



**Narrows High School  
Student Handbook  
2017-2018**

**Giles County Public Schools Non-Discrimination Notice**

**Giles County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:**

**Title IX Coordinator  
Assistant Superintendent of Curriculum  
151 School Road  
Pearisburg, VA 24134  
(540) 921-1421 X16**

**Section 504 Coordinator  
Director of Special Education  
151 School Road  
Pearisburg, VA 24134  
(540) 921-1421 X21**

This 2017-2018 Narrows High School Student Handbook highlights some of the Giles County Public Schools policies. It is not meant to be a complete listing of relevant policies. For a complete Giles County Public Schools policy manual please see the Giles County School Board office at 151 School Road, Pearisburg, VA 24134 or online at [sbo.gilesk12.org](http://sbo.gilesk12.org). Paper copies of this handbook are available in the Narrows High School front office by request. It is also available on the Narrows High School website at [nhs.gilesk12.org](http://nhs.gilesk12.org).

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Dear Students:

The number one priority of the NHS administration is to provide a safe, welcoming, and productive learning environment for every student. In doing so, we want to provide the best and most fulfilling high school experience possible by giving you the tools and resources to succeed in a diverse and ever changing world while upholding and embracing the culture, traditions, and values of our community and region.

We hope the time you spend at NHS will be remembered as a formidable and influential experience; one that will shape who and what you choose to become in life. We will do our best to prepare you for adulthood, and we expect you to give your best effort. Remember that every day you come to school is another opportunity to learn and grow as a human being. You will get out of your education exactly what you put into it, so enjoy it now for what it is worth and take it seriously for what it means to your future.

While the classroom instruction you receive is vital, it is no less important to be involved in extra-curricular activities. We have a number of athletic teams, marching and concert bands, academic teams, a student council, and more clubs and organizations than can be counted. We strongly encourage every student to be a part of something outside the classroom as such participation completes a well-rounded educational experience.

We look forward to another great year at Narrows High School. Please do your best every day. Be kind to your fellow students, respectful to your teachers and the school staff, supportive of our teams and programs and exhibit good sportsmanship at our games and events, and be proud to be a Green Wave!

Sincerely,

Brian Bowles, Principal

## **INTRODUCTION**

Giles County Public Schools have several goals: to provide opportunity for the maximum development of each student as an individual, to develop skills applicable to future employment, and to have each student become a contributing member of society.

In order to encourage self-direction on the part of students, rigid restrictions are not emphasized; however, certain policies and regulations are necessary for students. These rules are to serve as a guide for their daily lives as a member of the Giles County Public School system.

The rules and regulations contained within this booklet are there because we care enough to attempt to create an atmosphere where any student willing to work can obtain a good education.

Epicitius once said, "People are disturbed not by things, but by the views which they take of them."

Please view school rules as an attempt to create a fair and calm environment conducive to learning.

There are events that occur every year that cannot be foreseen when we publish our handbook. Narrows High School reserves the right to take reasonable action in these cases to ensure the safest and most orderly environment for our students, staff, and the future effective operation of our school.

We are expecting a great year!

## **MISSION STATEMENT FOR GILES COUNTY SCHOOLS**

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

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

## **NARROWS HIGH SCHOOL MISSION STATEMENT**

The mission of Narrows High School is to provide a safe environment to prepare students for the transition from secondary education to the workforce and/or higher education. Throughout this process, our school promotes high academic achievement and personal growth. Achievement results from the involvement and partnership of family, school and community.

### **Belief Statements**

The value system that underlies efforts to accomplish this mission includes these beliefs:

We believe ....

- 1) Regardless of academic ability, every student is capable of success.
- 2) Education must be responsive to the changing needs of our students, staff and community.
- 3) The curriculum and school related activities must meet the needs of students.
- 4) A skilled and caring staff is essential to the success of the school.
- 5) High expectations lead to high achievement.

## **N. H. S. SCHOOL SONG**

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Across the hill of old Virginia  
 There comes a melody divine.  
 It fills our hearts with deepest longing,  
 And sweetest memories entwined.  
 It brings back thoughts of dear old school days,  
 And friends we love so true  
 So while we're singing, voices ringing,  
 Love we bring to you.  
 Rah Rah Rah  
 Hail Narrows, Hail Narrows  
 Hail Green and Gold,  
 True as of old,  
 Hail Narrows, Hail Narrows,  
 Hail to old N.H.S.  
 Rah!! Rah!!

### **ACCIDENTS**

All accidents should be reported to the main office immediately and the teacher on duty will complete the necessary form (SB159) at the time of the accident.

### **ACTIVITIES**

**BAND:** Musical organization open only to those students enrolled in band as a regular subject.

**BASEBALL:** Spring sport fielded on varsity and J.V. level

**BASKETBALL:** Fall and winter sport with teams for both boys and girls. Both boys and girls teams are fielded on 8<sup>th</sup> grade, J.V. and varsity levels.

**CHEERLEADING:** Fall and Winter sport. We offer both J.V. and Varsity teams.

**CHOIR-** Open to all students that want to participate

**CROSS COUNTRY:** Fall sport.

**FOOTBALL:** 8<sup>th</sup> and 9<sup>th</sup> graders participate on the JV and 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> graders participate on the varsity. All teams compete in the Pioneer District.

**Golf** – Fall sport open to all students in grades 9-12.

**MACC ACADEMIC COMPETITION:** Competition against 20 other schools in the areas of math, science, social studies, English and all-around. Students from grades 8-12 are eligible to compete on one of the four core area teams.

