PATRICK COUNTY ELEMENTARY SCHOOL
STUDENT HANDBOOK
2019-2020

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Ararat, Virginia 24053
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Critz, Virginia 24082
(276) 694-3631
Fax (276) 694-5805

Meadows of Dan Elementary School
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Meadows of Dan, Virginia 24120
(276) 952-2424
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Patrick Springs Primary School
75 Elementary Lane
Patrick Springs, VA 24133
(276) 694-3396
Fax (276) 694-5806

Stuart Elementary School
314 Staples Avenue
Stuart, Virginia 24171
(276) 694-7139
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Woolwine Elementary School
9993 Woolwine Highway
Woolwine, Virginia 24185
(276) 930-2811
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NOTICE OF LANGUAGE ASSISTANCE

If you have difficulty understanding English, you may request language assistance services and information can be communicated in the language of your preference.

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede solicitar asistencia lingüística y la información puede ser comunicada en el idioma de su preferencia.

PATRICK COUNTY PUBLIC SCHOOLS WEB ADDRESS: www.patrick.k12.va.us

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HANDBOOK AMENDMENTS AND ADDITIONS

This handbook is subject to amendments and additions throughout the school year as the School Board, Superintendent, Principal, and/or Patrick County High School staff deem necessary. Both parents/guardians and student will be notified of such amendments and/or additions. Any amendments and/or additions shall be considered a part of this handbook.

INTRODUCTION

It is the goal of Patrick County Public Schools to provide a safe and effective environment in which all students can learn. By working together, parents/guardians, students and school staff can make this happen. Communication is a key factor in successfully working together.
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 students, parents/guardians, and school personnel:

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/Guardians…….

For student's success you are encouraged to

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

School Personnel…….

For student's success we will

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

SECTION ONE: GENERAL INFORMATION

AFTER-SCHOOL ACTIVITIES

Students staying after school for activities must have written permission from parents/guardians stating the reason and who is responsible for supervision while on school grounds. Notes should also include the name of person picking up student and emergency contact number where parent/guardian can be reached. Students must be supervised by the adult in charge of the after school activity.

APPEARANCE/GROOMING

School is the student's place of business. Research states 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. Unacceptable attire includes, but is not limited to:

- Showing of undergarments
- Showing of midriff and/or private areas
- Halter tops
- Shoulder straps of less than 1½ inches in width
- Inappropriate sayings/displays on clothing
- Excessively tight fitting clothing such as exercise attire
- Length no shorter than to the bottom of a student's fingertips

ASSEMBLIES

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

CAFETERIA - BREAKFAST/LUNCH

Meals are provided for all students and personnel. 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, will 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 with an approved curriculum.

Vending machines are not available to students during scheduled breakfast and lunch times. Students are prohibited from bringing sodas to school unless teacher or designee gives permission for a special activity.

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 or printed from the division website at www.patrick.k12.va.us

Parents/guardians have the opportunity to prepay for student's meal. Students use the identification card or pin number to debit expenses. All cafeteria debts should be paid in order for a student to participate in field trips, or end of year activities. The school's messaging system will notify parents/guardians when student accounts are low and/or overdrawn.

EMERGENCY DRILLS

Each school will comply with the laws regarding fire drills as enacted by the General Assembly. Specific instructions will 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 clearly by the exit door. Fire drills will be held each week for the first month of school and once a month thereafter.

Other emergency drills will be conducted according to policy. Specific instructions will be conveyed to every person in the building as to what to do during each emergency drill situation. (PCPS policy reference: EB/EBCB)

EMERGENCY INFORMATION FORMS

At the beginning of the school year, parents/guardians are asked to submit information regarding his/her student. This information includes telephone numbers and addresses of people who can be contacted in case the parent/guardian cannot be reached (emergency contact). This form must be signed and returned. The student will not be released to anyone who is not specified on the emergency contact list without written permission and phone call to parent/guardian to verify note. Photo I.D. may be requested by school personnel.

FIELD TRIPS

Field trips are planned throughout the year as a supplement to classroom instruction. Permission forms are sent home to inform parents/guardians of trips and obtain a parent's/guardian's signature and emergency contact information in order for the student to participate. These forms must be returned to school on or before the day the activity is scheduled. PCPS policies and regulations apply to school field trips.

FUND RAISING

Door-to-door solicitation by students is prohibited. Parents/Guardians are encouraged to sell in order for their child to participate in the fundraiser and its incentive program, when applicable.

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 possible problems in the hallway.

ID CARDS

All students will be issued one identification card annually to be used in the cafeteria and library. If the card is damaged or lost, a charge will be assessed for the cost of issuing a new card. The card (or assigned pin number) must be used each time a student purchases a meal or extra items from the cafeteria.

INCLEMENT WEATHER-SCHOOL DAY CANCELLATION/EMERGENCIES

Inclement weather involves snow, sleet, ice, extremely cold conditions, floods, earthquakes, tornadoes, and hurricanes. When schools open on a delay schedule, close early, or cancellations occur due to inclement weather or other emergency situation, the School Messaging System will be utilized to inform parents/guardians and to assure student safety. Within minutes of the decision to delay/close/cancel schools or school activities, officials will use this system to deliver a single, clear message to student's parents/guardians by telephone, cell phone, e-mail, and text in any combination. In addition, the information hotline (276) 251-3154 can be used to access information regarding school delays/closings/cancellations or other emergency situations.

In the event of an early dismissal due to inclement weather or an emergency situation, students will follow the written instructions submitted by parents/guardians on the "Early Dismissal Information" form indicating a regular bus stop, change in regular bus stop, or car rider. All students must leave the building at dismissal time. In the event that students are not picked up promptly from school or no contact can be made with parents/guardians, Social Services or the Patrick County Sheriff's Department may be contacted.

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.

LOCKER USAGE

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 kept neat and treated with respect; no slamming, kicking, writing, etc. Fines will be charged for any damage to lockers.

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 prepares students and personnel 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. The teacher responsible for each class shall not influence, in any way, students to or not to pray or meditate during this time. Students and employees shall refrain from speaking audibly during the moment of silence.

PARENT PORTAL

The Parent Portal allows a parent/guardian instant access to his/her child's academic information, including individual classroom assignments and corresponding grades, and report cards. However, grades are only shown after teachers have finished entering them and have published them into the portal. Due to the nature of the classroom, some grade books may be updated more frequently than others. Please contact the school's main office for additional information and directions to sign up for access. Report cards will be posted quarterly in the Parental Portal. If parents would like a paper copy of the report card, they may call the school office and request a copy.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice during the school year. Parents/guardians 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.

PROHIBITED ITEMS

Items that violate school policy are not allowed on school property at any time. Additionally, items that may cause harm or disruption to student learning are not allowed unless authorized by the teacher. Prohibited items include but are not limited to toys, soda, and glass containers. Unauthorized items will be confiscated and returned only to parents/guardians.

SCHOOL - COMMUNITY RELATIONS

Patrick County Schools attempt to involve parents/guardians, as well as others, in as many facets of school life as possible. Parents/guardians are invited to join the PTO and support its programs and activities. Parents/guardians and community members are asked to serve on various school-level and division-level committees. Resource people are invited to school as a means of enriching the scope of instruction offered.
It is the goal of the school division to keep an open line of communication by resolving parent/guardian 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.

SCHOOL MESSENGER

School Messenger is a communication tool used to inform families of school related information, events and emergencies. It is very important that contact information is correct in the School Messenger System.
The main number provided on the student's information sheet will automatically be added to School Messenger. Parents/guardians are responsible for adding additional numbers. Parents/guardians must set up an account to add and maintain contact information.
If parents/guardians do not have a School Messenger account set up, please request the access letter from the school's main office.
If parents/guardians currently have an active account, please review information to ensure all contact information is updated and correct.

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.

TELEPHONE/ADDRESS CHANGES

Parents/guardians must notify the school immediately if there is a change of address, telephone number (home, cell or work), childcare provider, or person to contact in an emergency. This information is very important in case the student becomes ill or injured. If a parent/guardian cannot be contacted after a reasonable attempt, social services or Patrick County Sheriff's Department may be contacted.

TEXTBOOK CARE

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

TRANSFER OF STUDENT RECORDS

Student's official school records will be sent to the requesting school upon receipt of an official transcript request.

VISITORS

Parents/guardians 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 ensure security, not interrupt classroom instruction, and obtain a visitor's pass while in the building. A parent/guardian who plans to take his/her child from school grounds after a visitation must sign out the child in the office. A visitor must enter the building through the designated visitor's entrance of the school.
If a parent/guardian desires to confer with his/her child's teacher, a conference may be scheduled before or after regular school hours or at another pre-arranged time.
*Note: Visitors are prohibited from taking pictures of any student other than their own child.

