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil'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.
- C. Each local school board shall develop policies for excusing students who are absent by reason of

observance of a religious holiday. Such policies shall ensure that a student shall not be 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, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or,
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

For a student who is at least sixteen years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

- a. Career guidance counseling;
- b. Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such GED preparatory program or approved alternative education program to such principal or his designee;
- c. 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;
- d. Successful completion of the course in economics and personal finance required to earn a Board of Education approved high school diploma;
- e. Counseling on the economic impact of failing to complete high school; and
- f. Procedures for re-enrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article. Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

F. A school board may, in accordance with the procedures set forth in Article 3 (22.1-276.01 et seq) of Chapter 14 and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of 16.1-260; (iii) suspended pursuant

to 22.1-277.05; or (iv) expelled from school attendance pursuant to 22.1-277.06 or 22.1-277.07 or subsection B of 22.1-277, require the child to attend an alternative education program as provided in 22.1-209.1:2 or 22.1-277.2:1.

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

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (18.2-77 et seq.) of Chapter 5 of Title 18.2 or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term “charged” means that a petition or warrant has been filed or is pending against a pupil.

- H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the school division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.
- I. The provisions of this article shall not apply to:
1. Children suffering from contagious or infectious diseases while suffering from such diseases;
  2. Children whose immunizations against communicable diseases have not been completed as provided in 22.1-271.2;
  3. Children under ten 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;
  4. Children between the ages of ten and seventeen, 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; and,
  5. Children excused pursuant to subsections B and C of this section.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically or emotionally prepared to attend school, may delay the child’s attendance for one year.

The distance specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child’s residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

(Code 1950 22-275.1: 1952,c.279; 1959, Ex.Sess., c. 72; 1968, c.178; 1974, c. 199; 1976, cc.681, 713;

1978, c. 518; 1980, c. 559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. 163, 916, 964; 1997, c. 828; 1999, cc. 488, 552.; 2000, c. 184; 2001, cc. 688, 820; 2003, c. 119; 2004, c. 251; 2006, c. 335; 2010, c. 605; 2012, cc. 454, 642.)

**22.1-258. Appointment of attendance officers, notification when pupil fails to report to school**

Every school board shall have power to appoint one or more attendance officers, who shall be charged with the enforcement of the provisions of this article. Where no attendance officer is appointed by the school board, the division superintendent or his designee shall act as attendance officer. Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, a reasonable effort to notify by telephone the parent to obtain an explanation for the pupil's absence shall be made by either the school principal or his designee, the attendance officer, other school personnel, or volunteers organized by the school administration for this purpose. Any such volunteers shall not be liable for any civil damages for any acts or omissions resulting from making such reasonable efforts to notify parents and obtain such explanation when such acts or omissions are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law. School divisions are encouraged to use non-instructional personnel for this notice.

Whenever any pupil fails to report to school for a total of 5 scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupils absence, and a reasonable effort to notify the parent has failed, the school principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

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, either the school principal or his designee or the attendance officer shall schedule a conference within ten school days with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. Upon the next absence by such pupil without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the school principal or his/her designee shall notify the attendance officer or the division superintendent or his designee, as the case may be, who shall enforce the provisions of this article 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 to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to 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.

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

Attendance officers, other school personnel or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil's absence or failure to give such notice as required by this section.

(Code 1950, 22-275.16; 1959, Ex. Sess., c. 72; 1980, c. 559; 1985, c. 482; 1990, c. 797; 1991, c. 295; 1996, cc. 891, 916, 964; 1998, c. 620; 1999, c. 526; 2010, c. 597.)

**22.1-261. Attendance officer to make list of children not enrolled; duties of attendance officer.**

The attendance officer or the division superintendent or his designee shall check the reports submitted pursuant to subsection A of 22.1-260 with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source, the attendance officer or the division superintendent or his designee shall, within five days after receiving all reports submitted pursuant to subsection A of 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer, on behalf of the local school board, to investigate all cases of non-enrollment and, when no valid reason is found therefore, to notify the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice.

(Code 1950, 22-275.10; 1969, Ex. Sess., c. 72; 1980, c. 559; 1996, cc.891, 964; 1999, c.526; 2010, cc. 386, 597, 629.)

**22.1-262. Complaint to court when parent fails to comply with law.**

A list of persons notified pursuant to 22.1-261 shall be sent by the attendance officer to the appropriate school principal. If the parent (i) fails to comply with the provisions of 22.1-261 within the time specified in the notice; or (ii) fails to comply with the provisions of 22.1-254; or (iii) refuses to participate in the development of the plan to resolve the student's nonattendance or in the conference provided for in 22.1-258, it shall be the duty of the attendance officer, with the knowledge and approval of the division superintendent, to make complaint against the pupil's parent in the name of the Commonwealth before the juvenile and domestic relations district court. If proceedings are instituted against the parent for failure to comply with the provisions of 22.1-258, the attendance officer is to provide documentation to the court regarding the school division's compliance with 22.1-258. In addition thereto, such child may be proceeded against as a child in need of services or a child in need of supervision as provided in Chapter 11(16.1-226 et seq.) of title 16.1.

(Code 1950, 22-276.11; 1969, Ex. Sess., c. 72; 1976, c. 98; 1980,c. 559; 1990,c. 797; 1991, c. 292; 1996, cc. 891, 964; 1999, c. 526.)

**22.1-266. Law-enforcement officers and truant children.**

A. Notwithstanding the provisions of 16.1-246, any law-enforcement officer as defined in 9.1-101 or any attendance officer may pick up any child who (i) is reported to be truant from a public school by a school principal or division superintendent or (ii) the law-enforcement officer or attendance officer reasonably determines to be a public school student and by reason of the child's age and circumstances is either truant from public school or has been expelled from school and has been required to attend an alternative education program pursuant to 22.1-254 or 22.1-277.2:1, and may deliver such child to the appropriate public school, alternative education program, or truancy center and personnel thereof without charging the parent or guardian of such child with a violation of any provision of law.

B. Any such law-enforcement officer or attendance officer shall not be liable for any civil damages for any acts or omissions resulting from picking up or delivering a public school child as provided in subsection A when such acts or omissions are within the scope of the employment of such law-enforcement officer or attendance officer and are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw or overturn any defense or immunity already existing in statutory or common law or

to affect any claim occurring prior to the effective date of this law.

- C. For the purpose of this section, “truancy center” means a facility or site operated by a school division, sometimes jointly with the local law-enforcement agency, and designated for receiving children who have been retrieved by a law-enforcement officer or attendance officer for truancy from school. (Code 1950, § 22-275.11:1; 1976, c. 692; 1978, c. 215; 1980, c. 559; 1999, cc. 395, 1023; 2001, cc. 688, 820.)