**TENNIS:** Spring sport. Boys and girls teams fielded only on varsity level.

**TRACK:** Spring sport for boys and girls. Teams fielded on 8<sup>th</sup> grade and varsity levels.

**Scholastic Bowl** – VHSL sponsored academic competition similar to MACC. Students in grades 9-12 are eligible to compete

**SOCCER:** Spring sport for boys and girls at the J.V. and Varsity level.

**SOFTBALL:** Spring sport for girls at the J.V. and Varsity level.

**VOLLEYBALL:** Winter sport for girls fielded on varsity, J.V. and middle school levels.

**ATHLETIC PROGRAM**

**SPORTSMANSHIP, ETHICS AND INTEGRITY**

The School Board recognizes the value of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The School Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

Adopted:

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-208

|             |       |  |
|-------------|-------|--|
| Cross Ref.: | JFC   | Student Conduct  |
|             | JFC-R | Standards of Student Conduct   |
|             | JFCC  | Student Conduct on School Buses                                      |
|             | KQ    | Commercial, Promotional, and Corporate Sponsorships and Partnerships |

All students that participate in a varsity, J.V. or eighth grade sport at Narrows High School must meet and abide by the requirements and rules of the following agencies:

- Virginia High School League
- Region C
- Pioneer District
- NHS Administration and Coaches

Each student will be given an Athletic Participation Requirement Form outlining the requirements of each sport. This form will be taken home for parents to read and sign and will be returned to the coach by the student.

The following will be included in the Athletic Participation Form:

- Conduct Rules for Students
- Lettering Requirements

An athlete that fails to complete a season for reasons other than injury will not be entitled to a letter in that sport or any other special recognition or awards such as jackets, sweaters, etc., that a team member might receive.

If money has been paid by a student for the purchase of a jacket, sweater, etc., that is to be used specifically by a group that the student quits participation therein, this money cannot be returned if the order has been made. The article ordered will revert back to the sport or activity in question and will not be given to the student.

We expect our student athletes to conduct themselves responsibly both inside and outside the school. Students accused of infractions of criminal law will be granted the same rights that the courts grant them, they will be considered innocent until proven guilty. However, any student convicted of a misdemeanor will face disciplinary action in terms of extra curriculars. Any student convicted of a **felony** will be removed from athletic eligibility for that school year.

Students and adults that attend athletic contests involving Narrows High School are also expected to demonstrate good sportsmanship. In general, this means to yell encouragement for your team and to applaud outstanding efforts. **IT DOES NOT MEAN** making derogatory remarks about the other team, the officials, or visitors to Narrows High School. This is bad sportsmanship and will not be tolerated.

Students demonstrating poor sportsmanship will face the following discipline procedures:

1<sup>st</sup> offense: The incident will be recorded and the student warned. If the incident involves profanity, violence, or incitement that might provoke violence, one or more days of in-school supervision will be assigned and a suspension could occur.

2<sup>nd</sup> offense: The student will be placed on a ten-day suspension from all extra-curricular activities.

3<sup>rd</sup> offense: The student will be denied extra-curricular privileges for the remainder of the school year.

4<sup>th</sup> offense: Any offense in subsequent years will result in loss of extra-curricular privileges for that school year.

Fans other than students who demonstrate poor sportsmanship, or are removed from an athletic contest, **can** be banned from all contests participated in by Narrows High School for a period of **10 contests**. This ban can be extended to all VHSL activities.

**ATHLETIC ELIGIBILITY REQUIREMENTS:** Athletes must pass 3 of 4 classes each semester to be eligible to participate in VHSL activities during grades 9 through 12. VHSL activities include all sports and cheerleading.

### **ATTENDANCE**

1. Parents are encouraged to call their child's school on day(s) of an absence(s). Upon returning to school after absences, all students must submit to the office secretary a note signed by a parent/guardian stating the parent/guardian was aware of the absence and give the reason(s) for the absence. **ANY NEEDED DOCUMENTATION FROM A DOCTOR, DENTIST, COURT, ETC., MUST BE SUBMITTED WHEN STUDENT RETURNS TO SCHOOL. THERE IS NO GRACE PERIOD FOR SUBMITTING NOTES AT ANOTHER DATE!** Reasons for absences are important because an attendance committee will vote on all students that have missed 6 or more days to determine if absences should be waived. Failure by the student to submit a note signed by a parent/guardian upon returning to school from an absence will result in disciplinary action. **ABSENCES BEYOND 6 DAYS A SEMESTER SHOULD BE DOCUMENTED BY MORE THAN A PARENTAL NOTE.** A doctor's excuse, court appearance card, etc., will be needed before a waiver can be granted when absences exceed 6 days/semester.
2. To be fair and consistent, the Attendance Committee requires the same documentation for each student. If it becomes necessary for the attendance committee to vote on a student's attendance, the teachers will also take into account the quality and quantity of makeup work that has been submitted by the student in making their decision to waive or not to waive a student's absences. Students will automatically be considered for waivers when their absences reach 7 days.
3. An automated call will be made to the homes of absent students each day. If the home has an answering machine, a message from the principal will be left.
4. Letters will be sent to parents/guardians on at least the student's third day of absence of the semester. **THESE LETTERS ARE SENT FOR EXCUSED AS WELL AS UNEXCUSED ABSENCES, SO PLEASE DON'T PANIC IF YOU GET A LETTER IF YOU KNOW YOUR SON/DAUGHTER HAD DOCUMENTATION TO COVER THE ABSENCE.** Another letter will be sent on the 5<sup>th</sup> day absent, along with a phone call that will be made by the assistant principal after the **5<sup>th</sup> day** to make parents aware of the number of absences their child has. Also the parents will be made aware that if absences persist, the school resource officer will make a home visit. At this visit the SRO will make parents aware that court papers will be filed if absences continue.
5. Check-ins: Morning check-ins will be unexcused without a doctor's excuse or prior notification from a parent/guardian. Excuses such as "going out of town" or "needed at home" will be unexcused unless more specific details are given. Tires and gas tanks should be checked the night before school if students are driving. **Once they have checked out, students must have a doctor's note upon checking back in to school.**
6. Checkouts: Parents are requested to call the school before a checkout is to occur. The student can have a signed note from the parent that includes the date and time for the checkout or the parent can email the school's secretary ([lthompson@gilesk12.net](mailto:lthompson@gilesk12.net) or [brendas@gilesk12.net](mailto:brendas@gilesk12.net) if there is an emergency that would require the student to leave early. This is required before any student will be allowed to leave school during the school day. The school will not check a student out of school on the word of a non-parent/guardian. Students that forge checkout slips or have someone call the school other than a parent or guardian will be subject to a class IV discipline infraction. If a student is to be picked up by someone other than a parent/guardian, the parent/guardian needs to call the school and notify us of this in advance and an email will also be required. Students that are 18 years old **cannot** sign themselves out of school or sign field trip forms. A parent or guardian must sign them out, **no exceptions!**
7. Students who miss classes due to checking in or out of school will have the total number of classes missed counted against them. When a student has totaled 4 missed classes, this will count as a day of absence. Students must be in class at least half of a block to be counted present in that class. **Secondary students are permitted no more than 6 days of absence per semester per block.** Absences beyond 6 days per semester per block may result in failure unless a waiver is granted. Secondary students will be required to repeat classes when they are absent from each class 6 or more times during the semester, unless this policy is waived for them.