VOLUNTEERS

Volunteers are welcome! A volunteer training session will be scheduled for all parents/guardians and community members interested in becoming a school volunteer.

SECTION TWO: ATTENDANCE

ATTENDANCE REGULATIONS

JED-R (02/2018)

Absences/Truancy School and Class Attendance -Grades K-12

The Patrick County School Board is committed to affording its youth a high quality education. To reinforce this commitment, standards for student attendance are developed to encourage punctuality, self-discipline, responsibility, and overall student success in school.
Students are expected to be in school, in class, and ready for instruction. Daily and punctual school attendance is essential to each student's academic development. Absence from school is detrimental to student achievement. The following guidelines will be used for awarding perfect attendance for the school year: The 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.

As required under the provisions of law, each parent/guardian is responsible for regular and punctual attendance of any child in his or her charge within the compulsory age for school attendance. Emancipated students are responsible for their own regular and punctual attendance. Parents and emancipated students are expected to work cooperatively with school personnel to correct attendance problems, including meetings with teachers, counselors, or administrators.

Each member of a school's faculty is expected to avoid causing a student to be tardy or absent from a colleague's class. If a student is tardy or absent because of being detained by a faculty member, then he/she will be considered excused and the absence will not be included in the count for excessive absences.

Students shall not be in an unauthorized area of the school without prior permission, and shall not leave a classroom, building, or assigned area without proper permission. Students who do not comply with this section will be subject to disciplinary action in accordance with the Code of Student Conduct and Discipline Guidelines.

A. Absence Defined

Students of school age shall attend their assigned schools during school hours in accordance with state law. The Superintendent, through the principals, shall be responsible for maintaining accurate records of student attendance and for closely monitoring the reasons for students' absences.

Parents shall furnish a reason for absences from school upon the child's return to school.

Students who are absent with a prior written notice from a parent for observance of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which he missed by reason of such absence, if the absence is verified in an acceptable manner by the principal or his/her designee.

At the elementary school level, if a student does not attend school for at least two hours, he/she is counted absent.

At the high school level, absences are computed for each class. A student who misses more than half of the class period or forty-five (45) minutes of any class will be counted absent for that class.

B. Excused Absences

On the first day after returning to school, documentation from doctor appointment, etc. should be submitted. Students will be allowed six (6) parent notes during the year for excused absences at the elementary level. High school students are allowed three (3) parent notes per semester for excused absences.

Excuses for absences that shall be deemed acceptable and excusable include the following:

- Student illness or injury
- Quarantine
- Medical of dental appointments
- Student court appearance
- Death in the immediate family (parents/guardians, grandparents, brothers, sisters, foster parents)
- Religious observances
- Pre-arranged college visits (2 per year)
- Extenuating circumstances, which are determined appropriate and arranged in advance by the school administration

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

Classes missed due to school sponsored activities, e.g., field trips and athletics, are excused since students are considered present in school for these activities. Classes missed due to exam exemptions are also excused.

C. Religious Holidays

Students shall be excused for the observance of traditional religious holidays. The parent who is responsible for notifying the child's school of the religious holiday(s) to be observed should prearrange absences. Parent's notes shall specify:

1. the date(s) of the absences(s);
2. the name of the religious holiday; and
3. a statement that the absence is due to the exercise of the student' s bona fide religious beliefs.

If the parent is unable to prearrange the absence, a request for exemption must be received no later than the second day after the student's return to school from the absence occasioned by the religious observance. Students are responsible for contacting teachers for work missed.

D. Unexcused Absences

A student's absence shall be unexcused for the following reasons: verification for an absence, parent verification for personal illness (seven (7) or more per year at the elementary level; four (4) or more per semester at the high school level), skipping, truancy, suspensions, and other absences without prior school approval.

E. Parental/Guardian Notification of Absences

A documented attempt will be made to contact the parent or guardian if a student is absent without administrative approval or knowledge.

F. Recordkeeping for Absences

Each principal is responsible for establishing a school recordkeeping system for all student absences.

Excused absences for school-sponsored/related activities, authorized visits of students with school personnel, and recognized religious holidays should be noted as such.

All absences can be verified via phone or written note.

Students who are absent from school may not participate in any extracurricular activities of the school that same day without permission of the administration. A student must attend a minimum of two (2) hours at the elementary level and two (2) blocks at the secondary level to be counted present for the day and to participate in any extracurricular activities.

G. Make-up Work

When a student is absent, he/she will have one school day for each day's absence to complete make-up work. If parents request make-up work on the day of the child's absence, this request must be made by 10:00 am. 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. Make up work not submitted on time will result in a grade of zero.

H. Excessive Absences

The following procedures shall be utilized as mandated by the Code of Virginia, Section 22.1-254 and School Board Policy JED in handling student attendance problems:

- If a student fails to report to school for a total of five (5) unexcused 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. The school principal, principal's designee, or the attendance officer shall jointly develop a plan to resolve student's nonattendance.
- If a student fails to report to school for a total of six (6) unexcused 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) or more unexcused school days for the school year, compulsory attendance rules will be enforced through court action.
- A student who misses over twenty-five (25) days of school may be considered for retention.

1. Resulting Actions

Truancy interventions may include, but is not limited to, the following: parent conference; scheduled contact with parent; referral to the guidance counselor; loss of privileges and/or restricted participation in school activities; referral to alternative learning program; and recommendation to the administration for other consequences.

I. Student & Parent Annual Signatures

Each student and parent/guardian will be provided with a copy of the attendance regulations annually to be signed and returned to the school and placed in the student's attendance file.

ATTENDANCE AND ACTIVITY PARTICIPATION

It is imperative that a student be in school for academic success. The following guidelines will be used for determining participation in school planned activities:

- It is at the discretion of school personnel to determine whether a student may attend a school field trip based on student's attendance prior to the planned field trip. If remediation of missed instruction is needed, the student may not attend and will receive remediation by teacher or designee.

If a student has 3 or more unexcused absences in a nine week period, he/she may be prohibited from participating in after school activities. This is at the discretion of school personnel.

Note: Absences due to trips or vacations are not deemed acceptable and will be unexcused.

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 nine weeks perfect attendance, etc.) but are to be utilized across the school division for end-of-year perfect attendance. Therefore, students may receive perfect attendance for each nine weeks grading period and not receive this honor at the end of the year due to the number of tardies and/or early dismissals.

ARRIVAL TIMES/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 the 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. Tardies are discouraged and will have a direct impact on attendance recognition. Tardies and/or early dismissals that exceed six (6) for the year will result in the student not being eligible for perfect attendance.

DISMISSAL TIMES/EARLY DISMISSALS

Students should remain in school for the entire instructional day for maximum learning. Parents/guardians are to send a note to school indicating the time and the reason for early dismissal. Early dismissals are discouraged and will have a direct impact on attendance recognition. Early dismissals and/or tardies that exceed six (6) for the year will result in the student not being eligible for perfect attendance.

If someone is picking up a student other than the parent/guardian, a note from the parent/guardian must be presented. School personnel may request photo identification before allowing a student to leave school premises. 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.

SUSPENSION – SCHOOL ACTIVITIES

A suspended student will not be allowed on school grounds for any and all extracurricular activities such as ball games, dances, plays, etc. Only regular school days can be counted as suspension days, therefore, days lost to inclement weather will not be counted as suspension days. Follow guidelines for "Make-Up Work" for missed assignments.

SECTION THREE: ACADEMICS AND HONORS

ACADEMIC AND CAREER PLANS

Each student entering the eighth grade at Patrick County High School will have an Academic and Career Plan that has been created with the student at the elementary school level. The Academic and Career Plan is designed to be a working document that maximizes student achievement by having the student accomplish goals in high school that lead to postsecondary and career readiness. The plan will be student-driven and maintained by school personnel working cooperatively to assist the student in reaching his or her goals in the most logical academic and career path. The student, parent/guardian, and school personnel will maintain a plan agreed upon by all parties to ensure everyone is focused on working toward the same goals, as well as, analyze and adjust the Plan in response to new information to meet the needs of the student.

ACADEMIC GRADING ASSESSMENT

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

Grades K-2: Progress marks for content areas

4 – Exceeding/Above Grade Level Standards
3 – Meeting Grade Level Standards
2 – Developing Grade Level Standards
1 – Experiencing Difficulty Meeting Grade Level Standards
Blank indicates not covered or assessed at this time.