### **RCPS MANDATED ATTENDANCE GUIDELINES**

1. For the purposes of the state mandated attendance policy, the following will be considered excused absences, tardies and checkouts:
  - a. A written excuse from the doctor or dentist may be presented to the administration.
  - b. A written excuse from a parent regarding the death of a family member or friend must be presented to the administration.
  - c. All-day appearance in court (with written excuse provided by the Truancy Supervisor or court official). Students who are in court for half days or less will be expected to attend school the remainder of the day.
  - d. Religious holidays (must be organized religion and student must provide documentation of holiday observances by that religion).
2. Parent may verify the student’s inability to attend school due to illness (in high school, parents must come to the school and sign a verification form.) **No more** than six (6) absences because of illness will be accepted when verified by parents/guardian. This verification (documentation) must be submitted within 10 school days of each absence.
3. Tardies/Early Checkouts may be filed for truancy. The following scale will be used:
  - a. 6 tardies/early checkouts – administration will meet with student;
  - b. 10 tardies/ early checkouts – a letter will be sent to parents;
  - c. 15 tardies/ early checkouts – “truancy will be filed”.

### **RCPS ACADEMIC ATTENDANCE GUIDELINES**

The state accreditation requirements state the standard unit of credit for graduation will be based upon a minimum of 140 clock hours of instruction. Students are expected to be in class every day school is in session. A credit is given to a student upon completion of a passing grade in that class and attending 140 clock hours of that class, as documented by the teacher. A verified credit is given to a student upon completion of a passing grade in that class, passing the SOL test at the end of the course, and attending 140 clock hours of that class, as documented by the teacher.

- Academic Requirements for Absences: Students will be required to make up work for all absences. ***It will be the responsibility of the student to make arrangements for the make-up work with the teacher.*** The student will have one day (school days) longer than the number of days missed (school days) to make up the work upon the student’s return to school.
- Any prolonged absence or extenuating circumstances will be evaluated on an individual basis.
- **Secondary Incentives for Regular Attendance:**  
In an effort to promote regular attendance, the Russell County School System offers the following incentives for secondary students:
  1. A student maintaining an “A” average for the year and missing no more than four (4) days in the course may be exempt from taking the final exam for that course.
  2. A student maintaining a “B” average for the year and missing no more than three (3) days in

- the course may be exempt from taking the final exam for that course.
3. A student maintaining a “C” average for the year and missing no more than two (2) days in the course may be exempt from taking the final exam for that course.
  4. If a student passes the SOL test in grades 8-12, he is exempt from the final examination in that course.

## **DISCIPLINARY ACTIONS**

Corporal Punishment may not be used as a means of discipline (22.1-279.1). However, this does not prevent teachers and principals from using “reasonable and necessary force” when necessary to maintain a safe school environment.

In the opinion of the Attorney General of Virginia, school boards may adopt regulations regarding the supervision of its schools to include student “conduct going to and returning from school” (VA, Code Ann.22.1-78). The Virginia Attorney General has ruled that school boards “may subject pupils to punishment for acts committed away from school property and outside of school hours which are detrimental to the interests of the school or adversely affect school discipline.” Ops. Va. Atty Gen. 274-275 (1961)

### **DETENTION**

Students may be detained at recess or after school for discipline. If they are given detention they will be supervised. If students are detained after school, parents will be notified and will be responsible for the student’s safe return home.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The rules and due process procedures in this Conduct Code apply to students with disabilities. However, when the discipline of a student with a disability involves long-term suspension greater than ten days (under certain circumstances) a series of short term suspensions totaling more than ten days, or an expulsion, additional due process procedures required by Section 504 of the Rehabilitation Act of 1973 and by IDEA will be followed. An explanation of these requirements may be obtained from the Special Education Supervisor.

### **EXPULSION (22.1-277)**

Students may be expelled from school by the Russell County School Board. Expulsion means removal from the school setting, if certain extenuating circumstances exist as determined by the School Board, alternative placement(s) may be considered. Being expelled means that the student is denied all access to any services or activities provided by the school system unless otherwise specified by the Russell County School Board. Unless certain conditions are met by parents, expulsion means permanent removal from the Russell County School System. Students who are expelled will be given due process as required by Virginia State Law. Students will be told what they have done wrong and given a chance to tell their side of the story. Parents will be given written notice containing the reasons for the proposed expulsion. The superintendent or another school official will review the expulsion. If the reviewer decides the student should be expelled, the parents will be informed of the date and time that the school board will be voting on the expulsion. Parents have a right to be heard at this meeting and they will be expected to attend.

### **IN-SCHOOL SUSPENSION**

Students who are given in-school suspension will be supervised and will be expected to work on their regular class assignments. Due process is not required for in-school suspension.

### **PHYSICAL CONTACT**

School employees are allowed by law to use reasonable physical contact to maintain order and control.

They are allowed by law to use reasonable and necessary force to quiet a disturbance or remove a student from the scene of a disturbance that threatens physical injury to persons or damage to property. The law also allows them to use reasonable and necessary force to prevent a student from harming himself/herself or others. They are also allowed by law to use reasonable and necessary force to take weapons, dangerous objects, drugs or items used for drugs from students.

#### **PLACEMENT IN AN ALTERNATIVE EDUCATION PROGRAM (22.1-277.2:1)**

The principal may recommend an alternative educational program for students who continually violate school rules and regulations. The school principal, alternative administrator and parents will meet to determine the appropriate alternative program and the length of the placement. Students may or may not be allowed to participate in any of the activities in which regular students participate at their home school.

#### **SEARCH AND SEIZURE**

Students will be given their rights under the Fourth Amendment to be protected from unreasonable searches and seizures. This does not mean that searches or seizures are not allowed. School officials have the right to conduct searches if they have reason to believe that students may have drugs, weapons, alcohol, or other things that they are not allowed to possess on school property. If they have reason to believe that a student has any of the above, school officials may search a student's purse, book bag, backpacks, or other personal items. Electronic devices (such as cell phones) are also subject to search and seizure if there is reasonable suspicion that a violation of school rules has occurred.

#### **SUSPENSION (22.1-277)**

A student may be suspended out-of-school for violations of the Code of Conduct. For out-of-school suspensions of 10 days or less, the school administrator shall inform the student of the specific violation and provide the student with opportunities to respond to the charges. The student may present the student's version of what occurred. When the school suspends a student, the school shall

- Notify the student of the right to appeal;
- Make a reasonable effort to notify the student's parent of the suspension, inform the parent that a copy of the rules governing suspensions and the procedures for appeal are being sent home with the student, and make arrangements for the student's return home;
- Send written notification to the parent informing the parent of the suspension, of its reason, the length of the suspension, the right to appeal, the student's right to return to school, and any conditions for that return;
- If requested by either party, the superintendent or designee will review the facts of the case to "confirm or disapprove" the action;
- Superintendent's decision may be appealed to the school board

A student may be suspended for more than 10 days. For certain offenses, a student may be suspended for the remainder of the semester or the school year. The school administration may determine that transfer to another school serves the best interest of the student and the school.

