

# PATRICK COUNTY ELEMENTARY SCHOOLS STUDENT HANDBOOK

2011-2012

## **Blue Ridge Elementary School**

P.O. Box 30  
5135 Ararat Highway  
Ararat, Virginia 24053  
(276) 251-5271  
Fax (276) 251-1354

## **Patrick Springs Primary School**

75 Elementary Lane  
Patrick Springs, Virginia 24133  
(276) 694-3396  
Fax (276) 694-5806

## **Hardin Reynolds Memorial School**

P.O. Box 130  
3597 Dogwood Road  
Critz, Virginia 24082  
(276) 694-3631  
Fax (276) 694-5805

## **Stuart Elementary School**

314 Staples Avenue  
Stuart, Virginia 24171  
(276) 694-7139  
Fax (276) 694-5807

## **Meadows of Dan Elementary School**

P.O. Box 829  
3003 Jeb Stuart Highway  
Meadows of Dan, Virginia 24120  
(276) 952-2424  
Fax (276) 952-1160

## **Woolwine Elementary School**

9993 Woolwine Highway  
Woolwine, Virginia 24185  
(276) 930-2811  
Fax (276) 930-1238

PATRICK COUNTY PUBLIC SCHOOLS WEB ADDRESS: [www.patrick.k12.va.us](http://www.patrick.k12.va.us)

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## INTRODUCTION

It is the goal of Patrick County Public Schools to provide a safe and pleasant environment in which all students can learn. By working together, parents, students and school staff can make this happen. In order to work together, we need to communicate.

This handbook is just one part of the network in place for home/school communication. Its main purpose is to share information that will help your family have a better understanding of policies and procedures used in the day-to-day operation of the school. Please take the time to review it with your student. If you have questions, please contact your student's school.

The following rights and responsibilities are provided for parents, students, and school staff:

Students.....

For your success you are encouraged to

- Attend school daily
- Strive to do your best
- Follow school rules
- Be prepared
- Accept responsibility for your behavior and actions

Parents.....

For student's success you are encouraged to

- Promote high expectations for student's behavior, school environment, and homework
- Establish and maintain open lines of communication between home and school
- Ensure that student gets plenty of sleep, a good breakfast, and is dressed properly
- Participate in school activities including parent-teacher conferences
- Regularly discuss school work with student
- See that student attends school regularly
- Assist student in being responsible for his/her behavior and actions

School Personnel...

For student's success we will

- Provide a safe and effective learning environment
- Establish and maintain open lines of communication
- Comply with district and state policies/regulations
- Provide opportunities for every student to be successful
- Promote student responsibility for behavior and actions

# **SECTION ONE: ATTENDANCE**

Arrival Time/Tardies

Student Pick-Up/Early Dismissal

Student Absence

Upon Returning to School after Absence

Absences and Attendance at School Activities Due to Out of  
School Suspension

Attendance Awards

## **ARRIVAL TIME/TARDIES**

Individual schools have varying beginning and ending times. Being in school on time and every day is vitally important to a student's success. Every effort should be made to have student in school and ready to learn. Please remember that lateness is a disruption to the instructional day and should be avoided. The first 30 minutes of the day set the tone for the remainder of the day. Important instructions and information are included in those first few minutes

Students who arrive after school begins are to bring a note regarding why the student is late and report to the office to check in. The student will be issued a pass to be admitted to class.

## **STUDENT CHECK-OUT/EARLY DISMISSAL/PICK-UP**

Students should remain in school for the entire instructional day in order to receive maximum services. You are to send a note to school indicating the time and the reason for early pick-up/dismissal. Excessive early departures are discouraged.

If someone is picking up a student other than the parent/guardian, a note from the parent must be presented. Students must be signed out through the main office. Please refrain from going to individual classes, as it is an interruption in the instructional program for all children. The student will not be allowed to leave class, until the teacher receives notification from the office. In the event that students are not picked up promptly from school or no contact can be made with parents/guardian, Social Services or the Patrick County Sheriff's Department may be contacted.

## **STUDENT ABSENCE**

Under the compulsory attendance law, an accounting must be made of each day's attendance. If student is absent, please call the school by 9:00 AM on the day(s) the student will be out. If we do not receive a phone call, we are required by law to make a reasonable attempt to contact either the home or workplace of the parent to check on the student.

## **UPON RETURNING TO SCHOOL AFTER ABSENCE**

On the first day after returning to school, the student is to bring a note that includes the date, child's name, reason for absence, and parent signature. Excuses for absences that shall be deemed acceptable and excusable include the following:

- Student illness or injury
- Quarantine
- Medical or dental appointments
- Student court appearance
- Death in the immediate family
- Religious observances
- Extenuating circumstances, which are determined appropriate and arranged in advance by the school administration

Note: The principal may consider circumstances beyond the control of the student and/or parent and excuse the student from school for reasons other than those listed above.

The following procedures shall be utilized as mandated by the Code of Virginia Section 22.1-258 in handling student attendance problems:

- If a student fails to report to school for a total of five (5) scheduled school days for the school year, direct contact will be made with the parent to obtain an explanation for the student's absence and to explain to the parent the consequences of non-attendance.
- If a student fails to report to school for a total of six (6) scheduled school days for the school year, a conference with the student and his/her parents and school personnel will be scheduled to resolve issues related to the student's non-attendance.
- If a student fails to report to school for a total of seven (7) scheduled school days for the school year, compulsory attendance rules will be enforced through court action.

## **ABSENCES AND ATTENDANCE AT SCHOOL ACTIVITIES DUE TO OUT OF SCHOOL SUSPENSION**

A suspended student will not be allowed on school grounds for *any* and *all* extracurricular activities such as ball games, dances, play, etc. Only regular school days can be counted as suspension days, therefore, days lost to inclement weather will not be counted as suspension days.

### **ATTENDANCE AWARDS**

The following guidelines will be used for awarding perfect attendance for the school year:

- Student must be in a classroom setting for a minimum of two hours to be considered "present"
- The two hours do not have to be consecutive, nor at the beginning of the school day
- Tardies and/or early dismissals that exceed six (6) for the year will result in the student not being eligible for perfect attendance

These guidelines do not replace individual school attendance recognition programs (i.e. each six weeks perfect attendance, etc.) but are to be utilized across the school division for end-of-year perfect attendance.

## **SECTION TWO: GENERAL INFORMATION**

Inclement Weather-School Day Cancellation/Emergencies

Student ID Cards

Permission for Pictures

Appearance/Grooming

Textbook Care

School Insurance

After-School Activities

Student Emergency Information Cards

Telephone/Address Changes

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Hallway Procedures

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Use of Internet

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Elementary Grading Assessment

FERPA Notice of Directory Information

Student Scholastic Records

Parents Right to Know Under the NCLB Act

Child Find

## **INCLEMENT WEATHER-SCHOOL DAY CANCELLATION/EMERGENCIES**

Inclement weather involves snow, sleet, ice, flood, extremely cold conditions, tornadoes, and hurricanes. Whenever schools are open later than usual, are closed, or an emergency arises, the Honeywell Instant Alert System will be utilized to keep parents informed to assure student safety. Within minutes of the decision to delay/close schools officials will use this system to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. In addition, the information hotline (276) 251-3154 can be used to access information regarding school closings/cancellations. In the event of an early dismissal due to inclement weather, students will follow written instructions given to the main office by parents indicating a regular bus stop, change in regular bus stop, or car rider. All students must leave the building at dismissal time.

## **STUDENT ID CARDS**

All students will be issued a personal identification card to be used in the cafeteria and the library. This card (or assigned pin number) must be used each time a student purchases a meal or other items from the cafeteria. Students have the opportunity to prepay their meals at school. They may deposit money in their account in advance and use the card to debit expenses in the cafeteria. All cafeteria debts must be paid in order for a student to participate in the STAR program.

All students will be issued one card annually. If the card is damaged or lost, the student will be assessed the cost of issuing a new card.

## **PERMISSION FOR PICTURES**

Schools regularly take pictures of students to place in the newspaper and on the school's website with student name included. If you do not wish for your child to be included in these activities, written notification to that effect is due September 1<sup>st</sup>.

## **APPEARANCE/GROOMING**

The home and the school need to cooperate concerning appropriate dress. School is the student's place of business, and research supports that children who are dressed in appropriate school clothing perform better. Students are required to dress modestly. Their attire and appearance shall not be disruptive to the learning environment. Students shall dress in a manner that does not endanger their safety or the safety of others.

## **TEXTBOOK CARE**

All students will be provided free textbooks. The student and parent assume responsibility for the care of textbooks. If books are damaged or lost, students will be assessed a fine based on the condition of the book at the time it was issued.