Grades 3-7: Content area progress scale

Symbols:	A	(90-100) Excellent
	B	(80-89) Good
	C	(70-79) Average
	D	(60-69) Experiencing difficulty
	F	(below 60) Failure

ACADEMIC HONOR/RECOGNITION

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

Grade K-2 — Students in grades K-2 will be recognized for academic growth at the school level.

Grades 3-7:

Superintendent's Scholar Award (end of year award)

- All A's each nine weeks in academic areas
- All A's in the area of conduct each nine weeks

Principal's Award of Language Arts, Science, Social Studies and Math

- All A's in academic area
- An A in the area of conduct

Academic Award of Language Arts, Science, Social Studies and Math

- All A's or B's or combination in academic area
- At least a B in the area of conduct

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.

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. Incomplete assignments may also affect conduct grade as demerits are given for not being prepared for class and for not following directions.

GIFTED PROGRAM

Patrick County Public Schools offer gifted educational opportunities that are structured to assist with each identified student to develop his/her special abilities. Referrals are accepted anytime from school personnel, parents/guardians, peers, mentors, community members and self-nomination. Forms may be obtained from any school as well as the school division website.

HOMEWORK PROCEDURAL GUIDELINES

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, which increases understanding and retention of material presented, transfers and extends classroom instruction, prepares for class discussion, and provides curriculum enrichment opportunities. In addition, homework can provide an essential communication link between school and 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 to include, but not limited to demerits, time-out to complete missed assignments, reduction in grade or zero, etc.
- May reduce homework grade if assignment is incomplete or not completed on time

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 when a student is absent
- 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

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

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 PK-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. 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.

If you have questions regarding your child's homework, please feel free to contact your child's teacher.

MAKE-UP WORK

When a student is absent, he/she will have one school day for each day's absence to complete make-up work. 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. Make-up work not submitted on time will result in a grade of zero.

PHYSICAL EDUCATION AND HEALTH

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

In order for a student to be considered for "extended medical" release from physical education, parents/guardians must provide a note from the doctor stating what the student can/cannot perform in physical education. A doctor's note is also required if a student cannot FULLY participate in physical education for more than two consecutive days.

A written excuse, signed by a parent/guardian, is required when the student cannot FULLY participate in physical education. When the parent note is received, the student will be required to participate in a modified educational plan that includes, but is not limited to completing a PE article assignment and/or participating in modified activities that may include slowly walking, raising feet/arms or other simple activities. After two parent excuses during one grading period are provided, the student must obtain a doctor's note.

PROCEDURAL GUIDELINES FOR PROMOTING AND RETAINING STUDENTS IN THE PATRICK COUNTY ELEMENTARY PUBLIC SCHOOLS (K-7)

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. Teachers and administrators of PCPS recognize the value of addressing individual student needs. School personnel may employ a variety of remediation/tutoring strategies aimed at supporting students to ensure grade-level of skills are acquired. These remediation/tutoring sessions may be offered during the school day as a part of regular instruction, in place of exploratory instruction, or after school.

A student should not be retained more than once in any one grade. A student also should not be retained more than once in grades K-3 and once in grades 4-7. 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) A student who misses over 25 days of school may be considered for retention.

General Information

1. A student who has not successfully completed a grade level may be placed to the next grade.
2. The school's 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. Progress reports will be issued for each nine week grading period and posted in the Parent Portal. Paper copies will be available based on parent/guardian request.
2. Parents/guardians will be notified, in writing, at the completion of the second nine week period and again at the completion of the third nine week 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/guardian contacts will be attempted by phone, email and/or by written notices when the student is demonstrating unsuccessful progress.
4. In all cases, the school's child study committee will make the final decision regarding promotion/retention.

SECTION FOUR: REGULATIONS FOR SCHOOL BUSES

BOARDING THE BUS

- Students should be on time. It is recommended that students be at their bus stop five minutes before the scheduled arrival time of the bus.
- Headstart/PK through third grades students **MUST** have a parent/guardian or appointed person by the parent/guardian with the student at the bus stop in the morning and afternoon. This person **MUST** be visible to the driver. If no one is there in the afternoon the student will be taken back to his/her respective school and a parent/guardian will be contacted. If parent/guardian cannot be contacted after reasonable attempt, social service or Patrick County Sheriff's Office will be contacted.
- Students should wait off the traveled portion of the roadway until the bus comes to a complete stop.
- Students, while waiting at a bus stop, should respect the property of home and business owners in the area.
- If students must cross a roadway, they are to do so at a distance of at least ten feet in front of the bus, never behind the bus. Students must not cross a roadway until the driver has signaled that it is safe to do so.
- Students should board the bus immediately and quickly be seated in their assigned seats.
- Students are permitted to ride only the bus to which they are assigned, and will be picked up and released by the driver only at their regular stops. Should it be necessary for a student to ride another bus or to get off at a different stop, written permission from the parent/guardian, with approval by the principal, must be presented to the bus driver. No change will be made in the location of bus stops or bus routes without approval of the transportation office.

CONDUCT ON THE BUS

- Students should remain seated while the bus is in motion. Hands, head, or any part of the body should never be extended from windows of the bus.
- Students should remain reasonably quiet so as not to distract the bus driver, and should obey the driver's directions promptly.
- Students are permitted to talk in a normal conversational manner. Use of profanity or obscene and suggestive language **WILL NOT** be tolerated from any student.
- For sanitary as well as safety reasons, food and drinks (including chewing gum) will not be allowed on buses except school approved lunches/snacks in proper containers. These cannot be opened while on the bus. Never shall such objects occupy a seat or block passageway. (Occupying seat and blocking passageway refers mostly to field trips.)
- Electronic equipment is not permitted on school buses without prior approval from driver or school administrators.
- Combustible or flammable materials are not to be carried on the school bus.
- The use of tobacco, in any form, is prohibited.
- Students should use caution in order to assure that objects carried in their pockets or attached to their clothing do not mark, scratch or tear bus seats. Fines will be assessed for willful damage to a bus.
- Alcoholic beverages and other drug-related intoxicants are prohibited on school buses.
- To use or tamper with the emergency door/windows and roof hatch is strictly forbidden, except during an emergency.
- Bullying, fighting, tussling or harassment of others passengers **WILL NOT** be tolerated.
- Only school supplies may be carried to school. No glass objects or animals (dead or alive) may be carried on the bus. If flowers are

sent to the school and are to be carried home on the bus they must be in plastic vases. Balloons are prohibited.

LEAVING THE BUS

- Students must remain seated until the bus comes to a complete stop.
- Students are to leave the bus in an orderly manner and with due speed, walking quickly and directly away from the bus.
- If students must cross a roadway, they are to do so at a distance of at least ten feet in front of the bus, never behind the bus. Students must not cross a roadway until the driver has signaled that it is safe to do so.

VIDEO / AUDIO MONITORING SYSTEMS

- Students riding buses equipped with Video/Audio Monitoring Systems are subject to be recorded. A recording on a school bus will be shown to school personnel or the proper authorities as deemed necessary.

CODE OF CONDUCT

- Students must follow all school bus rules for safety in order to utilize school transportation.
- While riding a school bus, students are subject to all the rules and regulations described in the schools handbook. The bus driver is in charge of all passengers and has the authority to assign seats and make any other arrangements deemed necessary to maintain a safe and orderly environment. Students are required to obey the driver.
- Disruptive behavior and infractions of school rules may result in loss of bus riding privileges from days up to the remainder of the year, depending on the frequency and severity of the behavior.

CONCERNS AND SAFETY

- All school buses owned by Patrick County Public Schools are posted with a "NO TRESPASSING – AUTHORIZED PERSONNEL ONLY" sign located on the steps at the entrance door of the school bus. Buses are posted in this manner to help insure the safe transportation of students. No person(s) are allowed on the bus other than the driver, students, other school and emergency personnel as needed.
- If you have any additional questions with problems relative to the transportation of your child, please feel free to contact the transportation office (276-694-3268).

SECTION FIVE: HEALTH

CLINIC

A clinic area is available in case a child needs temporary first-aid care or is too ill to remain in the classroom. Every effort is made to contact parents/guardian in case of illness. If a student's condition progresses, procedures from the "Serious Injury or Illness" section will be followed. If a child is ill, he/she should remain at home, where adequate care and supervision can be given. If parent/guardian cannot be contacted after a reasonable attempt, Department of Social Services or Patrick County Sheriff's Department will be contacted.

CONTAGIOUS DISEASES

If a student is ill with a contagious disease, please notify the school. Do not send a student to school if he/she has a contagious illness, fever, or has vomited within 24 hours. We want to limit the spread of illnesses for the welfare of everyone.