8. **Students must attend the entire school day to be eligible to participate in athletic practices, games or competitions unless they have a note from a doctor or court, was sent home by the school nurse, or received prior permission from the NHS administration.** This rule is in effect for **ALL** students that leave school during the school day. Students that leave school early can only return to school with a doctor's note or court note. No student will be allowed to leave the campus once they arrive on school grounds to start the school day. This rule was put in effect to keep students from checking out of school for no reason, and then coming back after school to participate in athletics. Our student's safety and education will always be, our #1 priority.
9. Student admission passes will be marked "excused" when students are eligible to make up class work. This does not mean that any excused absences above 6 not signed by a doctor, dentist, etc., will not be counted against the county attendance policy. **AN "EXCUSED" PRINTED ON AN ATTENDANCE SLIP JUST TELLS THE TEACHER THAT THE STUDENT CAN MAKE UP THE CLASS WORK. ANY STUDENT MISSING OVER SIX DAYS WITH EXCUSED PARENT NOTES WILL STILL HAVE TO BE VOTED ON BY THE ATTENDANCE COMMITTEE TO SEE IF HE/SHE WILL BE WAIVED.**

A student must be present at least 1/2 of the class period to be counted present. Absences do not include school-related activities such as field trips. Otherwise, "an absence" for the purpose of this incentive refers to actually being out of class whether the absence is excused or not excused. Visits to colleges or recruiters should be scheduled on weekends or holidays and not on school time. Visits to colleges that cannot be arranged on weekends must be approved in advance by administration and documentation of the visit from the college, etc., must be provided upon the return of the student to school.

**Waiver Options:** The attendance committee under the following conditions may grant a waiver:

- Acceptable documentation is on file in the student's attendance folder
- The majority of the attendance committee composed of the student's core teachers, guidance counselor, and the principal approve the waiver.

**Code of Virginia: 22.1-258:** Whenever any student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student's parent/guardian is aware of the student's absence, a reasonable effort to notify by telephone the parent/guardian shall be made by the attendance officer, other school personnel or volunteers organized by the school administration for this purpose. School divisions are encouraged to use non-instructional personnel for this notice. Attendance officers, other school personnel or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a student's absence or failure to give such notice as required by this section.

#### **Procedures For Dealing With An Absence:**

- Parents are asked to phone the school when a student is ill or must leave school during school hours for any reason.
- When a student has been absent or has a scheduled appointment and must leave the school during hours, he/she must report to the attendance officer to obtain an admission slip before 8:15 a.m. It is the student's responsibility to carry the admit slip and present it to each teacher at the beginning of each class for the teacher's initials. The student's 4<sup>th</sup> block teacher will collect the admit slips and turn them into the office. Failure to follow this procedure may result in assignment of demerits.
- Any student who reports to school following an absence must submit a note from a parent/guardian explaining his/her absence. Forged notes or signatures or false excuses will result in the assignment of ISS or OSS. This is considered to be a Class 4 behavior under the discipline code.
- The student will be issued an Admit Slip by an attendance monitor. He/she will record date, days absent, reason and sign his/her name which is an affidavit that the statement is true. Every admit slip has the important elements of the attendance code written on it so students will be appraised of the policy.
- Narrows High School recognizes two types of absences: excused and unexcused.
  - Excused absences: Any absence that adheres to the attendance policy as previously stated (6 days per semester or fewer). Any absence over 6 days in which the child or parent has no control over, such as death in the family, physician documented sickness, etc.
  - The responsibility for missed work during excused absences rests entirely with the student. **Arrangements for make-up consist of day for a day. The student must have written excuse when he/she returns to school.**
  - Students only get 3 parent notes per semester to use against the county attendance policy. Absences over 3 that are excused by parent notes will have to be voted upon by the attendance committee to determine if the student will be given an attendance waiver for the semester.
  - Unexcused absences: Any absence in violation of the attendance policy or in which the parent/guardians and the student have control over. **Students with unexcused absence(s) will not have the opportunity to make up missed work.**

Students may face the possibility of out of school suspension or in-school supervision as reasoned by the administration.

**Work missed during out-of-school suspension cannot be made up.**

- e. **Any needed documentation from a doctor, dentist, court, etc., must be submitted the same day the student returns to school and must show dates of absence.** It is a good policy to always get a documented note from a doctor or dentist in case students should miss over 6 days.

## STUDENT ABSENCES/EXCUSES/DISMISSALS

### I. Student Attendance Policy

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.

Students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.

The superintendent's regulations will include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations will ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which he missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee.