## **SCHOOL INSURANCE**

School insurance is available to all students and a packet is distributed to each student. *Parents are requested to seriously consider purchasing this insurance, as injuries occurring at school may not be covered by the school division's insurance.*

## **AFTER-SCHOOL ACTIVITIES**

Students staying after school for activities must have written permission from parents stating the reason and who is responsible for supervision while on school grounds. Students must be supervised by the adult in charge of the after school activity.

## **STUDENT EMERGENCY INFORMATION CARDS**

At the beginning of the school year, parents are asked to submit information regarding the student. This information includes telephone numbers and addresses of people who can be contacted in case the parent cannot be reached (emergency contact). *The student will not be released to anyone who is not specified on the emergency contact list. This form must be signed and returned.*

## **TELEPHONE/ADDRESS CHANGES**

Please notify the school immediately if there is a change of address, telephone number (home or work), childcare provider, or person to contact in an emergency. This information is very important in case the student becomes ill or injured.

## **TRANSFER OF STUDENT RECORDS**

Official school records will be sent upon written request of the receiving school when a student moves or is withdrawn from school.

## **MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE**

The Patrick County School Board recognizes that a moment of silence and the recitation of the Pledge of Allegiance before each school day prepare students and staff for their respective work. Therefore, each teacher will observe a moment of silence along with reciting the Pledge of Allegiance at the beginning of the first class of each school day. As stipulated by law, the duration of the period of silence will be one minute. Students are to remain silent and not disrupt or distract other students during this time. The moment may be used for any lawful silent activity, including personal reflection, prayer, or meditation. However, the teacher responsible for each class shall not influence, in any way, students to pray or meditate or not to pray or meditate during this time. Students and employees shall refrain from speaking audibly during the moment of silence.

## **ASSEMBLIES**

Students are expected to exhibit good manners and courtesy during assemblies.

## **HALLWAY PROCEDURES**

Students are to quietly walk to the right in the hallways, keeping hands, feet and objects to themselves. This procedure enables students in the classroom to have a quiet environment to learn while avoiding any possible problems in the hallway.

## **TOYS AT SCHOOL**

Please leave *ALL* toys at home unless authorized by student's teacher! If toys are brought to school without permission, the teacher will confiscate the toy and return it to the parent at the end of the school year.

## **SCHOOL STORE**

Paper, pencils, and other school supplies may be purchased in the school store at a time specified by the individual school.

## **TELEPHONE**

*Students will not use the phone for personal calls except in an emergency and with staff permission.* In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

## **LIBRARY MEDIA CENTER**

The school library is a resource center available to all students on a regularly scheduled basis. Students are to be quiet when using the library, handle materials and equipment with care, and leave work areas neat and tidy.

Books are checked out for a one-week period and may be renewed once. Students must return books on the due date to avoid depriving other students of the use. If books are damaged or lost, a fee is charged to repair or replace those books.

## **USE OF THE INTERNET**

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the intent is to make Internet access available to further educational goals/objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services.

## **INTERNET AND E-MAIL GENERAL GUIDELINES**

1. Parents/guardians and student must sign a user agreement form before the student may use the Internet.
2. Students are responsible for good behavior on school computer networks just as they are in the school. General school rules for behavior and communications apply.
3. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a **privilege and not a right** and entails responsibility.
4. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond teaching and clarification of standards, the school district is not responsible for restricting, monitoring, or controlling the communications of individuals.
5. Violations of Internet use include:
  - Providing personal information such as name, address, telephone, school address, etc.
  - Using system to engage in illegal acts, such as drug sales, purchasing alcohol, etc.
  - Revealing password to another person
  - Using inappropriate language
  - Posting private information about another person
  - Posting chain letters or messages to large numbers of people
  - Plagiarizing works found on the Internet
  - Accessing material that is profane, obscene, or violent

Violation of the above rules may result in loss of access, as well as other disciplinary or legal action. Please see Patrick County School Board Policy Manual for more details concerning Internet usage.

## **USE OF LOCKERS**

Lockers may be provided for students in grades four through seven. No tape, stick-on mirrors, or anything that will damage the locker is allowed on the inside or outside. Lockers are to be treated with respect; no slamming, kicking, writing, etc. Fines will be charged for any damage to lockers.

If lockers need combination locks, the school will provide them and the following guidelines will apply:

- Locks must be kept on lockers at all times
- Student is responsible for any lost locks
- Student is responsible for keeping security of the combination
- No locks may be brought from home

## **FIELD TRIPS**

Field trips are planned throughout the year as a supplement to classroom activities. Permission forms are sent home to inform parents of these activities and obtain the parent's signature in order for the student to participate. These forms must be returned to school on or before the day the activity is scheduled.

## **FUND RAISING**

Door-to-door solicitation by students is prohibited. If circumstances indicate a need to raise funds, parents will be asked to sell in lieu of students.

## **EMERGENCY DRILLS**

Each school is to comply with the laws regarding fire drills as enacted by the General Assembly. Specific instructions shall be formulated so that every person in the building knows how to evacuate by the most expedient route. Each classroom will have the evacuation route posted in a conspicuous location. Fire drills will be held each week for the first month of school. After the first month, they will be held monthly.

Crisis and tornado drills will also be conducted each year. Specific instructions will be conveyed to every person in the building as to what to do during each of these situations.

## **CAFETERIA - BREAKFAST/LUNCH**

Meals will be provided for all students and personnel during the school day. As part of the healthful living curriculum, students will be instructed, as appropriate, in proper methods for preparing, handling, and disposing of foods and drinks, including the related topics of food borne illnesses, sanitation, and personal hygiene.

Schools will take appropriate steps to ensure that all foods served to students are prepared and packaged in accordance with approved sanitation practices at a facility subject to governmental health regulations and regularly inspected by licensed health inspectors. Foods prepared in non-inspected facilities, including private homes, should not be served to students while under the direct supervision of the school; this prohibition does not extend to food intended for the exclusive use of residents of a home in which it was prepared or to food prepared as a classroom instructional activity in accordance or to food prepared as a classroom instructional activity in accordance with an approved curriculum.

Students must pay for their meals or apply for assistance. Anyone desiring free or reduced price meals must submit an application, which can be obtained from the school.

## **SCHOOL VISITATION**

Parents and visitors are encouraged to visit schools. Everyone visiting the school **MUST STOP** by the office to sign in and confirm the purpose of the visit to insure security, not interrupt class, and obtain a visitor's pass while in the building. Parents/guardians who plan to take their child from school grounds after their visitation must sign a release in the office. Please enter the building through the front door of the school.

If parents desire to confer with their child's teacher, a conference may be scheduled before or after regular school hours or at another pre-arranged time.

## **SCHOOL - COMMUNITY RELATIONS**

Patrick County Schools attempt to involve the parents, as well as others, in as many facets of school life as possible. Each parent or guardian is invited to join the PTO and support its programs and activities. Parents and community members are asked to serve on various committees. Resource people are invited to school as a means of enriching the scope of instruction offered to students.

It is the goal of the school division to keep an open line of communication by resolving parent or citizen issues and concerns in a timely and appropriate manner through the established chain of responsibility. Acknowledgement of individual concerns or issues will be made within five school days. The chain of responsibility begins with initial issues and concerns addressed directly with the child's teacher(s). If a resolution cannot be reached, the following professionals may be contacted in this order: building principal, assistant superintendent, superintendent, and finally the Patrick County School Board.

## **VOLUNTEERS**

Volunteers are welcome! If interested in becoming a school volunteer, please contact the school.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled twice during the school year. Parents are encouraged to attend these conferences to gain information concerning student progress. Additional conferences can be arranged by sending a note to the teacher, e-mailing the teacher, and/or counselor, or by phoning the main office.

## ELEMENTARY GRADING ASSESSMENT

In determining the student's academic achievement or grade, the following system will be utilized in the Patrick County Public Schools.

Kindergarten-Grades 1-3:

Content area progress report

Symbols: E (94-100) excellent  
G (86-93) good  
S (77-85) satisfactory  
N (70-76) needs improvement  
U (below 70) unsatisfactory  
W (working below grade level)

Grades 4-7:

Content area progress report

Symbols: A (94-100) excellent  
B (86-93) good  
C (77-85) average  
D (70-76) experiencing difficulty  
F (Below 70) failure  
S satisfactory  
W working below grade level  
N needs improvement

## **PATRICK COUNTY PUBLIC SCHOOLS FERPA Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Patrick County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Patrick County Public Schools 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 Patrick County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your child'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 written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational 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 the student's information disclosed without their prior written consent.