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. If parent/guardian cannot be contacted after a reasonable attempt, Patrick County Sheriff's Department and/or Social Services will be contacted. The student may return to school ONLY after the parent provides the required documentation to verify that the child has been treated and has been checked by school personnel. 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.

IMMUNIZATION/ENROLLMENT REQUIREMENTS

According to the Code of Virginia #22.1-270, NO pupil shall be admitted for the first time to any public 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/guardians 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/her 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 student'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	A minimum of 4 doses. A child must have at least one dose of DTaP or DTP Vaccine on or after the fourth birthday. DT vaccine is required for children who are medically exempt from the pertussis containing vaccine. Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective July 1, 2019, a booster dose of Tdap vaccine is required for all children entering the 7th grade.
Polio	4 Doses (minimum) with one dose received after the fourth birthday
MMR	A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older. Second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.
Pneumococcal	This vaccine is required ONLY for children less than 60 months of age. One to four doses, dependent on age at first dose, of pneumococcal conjugate vaccine are required.
Varicella	All 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	A complete series of 3 doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule **ONLY** for adolescents 11-15 years of age AND **ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine** is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.
Haemophilus Influenza Type B (HIB)	This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have 1 dose of vaccine.
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 sixth grade. After reviewing education materials approved by the Board of Health, the parent or guardian, at the parent's/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, expiration date of medication, expected duration of the administration of the medication and possible side effects. The use of all prescription medication should be authorized in writing by a licensed prescriber, which includes physicians, dentists, physician's assistants, or licensed nurse practitioner.
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. Permission must be granted prior to student having medication in his/her possession. 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 prior medication authorization. Violations of this policy may result in student disciplinary actions.

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/guardians are requested to make an appointment with the school nurse concerning medical problems that could affect their child's wellbeing at school.

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. Call 911 if necessary
2. Immediately contact building principal or designee
3. The first aid person(s) and building principal shall determine the seriousness of the injury as soon as the situation allows. Care and consideration must be taken in rendering assistance to their injured.
4. If available, obtain the assistance of the qualified first aid person(s) in the building.
5. The building principal will attempt to contact the parent or legal guardian.
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:
    a. TEACHER/ADMINISTRATOR/HEALTH ASSISTANT - After confirming with parents/guardians or making a reasonable attempt, 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.
    b. AMBULANCE SERVICE - Building principal may obtain the services of an ambulance.

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 have been established following state and local mandates according to the following schedule:

VISION – grades PK, K, 3, 7, and 10
HEARING – grades PK, K, 3, 7, and 10
HEIGHT/WEIGHT – grades PK, K, 1, 2, 3, 4, 5, 6, and 7
DENTAL – grades PK, K, 1, 2, and 3 if staff, scheduling, and facilities can be arranged

- In addition, all new students PK 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.
- 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/guardian does not want his/her child to participate in any of the above screenings or would like his/her child screened at intervals other than stated above, they may contact their child's school nurse. Parents/guardians will also be provided information about scoliosis for students in grades 5-10. While mandatory screening of scoliosis is not required, parents may request this service.

SECTION SIX: DISCIPLINE

STANDARDS OF STUDENT CONDUCT

PCPC Policy Reference: JFC-R (6/2017)

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

An assault is a threat of bodily injury.
A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)
If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Bomb Threats

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

4. Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.
"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.
The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

5. Bus-Related Offenses

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

6. Cheating

Students are expected to perform honestly on schoolwork and tests.
The following actions are prohibited:

- cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
- plagiarizing by copying the language, structure, idea and/or thoughts of another
- falsifying statements on any assigned schoolwork, tests or other school documents

7. Communication Devices

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.
At no time may any device be used with an unfiltered connection to the Internet.
The division is not liable for devices brought to school or school activities.
If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. Defiance of the Authority of School Personnel

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

9. Disruptive Conduct

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

10. Electronic Cigarettes

Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.

11. Extortion

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

12. Felony Charges

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

13. Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

14. Gambling

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

15. Gang Activity

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

16. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. (See Policy JFHA/GBA Prohibition Against Harassment and Retaliation).

17. Hazing

Students shall not engage in hazing.

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

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

18. Internet Use

Students shall abide by the Patrick County School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. Other Conduct

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

21. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)

22. Profane, Obscene or Abusive Language or Conduct

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

23. Reports of Conviction or Adjudication of Delinquency

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

24. Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

25. Student Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

26. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

27. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

28. Trespassing

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

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

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

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

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

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

30. Vandalism

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

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension

16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

BEHAVIOR MANAGEMENT SYSTEM PK-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 pre-kindergarten, 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/guardians will be notified of the rules and the visual system used in each classroom. Teachers will notify parents/guardians of behavior that warrants concern and work in partnership with parents/guardians to develop appropriate behavioral plans of action

BEHAVIOR MANAGEMENT SYSTEM 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/guardians, 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, primarily by teachers or support staff 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/guardians are to sign and return the next school day. If the demerit notification(s) is/are not returned the next school day, the student will be subject to further disciplinary action. 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 or designee 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. This notification will come in the form of verbal or written communication. It is the responsibility of the student to deliver written communication to his/her parents/guardians.

BUS CONDUCT

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

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, distributing 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, tussling or horse playing
7. Extending any body part out the bus window
8. Distracting the driver or creating a poor public image

DISCIPLINE RESPONSIBILITIES

Teachers, support staff members and/or designee are primarily responsible for proper student behavior. These individuals are responsible for the assigning demerits, making every reasonable effort to solve discipline problems before they are referred to the principal or designee. 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/guardians are notified with copy of demerits to be signed and returned
  Used to make student aware that misbehavior will not be tolerated and disobeying school rules is not acceptable. Students may be given 1-5 demerits for lunch detention.
- 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 verbal or written communication. It is the responsibility of the student to deliver written communication to his/her parents/guardians. Failure to do so does not exempt the student from serving after school detention. Students may be given 1-5 demerits for after-school detention.
- Conference with parents
  Used to make students and parents/guardians 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 verbal or written communication. It is the responsibility of the student to deliver written communication to his/her parents/guardians. Failure to do so does not exempt the student from serving in-school suspension. In-school suspension of at least one day will result in the student's conduct grade being lowered by one letter grade. In-school suspension or "time-out" for less than one day may result in 1-5 demerits.
- 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 verbal or written communication. It is the responsibility of the student to deliver written communication to his/her parents/guardians. Failure to do so 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 and prohibits students from attending any after school activities.
- Overnight Suspension
  Used to suspend a student who will not be readmitted until the parent/guardian accompanies the student to school for a conference with the principal. Notification will come in the form of verbal or written communication to the parents/guardians. It is the responsibility of the student to deliver written communication to his/her parents/guardians. Failure to do so does not exempt the student from serving overnight suspension. Overnight suspension will result in student's conduct grade being lowered two letter grades.
  No suspended student shall be admitted to the regular school program until such student and his parent/guardian have met with school officials to discuss improvement of the student's behavior, unless the school principal or his/her designee determines that readmission, without parent/guardian conference, is appropriate for the student.
- Bus Suspension
  Notification will come in the form of verbal or written communication to his/her parents. It is the responsibility of the student to deliver written communication to his/her parents/guardians. Failure to do so does not exempt the student from bus suspension. Bus suspension will result in the student's conduct grade being lowered by one letter grade.
- 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. Expulsion will result in the student's conduct grade being lowered to an F.
- Other
  Principal or designee may choose other disciplinary action(s), which would be appropriate for the offense.

MERIT SYSTEM

In order to recognize students for positive behaviors, students may "earn" merits from the principal each nine 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

Additional merits may be earned at the discretion of the student's teacher.
Merits must be used during the grading period in which they are issued to counteract demerits.
If a student with merits does not have demerits, then the student selects from a list of choices provided by his/her teacher and/or principal.

EQUAL EDUCATIONAL OPPORTUNITIES/NONDISCRIMINATION

PCPS Policy Reference JB (10/2016)

I. Policy Statement

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.
No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities.
The School Board shall

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

II. Complaint Procedure

A. File Report

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the Compliance Officers designated in this policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.
The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the superintendent.
The complaint, and identity of the complainant and of the person or persons allegedly responsible for the discrimination, will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged prohibited discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which should generally be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint, by giving written notice that the complaint has been received, to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.
The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person or persons responsible for the alleged discrimination. The

investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or designee shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the superintendent or designee determines that prohibited discrimination occurred, the Patrick County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

D. Appeal

If the superintendent or designee determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the complainant and the person or persons responsible for the alleged discrimination.