**TARDY POLICY: CLASSROOM TEACHERS WILL BE RESPONSIBLE FOR TARDIES FOR THE FIRST TEN MINUTES OF 1<sup>ST</sup> BLOCK. AFTER 8:25, STUDENTS WILL REPORT TO THE OFFICE TO SIGN IN AND RECEIVE A TARDY SLIP. 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup> AND 4<sup>TH</sup> BLOCK TEACHERS WILL HANDLE TARDIES WITH THE FOLLOWING CONSEQUENCES:**

- 1<sup>st</sup> Tardy – Verbal warning**
- 2<sup>nd</sup> Tardy – One Day Lunch Detention**
- 3<sup>rd</sup> Tardy – Two Days Lunch Detentions**
- 4<sup>th</sup> Tardy and beyond – Office Referral – 1 day ISS**

**Early Dismissal:** Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the student. Students shall be released only on request and authorization of parent/guardian. The superintendent shall provide procedures for release of students who are not residing with the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal checkout system shall be maintained in each school.

Students are to give their written excuse, signed by the parent/guardian to the office staff prior to 8:15 a.m. Students need to sign the checkout clipboard in the office before leaving.

**Alternative Education Attendance:** Students enrolled in alternative education programs may be exempt from the minimum 160 days of classroom attendance. Students enrolled in the Giles County Alternative Education Program and a non-diploma program approved by the School Board may be provided a waiver of the 160 day requirement. The Superintendent shall provide procedures to address the availability of such waivers.

### II. Compulsory Attendance Procedures

#### A. Upon Fifth Absence without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his designee or the attendance officer, the

pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, either the school principal or his designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference (FAPT Family Assessment and Planning Team).

C. Upon Additional Absence without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or Superintendent or his designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision (CHINS) as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

III. Report for Suspension of Driver's License

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

IV. Attendance Reporting

Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

V. Dismissal Precautions

Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent or guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

Absences and Tardiness

In case of absence or tardiness, the student will have his parent or guardian contact the school or send a signed note giving the date of absence or tardiness and the reason. A minimum of 160 days attendance of the regular school term of 180 days is required before a

student can be considered eligible for promotion in the elementary schools. In the secondary schools, a minimum of 168 days of attendance will be required of students in all classes. No more than six days of absences may occur per semester.

Parents, students, and teachers will be notified annually of student absence and attendance requirements.

#### Alternative Education Attendance

Students enrolled in alternative education programs may be exempt from the minimum 160 days of classroom attendance. Students enrolled in the Giles County Alternative Education Program and a non-diploma program approved by the School Board, may be provided a waiver of the 160 day requirement. The Superintendent shall provide procedures to address the availability of such waivers.

|             |   |                              |
|-------------|---|------------------------------|
| Adopted:    | August 23, 2001   |                              |
| Revised:    | June 30, 2004 (Page 1 Only & Legal Refs)  |                              |
| Revised:    | June 29, 2009   |                              |
| Revised:    | June 30, 2010   |                              |
| Legal Ref.: | Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-258 through 22.1-269, 22.1-279.3, 46.2-323 and 46.2-334.001.<br>8 VAC 20-110-10 et seq. |                              |
| Cross Ref.: | IGAJ  | Driver Education             |
|             | JFC   | Student Conduct              |
|             | JFC-R   | Standards of Student Conduct |

#### **Consequences JED-R1**

Should a student not meet the expectations of the attendance requirements of FILE: JED, the following options will be considered:

- a. Student will be required to repeat classes.
- b. Student will be failed for classes.
- c. A waiver or delayed decision may be requested by the parent/guardian giving the reason(s) for the absence.
- d. Court action requested for habitual offenders of the STUDENT ABSENCES AND EXCUSES Policy.

### **WAIVERS**

#### **Waiver Options:**

A waiver to FILE: The principal under the following conditions may grant JED:

- a. Acceptable documentation provided to the administration.
- b. The consensus of the classroom teacher(s), guidance counselor, and the principal approve a waiver.
- c. The consensus of the classroom teacher(s), guidance counselor, and the principal approve a delayed decision.
- d. If student is enrolled in an alternative program (Giles County AEP), it will be the responsibility of the AEP Lead Teacher to recommend an attendance waiver to the principal, if applicable.

#### **Waive Procedures:**

1. Should a waiver need to be considered for a student who has not provided sufficient documentation to the administration, the parent or guardian must request such a waiver in writing to the principal, within five days of the of the school year, giving the reason(s) for the absence. (All students at NHS are automatically considered for waivers if their absences exceed the attendance policy.)
2. The principal shall ensure that each teacher working with the waiver applicant has an opportunity to provide input regarding his decision. The input may be through a committee process or may be through a written document. If a written document is utilized to obtain teacher input, it shall be done in such a manner where the professional decision of the teacher will be held in confidence, until such time that the decision has been made regarding the waiver.

3. Once a decision is made, it will be communicated to those involved faculty members and parents.
4. A secondary student shall be limited to two, non-medical or emergency type waivers per their high school career.
5. The Superintendent or School Board may grant the waiver decision without further consideration. Should a waiver not be granted, the parent/guardian may appeal the decision to the Superintendent or his designee, then subsequently, to the School Board.
6. Students whose absences exceed FILE: JED requirements and no waiver or delayed decision is granted will be given a numerical average of 55 for the semester or their earned numerical average, of lower than 55.

Issued: June 10, 2003

Giles County Public Schools

### **Truancy Officers Guidelines**

1. Letters concerning truancy will be sent home by the school following the third and fifth days of absence.
2. Assistant principal will make contact with the parent following the fifth day of absence to verify the authenticity of excuses.
3. Truancy Officer/NRVCS Counsellor will make a home visit to the parent following the sixth day of absence. If the parent is not home, a door notice will be left for the parent to call the school. The officer will notify the parent at this time if absenteeism continues without proper documentation (doctor notes/court related/etc.), court action will be necessary.
4. After the 7<sup>th</sup> day absent, the student and parent/guardian will be required to attend a meeting at the Giles County School Board Office. The assistant principal, SRO and NRVCS rep from NHS will also be in attendance
5. After the 8th day, the Truancy Officer will acquire the needed legal documents to require parent to appear in court.
6. The principal has the authority to determine verification of this process and intervene at any stage.
7. The assistant principal/SRO will maintain a monthly log of all truancy officer contacts. A copy of this log will be sent to the School board Office at the end of each month.