- Written notice to the students and his parent(s) or guardian stating the proposed action and the reasons, and the length of suspension;
- Notice in the letter that suspension can be appealed to the school board, or if permitted by board regulation, appeal can be made first to the superintendent or designee;
- Final appeal step must be to school board

#### **TEACHER REMOVAL OF STUDENTS FROM CLASS (22.1-276.2)**

The Code of Virginia provides for teachers to be able to remove students from their classes for disruptive behavior that violates school board regulations on student conduct and interrupts learning in the classroom. To remove students from their classes, teachers will follow policy JFCA in the Russell

County School Board Policy Manual. A copy of this policy may be obtained from the school principal. Removal of the student from class must be necessary to keep the student's behavior from interfering with learning. The teacher and school administrators must have tried to correct the student's behavior.

Parents must have been notified that there are problems with the student's behavior and given a chance to meet with the teacher and/or school administrators. Parents will be notified when students are removed from teacher's classes and will be told the reason for the removal. Students who are removed from class by teachers will be assigned to alternative programs, to other classes, to the principal's office, or to study hall. Assignments will be provided by the teachers for students to complete while out of their classes. If the situation warrants it, students who are removed from classes by teachers may also be suspended or expelled.

### **RULES FOR RIDING THE SCHOOL BUS**

Riding the school bus to and from school is a privilege given to students by the School Board. **Students who do not behave properly in waiting for and riding the bus may have this privilege taken away.** In addition, students may be given detention, in-school suspension, suspension, placement in an alternative program, or expulsion for misbehaving on the bus. Bad behavior on the bus can lead to accidents and injuries. Safety is the most important thing that students need to be concerned about in riding the bus. Each year students will be given a list of school bus safety suggestions. Students should study the safety suggestions on this list and follow them. Students are expected to obey the following rules:

### **BUS RULES**

1. All students who leave home for school by bus must stay on the bus until they reach school. Students must stay on the afternoon bus until reaching their destination unless a note is provided by a parent stating otherwise and **a bus pass is issued by administration.**
2. Students who have to wait at schools other than their own to change buses must obey the principals and teachers of those schools. The principals of the schools where the students wait will take any disciplinary action necessary to see that these students behave and will report any misbehavior to the principals of their home school.
3. Bus drivers and students will be informed, by the principal, of any changes in the school calendar.
4. Vandalism to the bus will be paid for by the student or the student's parents.
5. Explosives or anything that could be used as a weapon or looks like a weapon will not be allowed on the bus. Students who bring such things on the bus will be severely punished.
6. Students may be assigned seats and will only be permitted to move from their seats if the driver says they can.
7. Students are not allowed to bother other students or to bother the property of other students while riding the bus.
8. Cans, glass containers, and plastic bottles are not allowed on the bus unless packaged in a lunch.
9. Animals are not allowed on the bus.
10. Students are not permitted to eat, drink, or use tobacco products while on the bus.
11. Cleats or other types of spike shoes are not to be worn on the bus.
12. Unauthorized people are not allowed on the bus.
13. Students will not be allowed to ride the bus standing in front of the safety stanchions or in the step-wells.
14. Students will not be allowed to lean out or to shout from bus windows.
15. Students are subject to being videotaped on the bus at all times.
16. Students should remain seated while the bus is in motion.

**ANNUAL NOTIFICATIONS**  
**NOTICE OF PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS**  
**(22.1-279.3 of the Code of Virginia)**

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and 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.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.
- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic court may be filed under certain circumstances to declare the student a child in need of supervision.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance,

as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in Subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or mentoring program, as appropriate or that the student or his parent, or both shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

(1995, c.852; 1996, c.771; 2000, c. 538; 2001, cc. 688, 820; 2004, c. 573.)

### **FERPA (Family Educational Rights and Privacy Act)**

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

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

1. The right to inspect and review the student's education records maintained by the school within 45 days of the day Russell County Public Schools receives the request. Schools are not required to provide copies of records unless, for reasons such as great distance it is impossible for parents or eligible students to review the records. Parents or eligible students should submit to the school principal or appropriate supervisor a written request that identifies the record(s) they wish to inspect. The 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. Parents or eligible students (reached their 18th birthday) have the right to request that a school amend records which they believe to be 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 decides not to amend the record, the parent or eligible student, the 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. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
  - School officials, including School Resource Officers, with legitimate educational interest;
  - A person employed by the School Board;
  - A person appointed or elected to the School Board ;
  - A contractor (such as an attorney, auditor, medical consultant, or therapist), volunteer (a parent or student serving on an official committee such as a discipline or grievance committee, or assisting another school official performing his tasks), 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;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organization;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.
4. Student directory information will be released to military and college recruiters in accordance to Federal regulations and guidelines.
5. FERPA allows schools to make necessary disclosures without obtaining prior written consent in order to address emergencies. FERPA empowers school officials to act decisively and quickly when the need arises and is an important part of emergency preparedness.
  - Russell County Public Schools must be able to make the determination that there is an “articulable and significant threat” prior to making the disclosure.
  - Consent requirement is limited to the period of the emergency.
  - Consent is typically: law enforcement officials, public health officials, trained medical personnel, parents, and types of appropriate parties previously identified by FERPA.
6. Under FERPA's health or safety emergency provision, Russell County Public Schools has established a “Threat Assessment Team” that utilizes expertise of representatives from law enforcement in the community. Once it is determined that a health or safety emergency exists, a member of the team may disclose personally identifiable information from a student's education record to appropriate officials under the health or safety emergency exception.
7. FERPA permits disclosure without consent that is necessary to comply with lawfully issued subpoenas or judicial orders.

8. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the 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  
600 Independence Avenue, SW  
Washington, DC 20202-5901

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

For additional information or technical assistance, you may call 1-800-872-5327 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-437-0833.

You may refer to the Russell County Public Schools Policy Manual to read the entire policy on Student Records located in Policy JO.

#### **PARENTS’ RIGHT TO KNOW**

1. At the beginning of each school year, a division that receives Title I funds must notify the parents of each student attending a Title I school that the parents may request, and the division will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers, including the following:
  - (a) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - (b) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
  - (c) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
  - (d) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
2. A school that participates under subpart A of Title I must provide to each parent:
  - (a) Information on the level of achievement of the parent’s child in each of the State academic assessments;
  - (b) Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher of a core academic subject who is not highly qualified.
3. A division and school must provide the notice and information required:
  - (a) In a uniform and understandable format, including alternative formats upon request; and
  - (b) To the extent practicable, in a language that parents can understand.

#### **NOTICE FOR DIRECTORY INFORMATION**

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Russell County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Russell County may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the

contrary in accordance with District procedures. The primary purpose of directory information is to allow Russell County to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**If you do not want Russell County to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing by September 1, 2016. Russell County has designated the following information as directory information:**

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone Listing
- Weight and height of member of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Data and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### **PPRA FOR PARENTS**

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Russell County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Russell County will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Russell County will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Russell County will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, D.C. 20202-590

### **SEX OFFENDER REGISTRY NOTIFICATION**

The Russell 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 Russell County school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

### **Annual Notification**

At the beginning of each school year, the Russell County Public Schools shall notify parents and employees of this policy (KN). The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website (<http://www.sex-offender.vsp.virginia.gov/sor/>). This site will give electronic notice of the registration or reregistration of any sex offender within that school division pursuant to 22.1-79.3D.