If the superintendent or designee determines that prohibited discrimination occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

E. Compliance Officer and Alternate Compliance Officer

The Patrick County School Board has designated the **Director of Operations-PO Box 346 Stuart, VA 24171 (276) 694-3163** as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer, **Assistant Superintendent-PO Box 346 Stuart, VA 24171 (276) 694-3163**.

The Compliance Officer shall

- receive reports or complaints of discrimination;
- conduct or oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity and has the authority to protect the alleged victim and others during the investigation.

III. Retaliation

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

IV. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

V. Prevention and Notice of Policy

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. All students and their parents/guardians shall be notified annually of the names and contact information of the Compliance Officers.

VI. False Charges

Students or school personnel who knowingly make false charges of discrimination shall be subject to disciplinary action.

PROHIBITION AGAINST HARASSMENT AND RETALIATION

PCPS Policy Reference JFHA/GBA (10/2016)

I. Policy Statement

The Patrick County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Patrick County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities. For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

- promptly investigates all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

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

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

B. Harassment Based on Race, National Origin, Disability or Religion

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

- creates an intimidating, hostile or offensive working or educational environment;

- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

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

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

C. Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, perceived sexual orientation or gender identity.

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy. The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the Compliance Officer. Any complaint that involves the Compliance Officer or principal shall be reported to the superintendent. The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

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

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Patrick County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the superintendent or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the superintendent or superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

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

5. Compliance Officer and Alternate Compliance Officer

The Patrick County School Board has designated **Director of Operations-PO Box 346 Stuart, VA 24171 (276) 694-3163** as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer, **Assistant Superintendent-PO Box 346 Stuart, VA 24171 (276) 694-3163**

The Compliance Officer shall

- receive reports or complaints of harassment;
- conduct or oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

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

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein.

The principal or principal's designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training. This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

DISCIPLINE AND BEHAVIOR RELATED OFFENSES AND CONSEQUENCES PLAN

Accumulation of six demerits in one day may result in a referral to the principal or designee.

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

- 11 demerits (conduct grade B)……..Parent contact by teacher
- 21 demerits (conduct grade C) …….. Parent contact by principal
- 31 demerits (conduct grade D) ……Suspension of child overnight until parent contacts school
- More than 40 demerits (conduct grade F) …….1 day of suspension
- Each additional 10 demerits ……1 day of 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 in-school, out-of-school, or overnight suspension. This notification will come in the form of verbal or written communication. It is the responsibility of the student to deliver written communication to his/her parents.

STUDENT STANDARDS AND CONSEQUENCES CONDUCT CHART

The following are standards for student conduct established by the School Board for all students (PCPS Policy JFC-R). The following consequences chart identifies those available to teachers who may find it necessary to refer a child to the principal.

Offense	Definition	Consequences	
Affection, Display of	open display of affection not becoming to the individual or causes embarrassment to others	1st Offense	1-5 demerits
		2nd Offense	1-5 demerits, parent notification
		3rd Offense	to be determined by administration
Arson/Fire/Alarm	attempting to, aiding in, or setting fire to property, falsely pulling fire alarm	1st Offense	1-10 days OSS, notification to law enforcement
		2nd Offense	recommendation for expulsion
Bomb Threats	engaging in any illegal conduct involving firebombs, explosives or incendiary materials/ devices or hoax explosive device or chemical bombs as defined in the Code of Virginia. Making any threats or false threats to bomb school personnel/property	automatic expulsion and police notified	
Bullying	either individually or as a part of a group, a student 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-	1st Offense	1-3 days ISS
		2nd Offense	1-5 days OSS or more serious action if warranted, counseling maybe recommended

	calling, and insults and any combination of prohibited activities. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.	3rd Offense	To be determined by administration (more serious action if warranted, counseling may be recommended)
Bus Misbehavior	behaving in a disruptive manner or otherwise violate the Standards of Conduct (JFC-R) while waiting for a school bus, while on a school bus or after being discharged from a school bus (*consequences are cumulative)*	1st Offense	1-3 demerits
		2nd Offense	3-5 demerits, parent notification
		3rd – 5th Offenses	loss of bus riding privileges for one day, cumulative one day for each offense
		6th Offense	loss for remainder of school year and parent transports child to school
		serious offenses may start at a higher level	
Buy, Sell or Trade	buying, selling or trading items on school property or school bus	1st Offense	1-3 demerits
		2nd Offense	3-5 demerits
		3rd Offense	1-3 days ISS
Cafeteria Misbehavior	running, playing, throwing food, bothering others, sharing food	1st Offense	1-3 demerits clean-up and/or assigned seat
		2nd Offense	3-5 demerits, clean-up and/or assigned seat
		3rd Offense	lunch detention
Cell Phone Violations	unauthorized use of a cell phone for students in grades 4-7 only (PCPS Policy JFCZ) *(confiscated phone may be searched*	1st Offense	warning by teacher, item turned into office, student may pick up at end of day
		2nd Offense	item seized and turned over to parent
		3rd Offense	item seized and turned over to parent; one day ISS
Cell Phone Violations	possession of a cell phone or other electronic device that contains inappropriate or vulgar pictures, videos or text messages	1-10 days OSS and the device will be confiscated and turned over to law enforcement	
Cheating	plagiarizing or knowingly making false statement with respect to any assigned school work or tests, receiving or giving unauthorized assistance	1st Offense	1-3 demerits and 0 on assignment
		2nd Offense	3-5 demerits and 0 on assignment
		3rd Offense	1 day ISS and 0 on assignment
Cutting Class	unapproved absence from class/school activity	1st Offense	5 demerits
		2nd Offense	1 day ISS
		3rd Offense	1 day OSS
Dangerous Objects	possessing any type of unauthorized article(s) which may be used as a weapon, (i.e. knife, matches, lighters) regardless of whether it is commonly accepted as such, firecrackers, smoke bombs, flares, combustible/explosive substance, ammunition or look-a-likes	1st Offense	1-10 OSS and item(s) seized
		2nd Offense	recommendation for expulsion
		if used to threaten, assault or brandished- recommendation for expulsion law enforcement may be contacted	
Defiance	not complying with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies or regulations	1st Offense	1-5 demerits
		2nd Offense	1-3 days ISS
		3rd Offense	1-3 days OSS
Destruction of Property	willfully or maliciously damaging, vandalizing, or defacing any school building or other property owned or under the control of the School Board or under the control of any other person at school, on a school bus or at school-sponsored events	1st Offense	5 demerits and referral to office, restitution
		2nd Offense	1-5 days ISS, parent conference, restitution
		3rd Offense	to be determined by administration by administration, restitution
Disrespect	inappropriate comments or physical gestures to any adult in the school	1st Offense	1-5 demerits
		2nd Offense	1-3 days ISS
		3rd Offense	1-3 days OSS
Disruptive Conduct	engaging in conduct that is or is intended to be disruptive of any	1st Offense	3-5 demerits

	school activity, function or process of the school or is dangerous to the health or safety of students or others (s*erious disruptions by result in immediate removal from classroom or school)*	2nd Offense	1-3 days ISS
		3rd Offense	1-3 days OSS
Drug Violations	possessing, using, and/or distributing 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, Electronic Cigarettes, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with PCPS policy JHCD and JFCF.	1st Offense	1-10 days OSS, counseling, and notification to law enforcement
		2nd Offense	recommendation for expulsion
Fighting (Assault/ Battery)	a hostile confrontation with physical contact that is between two or more people that could cause physical injury to anyone on school property or at a school sponsored event 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.	1st Offense	1-3 days OSS
		2nd Offense	3-5 days OSS
		3rd Offense	5-10 days OSS
Forgery	to use, make, or reproduce another's signature for deceptive purposes; falsely altering a document.	1st Offense	3-5 demerits
		2nd Offense	1-5 days ISS and parent conference
		3rd Offense	to be determined by administration
Gambling	betting 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.	1st Offense	1-3 demerits
		2nd Offense	1-3 ISS
		3rd Offense	1-3 OSS
Gang Activity	engaging in gang activities that includes 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 (PCPS Policy JFCE)	1st Offense	1-3 days ISS and parent conference
		2nd Offense	1-10 days OSS, parent conference and notification to law enforcement
		recommendation for expulsion and notification to law enforcement	
Gum	possessing or chewing gum without permission	1st Offense	1-3 demerits
		2nd Offense	3-5 demerits
		3rd Offense	1 day ISS
Harassment	harassing another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.	1st Offense	1-5 demerits
		2nd Offense	1-3 days ISS
		3rd Offense	1-3 days OSS
Hazing	recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily harm on a student or students in connection with membership in a club, organization, association, fraternity, etc.	Offense	Principal will report to Commonwealth Attorney in which hazing causes bodily injury
Leaving school grounds without permission	leaving school grounds during regular school hours without permission	1st Offense	1-3 days ISS, contact parents and law enforcement
		2nd Offense	to be determined by administration
Lying	making an untruthful statement	1st Offense	1-5 demerits
		2nd Offense	1-3 days ISS
		3rd Offense	1-3 days OSS
Profanity	using vulgar, inappropriate or abusive language, and gestures, cursing, swearing or possessing vulgar materials	1st Offense	3-5 demerits
		2nd Offense	1 day ISS
		3rd Offense	3-5 days ISS
Student Dress	wearing clothing that causes disruption or distracts others from the educational process or creates a health or safety problem. Examples include, but are not limited to: wearing of hats, bandannas, sweatbands, or any other inappropriate head gear, sunglasses, clothing that displays messages of profane nature or	1st Offense	3-5 demerits Clothes will be changed. If student refuses or clothes are not available, parent will be called and student will be suspended for remainder of the day.