The Truancy Officer will address school tardies by phone when they exceed a total of five. The officer will also be available to make home visits on tardies, when directed by the principal. The duties of the Truancy Officer/NRVCS Counsellor involved require extreme confidentiality.

### **AUTOMOBILES**

Students who wish to drive to school must obtain a registration form from the Chelle Mosley (Book Keeper). The form must be completed, signed, and returned to obtain driving privileges. If a student will be driving more than one vehicle to school, a parking sticker for each vehicle will need to be obtained. There is a \$20.00 fee per vehicle registered. Students that do NOT purchase their parking pass in a timely manner could face disciplinary action or lose their privilege to drive to school. Any student that drives to school and parks off school property will face disciplinary consequences.

### **PARKING VIOLATIONS:**

1. Unregistered vehicle
2. Improper parking
3. Not in assigned space

The above parking violations will bring the following penalties:

1<sup>st</sup> offense: 3 demerits

2<sup>nd</sup> offense: ISS

3<sup>rd</sup> offense: Suspension of driving privileges for 2 school weeks.

4<sup>th</sup> offense: Car will be towed at owner's expense and driving privilege will be revoked for 4 school weeks.

**Students are not allowed to park in the lots adjacent to the Voc. Ag., or Ind. Arts buildings, etc.** Students are not to park in front of the school, off school grounds or in any spaces other than their assigned space. When you arrive at school, park your car and go immediately and directly to the building. The vehicle is not to be moved without permission during the day. If this is not observed, your campus parking privilege will be revoked. Students are not to return to the parking lot at any time during the school day without permission. The parking lot is off-limits during the school day. Failure to observe the above will result in the revoking of your parking privilege, assignment of demerits, or in-school supervision. Visitor parking spaces are reserved and not for student uses unless permission to do so has been granted.

Schools do have the right to monitor parking near school buildings. Students are not to park off school property. Students who park on the street adjacent to the school may be ticketed by a town officer and will be fined, receive demerits, ISS, or OSS for improper parking.

The speed limit on campus is UNDER 10 M.P.H. Exceeding this speed or any other reckless driving act such as spinning wheels, having passengers riding on the outside of the vehicle, etc. will result in a four school week suspension of driving privileges for the first offense. A second offense will result in revocation of driving privileges for the remainder of the school year.

**Buses and right-of-way:** State law prohibits driving by a school bus while it is stopped to load or unload. Please do not pick students up in front of the school between the hours of 3:00 P.M. and 4:00 P.M.

State law prohibits pedestrians/students from walking between school buses when stopped in front of the school during off loading and loading of students. Failure to abide by this rule will result in a warning for the first offense, demerits for the second offense and ISS for the third offense.

Students should yield the right-of-way to buses when leaving the school campus: School buses are difficult to stop and the line of vision around them is difficult to maintain. When a bus is approaching the intersection between the front of the school and the student parking lot at the end of the day, students will be expected to stop and wait until the buses have exited the front of the school before continuing out of the parking lot.

### BELL SCHEDULE

**BELL SCHEDULES AND BREAKS:** Bell schedules are arranged so students can get 5 minute break between classes to visit the restroom. Students can also take restroom breaks before school, during lunch and after school. Our schedule equates to 5 times during the day that students can visit the restroom.

#### REGULAR DAY SCHEDULE:

|                    |  |
|--------------------|--|
| 8:10 AM...         | Vocational Bus Warning Bell  |
| 8:15 AM...         | First Block Tardy Bell/Bus Leave for GTC   |
| 9:50 AM...         | End of First Block   |
| 9:55 AM...         | Start of Second Block  |
| 11:25 AM...        | End of Second Block  |
| 11:25-11:55 (Bell) | 1 <sup>st</sup> lunch  |
| 11:30-12:20 (Bell) | First half 3 <sup>rd</sup> block for classes with 2 <sup>nd</sup> lunch              |
| 11:55 AM-1:40 PM   | 3 <sup>rd</sup> Block begins for classes with 1 <sup>st</sup> lunch                  |
| 12:20-12:50 (Bell) | 2 <sup>nd</sup> lunch  |
| 12:55-1:40 (Bell)  | 2 <sup>nd</sup> half of 3 <sup>rd</sup> block for classes with 2 <sup>nd</sup> lunch |
| 1:45               | Start of 4 <sup>th</sup> Block   |
| 3:15               | End School Day   |
| 3:20               | Buses Leave  |

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#### One Hour Delay Bell Schedule

|             |                                  |
|-------------|----------------------------------|
| 9:10 AM...  | GTC Bus Warning Bell/First Block |
| 9:15 AM...  | First Block Tardy Bell           |
| 10:15 AM... | End of First Block (59 min.)     |
| 10:25 AM... | Start Second Block               |
| 11:25 AM... | End Second Block (Begin Lunch)   |

\*\*\*Rest of Day – Regular Schedule

#### Two Hour Delay Bell Schedule

|             |                                  |
|-------------|----------------------------------|
| 10:10 AM... | GTC Bus Warning Bell/First Block |
| 10:15 AM... | First Block Tardy Bell           |
| 10:50 AM... | End First Block                  |
| 10:55 AM... | Second Block Bell                |
| 11:25 AM... | End Second Block/Lunch           |

\*\*Rest of Day – Regular Schedule

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Students are not to remain in the building after 3:30 P.M. unless involved in approved activities. Students waiting for the second buses are to wait outside. However, during inclement weather they may wait in the main lobby.

#### PM Assembly/Pep Rally Schedule

\*\*Morning Classes and lunch are on regular schedule.