If you do not want Patrick County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup>. Patrick County Public Schools 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 members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

**Note:**

Policy governed by: Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **Notification of Rights Regarding Student Scholastic Records**

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

- (1) The right to inspect and review the student's scholastic records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the school's principal a written request that identifies the record(s) they wish to inspect. The school's principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's scholastic records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Patrick County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on a School Board; a person or company the school division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review the scholastic records in order to fulfill his or her professional responsibility.

Upon request, the school division discloses scholastic records without consent to officials of another school division in which the student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C.20202-4605.

## **Parents Right to Know Under the NCLB Act**

Parents wishing to know the professional qualifications of their child's classroom teacher may contact the school for this information.

## CHILD FIND

In accordance with *Regulation Governing Special Education Programs for Children with Disabilities in Virginia*, The Patrick County Public Schools wish to announce the availability of special education services for those children who qualify.

Special Education services are available in Patrick County Public Schools for those (age birth to 21 inclusive) who are eligible in the following exceptionalities:

- “Autism” means a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that adversely affects a child’s educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if a child’s educational performance is adversely affected primarily because the child has an emotional disability. A child who manifests the characteristics of autism after age three could be diagnosed as having autism if the criteria in this definition are satisfied.
- “Deafness” means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing with or without amplification, which adversely affects educational performance.
- “Deaf-blindness” means hearing and visual impairments occurring at the same time, the combination of which causes severe communication and other developmental and educational problems that cannot be accommodated in special education programs solely for children with deafness or blindness.
- “Hearing Impairment” means an impairment in hearing, whether permanent or fluctuating, that adversely affects a child’s educational performance, but which is not included under the definition of “deafness” in this section.
- “Intellectual Disability” means significantly sub average general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period, which adversely affects a child’s educational performance.
- “Multiple Disabilities” means two or more impairments at the same time (such as intellectually disabled, blindness, learning disabled, orthopedic impairment, etc.) the combination of which causes such serious educational needs that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.
- “Orthopedic Impairment” means a severe orthopedic impairment which adversely affects a child’s educational performance. The term includes impairments caused by congenital anomaly (e.g. club foot, absence of some member), impairments caused by some disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g. cerebral palsy, amputations and fractures or burns which cause contractures).
- “Other Health Impaired” means having limited strength, vitality, or alertness, including a heightened alertness to environmental stimuli that results in limited alertness with respect to the educational environment that is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and Tourette Syndrome.

- “Emotional Disability” is defined as follows: 1) The term means a condition exhibiting one or more of the following characteristics over a long period of time and to marked degree, which adversely affects educational performance: a. an inability to learn which cannot be explained by intellectual, sensory or health factors; b. an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; c. inappropriate types of behavior or feelings under normal circumstances; d. a general pervasive mood of unhappiness or depression; or e. a tendency to develop physical symptoms or fears associated with personal or school problems. 2) The term includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disability.
- “Specific Learning Disability” means a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to do mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia and developmental aphasia. The term does not include children who have learning problems which are primarily the result of visual, hearing or motor disabilities or intellectual disabilities, or emotional disabilities or of environmental, cultural or economic disadvantage.
- “Speech or Language Impairment” means a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child’s educational performance.
- “Visual Impairment” means a visual impairment that, even with correction, adversely affects a child’s educational performance. The term includes both partial sight and blindness.
- “Developmental Delay” means a disability affecting a child ages two through six: 1) who is experiencing development delays, as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development; and 2) who, by reason thereof, needs special education and related services.
- “Traumatic Brain Injury” means an acquired injury to the brain, caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment or both, that adversely affects a child’s educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

Children who exhibit impairments in the above listed categories should be referred for possible special services. Those who qualify will be provided a free and appropriate education as specified under the “Individuals with Disabilities Education Act”.

Parents of children who may qualify for services under IDEA or Section 504 of the Rehabilitation Act of 1973 should contact the school’s principal or John Westphalen, Director of Special Education (276-694-3163).

# **SECTION THREE: ACADEMICS AND HONORS**

Physical Education and Health

Student Recognition

Honor/Recognition List

Gifted Program

Homework Procedural Guidelines

Homework Feedback

Completion of Assignments

Procedural Guidelines for Promotion/Retention

Character Education

Make-Up Work

## **PHYSICAL EDUCATION AND HEALTH**

The health and physical education departments of Patrick County Schools offer a wide variety of activities geared to meet the needs of all students.

Each student in grades K-7 is required to wear appropriate clothing/shoes for physical education activities.

A written excuse, signed by parent, will be required when the student cannot FULLY participate in physical education activities. Suitable individual physical education activities will be planned for students who have some physical problem. After two parent excuses in a grading period, a doctor's excuse will be required.

A doctor's excuse will be required for non-participation in physical education.

## **STUDENT RECOGNITION**

Certificates and awards will be given to students to encourage and reward those who have demonstrated superior performance, or who have made outstanding contributions to the school program.

### **HONOR/RECOGNITION LIST**

To recognize students who have achieved a specified level of performance on the report card, recognition lists will be based on the following criteria:

Kindergarten, Grades 1-3

Academic Excellence Award

- E's or G's or combination

Grades 4-7

Superintendent's Scholar Award

- All "A"s each six weeks in academic areas
- All "A"s in the area of conduct each six weeks
- No "N"s on SOL skills each six weeks

Principal's Award

- All "A"s in academic area
- No "N"s on SOL skills
- An "A" in the area of conduct

Academic Award

- All "A"/"B"s or combination in academic area
- No "N"s on SOL skills
- At least a "B" in the area of conduct

## **GIFTED PROGRAM**

The Patrick County Gifted Program strives to develop the strengths and deeper interests of advanced students through a variety of programs. Students are continually screened for gifted services by looking for students who have new and original ideas, and who have the ability to remain focused on a task. Students with exceptional ability or potential may be referred for the program by parents, students, teachers and community members. Referral forms may be obtained from your child's school. Each year a student who is in the gifted program will be reviewed and may have their placement changed.

## HOMWORK PROCEDURAL GUIDELINES

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, which increases understanding and retention, transfers and extends classroom instruction, prepares for class discussion, and provides curriculum enrichment opportunities. In addition, homework can provide an essential communication link between the school and the home.

For homework to be an effective extension of the school program, teachers, parents/guardians, and students share the responsibility for developing and maintaining good homework practices.

The teacher:

- Teaches skills necessary for the student to complete homework (i.e. note-taking, preparation for upcoming tests)
- Assures that students understand and know how to complete assignments successfully
- Coordinates, when possible, with other teachers so that no student receives excessive assignments on a single night
- Monitors, checks, and/or evaluates homework in a timely manner
- Will not assign homework as a means of punishment
- Will communicate his/her guidelines for failure to complete and/or submit homework assignments to students and parents/guardians
- May reduce homework grade if assignment is incomplete or not completed ontime

The student:

- Will seek assistance from school personnel to be sure all assignments are clear
- Is prepared and organizes his/her time to work on assignments
- Turns assignments in on time
- Will have high standards regarding quality and completeness of work

The parent/guardian:

- Expects the student to complete homework regularly
- Provides an appropriate environment for homework completion
- Helps the student work to find the answer, rather than doing the work for the student
- Is supportive and gives assistance when student becomes frustrated or discouraged
- Arranges with the school to secure assignments during a period of absence
- Communicates promptly with the teacher when homework concerns arise and promptly follows up with principal if concerns are unresolved
- Understands that the teacher may reduce grade if the assignment is incomplete or not completed on time as outlined by teacher

Time Guidelines

The time allotted to homework should increase gradually from grade to grade. The following is a list of approximate daily time allotments (may vary according to the child):

Grades K-2                                    up to 20 minutes

Grades 3-4                                    up to 45 minutes

Grades 5-7                                    up to 80 minutes (approximately 20 minutes per subject)

These times are approximate. When enough time has been allowed in school for class work, and that work has not been completed, the student may be given the option of completing the assignment at home. This situation may exceed the recommended daily time allotted for homework. Frequent violations in completing homework will be communicated in writing to parent by teacher with requirement for parent to sign the correspondence as acknowledgment of the situation.

## **HOMEWORK FEEDBACK**

If you have concerns regarding your child's homework, please indicate on the report card or write/phone the school to discuss these concerns. In addition, you may provide feedback through our school division web page at: [www.patrick.k12.va.us](http://www.patrick.k12.va.us)

## **COMPLETION OF ASSIGNMENTS**

All students are expected to complete classroom and homework assignments. Incomplete or late assignments will result in a reduction of the final grade as determined by the teacher. Failure to complete assignments may result in the student receiving a zero on the assignment.