	advertisements for drugs/illegal substances, or pants/jeans that drag the floor, exposure of parts of body in lewd or inappropriate manner (i.e. half-shirt, tube/halter tops, spaghetti straps, see through clothing, bedtime apparel, or clothing that exposes undergarments, short skirts/shorts)	2nd Offense	1 day ISS Clothes will be changed. If student refuses or clothes are not available, parent will be called and student will be suspended for remainder of the day.
		3rd Offense	1 day OSS
Theft	intentionally taking the personal property of another person without consent under duress, threat or otherwise	1st Offense	3-5 demerits, restitution
		2nd Offense	1 day ISS, restitution
		3rd Offense	1 day OSS, restitution
Tussling	pushing, shoving, and horseplay between two or more people	1st Offense	3-5 demerits
		2nd Offense	1-2 days ISS
		3rd Offense	1-2 days OSS
Unprepared or tardy for class	coming to class without needed materials or arriving after designated time to begin class	1st – 5th Offense	1 demerit for each occasion
		6th Offense	1 day ISS
		7th Offense	to be determined by administration
Weapons	possessing 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	10 days OSS, recommendation for expulsion and notification to law enforcement	
Other/Related Disciplinary Infractions	engaging in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law. In addition, this includes other misbehaviors that may not be listed in the handbook but would be deemed infractions by the administration; repeated disciplinary infractions	to be determined by administration	

SECTION SEVEN: NOTIFICATIONS

ACCEPTABLE COMPUTER SYSTEM USE

PCPS Policy Reference GAB/IIBEA (07/2013)

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

(1) a prohibition against use by Division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;

(2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to:
child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
(a) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
(b) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;

(3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
provisions establishing that all usage of the computer system may be monitored;

(4) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;

(5) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;

provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and

(6) a component of internet safety for students that is integrated in the Division's instructional program.

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

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

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years.

ACCEPTABLE COMPUTER SYSTEM USE

PCPS Policy GAB-R/IIBEA-R (03/2018)

All use of the Patrick County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
   - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
   - accessing or attempt to access another person's account or files without prior consent of that person.
   - downloading, uploading, or distributing any files, software, or other material in violation of fair-use and copyright laws of intellectual property laws.
   - sending, receiving, viewing or downloading illegal material via the computer system.
   - unauthorized downloading of software.
   - using the computer system for private financial or commercial purposes.
   - gaining unauthorized access to resources or entities.
   - posting material created by another without his or her consent.
   - accessing, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
   - using the computer system while access privileges are suspended or revoked.
   - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
   - intimidating, harassing, bullying, or coercing others.
   - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
   - be polite.
   - users shall not forge, intercept or interfere with electronic mail messages.
   - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
   - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
   - users shall respect the computer system's resource limits.

- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.

5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
   Filter with Regard to Internet Access: Only division-provided Internet access should be used for utilizing the Internet within the division. At no time may any electronic or mechanical device be used with an unfiltered connection to the Internet or to intimidate, antagonize, or otherwise harm other students, teachers, administrators, or visitors.
   Students should never give out personal information without an adult's permission, especially if it conveys where they are located at a particular time.
   Students and their families should discuss how to identify acceptable sites to visit and what to do if an inappropriate site is accessed. Students should be informed about various web advertising techniques and realize that not all sites provide truthful information. Students and their families should discuss acceptable social networking and communication methods and the appropriate steps to take when encountering a problem. Students should know the potential dangers of emailing, gaming, downloading files, and peer-to-peer computing (e.g., viruses, legal issues, harassment, sexual predators, identity theft).
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

PCPC Policy Reference: KFB (6/2015)

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the student in accordance with Policy KBA Requests for Information.

B. Participation in Surveys and Evaluations

No student shall be required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning

(1) political affiliations or beliefs of the student or the student's parent,
(2) mental or psychological problems of the student or the student's family,
(3) sex behavior or attitudes,
(4) illegal, anti-social, self-incriminating, or demeaning behavior,
(5) critical appraisals of other individuals with whom respondents have close family relationships,

(6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,

(7) religious practices, affiliations, or beliefs of the student or student's parent, or

(8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § 32.1-73.8, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the School Board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents. The parent has the right to review the questionnaire or survey in a manner mutually agreed upon by the school and the parent and to exempt the parent's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

No questionnaire or survey requesting that students provide sexual information shall be administered to any student in kindergarten through grade six.

D. Additional Protections

A parent or emancipated student may, upon request, inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA Requests for Information.

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by:

(a) Survey must be anonymous requiring no indicators which could lead to an individual student's identity.

(b) Creation of an environment for survey administration which will protect the privacy of student responses and safeguard identity of students

(c) Requirement that all statistical data reported from the survey administration must appear in pre-approved formats to protect student privacy and identity.

II. Physical Examinations and Screenings

If the Patrick County School Division administers any physical examinations or screenings other than

- those required by Virginia law, and
- surveys administered to a student in accordance with the Individuals with Disabilities Education Act,

policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

III. Commercial Use of Information

Questionnaires and surveys shall not be administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student.

This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary schools and secondary schools
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or services to raise funds for school-related or education-related activities; and
- student recognition programs.

IV. Notification

Notification of Policies

The Board shall provide notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board will also offer an opportunity for the parent (or emancipated student) to opt the student out of participation in

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any nonemergency, invasive physical examination or screening that is
- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

Notification of Specific Events

The Board will directly notify the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any nonemergency, invasive physical examination or screening that is
- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

V. Definitions

Instructional material: the term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Invasive physical examination: the term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Parent: the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Personal information: the term "personal information" means individually identifiable information including

- a student or parent's first and last name;
- a home or other physical address (including street name and the name of the city or town
- a telephone number; or
- a Social Security identification number.

Survey: the term “survey” includes an evaluation.

ELEMENTARY AND SECONDARY EDUCATION ACT: EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act of 2015 (ESSA) was signed into law on December 10, 2015. The new law replaces the No Child Left Behind Act of 2001 (NCLB). Virginia’s ESSA State Plan is aligned with the proposed revisions to the Commonwealth’s Standards of Accreditation and is currently under review by the U.S. Department of Education. Updates on plan progress will be made available on this webpage throughout the development of Virginia’s state plan. http://www.doe.virginia.gov/federal_programs/esea/essa/index.shtml

ACCREDITATION INFORMATION

School report cards and school accreditation information can be found on the Virginia Department of Education’s website. www.doe.virginia.gov

AVAILABILITY OF SCHOOL DIVISION POLICIES

In compliance with VA Code 22.1-253.13.7, the policies for Patrick County Public Schools is available on the school division’s website at https://sites.google.com/a/patrick.k12.va.us/pcps-policy-manual/. Printed copies of Patrick County Public School division’s policies are available at work site as well as the central office.

Questions regarding the school division’s policies should be directed to: **Human Resources Coordinator, Patrick County Public Schools P.O. Box 346 – 104 Rucker Street-Stuart, VA 24171 (276) 694-3163**

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. clubfoot, 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 result 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" (IDEA).
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 the Director of Special Education (276-694-3163).

EATING DISORDERS

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.
It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.
After reviewing the information on the reverse side of this letter, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources listed below.

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

Additional resources may be found at:

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

What Are Eating Disorders?

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

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

Eating disorders affect both males and females of all ages.