## BUS INFORMATION

**SCHOOL BUS SAFETY AND DISCIPLINE:** Each principal is responsible for carrying out a school bus safety program and has jurisdiction over the conduct of students while they are being transported. Students must be made aware of the following school bus safety procedures:

### A. Meeting the Bus:

1. Be at your bus stop no more than five minutes prior to loading the bus.
2. Take the safest route to assigned bus stop.
3. Wait in a safe place off the main road or street.
4. Wear bright clothes if there is snow, rain, or fog.
5. Stand back from the road or street. Give the bus driver room to stop.
6. **DO NOT** trespass on private property or litter
7. **DO NOT** play in the roadway or street.
8. **DO NOT** sit on the curb.
9. **DO NOT** run toward a moving bus as it approaches the bus stop or loading zone at the school.
10. **DO NOT** throw any objects at the bus, at people, or at the property of others.
11. Behavior at bus stops should be the same as that expected at school as regards to the property, safety, and consideration of others.

### B. Boarding the Bus:

1. If you must cross the highway to board your bus, cross at least 10 feet in front of your bus, **NEVER BEHIND IT**.
2. When entering the bus, students must enter in an orderly fashion and in accordance with instructions from the bus driver.
3. Let younger students enter the bus first.
4. Go directly to a seat and remain seated while the bus is in motion.
5. **DO NOT** tamper with the bus or any of its equipment, including emergency equipment.
6. **DO NOT** show disrespect for the bus driver or bus patrolman.

### C. Conduct on the Bus:

1. Remain seated until the bus reaches its destination and comes to a complete stop. The driver has the right to request that a student sit where the driver deems best for the safety of the passengers.
2. Talk only in a normal voice.
3. Keep the aisle clear of feet, arms and other objects.
4. Hold books, coats, and all other objects in your lap.
5. Vandalism to the bus will be paid for by those responsible and the School Board Regulation regarding parent liability will be enforced.
6. Be quiet at railroad crossings so the bus driver can hear railroad warning signals.
7. State regulations prohibit smoking on the bus at any time. Possession of tobacco products on the bus is a violation of the School Board tobacco policy.
8. Students must ride the same bus mornings and afternoons. No change in buses may be made without written request from the parent and approved by the school principal. Additional bus stop locations cannot be established for special permission transportation.
9. **DO NOT** fight, scuffle, or throw objects inside the bus.
10. **DO NOT** extend arms, legs, or head out of the bus.
11. **DO NOT** talk to the bus driver while bus is in motion, except in an emergency.
12. **DO NOT** bring glass containers, water pistols, peashooters or weapons of any type on the bus.
13. **DO NOT** throw objects of any kind on the bus floor
14. **DO NOT** deface the bus. The student must pay for willful or careless damage.
15. **DO NOT** use profane or indecent language.
16. **DO NOT** bring pets and animals on the bus at anytime. Animals brought on the bus in past years have created disturbances between many students, which often resulted in unsafe driving situations.
17. **DO NOT** bring beverages or candy on the bus without permission from the driver.

### Leaving the Bus:

1. Students must remain seated until the bus comes to a full stop
2. Students are to leave the bus in an orderly manner.
3. Students must not loiter around the bus.
4. Students must leave the bus at their regular stop.
5. If students must cross a highway, they are to do so only at the front of the bus and at a distance of at least 10 feet in front of the bus. They must not cross until the bus driver has signaled that it is safe to do so.



**For Your Information:**

- A. The rules and regulations previously listed are for your information and your child's benefit. Bus drivers are instructed to report to the school principal any infraction of these rules and regulations.
- B. Riding a school bus is a privilege. Should any student be reported to the school principal, the principal would be responsible for the disciplinary action, including loss of the privilege of bus transportation until the parents and the principal can arrive at an understanding.
- C. If we can be of any help to you with problems related to the transportation of your child, please feel free to contact the school principal or transportation department. Your cooperation and suggestions will be appreciated.
- D. Students are reminded that while waiting for the bus they are to stay at the school entrance or directly in front of the school building and not to go beyond the walk when buses are arriving.
  - a. The bus driver has the responsibility of all riders and the right to assign seats when he feels necessary.
  - b. Rules for student conduct are posted in the front of each bus.
  - c. Students are expected to act in a mature fashion while on the bus. The same conduct as in the classroom will be expected.
  - d. Riding the bus is a privilege that can be denied if students do not conduct themselves properly while on the bus. Demerits, ISS or OSS may result if improper behavior occurs.

**BUS SCHEDULE FOR GILES COUNTY TECHNOLOGY CENTER:**

AM vocational students (Jrs.) are to board the bus in front of the high school by 8:20 A.M. PM vocational students (Srs.) will exit from the cafeteria door and board the vocational bus in the rear parking lot behind the cafeteria at 11:45 A.M.

**Students Who Miss the Vocational Bus:** If you miss the AM or PM bus to the tech center, you should:

1. Notify the Principal immediately.
2. Call home to arrange transportation. Have one of the secretaries in the main office present when you make the call. She will need to hear your parents say they will pick you up over the speakerphone.
3. If transportation can't be arranged, you are to get an admit slip, collect your books and report immediately to the ISS room for the remainder of the time you would ordinarily have spent at the technical center.
  - A. While in ISS you will be subject to the same rules as any other student placed in ISS.
  - B. Failure to comply with ISS rules will result in disciplinary action.
  - C. Students missing the vocational bus without an excellent excuse will also be assigned 3 demerits or other disciplinary action depending upon the number of times they have missed the bus.
4. Missing the vocational bus does not give students the right to drive to the technical center. Granting such a request only encourages students who have cars to arrive late and miss the bus.

**VOCATIONAL BUS SCHEDULE:**

|                   |       |
|-------------------|-------|
| Bus leaving NHS:  | 8:15  |
| Bus arriving GTC: | 8:32  |
| Bus leaving GTC:  | 11:08 |
| Bus arriving NHS: | 11:25 |
| Bus leaving NHS:  | 11:45 |
| Bus arriving GTC: | 12:08 |
| Bus leaving GTC:  | 3:01  |
| Bus arriving NHS: | 3:10  |

We urge all students to plan ahead and be ready to catch the bus. It is your responsibility. Students, upon arriving to school, are not to leave the school grounds for any reason except on request of parents with written permission from the office.