## **PROCEDURAL GUIDELINES FOR PROMOTING AND RETAINING STUDENTS IN THE PATRICKCOUNTY ELEMENTARY PUBLIC SCHOOLS (K-7)**

### **Policy Regarding Promotion/Retention**

Promotions from one grade to another are based on 75% mastery on the Standards of Learning Objectives (as determined by test results/teacher assessments) and/or satisfactory academic achievement, ability, chronological age, effort, attendance, handicaps, and the probable effects of promotion or retention on the student.

A student should not be retained more than once in any one grade. A student who fails to meet the requirements for promotion will be required to participate in special remediation. (i.e. summer school, after school tutoring, and/or other remedial programs/services)

### **General Information**

1. A student who has not successfully completed a grade level may be placed to the next grade.
2. The school child study committee will serve as the retention screening committee to review the academic progress, ability, age, effort, attendance record, handicaps, and the probable effect of promotion or retention upon the student.
3. A student demonstrating high academic achievement will progress through each grade level. "Double promotions" will not be considered as a means of providing an appropriate instructional program.
4. In special cases, when an elementary student has developed physically, socially, and emotionally in advance of his/her grade level, consideration may be given to placing the student with appropriate peer group.
5. A student participating in special education program(s) will be promoted/retained as determined by satisfactory completion of his/her Individual Education Plan (IEP) and/or progress in regular education programs.

### **Reporting Student Progress**

1. Report cards will be issued for each six-week grading period.
2. Parents will be notified, in writing, at the completion of the third grading period and again at the completion of the fifth grading period of unsatisfactory progress. This notification will be mailed to parents/guardians.
3. A minimum of two parent-teacher conferences will be scheduled during each school session. Additional parent contacts will be attempted by phone and/or by written notices when the student is demonstrating unsuccessful progress.
4. In all cases, the school child study committee will make the final decision regarding promotion/retention.

### **Special Symbols on Report Cards**

1. On the primary report card grades (K-3) a "W" indicating that student is working below grade level expectancy, may be used with G or S. (Example: W/G)
2. On the elementary report card grades (4-7) a "W" indicating that student is working below grade level expectancy may be used with grades of B, C, or D. (Example: W/C)
3. The "W" will be considered in determining promotion or retention.

## **MAKE UP WORK**

When a student is absent, he/she will have two school days for each day's absence to complete make-up work if absence is due to illness or injury, quarantine, or death in the immediate family. When a student is absent, he/she will have one day for each day's absence to complete make-up work if absence is due to medical/dental appointments, religious observances, court appearance, or family vacation. If parents request make-up work on the day of the child's absence, this request must be made by 10:00 a.m. Any make-up work may then be picked up, at the end of the school day, in the front office to avoid interruption of class instruction. It is recommended that assignments or make-up work be picked up by an adult as opposed to being sent by students.

## **CHARACTER EDUCATION**

Code of Virginia 2.1-208-01 Character Education. Each school board shall establish, within its existing programs, a character education program in its schools. The purpose of the character education program shall be to instill in students civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character. The basic character traits taught may include trustworthiness, respect, responsibility, fairness, caring, and citizenship

# **SECTION FOUR: BUS TRANSPORTATION**

Bus Guidelines

## BUS GUIDELINES

Students are expected to conduct themselves in an orderly manner when waiting for or riding the bus. It is important not to distract the bus driver. Please follow the guidelines outlined below.

1. Arrive on time at the bus stop, with school supplies in backpack or book bag. Cut drawstrings from clothing. Remove dangerous straps. Key chains and other objects should not be attached to book bags. Backpacks or book bag size must be small enough to fit in child's lap or under the seat.
2. Only school supplies may be carried to school. No glass objects or animals (dead or alive) may be carried on the bus. In addition, if flowers are sent to the school and are to be carried home on the bus, they must be in plastic vases. No balloons are allowed on the bus.
3. Walk to the left facing traffic, as far off the road as possible.
4. Do not accept a ride from anyone while waiting for the bus.
5. Check for moving vehicles in driveways, alleys, parked cars, turning cars, etc. as you walk to your bus stop.
6. Go directly to the bus stop and remain until the bus arrives.
7. Wait quietly and stand 10 giant steps away from the roadway.
8. Check traffic before crossing the roadway, wait for the driver's signal, and check traffic again.
9. Know where the danger zone is and walk at least 10 giant steps from the bus.
10. Form single line and use handrail to board the bus.
11. Move directly to seat, sit facing front, and hold belongings in lap.
12. Keep aisle clear. Objects too large to be held in the student's lap may not be carried on the bus.
13. Speak quietly, and talk to the driver only in emergencies.
14. Use emergency doors, roof hatches, and windows only in emergencies or during official practices.
15. If you drop anything outside the bus, leave it. Get permission from your driver before picking it up. **NEVER CRAWL UNDER A SCHOOL BUS.**

Any student wanting to get off the bus at a stop other than his/her regular stop must present to the principal, written permission from the parent, listing place to get off, the bus number, and date. The principal will give the student a permission slip to present to the bus driver. Bus change requests will be made only with a parent's note on the day of the change, unless it is an emergency.

## **SECTION FIVE: HEALTH**

Serious Injury or Illness

Head Lice

Contagious Diseases

Immunization/Enrollment Requirements

Medication

Clinic

Nurse

Student Health Screenings

Pesticide Notification

## **SERIOUS INJURY OR ILLNESS**

In case of serious injury or illness, the immediate concern is to aid the injured or sick student. The following procedures are used as general guidelines only.

1. Identify the injury or illness.
2. Immediately contact building principal or designee.
3. The building principal will immediately attempt to contact the parent or legal guardian.
4. If available, obtain the assistance of the qualified first aid person(s) in the building.
5. The first aid person(s) and building principal shall determine the seriousness of the injury. Care and consideration must be taken in rendering assistance to the injured.
6. Based on the determination of the building principal, and/or first aid personnel, the injured may be taken to the hospital. Depending on the seriousness of the injury, one of the following procedures may be used to transport the injured to the hospital:
  - TEACHER/ADMINISTRATOR/HEALTH ASSISTANT - After confirming with parents, teacher/administrator/health assistant may transport the injured to the hospital. Tell parents the nature of injury and inform them as to which hospital the child was transported.
  - AMBULANCE SERVICE - Building principal may obtain the services of an ambulance.

## **HEAD LICE**

The Patrick County Public Schools have established guidelines for students who have head lice. Periodic screenings occur when head lice has been confirmed in a classroom. If head lice are found, the student is removed from the classroom and parents are contacted to pick up their child. The student may return to school ONLY after the parent provides the required documentation to verify that the child has been treated. This documentation is a cash register receipt with treatment item listed, box top of medicated shampoo used and signed parental verification that child has been treated. Upon return to school, school personnel will continue to monitor the child for possible reoccurrence of head lice. Please continue to recheck the student's hair.

## **CONTAGIOUS DISEASES**

If a student is ill with a contagious disease, please notify the school. Do not send student to school if he/she has a contagious illness, fever, or has vomited. We want to limit the spread of illnesses for the welfare of everyone.

## **IMMUNIZATION/ENROLLMENT REQUIREMENTS**

According to the Code of Virginia #22.1-270, NO pupil shall be admitted for the first time to any public kindergarten or elementary school in a school division unless such pupil shall furnish 1) a certified physical examination performed no earlier than twelve months prior to the date the student first enters school and the Code does not extend a grace period for complying with this requirement. Several exceptions exist to this requirement: homeless students, those whose parents object due to religious belief, and students in foster care, or 2) records establishing that student furnished such a report upon prior admission to another school. No student will be admitted to school unless at the time of admission the student or his parent/guardian submits documentary proof of immunization unless student is exempted from immunization as identified in 22.1-271.2 of the Code of Virginia. Students who have immunizations that are incomplete may be admitted conditionally if proof is provided that the student has received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within 90 days. No student will be admitted for the first time to the school unless the person enrolling the student presents a certified copy of the pupil's birth certificate. If a certified copy cannot be obtained, the person enrolling the pupil shall submit an affidavit. Within fourteen days after enrolling a transfer student, the principal will request that the school from which the student is transferring submit documentation that a certified copy of the pupil's birth certificate was presented upon the student's initial enrollment. To be adequately immunized a student must provide proof of the following:

DPT	3 Doses (minimum) with one dose received after the fourth birthday. Effective July 1, 2006, a booster dose of Tdap vaccine is required for all children entering the 6 <sup>th</sup> grade, if at least five years have passed since the last dose of tetanus containing vaccine. DT vaccine is required for children who are medically exempt from the pertussis containing vaccine.
Polio	4 Doses (minimum) with one dose received after the fourth birthday
MMR	2 measles, one after the first birthday and one prior to entering kindergarten, 2 mumps, one after first birthday and one prior to entering kindergarten and 1 rubella after first birthday
Varicella	All susceptible children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.
Hepatitis B	3 doses for all children born on or after January 1, 1994. Beginning July 1, 2001, all children who have not received 3 doses will be required to receive such immunization prior to entering the sixth grade
Human Papillomavirus (HPV)	Effective October 1, 2008, a complete series of 3 doses of HPV vaccine is required for females. The first dose shall be administered before the child enters the 6 <sup>th</sup> grade. After reviewing education materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, parents must assume responsibility for the following:

1. Providing the school with written documentation that includes the following information: student's name, name of medication, dosage, hours to be given, name of licensed prescriber, date of prescription, expected duration of the administration of the medication and possible side effects. When the prescription label is accurate regarding dose and time, the prescription label may serve as the authorization
2. Providing the medication in a container labeled, as required
3. Providing a completed parental consent form
4. Administering the first dose of any new medication, unless the medication is an "in school" medication only
5. Bringing the medication to the school
6. Picking up unused medication within one week of the expiration date

In exceptional cases a physician might recommend that a student self-administer medication, for example, for diabetes or asthma, or parents may request that the student be allowed to self-administer cough drops. In those situations, the student must bring a completed MEDICATION AUTHORIZATION form to school along with the PARENTAL CONSENT form. The principal and school nurse will review each request and permission will be granted on a case-by-case basis. The authorization to self-administer medications in the schools is a privilege which can be revoked if guidelines are abused.

Students are not allowed to carry any medication in school, either prescription or over-the-counter, without medication authorization. Violations of this policy may result in student disciplinary actions.

## **CLINIC**

A clinic area is available in case a child needs temporary first-aid care or is too ill to remain in the classroom. This facility is used sparingly. Every effort is made to contact parents or guardian in case of illness.

Children need to be in good health to learn well. If a child is ill, he/she should remain at home where adequate care and supervision can be given.

## **NURSE**

Nurses are employed by the school division, who are licensed and responsible for giving first-aid to the ill and injured, identifying and controlling communicable diseases, guest teaching on health-related subjects, performing health screenings, reviewing and maintaining student health records, administering medications, performing health procedures, and making referrals to other agencies. Parents are requested to make an appointment with the school nurse concerning medical problems that could affect their child's wellbeing at school.

## **STUDENT HEALTH SCREENINGS**

Student health screenings are an essential component of school health services. Screenings are performed to detect previously unrecognized conditions or pre-clinical illnesses as early as possible to provide early intervention and prevent or limit a negative impact on scholastic achievement.

Health screening guidelines for school year 2011-2012 have been established following state and local mandates according to the following schedule:

**VISION** – grades K, 3, 7, and 10

**HEARING** – grades K, 3, 7, and 10

**HEIGHT/WEIGHT** – grades K, 1, 2, 3, 4, 5, 6, and 7

**DENTAL** – grades K, 1, 2, and 3 if staff, scheduling, and facilities can be arranged

- In addition, all new students K through grade 3 are screened for fine and gross motor functions, and all new students are screened for speech, voice, and language; and vision and hearing within 60 days of enrollment.
- The titmus machine is utilized for vision testing.
- Nurses and/or speech therapists will notify parents of any screening results that indicate a potential problem so that they may seek appropriate follow-up for their child.

If for any reason a parent does not want their child to participate in any of the above screenings or would like their child screened at intervals other than stated above, they may contact their child's school nurse.

Parents will also be provided information about scoliosis. While mandatory screening of scoliosis is not required, parents may request this service.

## **PESTICIDE NOTIFICATION**

To maintain a safe and healthy environment, pesticides may be required to be applied periodically during the school year to control indoor/outdoor pests. Because some individuals may have concerns regarding the use of these products, Patrick County Schools has established a registry for individual who wish to be notified prior to the use of these materials in and around the school. Although the school will call the people listed on the registry or make every reasonable effort to notify them of any pending pesticide applications, situations may arise where the emergency use of a pesticide is required. Under such emergency situations, time may be inadequate to notify individuals prior to the pesticide being applied. In order to be placed on the Pesticide Notification Registry, please send written notification by September 1<sup>st</sup>.

## **SECTION SIX: DISCIPLINE**

Student Code of Conduct

Student Bus Conduct

Discipline Responsibilities

Student Behavior Management System Kindergarten – Grade 3

Student Behavior Management System Grades 4-7

Behavior Related Offenses and Consequences Chart

STAR Program Grades K-3

STAR Program Grades 4-7

Merit System

## **STUDENT CODE OF CONDUCT**

The Patrick County School Board expects a high standard of student conduct, in an effort to ensure that education is provided in an atmosphere conducive to learning, free of disruption and threat to person or property, and supportive of individual rights.

In support of achieving and maintaining a high standard of conduct, the following behaviors are prohibited.

- Fighting, threats, intimidation, or harassment that endangers the wellbeing of other students, faculty, or staff
- Theft of, taking, or trying to take another person's property or money by force, fear, or other means
- Willfully causing or attempting to cause damage to school property. Virginia law requires financial restitution for damage to school property.
- Unauthorized presence in school, on school grounds, or on school buses
- Failure to leave school property after being instructed to do so by principal/designee
- Gambling of any form
- Possession or control of a beeper or similar portable communication device
- Possessing, smoking, or using tobacco products in school building, on school grounds, or on school buses
- Using verbal or written vulgar, offensive language/profanity
- Cursing, gesturing, harassing, or verbally abusing any person including but not limited to, abuse or harassment based on a person's race, religion, gender, creed, national origin, personal or physical attributes, disability or intellectual ability.
- Willfully disrupting any school activity
- Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property
- Use or possession of fireworks
- Forgery, cheating, or plagiarism
- Violation of attendance regulations
- Unauthorized or illegal use of or access to computer hardware/software and telecommunications
- Possession of laser beam pointers
- Possessing, using, distributing, or being under the influence of alcohol, drugs, or controlled substances while on school property
- Unauthorized use or possession of any gun, knife, or weapon, or item which may be used to intimidate or endanger others or school property
- Any threat communicated to student, employee, staff, or administration, oral or written (including electronic means) causing a reasonable apprehension of death or bodily harm
- Gangs/Gang activity

### **STUDENT BUS CONDUCT**

The same level of discipline and behavior maintained in schools is expected on the school bus. Student behavior on the bus is under the driver's control at all times. The bus driver is authorized to assign seats. Upon entering the bus the student is to be seated and remain seated during the entire time the bus is in motion. Passengers on the bus will refrain from any behavior which is detrimental to the safe operation of the school bus, such as:

1. Talking, screaming, or laughing loudly, or using profane or obscene language
2. Eating or drinking on the bus
3. Using or possessing tobacco products, drugs, or alcohol
4. Damaging bus willfully or carelessly (The student must pay for damage)
5. Throwing objects inside or outside the bus window
6. Fighting, scuffling, horse playing, or slapping others
7. Extending any body part out the bus window
8. Distracting the driver or creating a poor public image

(Video cameras are used on all buses to observe student behavior.)

## DISCIPLINE RESPONSIBILITIES

Teachers and support staff members are primarily responsible for proper student behavior. Every reasonable effort is made to solve discipline problems before they are referred to the principal.

When a student is referred, the principal makes a decision as to appropriate action to be taken. Options include, but are not limited to the following actions:

- Reprimand/Warning  
Used to assist student to understand that his/her conduct interferes with the educational process, interferes with the rights of others to learn, or is contrary to school policy/regulations
- Loss of privileges
- Referral to guidance counselor or other counseling service
- Issuing of demerits  
Used to assist student to understand that behavior results in consequences; parents will be notified
- Lunch Detention  
Used to make student aware that misbehavior will not be tolerated and disobeying school rules is not acceptable
- After-school Detention  
Used to make student aware that misbehavior, disobeying school rules or incomplete assignments will not be tolerated. Notification will come in the form of written communication. It is the responsibility of the student to deliver the communication to his/her parents. Failure to do so does not exempt the student from serving after school detention.
- Conference with parents  
Used to make students and parents aware of behavior and to discuss a plan of action
- In-school Suspension  
Used to allow student to serve punishment, yet remain in school, for attendance purposes and complete all work. This notification will come in the form of written communication. It is the responsibility of the student to deliver the communication to his/her parents. Failure to do so does not exempt the student from serving in-school suspension. Any in-school suspension will result in the student's conduct grade being lowered by one letter grade.
- Out-of-school Suspension  
Used when behaviors are severe prohibiting student from returning to school for a designated number of days (inclement weather will not be counted as suspension days). This notification will come in the form of written communication. It is the responsibility of the student to deliver the communication to his/her parents. Failure to do so or failure to attend school does not exempt the student from serving out-of-school suspension. Any out-of-school suspension will result in student's conduct grade being lowered two letter grades.
- Overnight Suspension  
Used to suspend a student who will not be readmitted until the parent accompanies the student to school for a conference with the principal. Notification will come in the form of written communication to the parents. It is the responsibility of the student to deliver the communication to his/her parents. Failure to do so does not exempt the student from serving overnight suspension.
- Bus Suspension  
Notification will come in the form of written communication to his/her parents. It is the responsibility of the student to deliver the communication to his/her parents. Failure to do so does not exempt the student from bus suspension.
- Call the police
- Expulsion  
The authority to expel a student is reserved by the Virginia Law to the School Board, acting on the recommendation of the Superintendent of Schools.
- Other  
Principal may choose other disciplinary action(s), which would be appropriate for the offense.