Key things to look for around food:

- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry

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

- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won't eat them
- Avoids mealtimes or situations involving food
- Goes to the bathroom after meals often
- Uses a lot of mouthwash, mints, and/or gum
- Starts cutting out foods that he or she used to enjoy

Key things to look for around activity:

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

Physical Risk Factors:

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

Other Risk Factors:

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

How to Communicate with Your Child

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

If Your Child Shows Signs of a Possible Eating Disorder

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

LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS

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

Section 22.1-279.4 of the Code of Virginia states:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to 22.1-279.3.

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

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

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

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

Circumstance #1

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

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than $100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more that $100,000.

- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than $100,000.
- Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than $100,000.
- Class 4 felony – a term of imprisonment of not less than two years nor more than ten years and a fine of not more than $100,000.
- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both. (18.2-9 and 18.2-10 of the Code of Virginia)

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

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

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

Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (16.1-269.1C of the Code of Virginia)

In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (16.1-269.1C of the Code of Virginia)

Circumstance #3

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (16.1-269.1B of the Code of Virginia)

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

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses? If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (16.1-269.6 of the Code of Virginia)

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

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

What can happen if a juvenile is tried as an adult? There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has a discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

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

NOTIFICATION OF RIGHTS REGARDING STUDENT SCHOLASTIC RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford 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 is 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 or 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.

PARENTAL RESPONSIBILITY

Excerpted from the Code of Virginia 1950), as amended

§22.1-279.3 Parental Responsibility and Involvement Requirements.

A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school

board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

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

E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

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

G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed $500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

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

PARENTS RIGHT TO KNOW UNDER THE NCLB ACT

On December 10, 2015, the *Every Student Succeeds Act (ESSA)* was signed into law. Section 1112(e)(1)(A) states that a parent of a student in Patrick County Public Schools, receiving Title I funds, has the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it.

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, but not limited to:

- 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. (Reference: Policy JO)

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 1st. 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.

PESTICIDE NOTIFICATION

To maintain a safe and healthy environment in which children can learn, pesticides may be required to be applied periodically during the school year to control indoor and outdoor pests.

Because some individuals may have concerns regarding the use of these pest control products, the Patrick County School District has established a registry for those individuals 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.

Should you have any questions about pesticides being used, including the types of pesticides used and the timing of treatments, please contact: **Maintenance Director, Patrick County Public Schools-P.O. Box 346 Stuart, Virginia 24171-Phone 276-694-6984**

AHERA NOTIFICATION: ABSESTOS

All Patrick County Public Schools have been inspected for presence of asbestos containing materials. The results of these inspections have been compiled into a management plan for each school. These management plans are available in the main office of each school for inspection. Any individual who wishes may review these plans. Each six months, a specified maintenance technician inspects the building and assesses any building materials still containing asbestos. The technician verifies that the materials have not been damaged, deteriorated, or become friable by any other means causing a hazard to the occupants of the building. Should any situation be detected, it would be dealt with quickly by a trained and licensed abatement professional. Additionally, each three years, an independent contractor, who is trained and licensed in asbestos inspections and abatement, is employed to inspect each school to ensure the asbestos containment and that the removal plans are being followed. Also, this contractor reports any building materials containing asbestos that might become a hazard.

SEX OFFENDER REGISTRY

In compliance with VA Code 22.1-79.3, the Patrick County Public Schools has an active policy with regards to sex offenders. Parents and citizens may access policy KN at http://www.patrick.k12.va.us/index.cfm/topic/341 or request to see the policy at any Patrick County Public School work site. Parents and citizens may also access information is the Sex Offender and Crimes Against Minors Registry at http://sex-offender.vsp.virginia.gov/sor/.

STUDENT PICTURES ON THE WEBSITE

Many opportunities arise during the school year for your child's picture to be taken and placed on the web pages for the various schools. We find this to be a special way to recognize individual and group accomplishments and share this information with others. A student's name will not be listed with a picture on the web site. In order for each school to best address your desire regarding your child's picture on the web site, please indicate permission on the "Elementary Handbook Signature Page".

TITLE I

PARENTAL AND FAMILY ENGAGEMENT

PCPC Policy Reference: IGBC (02/2018)

Generally

The Patrick County School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The Patrick County School Board endorses the parent and family engagement goals of Title I (20 U.S.C. § 6318)) and encourages the regular participation by parents and family members of all children including those eligible for Title I and English learner programs in all aspects of those programs.

In keeping with these beliefs, the Patrick County School Board cultivates and supports active parent and family engagement in student learning.

The Patrick County School Board:

- provides activities that educate parents regarding the intellectual and developmental needs of their children. These activities promote cooperation between the division and other agencies or school/community groups (such as parent-teacher groups, the Head Start program, the Reading First program, Early Reading First program, Even Start program, and Parents as Teachers program) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development
- implements strategies to involve parents in the educational process, including:
  - keeping families informed of opportunities for involvement and encouraging participation in various programs
  - providing access to educational resources for parents and families to use with their children
  - keeping families informed of the objectives of division educational programs as well as of their child's participation and progress with these programs
- enables families to participate in the education of their children through a variety of roles. For example, family members may
  - provide input into division policies
  - volunteer time within the classroom and school program
- provides professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies
- performs regular evaluations of parent involvement at each school and in the division
- provides access, upon request, to any instructional material used as part of the educational curriculum
- if practicable, provides information in a language understandable to parents

In addition, for parents of students eligible for English learner programs, the School Board informs such parents of how they can be active participants in assisting their children

- to learn English;
- to achieve at high levels in core academic subjects; and
- to meet the same challenging academic content and student academic achievement standards as all children are expected to meet.

Parental Involvement

The Patrick County School Board encourages parents of children eligible to participate in Title I, Part A, programs to participate in the development of the Board's Title I plan. Parents may participate by serving on school-level and division-level committees, attending family sessions at schools, reviewing information on the division webpage, and providing feedback by visiting the school, calling the principal, attending meetings, or corresponding electronically.

Parental Involvement in School Review and Improvement

The Patrick County School Division encourages parents of children eligible to participate in Title I, Part A, and English learner programs to participate in the process of school review and, if applicable, the development of support and improvement plans under 20 U.S.C. § 6311(d)(1) and (2). Parents may participate by serving on school-level and division-level committees, attending family sessions at schools, reviewing information on the division webpage, and providing feedback by visiting the school, calling the principal, attending meetings, or corresponding electronically.

Division Responsibilities

The Patrick County School Division, and each school which receives Title I, Part A, funds

- provides assistance to parents of children served by the school or division, as applicable, in understanding topics such as Virginia's challenging academic standards, state and local academic assessments and how to monitor a child's progress and work with educators to improve the achievement of their children
- provides materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school
- to the extent feasible and appropriate coordinates and integrates parental involvement programs and activities with other federal, state and local programs, including public preschool and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children
- ensures that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand
- provides such other reasonable support for parental involvement activities as parents may request

The Patrick County School Division, and each school, which receives Title I, Part A, funds, **MAY**:

- involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- provide necessary literacy training from Title I funds if the division has exhausted all other reasonably available sources of funding for such training
- pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- train parents to enhance the involvement of other parents
- arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation
- adopt and implement model approaches to improving parental involvement
- establish a division wide parent advisory council to provide advice on all matters related to parental involvement in programs supported by Title I
- develop appropriate roles for community-based organizations and businesses in parental involvement activities

School Parent and Family Engagement Policies

Each school served under Title I, Part A, jointly develops with and distributes to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that describes the means for carrying out the following:

- convening an annual meeting, at a convenient time, to which all parents of participating children are invited and encouraged to attend, to inform parents of their school's participation in Title I, Part A, and to explain the requirements of Title I, Part A, and the rights of parents to be involved
- offering a flexible number of meetings, such as meetings in the morning or evening. Schools may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement
- involving parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I, Part A, programs including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under 20 U.S.C. § 6314(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children
- providing parents of participating children:
  - timely information about Title I, Part A, programs;
  - a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels~~,~~ of the challenging state academic standards; and
  - if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and responding to any such suggestions as soon as practicably possible
- if the school wide program plan under 20 U.S.C. §~~)~~ 6314(b) is not satisfactory to the parents of participating children, submitting any parent comments on the plan when the school makes the plan available to the School Board

Parent and Family Involvement in Allocation of Funding

Parents and family members of children receiving services under Title I, Part A, are involved in the decisions regarding how funds provided under Title I, Part A, are allotted for parental involvement activities.

Policy Review

The School Board conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all schools served under Title 1, Part A, including identifying

- barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background);
- the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- strategies to support successful school and family interactions.