### **PARENTAL INVOLVEMENT POLICY**

Russell County Public Schools will distribute the Parental Involvement Policy, BCF2, to parents of students in Title I programs.

### **ASBESTOS NOTIFICATION**

In the past, asbestos was used extensively in building materials because of its insulation, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970's contains some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every three years, the Russell County School Division has conducted a reinspection to determine whether the condition of known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires the Division to have an asbestos management plan in place. Russell County Schools developed a plan, as required, and updates it as needed. Some buildings owned by the Russell County School Board contain building materials that have asbestos. These materials have been removed, encapsulated, or enclosed in accordance with the division asbestos management plan.

### **AVAILABILITY OF SCHOOL DIVISION POLICIES**

Section 22.1-253.13:7.D.3 of the Code of Virginia (part of the section of the Code known as the Standards of Quality) requires local school boards to maintain and follow an up-to-date policy manual that includes "standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights." These policies are available on the division's website at <http://www.russell.k12.va.us>.

### **COUNSELING**

#### **School Counseling Curriculum:**

The school counseling curriculum for Russell County Public Schools is consistent with the State Standards for School Counseling Programs in Virginia Public Schools. More information about the counseling programs available in the elementary, middle and high schools are also available in the guidance offices of our schools.

**School Counseling Program description:**

- *academic counseling* 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 counseling* 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.
- *employment counseling* and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary students and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the school board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.

**Delivery of School Counseling Services**

School counselors proactively participate as members of the educational team to support and enhance student learning. They consult and collaborate with teachers, administrators, support staff members and families to help students identify the appropriate pathway that will provide a positive academic, social and career direction.

Counseling activities focus on positive attitudes and the importance of educational choices, personal responsibility, respect for self and others, skills for employment and continuing education. Through individual and group contacts, the school counselor helps students understand themselves and the opportunities available to them through more informed decision making. The counseling program will 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.

**Provisions for opting out of school counseling programs**

The decision to exclude a student from the personal portion and/or social counseling portion of the school counseling program or classroom group guidance is left to the parent or guardian. Through written request to the principal, parents may exclude the student from personal or social counseling and classroom group guidance. Lesson plans and material to be used at each grade level are available for review. If a parent does not want his child to participate, a request should be made in writing to the principal before the scheduled classroom group guidance lessons. The principal will then make arrangements to exclude the student from the planned guidance lessons. Alternative lessons will not be provided. Affirmative parental consent is not required for any student for brief personal and/or social counseling that is needed to maintain order, discipline or a productive learning environment.

**Review of school counseling materials or lesson plans**

Parents seeking to review lesson plans or school counseling materials should contact their student's counselor to set up an appointment for this review.

## **LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS**

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section 22.1-279.4 of the Code of Virginia states:

School boards shall 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. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the Code.

**Who is a juvenile?** Section 16.1-228 of the Code of Virginia defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the Code permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

**How is the age of the juvenile calculated?** Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

**Under what circumstances does the law permit the transfer of juveniles for trial as adults?** The Code of Virginia permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

### **Circumstance #1**

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (16.1-269.1 A. of the Code of Virginia). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.
- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.
- Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.
- Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than \$100,000.

- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both. (18.2-9 and 18.2-10 of the Code of Virginia)

In this circumstance, the Commonwealth's Attorney's office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile's age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile's degree of mental retardation or mental illness
- The juvenile's school record and education
- The juvenile's mental and emotional maturity
- The juvenile's physical condition and maturity

### **Circumstance #2**

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (16.1-269.1 C of the Code of Virginia) In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (16.1-269.1 C of the Code of Virginia)

### **Circumstance #3**

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (16.1-269.1 B of the Code of Virginia) Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (16.1-269.1 B of the Code of Virginia)

**If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has**

**also been charged with other offenses?** If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (16.1-269.6 of the Code of Virginia)

**Does the transfer impact subsequent alleged criminal offenses?** Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses, of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (16.1-269.6 of the Code of Virginia)

**What happens when an adult is sentenced for a crime he or she committed as a juvenile?** When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to \$2,500. (16.1-284 of the Code of Virginia)

**What can happen if a juvenile is tried as an adult?** There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth.

First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

## **PROMOTION AND RETENTION OF STUDENTS**

### **Generally**

The Virginia Board of Education charges school principals with the ultimate responsibility of assigning pupils to classes, programs, and activities that are designed to promote maximum learning. In accordance with this provision, the school principal is the final authority in all matters of promotion and retention. In making the determination for placement, such factors as reading and math achievement commensurate with ability and social maturation, and other requisites necessary to predict success in placement will be considered.

### **Promotion**

Promotion from one grade or class level to another shall be based upon the student's academic achievement, ability, Standards of Learning Test Scores, chronological age, effort, documented disabilities, and will be based on the criteria set forth by teachers, principals, and supervisory staff.

### **Retention**

When a student has not demonstrated grade-level proficiency in the core content areas and failed to meet the criteria for promotion, the student will be retained. This decision will be made in consultation with the teacher, parents, and other staff, if appropriate. The final decision remains with the principal. Parents will be notified as soon as retention is being considered and no later than the end of the fourth grading period

### **Promotion and Retention Guidelines (Grades K-7)**

**The following criteria should be considered:**

1. Standards of Learning (SOL): The Standards of Learning are the core curriculum for the Commonwealth of Virginia. Students in grades K -7 must master the reading, math, science, and history and social science Standards of Learning.
2. State Testing: Students must earn a pass proficiency score on the reading, math, science and history Standards of Learning (SOLs). Virginia SOL assessments are administered in grades 3-7.
3. Report Card Grades: Failing or unsatisfactory grade performance in any of the four content areas reading, math, science, and history and social science is cause for consideration of retention.
4. Attendance and Tardies: Students should be present each day. However, students who are absent ten or more days or have excessive tardies or check outs will be at risk for retention.
5. Reading on Grade Level: Students reading one or more years below grade level in Grades K-2 will be considered for retention based on local assessments and the Phonological Awareness Literacy Screening (PALS) assessment. Students reading below grade level should be identified and provided remedial reading services throughout the school year.
6. Other Factors:
  - A. Promotion of students in grades K-2 will be based upon passing **BOTH** reading and math for each grade level.
  - B. When considering promotion or retention, other factors should be considered. These factors include social maturity, emotional maturity, previous retention, environmental factors, and physical maturity and development.

**Student with an IEP**

The Individual Education Plan Committee will make the final recommendation regarding promotion, retention, and age appropriate placement for a student with an IEP. Academic, social, emotional, chronological age, and physiological factors should be considered in making this decision.

**Parent Notification**

There should be three face-to-face meetings with the Parent(s) or Guardian(s) of students being considered for retention. The first meeting will be to notify the parent(s)/guardian(s) that their child is not progressing to meet the requirements for promotion. The purpose of the second meeting will be to discuss the changes that have occurred since the first meeting and to discuss the student’s academic standing at this point. The third meeting will be to inform the parent(s)/guardian(s) of the decision to promote or retain the student. The third meeting should take place at least ten days prior to the issuance of the final report card. Documentation should be kept of all meetings and the documentation should be signed by all participants. If there is a refusal to sign, the refusal should be part of the documentation.