## **STUDENT BEHAVIOR MANAGEMENT SYSTEM**

### **KINDERGARTEN-GRADE 3**

Discipline is an approach to teach a student self-control and confidence. Discipline techniques focus on expected learning. Discipline is a process, not a single act. It is the basis for teaching children how to be in harmony with themselves and get along with other people. The ultimate goal of discipline is for children to understand their own behavior, take initiative and be responsible for their choices, and respect themselves and others.

During kindergarten, first, second, and third grade, discipline will be maintained by using a visual symbolic system of rewards and consequences. This process will include developing clear, simple classroom rules stated in positive terms. The student will be able to “see” the results of his/her behavior through means such as name on board, colors of paper gumballs, play money, stoplight, etc. Parents will be notified of the rules and the visual system used in each classroom. Teachers will notify parents of behavior that warrants concern and work in partnership with parents to develop appropriate behavioral plans of action. Based on the visual symbolic system used in each classroom, students may participate in the STAR program.

### **GRADES 4-7**

It is the goal of Patrick County Public Schools to develop positive, constructive student behavior. The Board recognizes that any discipline policy cannot be effective without the full cooperation of the administration, the entire staff, the parents, and the students.

In order to provide consistent discipline across the school division, a Discipline and Behavior Related Offenses and Consequences Plan has been implemented. As part of the discipline plan, demerits will be issued for consequences as indicated in the Behavior Related Offenses and Consequences Chart. Demerits will be recorded at the end of the day, sent home and parents are to sign and return within three days. If the demerit notification(s) is/are not returned within three days, the student will be subject to possible suspension. This procedure will be followed for each day in each grading period, non-cumulative over grading periods. At the end of each grading period, a conduct grade will be given on the same scale as academic grades. At any point, if the principal feels that the misconduct of the student is excessive, he/she may take action(s) that he/she deems appropriate in accordance with school policy and a letter will be mailed to the parent.

Accumulation of a specified number of demerits over a six-week period will result in:

- |   |  |
|---|--|
| • 15 demerits (conduct grade C)           | A letter to parent   |
| • 25 demerits (conduct grade D)           | Suspension of child overnight until parent contacts school |
| • More than 30 demerits (conduct grade F) | 1 day of out-of-school suspension                          |
| • Each additional 10 demerits             | 1 day of out-of school suspension                          |

A student may not be allowed to participate in a field trip if he/she has 30 or more demerits during the 30 school days prior to the trip or if he/she has been suspended from school during this time. Suspension refers to both in-school and out-of-school.

## Behavior Related Offenses and Consequences Chart

Offense	Definition	Consequences
<b>Display of Affection</b>	Open display of affection not becoming to the individual or causes embarrassment to others	<p><b>First Offense:</b> Warning</p> <p><b>Second Offense:</b> 1 to 5 demerits, Parent notified</p> <p><b>Third Offense:</b> Referral to office, Parent Notified</p>
<b>Alcohol</b>	Possession or use of any alcohol substance/ including substance possession with intent to sell, give, deliver, or distribute	<p><b>First Offense:</b> 1 to 10 days, OSS, alcohol counseling, screening prior to readmission</p> <p><b>Second Offense:</b> Recommendation for expulsion</p>
<b>Arson/Fire/Alarm</b>	Attempting to, aiding in, or setting fire to property, falsely pulling fire alarm	<p><b>First Offense:</b> 1 to 5 days OSS</p> <p><b>Second Offense:</b> Recommendation for expulsion</p>
<b>Beepers, Communication Devices</b>	Possession of a beeper or communication device, radios, tape players, cd/MP3 players, headphones, jam boxes, electronic games, laser beam pointers, games, cards of all types, toys (unless authorized by staff)	<p><b>First Offense:</b> Item seized and turned over to parent with warning</p> <p><b>Second Offense:</b> Item seized 3 to 5 demerits, turned over to parents after two weeks with no liability placed on school officials for item</p> <p><b>Third Offense:</b> Item seized, 1-3 days in school suspension, item held for six weeks, then turned over to parent after six weeks with no liability placed on school officials for the item (each subsequent offense will result in out-of-school suspension)</p>
<b>Violation of Rules Governing Cell Phones <u>With</u> Permission</b>	<p>Possession of a cell phone <i>with</i> permission by school officials.*</p> <p><b>*The student is solely responsible for his/her cell phone. The school and its staff are not liable for student cell phones.</b></p> <p>A permission form can be requested from the front office for students in grades 4 – 7 only.</p>	<p><b>First Offense:</b> Permission revoked to possess cell phone for up to six weeks.</p> <p><b>Second Offense:</b> Permission is revoked for up to one school year</p>
<b>Violation of Rules Governing Cell Phones <u>Without</u> Permission</b>	<p>Possession of a cell phone <i>without</i> permission by school officials.*</p> <p><b>*The student is solely responsible for his/her cell phone. The school and its staff are not liable for student cell phones.</b></p>	<p><b>First Offense:</b> Cell phone will be taken from the student and only returned to the parent (in which the parent must come to the school and retrieve it) with a 1-3 demerits. Confiscated phones may be searched.</p> <p><b>Second Offense:</b> Cell phone taken from student and only returned to the parent (in which the parent must come to the school and retrieve it) with 1-3 days of in-school suspension. Confiscated phones may be searched.</p> <p><b>Third Offense:</b> Cell phone taken from student and only returned to the parent (in which the parent must come to</p>

		school and retrieve it) with 1-3 days of out-of-school suspension. Confiscated phones may be searched.
<b>Possession of inappropriate or vulgar pictures or text messages on a cell phone</b>	Possession of a cell phone that contains inappropriate or vulgar pictures or text messages.	<b>The cell phone will be confiscated. Out-of-school suspension with a recommendation for long-term suspension. The phone will be turned over to legal authorities.</b>
<b>Bus Misbehavior</b>	Any violation of the school bus rules of conduct policy. <i>Consequences are cumulative for the year.</i>	<b>First Offense:</b> warning <b>Second Offense:</b> Parents notified (1 to 5 demerits if appropriate) <b>Third Offense:</b> Loss of bus riding privileges for one day. <b>Fourth Offense:</b> Loss of bus riding for two days, <b>Fifth Offense:</b> Loss for three days, <b>Sixth Offense:</b> Loss four days. <b>Seventh Offense:</b> Loss for five days, <b>Eighth Offense:</b> Loss for remainder of school year (parent responsible for transportation (Serious offense may start at a higher level)
<b>Bully, Harassment, Threats</b>	Sufficiently severe action(s) directed at an individual/group with is intended to be or which a person would perceive as ridiculing, taunting, or demeaning	<b>First Offense:</b> 1 to 3 days ISS with parent notified <b>Second Offense:</b> 1 to 5 days OSS or stricter action if warranted, counseling may be recommended
<b>Buy, Sell, Trade</b>	Buying, selling, or trading item(s) at school/ on bus	<b>First Offense:</b> Warning <b>Second Offense:</b> 1 to 3 demerits <b>Third Offense:</b> 3 to 5 demerits
<b>Cafeteria Misbehavior</b>	Running, playing, throwing food, loud talking, passing in line, bothering others	<b>First Offense:</b> Warning, clear-up duty or assigned seating <b>Second offense:</b> 1 to 3 demerits <b>Third Offense:</b> 3 to 5 demerits, referral to office
<b>Cutting Class</b>	Unlawful absence from class/school activity	<b>First Offense:</b> 5 demerits <b>Second Offense:</b> 1 day ISS <b>Third Offense:</b> 1 day OSS
<b>Cheating, Academic Dishonesty</b>	Copying, plagiarizing or assisting another in such actions	<b>First Offense:</b> 0 on assignment and 1 to 3 demerits <b>Second Offense:</b> 0 on assignment and 3 to 5 demerits <b>Third offense:</b> 0 on assignment and 1 day in ISS
<b>Destruction of</b>	Damage, destruction, or defacement of property belonging to school or others	<b>First Offense:</b> 5 demerits and referral to office, restitution