SECTION EIGHT: OTHER

GRADUATION REQUIREMENTS: ADVANCED STUDIES DIPLOMA

Advanced Studies Diploma (Class of 2022)		
Subject	Standard of Units of Credits Required	Verified Credits Required
English	4	2
Mathematics	4	1
Science	4	1
History/Social Science	4	1
World Language	3	
Health & Physical Education	2	
Fine Arts or Career Technical Education	1	
Economics & Personal Finance	1	
Electives	3	
Total	26	5

GRADUATION REQUIREMENTS: STANDARD DIPLOMA

Standard Diploma (Class of 2022)		
Subject	Standard of Units of Credits Required	Verified Credits Required
English	4	2
Mathematics	3	1
Science	3	1
History/Social Science	3	1
Health & Physical Education	2	
World Language, Fine Arts or Career Technical Education	2	
Economics & Personal Finance	1	
Electives	4	
Total	22	5

VIRGINIA GRADUATION REQUIREMENT

Virginia's revised graduation requirements maintain high expectations for learning in English, math, science and history/social science while reducing the number of Standards of Learning (SOL) tests students must pass to earn a high school diploma. The new standards also implement the "Profile of a Virginia Graduate," which describes the knowledge, skills, attributes and experiences identified by employers, higher education and the state Board of Education as critical for future success.

PROFILE OF AVIRGINIA GRADUATE

A student meeting the Profile of a Virginia Graduate has achieved the commonwealth's high academic standards and graduates with workplace skills, a sense of community and civic responsibility and a career plan aligned with his or her interests and experiences.

THE FIVE C'S

In preparing students to meet the Profile of a Virginia Graduate, schools are required to ensure that students develop the following competencies known as the "Five C's":

- Critical thinking
- Creative thinking
- Communication
- Collaboration
- Citizenship

CAREER EXPLORATION AND PLANNING

The career-planning component of the Profile of a Virginia Graduate provides an opportunity for students to learn more about the employment options and career paths they first explored in elementary and middle school.

While there is no specific career-related activity that a student must experience (such as an internship or job-shadowing assignment) to earn a diploma, school divisions must provide opportunities for students to learn about workplace expectations and career options in their own communities and elsewhere.

By reducing the number of SOL tests students must pass to earn a diploma, the new standards increase flexibility for schools to expand work-based and service-learning programs that promote college, career and civic readiness.

STANDARD AND VERIFIED CREDITS

The new graduation requirements are effective with students entering the ninth grade in the fall of 2018 (class of 2022). The number of standard credits for a Standard Diploma and Advanced Studies Diploma remain the same but the number of required verified credits — earned by passing a course in the content area and the associated end-of-course assessment — is reduced to five (one each in English reading, English writing, mathematics, science and history/ social science) for both diplomas.

In history/social science or English writing, a student may verify course mastery through a locally developed performance-based assessment. These assessments require students to apply what they have learned and provide an opportunity for students to demonstrate that they have acquired critical thinking, creative thinking, communication, collaboration and citizenship skills.

PATRICK COUNTY PUBLIC SCHOOLS COMMUNITY RESOURCES

ALCOHOL & DRUG ABUSE

- Alcohol AA Abuse & Addiction Hotline 800-257-1975
- Center For Substance Abuse Treatment 800-662-4357
- Piedmont Community Services Martinsville 276-632-7128
- Piedmont Community Services Stuart 276-694-4361

CHAMBER OF COMMERCE

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

CHILDREN, YOUTH AND EDUCATION

- Blue Ridge Regional Library 276-694-3352
- Extension Office - 4-H Youth Organization – Stuart 276-694-3341
- Patrick County Adult Learning Center 276-694-6542
- 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 (Winston Salem) 336-724-5644

COUNSELING SERVICES

- Citizens Against Family Violence 276-694-2555
- Embracing Life Counseling (Winston-Salem) 336-351-5301
- Moses Cone Behavioral Health (Greensboro) 336-832-9600
- Pathways Counseling & Dev. (Winston-Salem) 336-924-3801
- Psychological Associates (Martinsville) 276-632-3572

EMERGENCY SERVICES

- For Emergencies 911
- Patrick County Sheriff's Department 276-694-3161
- Virginia State Police 800-553-3144

EMPLOYMENT CONCERNS

- Virginia Employment Commission (Martinsville) 276-632-1385
- Workforce Investment: One-Stop Center 276-694-6542

FAMILY AND MARRIAGE

- Department of Social Services 276-694-3328
- Patrick County Health Department 276-694-3188
- Piedmont Community Services 276-694-4361

FINANCIAL ASSISTANCE

- Patrick County Department of Social Services 276-694-3328
- Salvation Army 276-647-3450

FURNITURE AND CLOTHING

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

HEALTH

- Developmental Center for Handicapped 276-694-6047
- Home Care of Memorial Hospital 276-694-2272
- Home Health Care Associates, Inc. 276-694-7756
- Juvenile Diabetes Research Foundation 202-371-0044
- Mountain Valley Hospice 276-694-4416
- Patrick County Health Department 276-694-3188
- Piedmont Community Services (Stuart) 276-694-4361
- Virginia Department for Deaf 800-552-7917

HOTLINES AND CRISIS NUMBERS

- Allergy & Asthma Network 800-878-4403
- 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-Pat. Co. Social Service 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 Hope-line Network (Suicide) 800-784-2433
- National Runaway Switchboard 800-786-2929
- 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

PATRICK COUNTY PUBLIC SCHOOLS

2019-20 School Calendar

104 Rucker Street • P.O. Box 346 • Stuart, VA 24171

2019

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

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SEPTEMBER

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29	30					

OCTOBER

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27	28	29	30	31		

NOVEMBER

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DECEMBER

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22	23	24	25	26	27	28
29	30	31				

JULY

July 23 ..... School Registration (10am-6pm)

AUGUST

Aug 1, 2, 5, 6, 7 ..... Workdays/Staff Development
Aug. 8 ..... First Day for Students

SEPTEMBER

Sept. 2 ..... Holiday- Labor Day
Sept. 10 ..... Early Dismissal: Workday/Staff Development**

OCTOBER

Oct. 10 ..... End of First 9 weeks (45 days)
Oct. 15 ..... K-12 Report Cards
Oct. 17 ..... Early Dismissal: Student Led Conferences (1pm-6pm)**
Oct. 18 ..... Workday/Staff Development/Virtual Learning Day for Students

NOVEMBER

Nov. 11 ..... Holiday-Veterans Day Observed
Nov. 27-29 ..... Holiday- Thanksgiving

DECEMBER

Dec. 19 ..... End of Second 9 weeks (45 days) Early Dismissal
Dec. 20-31 ..... Winter Break

JANUARY

Jan 1 ..... Holiday- New Year's Day
Jan. 2 ..... Workday/Staff Development
Jan. 3 ..... Virtual Workday- No school for students
Jan. 6 ..... School Reopens- K-12 Report Cards
Jan 20 ..... Holiday- Martin Luther King Day

FEBRUARY

MARCH

Mar. 5 ..... Pre-K & Kindergarten Registration (10am-6pm)
Mar. 10 ..... End of Third 9 Weeks (46 days)
Mar. 11 ..... Virtual Workday- No school for students
Mar. 11-13 ..... Spring Break
Mar. 18 ..... K-12 Report Cards

APRIL

Apr. 8 ..... Early Dismissal
Apr. 9-13 ..... Holiday- Easter

MAY

May 19 ..... End of Fourth 9 Weeks (44 days) Early Dismissal**
May 19 ..... Last Day for Students
May 20-21 ..... Workdays

Dates subject to change if days are missed due to inclement weather
2 Unscheduled Workdays
**Early Dismissal- Teachers work all day

Inclement Weather Make Up Days
March 11, April 9, May 20, May 21, May 22, May 26, May 27, May 28, May 29, March 12, March 13, June 1-3
Workdays may be used as make-up days at the discretion of the Superintendent
Virtual Learning Days may be used as make-up days at the discretion of the Superintendent

Schools and School Board Office Closed on Dates Listed

July 4 ..... Independence Day
Sept. 2 ..... Labor Day
Nov. 11 ..... Veterans Day
Nov. 27-29 ..... Thanksgiving
Dec. 20-31 ..... Christmas
Jan. 1 ..... New Year's Day
Jan. 20 ..... Martin Luther King Day
Mar. 12-13 ..... Spring Break
Apr. 9-13 ..... Easter
May 25 ..... Memorial Day

Holiday Schools Closed Workday/Staff Development Early Dismissal

2020

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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24	25	26	27	28	29	30
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JUNE

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				