**Appeals of Retention:**

- A. Any appeal should be made in writing to the principal within five days of the third meeting. The principal will act upon the appeal within five school days.
- B. If the parent(s)/guardian(s) do not accept the decision of the principal, then they can make a final appeal to the Division Superintendent or designee. The result of this decision is final.

**Grade 8**

Any eighth grade student will be retained if they fail both English 8 and the math class they are taking. An eighth grade student will also be retained if they fail English 8 or the math they are taking, and any two other subjects.

**Grades 9-12**

Promotion to the various high school grades will depend upon total units of credit accumulated as follows:  
 Students who will graduate in June, 2002 and thereafter:  
 Promotion to 10th grade 6 credits  
 Promotion to 11th grade 12 credits

Promotion to 12th grade 16 credits

## REQUIREMENTS FOR GRADUATION

The following graduation requirements were adapted from the Virginia Standards of Accreditation (SOA) adopted by the State Board of Education in 2012. For a complete copy of the SOA visit <http://www.doe.virginia.gov/boe/accreditation/index.shtml>.

## STANDARD DIPLOMA REQUIREMENTS

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 2016-2017, 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.

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

Standard Diploma Course Requirements (8 VAC 20-131-50.8)			
Discipline Area	Standard Credits: effective with first-time ninth graders in 2003-2004 through 2010-2011	Standard Credits: effective with first-time ninth graders in 2011-2012 and beyond	Verified Credits: effective for first-time ninth graders in 2003-2004 and beyond
English	4	4	2
Mathematics [Note 1]	3	3	1
Laboratory Science [Notes 2 & 6]	3	3	1
History & Social Sciences [Notes 3 & 6]	3	3	1
Health & Physical Education	2	2	
Fine Arts or Career & Technical Education	1		
Foreign Language, Fine Arts or Career & Technical Education [Note 7]		2	
Economics and Personal Finance		1	
Electives [Note 4]	6	4	
Student Selected Test [Note 5]			1
<b>Total</b>	<b>22</b>	<b>22</b>	<b>6</b>

### NOTE 1

- **For students entering the ninth grade for the first time in 2003-2004 through 2010-2011:** Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of algebra and geometry. The Board may approve additional courses to satisfy this requirement.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** 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.

### NOTE 2

- **For students entering the ninth grade for the first time in 2003-2004 through 2010-2011:** Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry or physics. The Board may approve additional courses to satisfy this requirement.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** 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.

### NOTE 3

- **For students entering the ninth grade for the first time in 2003-2004 through 2010-2011:** 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 may approve additional courses to satisfy this requirement.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** 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.

NOTE 4

- Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

NOTE 5

- **For students entering the ninth grade for the first time in 2003-2004 through 2010-2011:** A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education or other areas as prescribed by the Board in 8 VAC 20-131-110.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** 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 8 VAC 20-131-110.

NOTE 6

- Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential or license for (1) the student selected verified credit and (2) either a science or history and social science verified credit when the certification, license or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

NOTE 7

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Pursuant to Section 22.1-253.13:4, *Code of Virginia*, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.  
Electives
- **Sequential Electives** – Effective with the graduating class of 2003, students who wish to receive a Standard or Modified Standard Diploma must successfully complete two sequential electives. On February 5, 2002, the Board of Education approved Guidelines for Sequential Electives for the Standard and Modified Standard Diploma (PDF).
- Sequential electives may be in any discipline as long as the courses are not specifically required for graduation.
- Courses used to satisfy the one unit of credit in a fine arts or career and technical education course may be used to partially satisfy this requirement.
- For career and technical education electives, check with the Office of Career and Technical Education at (804) 225-2051.
- An exploratory course followed by an introductory course may not be used to satisfy the requirement.
- An introductory course followed by another level of the same course of study may be used.
- Sequential electives do not have to be taken in consecutive years.
- **Fine Arts and Career and Technical Education** – The Standard, Advanced Studies, and Modified Standard Diplomas each contain a requirement for one standard unit of credit in Fine Arts or Career and Technical Education. The Standards of Accreditation do not require that courses used to satisfy the requirement of Fine Arts or Career and Technical Education be approved by the Board. Therefore, local school officials should use their own judgment in determining which courses students take to satisfy this requirement.

### ADVANCED STUDIES DIPLOMA REQUIREMENTS

To graduate with an Advanced Studies Diploma, a student must earn at least 24 or 26 standard units of credit, depending on when he or she entered ninth grade, and at least nine verified units of credit:

- Students who entered ninth grade for the first time during and after 2011-2012 must earn at least 26 standard units of credit.
- Students who entered ninth grade before 2011-2012 must earn at least 24 standard units of credit.

Beginning with students entering ninth grade for the first time in 2016-2017, a student must successfully complete one virtual course, which may be non-credit bearing, to graduate with an Advanced Studies Diploma.

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 20-131-50.C)			
Discipline Area	Standard Credits: effective with first-time ninth graders in 2003-2004 through 2010-2011	Standard Credits: effective with first-time ninth graders in 2011-2012 and beyond	Verified Credits - effective with ninth graders in 2000-2001 and beyond
English	4	4	2
Mathematics [Note 1]	4	4	2
Laboratory Science [Note 2]	4	4	2
History & Social Sciences [Note 3]	4	4	2
Foreign Languages [Note 4]	3	3	
Health & Physical Education	2	2	
Fine Arts or Career & Technical Education	1	1	
Economics and Personal Finance		1	
Electives	2	3	
Student Selected Test [ Note 5]			1
<b>Total</b>	<b>24</b>	<b>26</b>	<b>9</b>

NOTE 1

- **For students entering the ninth grade for the first time in 2003-2004 through 2010-2011:** Courses completed to satisfy this requirement shall be at or above the level of algebra and 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 may approve additional courses to satisfy this requirement.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** 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.

NOTE 2

- **For students entering the ninth grade for the first time in 2003-2004 through 2010-2011:** 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 may approve additional courses to satisfy this requirement.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The Board shall approve courses to satisfy this requirement.

NOTE 3

- **For students entering the ninth grade for the first time in 2003-2004 through 2010-2011:** 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 may approve additional courses to satisfy this requirement.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The Board shall approve courses to satisfy this requirement.

NOTE 4

- Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

#### NOTE 5

- **For students entering the ninth grade for the first time in 2003-2004 through 2010-2011:** A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education or other areas as prescribed by the Board in 8 VAC 20-131-110.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** 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 8 VAC 20-131-110.