**CAFETERIA**

1. The student price of a class "A" lunch is \$2.25; reduced lunch \$0.40; adults \$2.85. Student breakfast is \$1.55; reduced breakfast \$0.30 and adult breakfast is \$2.10, milk \$0.50.
2. \*Extra hot-dogs, hamburgers, ice cream, etc. may be purchased.
3. **No** student or faculty/staff member is allowed to "charge" their lunch.
4. The cafeteria is operated for the convenience of students and teachers and must be treated as such. Students are expected to wait patiently and courteously in the lunch lines.
5. Students who bring their lunch from home must eat in the cafeteria.
6. Trays shall be taken to the dishwashing room after students have finished eating.

7. Tables are to be left in a neat and clean manner.
8. Students are not permitted to stay in classrooms during lunch.
9. Students are not permitted to take food from the cafeteria to be eaten in other areas of the school.
10. Students will be allowed only in the following designated areas during lunch period.
  - A. Cafeteria
  - B. Gym – Students must have on proper shoes before playing on gym floor.
11. No student is permitted to leave school grounds during lunch period or to go to the parking lots.

**CAFETERIA CHANGES:**

1. Students will only be allowed to purchase a regular meal the first time through the lunch line.
2. \*Students will have to wait until everyone is served before going through the line to purchase extra food items
3. There will be no charging permitted on extra food items, students must either have money on their account or pay at register.
4. Students with outstanding balances will not be permitted to purchase any extra food items until their balance is paid in full.

**STUDENTS CHARGING:** Any student owing monies to school will be sent 3 letters of outstanding bills, if not collected before the end of the school year, debt will be turned over to a collection agency. An additional charge of \$25.00 will be added to any check returned to Narrows High School for insufficient funds.

**STUDENTS FORGETTING OR LOSING LUNCH MONEY:** Due to the large number of unpaid loans, the paperwork, and the lost class time involved, students will not be loaned lunch money by the school.

**CHANGE OF RESIDENCE FROM ATTENDANCE ZONES (9-3.2):**

A student changing residence during a school year to another attendance area in Giles County may be permitted to complete the school year in the school to which he was originally assigned provided transportation by school bus is not necessary.

**Class Fees**

|                                       |                 |
|---------------------------------------|-----------------|
| <b>ART</b>                            | <b>\$20.00</b>  |
| <b>AGRICULTURE</b>                    | <b>\$7.50</b>   |
| <b>BAND</b>                           | <b>\$10.00</b>  |
| <b>CHORUS</b>                         | <b>\$5.00</b>   |
| <b>CONSTRUCTION CLASS</b>             | <b>\$7.50</b>   |
| <b>DRIVER EDUCATION</b>               | <b>\$150.00</b> |
| <b>FAMILY &amp; CONSUMER SCIENCES</b> | <b>\$7.50</b>   |
| <b>FOODS &amp; NUTRITION</b>          | <b>\$20.00</b>  |
| <b>INTRO./TECH.</b>                   | <b>\$7.50</b>   |
| <b>LOCK RENTAL (OPTIONAL)</b>         | <b>\$3.00</b>   |
| <b>PARKING PERMIT</b>                 | <b>\$20.00</b>  |

**CLUBS, SPONSORS AND FEES**

**ART CLUB (Chris Helvey)** – Club dues are \$5.00.

**BOOK CLUB (Josh Sparks)** – To promote reading and literacy among Narrows High School students and staff. Club dues are \$5.00.

**FBLA (FUTURE BUSINESS LEADERS OF AMERICA) (Gayle Kirby)** – To bring business and education together in a positive working relationship through innovative leadership and career development programs. Club dues are \$5.00.

**FCA (FELLOWSHIP OF CHRISTIAN ATHLETES) (Chris Helvey, Jon Bowman)**– There is no fee for joining this club. **Whatever you do, work at it with all your heart, as working for the Lord, not for man. (Colossians 3:23).**

**FCCLA (FAMILY, CAREER, COMMUNITY LEADERS OF AMERICA) (Debbie Lusk)** – Must be a student or a previous student in one of Mrs. Lusk’s classes. The club members perform community works and strive to be role models for other young adults in the community. Club dues are \$13.00.

**FFA (FUTURE FARMERS OF AMERICA) (Jessica Gwaltney)** – Club dues are \$8.00.

**FUTURE TEACHERS ORGANIZATION (April Hobson)** – This club is open to students in grades 8-12 who are considering education as a career. Students should have and maintain a minimum of a 2.5 GPA and be interested in taking a leadership role in the school. Club members will serve the school by promoting and supporting education. They may be called upon to tutor, update bulletin boards, assist in school projects, and help at the elementary school if called upon to do so. They will also explore college options for their future in the field of education. Club dues will be \$5.00.

**KEY CLUB (Josh Sparks)** – This is by invitation only, and boys must be at least 10<sup>th</sup> graders and have a minimum GPA of 3.0. This is a service organization that helps out where needed in the community. Key Club dues are \$5.00. Every year the Key Club crowns the Key Club Sweetheart.

**KEYETTE CLUB (Tanya Jewell)** – This club is a girls’ community service club and is by invitation only. The girls are notified by letter at the end of the year if they are being invited to participate the following year. Keyette Club dues are \$5.00. The members are put on probation and given a semester to improve their grades if they drop below the 3.0.

**NATIONAL HONOR SOCIETY (Tanya Jewell)**– Our goal is to show outstanding scholarship, leadership, character and service in our school and community. A student can be considered for membership after their first semester of their sophomore, junior or senior year; membership is by invitation only. A student must have a 3.2 cumulative average, show leadership and character. Club dues: \$10.00.

**SCIENCE CLUB (Henry Buchanan, Bethany Christian)** – Club dues will be \$3.00 and anyone can join.

**SCA (Student Cooperative Association) (Teresa Lowe)** The SCA is an elected board of governors that serves as a liaison between students and the faculty and administration; the club assists with various community and school projects, including homecoming and assistance for those in need; welcomes new students to our school; and promotes good sportsmanship and pride in our school and our community. There are no club dues to belong to SCA.