<b>Property/Vandalism</b>		<p><b>Second Offense:</b> 1 to 5 days ISS, parent conference, restitution</p> <p><b>Third Offense:</b> To be determined by administration, restitution</p>
<b>Disrespect</b>	Threats, verbal abuse, swearing, profane gestures or refusing to obey	<p><b>First Offense:</b> 5 demerits</p> <p><b>Second Offense:</b> 1 day OSS</p> <p><b>Third Offense:</b> To be determined by administration</p>
<b>Disruption in Classroom, Restroom, Hallway</b>	Behavior that interferes with the learning of others	<p><b>First Offense:</b> Warning</p> <p><b>Second Offense:</b> 1 to 3 demerits</p> <p><b>Third Offense:</b> 3 to 5 demerits</p> <p>Serious disruptions may result in removal from classroom</p>
<b>Disruption, School</b>	Behavior that interferes with the safe/orderly environment of school/activities	<p><b>First Offense:</b> 3 to 5 demerits</p> <p><b>Second Offense:</b> 1 day ISS</p> <p><b>Third Offense:</b> 1 day OSS</p>
<b>Drug Violation</b>	Possession or use of (including possession with the intent to give, deliver, or distribute) any inhalants/intoxicants, controlled dangerous substances including prescription drugs, substances represented as controlled dangerous substance, or drug paraphernalia	<p><b>First Offense:</b> Minimum of 10 days OSS, mandated drug testing and counseling, notification to sheriff's department and referral to school board</p> <p><b>Second Offense:</b> Recommendation for expulsion and possible placement in alternative education</p>
<b>Fighting</b>	A hostile confrontation with physical contact that is between two or more people that could cause physical injury to anyone on school property	<p><b>First offense:</b> 1 to 3 days OSS</p> <p><b>Second offense:</b> 3 to 5 days OSS</p> <p><b>Third offense:</b> 10 days OSS</p>
<b>Firearms/Guns</b>	Possession of a firearm of any kind	<p><b>First offense:</b> Minimum of 10 days OSS, recommendation for expulsion, notification to sheriff's department and referral to school board</p>
<b>Fireworks, Explosives, Dangerous Weapons</b>	Possession, use and/or threat to use firecrackers, smoke bombs, flares, combustible/explosive substance, possession of lighters, matches, knives, ammunition or look-a-likes	<p><b>First offense:</b> Item seized, 1 to 10 days OSS</p> <p><b>Second offense:</b> Recommendation of expulsion</p> <p>If any of these are used threat, assault, brandished, recommendation for expulsion occurs</p>
<b>Forgery</b>	To use, make or reproduce another's signature for deceptive purposes	<p><b>First offense:</b> 3 to 5 demerits</p> <p><b>Second offense:</b> 1 to 5 days ISS, parent conference</p> <p><b>Third offense:</b> to be determined by administration</p>
<b>Gang Activity</b>	Forming groups for the purpose of protecting "territory" displaying or wearing colors or other insignia related to a specific group displaying deviant behaviors as a group	<p><b>First offense:</b> 1 to 3 days ISS, with parent conference</p>

		<b>Second offense:</b> 1 to 5 days OSS or stricter disciplinary action, if warranted, counseling may be recommended <b>First offense:</b> Warning <b>Second offense:</b> 1 to 2 demerits <b>Third offense:</b> 3 to 5 demerits
<b>Gum</b>	Using or possessing gum	<b>First offense:</b> Warning <b>Second offense:</b> 1 to 2 demerits <b>Third offense:</b> 3 to 5 demerits
<b>Inappropriate Clothing Accessories</b>	Wearing of hats, bandannas, sweatbands, or any other inappropriate head great, sunglasses, body piercing jewelry in areas other than ears, clothing that displays messages of a profane nature or advertisements for drugs/ illegal substances, or pants/jeans that drag floor or shoes with rolling blades	<b>First offense:</b> Warning, removal or replacement of inappropriate clothing or turning inside-out <b>Second offense:</b> 1 to 5 demerits. Warning, removal of replacement of inappropriate clothing, or turning inside-out <b>Third offense:</b> Parent will be called and student will be suspended for remainder of day
<b>Inappropriate Clothing, Exposure</b>	Exposure of parts of the body in a lewd or inappropriate manner(short shorts/skirts, half-shirts, tube/halter tops, spaghetti straps, see through clothing, bedtime apparel, muscle shirts or clothing that exposes undergarments)	<b>Each offense:</b> Clothes may be changed. If student refuses or clothes are not available, parent will be called and the student will be suspended for remainder of the day
<b>Insubordination</b>	Refusing to follow reasonable directions of teachers, staff, and administration	<b>First offence:</b> 1 day ISS <b>Second offense:</b> 1 day OSS <b>Third offense:</b> To be determined by administration
<b>Leaving Schools Grounds Without Permission</b>	Leaving school grounds during regular school hours without written permission	<b>First offense:</b> Contract sheriff and parents, 1 to 3 days ISS <b>Second offense:</b> To be determined by administration
<b>Lying</b>	Making an untruthful statement	<b>First offense:</b> 3 to 5 demerits <b>Second offense:</b> 5 demerits and parent notified <b>Third offense:</b> 3 to 5 demerits and referral to office
<b>Profanity</b>	Using vulgar or abusive language, inappropriate gestures, cursing, swearing, or bringing or possessing vulgar materials	<b>First offense:</b> 3 to 5 demerits <b>Second offense:</b> 5 demerits and parents notified <b>Third offense:</b> 1 to 3 days ISS
<b>Running/Kicking</b>	Out of normal physical education activity that would endanger others safety	<b>First offense:</b> Warning <b>Second offense:</b> 1 to 3 demerits <b>Third offense:</b> 3 to 5 demerits
<b>Theft</b>	Taking or obtaining property of another without permission or knowledge of owner	<b>First offense:</b> 3 to 5 demerits. restitution of property <b>Second offense:</b> 1 day ISS, restitution of property <b>Third offense:</b> a day OSS, restitution of property

<b>Tobacco</b>	Possession or use of any tobacco products including possession with the intent to see, give, deliver, or distribute.	<p><b>First offense:</b> 1 to 3 day OSS and counseling</p> <p><b>Second offense:</b> 3 to 5 days OSS, mandatory parent Conference, counseling</p> <p><b>Third offense:</b> to be determined by administration</p>
<b>Tussling</b>	Pushing, shoving, and horseplay between two or more people	<p><b>First offense:</b> Warning and 3 to 5 demerits</p> <p><b>Second offense:</b> 1 to 2 days ISS</p> <p><b>Third offense:</b> 1 to 2 days OSS and counseling</p>
<b>Unprepared or Tardy for Class</b>	Coming to class without needed materials or arriving after designated time to begin class	<p><b>First offense:</b> Warning</p> <p><b>Second offense:</b> 1 demerit</p> <p><b>Third offense:</b> To be determined by teacher</p>
<b>Other</b>	Other misbehaviors that may not be listed in the handbook but would be deemed infractions by the administration	<b>First offense:</b> To be determined by administration or teacher
<b>Repeated Disciplinary Infractions</b>	Two or greater repeated disciplinary offenses	To be determined by administration

\*More serious offenses may start at a higher level.

## **STAR PROGRAM**

### **GRADES K–3**

STAR (Students Taking Appropriate Responsibility) activities are planned at the end of each six-weeks for students in grades K-3. Participation in these activities is based on each classroom's individual visual symbolic system. Students must maintain good standing which includes a conduct grade of G or above, all debts and fines paid, and library books returned. Any student who has been suspended in or out of school, or from the bus may not participate in the STAR program activities. If a student is recognized in the STAR program five out of six grading periods, he/she may participate in the year-end STAR program activities.

## **STAR PROGRAM**

### **GRADES 4-7**

STAR (Students Taking Appropriate Responsibility) activities are planned at the end of each six weeks for students in grades 4-7. Participation in these activities is based on students maintaining good standing which includes a conduct grade of B or above, no more than a total of six zeros during the six weeks, all debts and fines paid, and library books returned. Any student who has been suspended in or out of school, or from the bus may not participate in the STAR program activities. If a student is recognized in the STAR program five out of six grading periods, he/she may participate in the year-end STAR program activities.