#### Electives

- **Fine Arts and Career and Technical Education** – The Standard, Advanced Studies, and Modified Standard Diplomas each contain a requirement for one standard unit of credit in Fine Arts or Career and Technical Education. The Standards of Accreditation do not require that courses used to satisfy the requirement of Fine Arts or Career and Technical Education be approved by the Board. Therefore, local school officials should use their own judgment in determining which courses students take to satisfy this requirement.
- **Foreign Language**—The Advanced Studies Diploma contains a requirement for either three years of one foreign language or two years of two languages. In March 1998, the Board of Education approved the provision of three years of instruction in American Sign Language (ASL) for foreign language credit toward an Advanced Studies Diploma; other foreign languages will satisfy this requirement as well. Details of this action are available in: Superintendent's Memo, Interpretive, #1, June 12, 1998.

### **SPECIAL PROGRAMS**

Russell County Schools offers dual enrollment, advanced placement (Virtual Virginia) and Academic Year Governor's School Programs to our students. Contact the Guidance Office at the school for the qualifications for enrolling in such classes and programs and the availability of financial assistance to low-income and needy students.

In regard to dual enrollment courses, it is very important to keep in mind that schools within colleges and universities set their own course transfer standards and these standards are constantly changing. Your selected major will often determine whether courses will transfer for elective or degree credit. Always work closely with your guidance counselor.

Students and their parents shall be notified of the availability of dual enrollment, advanced placement classes (Virtual Virginia), and Academic Year Governor's School Programs, the qualifications for enrolling in such classes and programs, and the availability of financial assistance to low-income and needy students to take the advanced placement examinations. Students and their parents shall also be 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 shall promulgate regulations to implement this policy, which shall ensure the provision of timely and adequate notice to students and their parents. Each high school will inform parents and students of such classes/programs and the application process including financial assistance.

### **HOMELESS STUDENTS**

In compliance with the Federal mandates of the Stewart B. McKinney Homeless Assistance Act in conjunction with Virginia's House Joint Resolution 181, Russell County Public Schools is required to identify "Homeless Children and Youth."

Definitions are as follows:

Homeless Children – A homeless individual is one who lacks a fixed, regular and adequate nighttime residence, including but not limited to:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- a primary nighttime residence that is not usually used for sleeping Child and Youth – Persons who, if they were children of residents of the State, would be entitled to a free public education.

If a family lives in any of the following situations:

- in a shelter, motel, vehicle, or campground
- on the street
- in an abandoned building, trailer, or other inadequate accommodations, or
- doubled up with friends or relatives because they cannot find or afford housing

Then their preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Children have the right to:

- Go to school, no matter where they live or how long they have lived there. They must be given access to the same public education, including preschool and vocational education, provided to other children.
- Continue in the school they attended before they became homeless or the school they last attended, if that is their choice and is feasible. If a school sends a child to a school other than the one requested, the school must provide a written explanation and offer the person the right to appeal the decision.
- Receive transportation to the school they attended before the family became homeless or the school they last attended, if the parent or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school and vocational education program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of choice even while the school and parent seek to resolve a dispute over enrolling the children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When a homeless family moves, they should do the following:

- Contact the school district's local liaison (Rita Street, Ph: 276-889-6500) for homeless education for help in enrolling their child in a new school or arranging for the child to continue in his or her former school. (Someone at a shelter, social services office, or the school can direct the parent or guardian to the person they need to contact.)
- Contact the school and provide any information they think will assist the teachers in helping the child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

## **NOTIFICATION OF LEARNING OBJECTIVES & STANDARDS OF LEARNING**

At the beginning of each school year, each school within the Russell County School Division will provide to its students, parents, or guardians the learning objectives developed in accordance with the Standards of Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses.

At the beginning of each school year, every school must provide to parents or guardians a copy of the Standards of Learning applicable to their child's grade or course requirements. Schools will also provide the approximate date and potential impact of the child's next SOL testing. The Standards of Learning (SOL) objectives applicable to the child's grade or course requirements are available on the Virginia Department of Education's website at <http://www.doe.virginia.gov/testing/>.

## **LIMITED ENGLISH PROFICIENT STUDENTS**

The Russell County School Board shall provide programs to improve the education of limited English proficient children by assisting the children to learn English and meet Virginia's challenging academic and vocational content and student academic and vocational achievement standards.

### **Assessments**

The School Board will annually assess the English proficiency of all students with limited English proficiency.

### **Notification**

The School Board will, not later than 30 days after the beginning of the school year, inform a parent or the parents of a limited English proficient child identified for participation in, or participating in, a program for limited English proficient students of:

- the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction education program;
- the child's level of English proficiency, how that level was assessed, and the status of the child's academic and vocational achievement;
- the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;
- how the program in which their child is, or will be participating will meet the educational strengths and needs of the child;
- how such program will specifically help their child learn English, and meet age appropriate academic and vocational achievement standards for grade promotion and graduation;
- the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program;
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
- information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of
- instruction, if available, and
- assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.

For a child who has not been identified for participation in a language instruction education program prior to the beginning of the school year, the School Board shall provide the notice detailed above within 2 weeks of the child being placed in the program.

The information described above will be provided to parents in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

Students may be accepted and provided English-Second language programs if they entered school in Virginia for the first time after reaching their 12th birthday, and who have not reached age 22 on or before August 1 of the school year. No tuition shall be charged such students, if state funding is provided for such programs.

### **NONDISCRIMINATION**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1972; Title IX Regulation 1964 and Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, Russell County Public Schools shall not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in any educational program including vocational education for career and technical students, daily activities or extra-curricular activities, or the admission to such programs or activities, and provides equal access to the Boy Scouts and other designated youth groups.

It is the intent of the Russell County Public Schools to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination/harassment have been shown by the school division.

Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX Supervisor or to Office For Civil Rights (OCR).

For specific complaints of alleged discrimination under Title IX (gender) and Section 504 (disability), please contact the Russell County School Board Office at 276-889-6500.

Russell County Public Schools offer a wide range of Career and Technical education programs, including Agricultural Education, Business and Information Technology Career Connections, Family & Consumer Sciences, Health and Medical Sciences, Marketing, Technology Education, and Trade & Industry Education.

Russell County Public Schools and its Career and Technical Education programs do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and, if applicable, provides equal access to the Boy Scouts and other designated youth groups.

# **INTERNET/NETWORK ACCEPTABLE USE POLICY**

## **INSTRUCTIONAL PHILOSOPHY**

To enhance the instructional program, Russell County Public Schools has established Internet access for the county's schools. This provides the opportunity for accessing world-wide resources and promotes educational excellence as outlined in Education Goals 2000 goals and strategies. By being connected to millions of computers and users through Internet and video conferencing, users have access to a wealth of educational and useful information.

All use of the Internet must be in support of education and research and be consistent with the educational objectives of Russell County Public Schools. Students and staff members will have access and training to use the Internet. The specifics of access, i.e., time frame, place, and accessibility, will be governed by individual schools.

Please be aware that although this Acceptable Use Policy provides guidelines for appropriate Internet use, there may be unacceptable material available through this service. The site administrators/teachers will make determinations as to whether specific uses of the network are consistent with the Russell County Acceptable Use Policy.

## **INTERNET SAFETY CURRICULUM**

In accordance with Virginia Code 22.1-70.2, Russell County Public Schools integrates Internet Safety into the K-12 curriculum and instruction as required by the Virginia Department of Education's Guidelines and Resources for Internet Safety in Schools. Lessons will relate to three areas of appropriate and effective Internet use—safety, security, and ethics.

## **ACCEPTABLE AND UNACCEPTABLE USES OF THE INTERNET**

### **ACCEPTABLE USES**

The following actions constitute **acceptable** use of the Internet initiated from any school:

- Researching assigned classroom projects.
- Accessing and exchanging information.
- Using the Internet solely for educational purposes.

### **UNACCEPTABLE USES**

The following actions constitute **unacceptable** use of the Internet initiated from any school:

- Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- Using the Internet for commercial purposes.
- Using the Internet for political lobbying.
- Changing any computer file that does not belong to the user.
- Posting, sending, or receiving copyrighted materials without permission.
- Using another person's password.
- Any misuse of pictures published on Russell County Public Schools websites. This includes copying, altering, publicly displaying, downloading, printing, or any action considered offensive.
- Using Internet access for viewing, sending or retrieving pornographic material.
- Circumventing security measures on school or remote computers or networks.
- Accessing or attempting to gain access to the Internet via any computer that is not the property of Russell County Public Schools unless approved by the building administration.

- Attempting to gain access to another's resources, programs, or data.
- Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, and includes the uploading or creation of computer viruses.
- Cyberbullying, such as using hate mail, harassment, discriminatory remarks, or other antisocial behavior on the network (including any message with profanity, obscene comments, sexually explicit material, or expressions of bigotry or hate).
- Use of web sites that sell term papers or book reports.
- *Off-campus Internet use that causes a substantial disruption to the educational environment or interferes with another student's rights may result in disciplinary action. Criminal action may be taken when the off-campus Internet use constitutes a true threat.*

### **NETWORK ETIQUETTE**

- Monitoring of ALL on-line activity can be performed by Technology Services if deemed necessary by school system administration.
- You should not reveal your personal address/phone numbers or those of other students or colleagues.
- Programs that provide services that allow for the download of audio/video files that do not pertain to education, on-line instant messaging, and on-line gaming are prohibited.
- Teachers may only install software approved by the Information or Instructional Technology Departments.

### **GOOGLE APPS FOR EDUCATION**

Russell County Public Schools has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. The rules governing proper electronic communications by students are included in the Internet/Network Acceptable Use Policy. This account is housed on Google servers, thereby giving your student access to Google Docs, email, calendar, and other additional services. As with all other online activity, monitoring of content in the Google Apps for Education system can be performed at any time by Technology Services.

### **DISCLAIMER ABSOLVING THE SCHOOL DIVISION**

Russell County Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered (including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions). Use of any information obtained via Russell County Public Schools' Internet access is at the user's own risk. Russell County Public Schools is not responsible for the accuracy or quality of information obtained.

### **STATE AND NATIONAL TELECOMMUNICATION RULES AND REGULATIONS**

Transmissions of material in violation of any U.S. or state regulation are prohibited. Prohibitions include, but are not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial acts is not fair use of the Internet. Copyright laws on Internet apply to the same extent as those in non-electronic form. The ALA guidelines may be accessed at [www.ala.org/washoff/dmguide.html](http://www.ala.org/washoff/dmguide.html). If a student's or teacher's work is published on a website, that work must be copyrighted or permission must be received by the child's parents to publish that work.

## **RESPONSIBILITIES OF EDUCATORS, PARENTS, AND STUDENTS**

### **EDUCATORS**

When using the Internet for class activities, teachers will select material appropriate to the age of the students and relevant to the course objectives. In order to determine the appropriateness of the material accessed through the sites, the teacher will preview the materials and sites planned for use. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues, while demonstrating tolerance and respect for those who hold divergent views.

### **PARENTS**

The Internet is a global network that will provide students with access to a wide range of information, thus enabling the student to communicate with people throughout the world. However, on a global network it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Russell County Public Schools will attempt to block sites that are deemed inappropriate in the school environment and staff will supervise the student use of the Internet. Russell County Public Schools cannot, however, guarantee that a student will not gain access to inappropriate material that one would consider objectionable. The Russell County Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Although staff will supervise student's use of the Internet, the Russell County Public Schools cannot guarantee that a student will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with particular family values. Parents are encouraged to take the opportunity to have a discussion with their child(ren) about their own family values and expectations as to how these values should guide their child(ren)'s activities while on the Internet. Russell County Public Schools supports and respects each family's right to decide whether or not to apply for access.

*While schools may be limited in their ability to discipline students who post offensive or inappropriate material outside of school, teachers have been successful in filing individual lawsuits against students and their parents.*

### **STUDENTS**

Students are responsible for good behavior on school computer networks just as they are in the classroom, cafeteria, or the school hallway. General school rules for behavior and communication apply. A student's activities while using the Internet in school must be in support of education and research and consistent with educational objectives. Before a student is permitted to use the Internet, he must agree to comply with the Acceptable Use Policy of the Russell County Public Schools. **Each student must have on file in his school office a Student User Agreement and Parent Permission Form.**

If a student mistakenly accesses inappropriate information, he should immediately tell the teacher or other district employee or other person designated by the school. This will protect him/her against a claim of intentional violation of this policy.

### **CONSEQUENCES OF INAPPROPRIATE NETWORK USE**

If there is reasonable suspicion that any student has violated his agreement to abide by the Acceptable Use Policy, school disciplinary code, or the state or federal law, the following actions will be taken:

1. The first offense will result in the loss of use of network access and account privileges for a period of not less than one week with parent notification explaining the circumstances.

2. Each adult working with the student within the building or county will also be notified of the disciplinary action taken.
3. Repeated or severe infractions of the agreement may result in permanent termination of network access and account privileges with notification of the child's parents and every educator who works with that student within the building and county.
4. Any offense may result in a three-day suspension and the possibility of legal action. The school's administration holds the right to govern the disciplinary actions associated with inappropriate network use.

In addition, Russell County Public Schools reserves the right to charge the student/parent for any malicious damages to the network hardware or software.

If there is reasonable suspicion that any employee has violated his agreement to abide by the Acceptable Use Policy, the school disciplinary code or the law, the violation will be handled in accordance with the Russell County Policy Manual (following due process guidelines).

## **INTERNET PUBLISHING**

### **IN GENERAL**

The administration of Russell County Public Schools determined it is desirable for the school division as well as individual schools to have a presence on the Internet by publishing their own web page. This is similar to publishing a newspaper with text and/or pictures. Just as anyone may read an article in a newspaper, anyone with access to a computer and the Internet may read our web pages.

Russell County Schools has adopted an Internet Publishing Policy, which is a set of guidelines governing what may and may not be included on school web pages. The guidelines are outlined below. In accordance with this policy, neither a photograph of a student nor any example of his work may be added to the web page without prior consent from a parent or legal guardian.

### **LOCATION OF WEB PAGE FILES**

All school web pages must reside on the Russell County Public Schools domain.