## **MERIT SYSTEM**

In order to recognize students for positive behaviors, students may “earn” merits from the principal each six weeks for the following activities:

- Honor recognition 1 merit
- Improving two classes by one grade while maintaining all other grades 1 merit
- Improving one class by two grades while maintaining all other grades 1 merit
- Perfect attendance 1 merit
- Special recognition related to learning (i.e. winner of Spelling Bee) 1 merit
- Demonstrating exceptional character 1 merit
- Successfully completing an individual behavior plan (Chronic behavior problem) 1 merit

Merits must be used during the grading period in which they are issued.

## **SECTION SEVEN: OTHER**

Graduation Requirements

Title IX

Community Resources

Code of Conduct

## GRADUATION REQUIREMENTS

### Standard Diploma

<u>Discipline</u>	<u>Standard Units of Credit</u>
<b>English</b>	4
<b>Mathematics</b> (which must include 2 from Algebra I, Geometry, Algebra II or higher)	3
<b>Science</b> (which must include 2 from Earth Science, Biology, Chemistry or higher)	3
<b>History/Social Science</b>	3
<b>Physical Education and Health</b>	2
<b>Fine and Practical Arts</b>	1
<b>Electives</b> (which may include Career Exploration and/or sequenced Technical Vocational Studies)	6
<b>Standard Units of Credits Required:</b>	<b>22</b>
Beginning with ninth grade classes of 2003-04	
Of the total credits shown above, students must earn a minimum number of	
<b>Verified Units of Credits:</b>	<b>6</b>
2 English      1 Social Studies      1 Math 1 Science      1 Student Choice	

### Advanced Studies Diploma

<u>Discipline</u>	<u>Standard Units of Credit</u>
<b>English</b>	4
<b>Mathematics</b> (4 from Algebra I, Geometry, Algebra II or higher)	4
<b>Science</b> (4 from Earth Science, Biology, Chemistry, or higher)	4
<b>History/Social Science</b>	4
<b>Foreign Language</b>	3
<b>Physical Education and Health</b>	2
<b>Fine or Practical Art</b>	1
<b>Electives</b>	2
<b>Standard Units of Credit Required</b>	<b>24</b>
<b>Of the total credits shown above, students must earn a minimum number of</b>	
<b>Verified Units of Credits:</b>	<b>9</b>
2 English      2 Social Studies      2 Math      2 Science      1 Student's Choice	

## TITLE IX

Equal educational opportunities shall be available for all students without regard to race, national origin, gender, ethnicity, religion, disability or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or denied equal access to educational and extracurricular programs and activities.

## Patrick County Public Schools Community Resources

### ALCOHOL & DRUG ABUSE

- Al Anon 276-638-8175
- Alcoholics Anonymous 866-705-2091
- Center For Substance Abuse Treatment 800-662-4357
- Center For Substance Abuse Treatment TDD 800-487-4889
- Piedmont Community Services Stuart 276-694-4361
- Piedmont Community Services Martinsville 276-632-7128

### CHAMBER OF COMMERCE

- Patrick County Chamber of Commerce, Inc. 276-694-6012

### CHILDREN, YOUTH AND EDUCATION

- 4-H Youth Organization – Stuart 276-694-3341
- Boy Scouts 276-638-8387
- For the Children 276-638-4673
- Girl Scouts 800-542-5905
- Mental Health Association 276-638-7801
- Patrick County Branch Library 276-694-3352
- Patrick County Education Foundation 276-694-7863
- Piedmont Community Services 276-694-4361
- Social Services - Patrick County 276-694-3328
- STEP 276-694-2239
- Sylvan Learning Center (Mount Airy) 336-783-0303
- Patrick County Adult Learning Center 276-694-6542

### COUNSELING SERVICES

- Citizens Against Family Violence 276-694-2555
- Crossroads (Mount Airy) 888-235-4673
- Dr. Darrell Garner (Mount Airy) 336-786-7199
- Dr. Devy Comer (Danville) 434-793-5820
- Dr. Drew Edwards (Clemmons) 336-766-1467
- Embracing Life Counseling (Winston-Salem) 336-351-5301
- Mental Health Association (Martinsville) 276-638-7801
- Moses Cone Behavioral Health (Greensboro) 336-832-9600
- Pathways Counseling & Dev. (Winston-Salem) 336-924-3801
- Psychological Associates (Martinsville) 276-632-3572
- Surry Family Counseling Center 336-789-7405

### EMERGENCY SERVICES

- Patrick County Sheriff's Department 276-694-3161
- Virginia State Police 800-542-5959
- For Emergencies 911

### EMPLOYMENT CONCERNS

- Virginia Employment Commission 276-632-3270
- Unemployment Insurance 276-632-3271
- Workforce Investment: One-Stop Center 276-694-6542

### FAMILY AND MARRIAGE

- For the Children 276-638-4673
- Mental Health Association 276-638-7801
- Piedmont Community Services 276-694-4361
- Health Department 276-694-3188
- Department of Social Services 276-694-3328

## **FINANCIAL ASSISTANCE**

- Department of Social Services 276-694-3328
- Salvation Army 276-638-7259

## **FURNITURE AND CLOTHING**

- Salvation Army 276-647-3450
- Goodwill 276-638-5100

## **HEALTH**

- Blind and Visually Handicapped 866-887-7323
- Health Department 276-694-3188
- Home Care of Memorial Hospital 276-694-2272
- Home Health Care Associates, Inc. 276-694-7756
- Hospice of Patrick County 276-694-8676
- Juvenile Diabetes Research Foundation 202-371-0044
- Virginia Department for Deaf 800-552-7917
- RJR Patrick County Memorial Hospital 276-694-8600
- Mental Health Association 276-694-7801
- Piedmont Community Services Stuart 276-694-4361
- Developmental Center for Handicapped 276-694-6047

## **HOTLINES AND CRISIS NUMBERS**

- Allergy & Asthma Network 800-878-4403
- CDC National AIDS Hotline (Spanish) 800-344-7432
- CDC National AIDS Hotline TDD 800-243-7889
- CDC National AIDS Hotline 800-342-2437
- Center for Substance Abuse Treatment 800-662-4357
- Child Abuse Hotline 800-552-7096
- Child Find of America 800-426-5678
- Child Protective Services 276-694-3328
- Citizens Against Family Violence 276-632-8701
- CONTACT – Patrick County 276-694-2962
- Domestic Violence Hotline 276-632-8701
- Injury and Violence Prevention 800-732-8333
- National Hopeline Network (Suicide) 800-784-2433
- National Runaway Switchboard 800-621-4000
- National STD Hotline 800-227-8922
- National Suicide Hotline 800-273-8255
- Piedmont Community Services 276-632-7128
- Poison Control 800-222-1222
- Rape Abuse & Incest National Network 800-656-4673
- Sexual Assault Services 276-632-8701
- Stop It Now? Child Abuse Helpline 888-773-8368

## STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the School Board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

### 1. Student Dress

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice.

### 2. Unexcused Absence or Tardiness

Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse. If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

### 3. Disruptive Conduct

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others.

### 4. Profane, Obscene or Abusive Language

Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

### 5. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

### 6. Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting.

Battery is the unlawful application of force to the person of another.

## 7. Bullying

A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person.

## 8. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.

## 9. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or nonprescription drug not possessed in accordance with Policy JHCD.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

This regulation incorporates Policy JFCF.

Restricted Substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

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

#### 10. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.

#### 11. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

#### 12. Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations.

#### 13. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates Policy JFCD.

#### 14. Theft

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

#### 15. Behavior on School Bus

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

#### 16. Cheating

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

#### 17. Trespass

The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

#### 18. Gang Activity

A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.

## 19. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions in violation of Policy JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion.

## 20. Possession of beepers, Cellular Telephones, Personal Digital Assistants (PDAs), or Similar Devices

Students shall not have in their possession a beeper, cellular telephone, Personal Digital Assistant (PDA) or other communications device. If a student possesses such a device, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

## 21. Reports of Conviction or Adjudication of Delinquency

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

## 22. Laser Pointers

Students shall not have in their possession laser pointers.

## 23. Acceptable Use of the Internet

Students shall abide by the Patrick County School Division's Acceptable Computer Use Policy and Regulation.

## 24. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

## 25. Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

## 26. Hazing

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. Code § 18.2-56.

## 27. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

## CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Tasks or restrictions assigned by the principal or his designee
7. Detention after school or before school
8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
9. In-school suspension
10. Out-of-school suspension
11. Referral to an alternative education program
12. Notification of legal authority where appropriate
13. Recommendation for expulsion
14. Mandatory expulsion for bringing a firearm onto school property or to a school sponsored activity or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and § 18.2-247 of the Code of Virginia on school property or at a school sponsored activity
15. Evaluation for alcohol or drug abuse
16. Participation in a drug, alcohol or violence intervention, prevention or treatment program