### **CONTENT OF SCHOOL WEB PAGES**

Information and links on Russell County Public School web pages are limited to:

- General information of interest to students, parents, teachers, administrators, and community members.
- Activities of school sponsored organizations
- Curriculum and instructional material
- Link to School Report Card (<https://p1pe.doe.virginia.gov/reportcard/>)

### **PERSONAL INFORMATION**

- Web pages may contain the first and last name of a student and his club or class affiliation or award.
- Web pages may contain the image of a student that allows identification by reasonable means provided proper consent is obtained.
- No personal information displayed on a web page may be more specific than allowed by this

policy.

### **STUDENT WORK**

Web pages may include student work provided the work relates to a class project or other school related activity and provided proper consent was obtained. Examples of student work include poems, short stories, and works of art.

School web pages are public documents welcoming the outside world to the school. The information included on the web pages must support the educational goals of the school system. The web page's main purpose is to introduce outside visitors to the school, its programs, and the achievements of the students. We feel our web pages will meet these criteria and that you will allow your child's picture or work to be included.

## **BRING YOUR OWN DEVICE (BYOD) GUIDELINES**

### **USE OF STUDENT-OWNED ELECTRONIC DEVICES**

Russell County Schools understands that technology plays a key role in the lives of today's students, and some students would like to be able to use their personal electronic devices at school for schoolwork and to enhance educational opportunities. To ensure our students graduate with the most comprehensive education possible, we are embracing those technologies that our students are currently utilizing daily. With this privilege come responsibilities and issues that must be addressed. Use of any electronic device, **including but not limited to**, iPods, iPads, e-book readers, or cell phones, must be in adherence of the Russell County Public Schools Internet/Network Acceptable Use Policy.

#### **Definition of "Personal Electronic Devices"**

For purposes of BYOD, a personal electronic device means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

#### **Student Use of Personal Electronic Devices**

RCPS provides the opportunity for students to bring an electronic device to school to use as an educational tool with parental permission. **The use of these electronic devices will be at the teacher's/school staff's discretion.**

1. Students must obtain teacher permission before using an electronic device during classroom instruction. Cell phones shall remain off until teacher permission has been given.
2. Student use of an electronic device must support the instructional activities currently occurring in each classroom and lab and must adhere to the Acceptable Use Policy.
3. Students must turn off and put away an electronic device when requested by a teacher.
4. Students should be aware that their use of the electronic device could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio should be muted or headphones used when appropriate. Any music would need to be stored on the device and not streamed or downloaded while on the school network.

5. Students may use their personal electronic device before school and after school in adult supervised areas only. If an adult asks a student to put his electronic device away, the student must comply.
6. Technology devices may not be used to record, transmit or post photographic images or video of a person, or persons on school property during school activities. This includes all students and personnel in Russell County Public Schools.
7. Technology may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and texting or instant messaging).
8. **Students are NOT permitted to bring and use their personal laptop and/or netbooks at this time with the exception of tablet devices provided by the e-Learning Backpack Initiative. The project will be re-evaluated and revised as advances in technology are made within the District.**

A student who brings a privately owned electronic device to school is personally responsible for the equipment. Any damage to the equipment and charges related to the use of the device is the responsibility of the individual. Russell County Public Schools is not liable for any device stolen or damaged. District technicians will not support, service, or repair any equipment that does not belong to the District.

Students are responsible for ensuring that all electronic devices that they bring in are virus free and do not contain any inappropriate or unauthorized files.

Russell County Schools does not guarantee the privacy or security of any item stored on or transmitted by any privately owned electronics devices.

As it relates to privately owned electronic devices being used in Russell County School District facilities or on the division network, Russell County Schools reserves the right to:

1. Monitor and log all activity.
2. Determine when and where privately owned equipment may be connected to the network.
3. Make determinations on whether specific uses of personal electronic devices are consistent with the District's Acceptable Use Policy.
4. Deem what is appropriate for use of personal electronic devices on District property or on the division network.
5. Remove the user's access to the network and suspend the right to use the privately owned personal device in District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

Violation of Acceptable Use Policy on personal electronic devices may also result in disciplinary action in coordination with policies set forth by division School Board or by school administrators. This may include but is not limited to removal of all access rights to the division network. Network access rights may be removed by School principals or by the District Technology Department.

**RUSSELL COUNTY INTERNET  
ACCEPTABLE USE POLICY  
PHOTOGRAPH OR WORK PUBLICATION**

I do hereby grant or deny, as attested by my signature below, permission to Russell County Public Schools to use the image of my child. Such use includes the display, distribution, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include **online** brochures and newsletters, yearbooks, newspapers, videos, and digital images such as those on the Russell County Public Schools' website. Please check one of the following options:

\_\_\_\_ **I deny** permission to use my child's image online.

\_\_\_\_ **I grant** permission to use my child's image online.

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Parent or Guardian Signature

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Student Signature

---

Date

**STUDENT ACCEPTABLE USE AGREEMENT AND/OR  
BRING YOUR OWN DEVICE (BYOD) AGREEMENT**

As the parent of legal guardian of the minor student signing below, I grant permission for my son or daughter to access networked computer services such as computerized encyclopedias or electronic magazine data and the Internet. I understand that some materials on the Internet may be objectionable, but accept the responsibility for guidance of Internet use, i.e. setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

\_\_\_\_\_  
Parent or Guardian Name (Please Print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

I understand and will abide by the Acceptable Use Agreement and the Bring Your Own Device Agreement. I further understand that any violation of the regulations set forth in the Acceptable Use Policy and the Bring Your Own Device is unethical and may constitute a criminal offense and may result in the loss of my network and BYOD privileges. Should I commit any violation, I accept the consequences as defined in this policy.

\_\_\_\_\_  
User Name (Please Print)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**PARENTAL STATEMENT OF RECEIPT  
OF NOTICE OF REQUIREMENT OF  
VIRGINIA CODE DRUG POLICY AND  
STUDENT CONDUCT CODE**

I am the parent of the child named below and by my signature, I acknowledge that I have received a copy of the Russell County Student Conduct Code containing a copy of Section 22.1-279.3 of the Code of Virginia entitled "Parental Responsibility", a copy of Sections 22.1-254, 22.1-258, 22.1-261, 22.1-263, & 22.1-265 of the Code of Virginia relating to compulsory attendance, truancy, and an explanation of the Russell County School Board's drug policy.

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions and laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school or school division policies or decisions. I have received and understand the student conduct code booklet.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**NOTICE TO PARENT**

By signing the above statement of receipt, you shall not be deemed to waive, and you expressly reserve, your rights protected by the constitutions or laws of the United States or the Commonwealth, and you have the right to express disagreement with the schools or school division's policies or decisions.

Revision Dates: June 6, 1989; June 5, 1990; March 2, 1993; July 5, 1994; November 1, 1994; August 3, 1995; September 10, 1996; July 7, 1998; July 1, 1999; May 4, 2000; July 12, 2001, July 8, 2002, July 1, 2003, June 21, 2005, June 19, 2006, June 14, 2007, June 15, 2008, June 16, 2009; June 12, 2013.