**SADD CLUB (Tiffany Helton)** – The purpose of this club is to encourage students to practice safe habits and to think about all the consequences that can come from their actions. Dues are \$3.00 and anyone can join.

**SPANISH CLUB (Kelly Laughlin)** – Club dues are \$5.00.

**YOUTH AND GOVERNMENT (Kelly Davis)** – Club dues are \$3.00.

**Drama Club** – Hannah Spicer-Owens, Crystal Boggess, Heather Ursano

**Gaming Club** – Dennis Kidd

**Healthy Lifestyles Club** – Becky Weiss

## COMPUTER LABS AND COMPUTER USAGE

At Narrows High School, we try to maintain current computer labs to enhance the learning of our students. We try to make the computer labs available to students when possible. We have three computer labs available for student use. Two of the labs are operated through our business department; the other is a general school lab. We also have a five-station network lab in our library and four stand alone computers. The library is equipped with CD's and the card catalog, all for student use in research. The internet is available for student use. Before any student is allowed access to the Internet, he/she will be required to take and pass a class teaching computer and Internet ethics. Giles County Public Schools and Narrows High School take a strong stand against any violation of federal and/or state laws in the use of technology.

Students who access information from the Internet not intended for public school use will face disciplinary action and possible loss of their computer privileges. If a student accidentally reaches Internet information that is questionable, the student should inform his instructor immediately and the information can be reviewed and tagged from further use if necessary. We will have a screening program in effect. However, we can only do our best to prevent access to questionable information. Students must follow school and county procedures regarding the Internet to insure that they will be viewing quality programming.

When using computers, a student should only use the computers in the manner instructed by the teacher. A student should never gain access to another student's work. If a student gains access accidentally to another student's work, they must immediately exit out of that student's work without making any changes. Gaining access to another student's work and making changes with or without their permission will be considered cheating and dealt with as such. Students should never transfer their work to another student. This also is cheating and will not be tolerated.

Any student caught damaging a computer in any form, whether physical damages or by the spreading of a computer virus, will be responsible for the cost of repairing the computer. Other punishment may be imposed, such as demerits, ISS, OSS, or restriction for using the computers at Narrows High School. Students must understand that the use of technology is a privilege, not a right.

Giles County Public Schools shall not assume any liability, legal, financial or otherwise for the improper use of technology or telecommunication services in violation of this policy, its regulations or procedures.

### COMPUTER USAGE

Students are not permitted to:

1. Be in computer labs unsupervised.
2. Change the setup of any school computer.
3. Change the screen savers, desktops, and/or desktop colors.
4. Download any files from the Internet to a school computer.
5. Install any software to any school computer.
6. Alter any program or software loaded on a school computer.
7. Copy any program or software loaded on a school computer.
8. Bring or use personal disk from home. (Possible spread of computer virus.)
9. Check any e-mail account other than the school account. (Hotmail, yahoo, mail, etc. are forbidden at school.)
10. Logon to the Internet or check e-mail without receiving a teacher's permission.
11. Logon to the Internet or check e-mail without using their school supplied e-mail
12. Bring or use any music CD's from home to play on the computers.

Students will not take any type of food or drinks into a computer lab or around a computer.

Students should always keep their work area free of trash and unwanted materials when finished.

### REMEMBER

1. Using school computers is a privilege and may be revoked for abuse or misuse.
2. Only use the Internet and/or e-mail:
  - a. After returning the parent permission form.
  - b. After being properly trained by school personnel.
  - c. After receiving permission from a teacher.
  - d. When being supervised by a classroom teacher.
3. Always treat the machine with respect.

## **TECHNOLOGY, TELECOMMUNICATION SERVICE AND CODE OF CONDUCT**

The Giles County School Board requires that all international federal and state laws be not violated in the use of technology or telecommunication services. The Superintendent shall develop necessary regulations and use policies to ensure that adequate notices and precautions are taken regarding the use of technology and telecommunication services.

The use of technology and telecommunication services purchased with and/or utilized by employees, students and parents shall be designated as a privilege, not a right. Therefore, the Superintendent or his designee shall have the authority to cancel those privileges, with our without notice to the user. Disciplinary action may be taken against students and/or staff members regarding violations associated with the use of technology or telecommunication services.

The Giles County Public Schools shall not assume any liability, legal, financial or otherwise for the improper use of technology or telecommunication services in violation of this policy, its regulations or procedures.

Adopted: February 20, 1996

File: IIBEA/GAB

### **Giles County Public Schools Bring Your Own Device Program Student – Parent/Guardian Regulation**

#### **Purpose**

Giles County Public Schools recognizes that many students own electronic devices (smart phones, laptops, tablets, etc.) that they may choose to use under teacher direction for instructional purposes. This regulation will allow students to use privately owned electronic devices to access the Giles County Public Schools wireless network. Wireless access provided for personal electronic devices is designed to support students' educational experiences and instructional outcomes. Connecting to the Giles County Public Schools wireless network with personal electronic devices is a privilege, not a right, and is not a requirement for division students. Permission to bring and use privately owned electronic devices is contingent upon strict adherence to Giles County Public Schools guidelines as set forth herein. If a student's use of a personal electronic device disrupts the instructional environment, that student's privileges may be limited or revoked.

#### **General Rules**

1. No privately owned electronic device may be attached to any Giles County Public Schools network if a signed Acceptable Computer System Use Policy agreement form, and a signed copy of this regulation are not on file with Giles County Public Schools.
2. This policy does not grant permission for use of personal electronic devices at any or all times. Teacher permission is required for student use of privately owned electronic devices during classroom instruction or the classroom period.
3. Teachers may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
4. Only the owner of record may use an approved personal electronic device. Teachers will not request that students loan devices to other students.
5. The use of privately owned electronic devices is strictly limited to instructional activities as directed by Giles County Public Schools teaching staff.
6. Recognizing that certain electronic devices may not be appropriate for instruction, personal electronic devices will only be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to: laptops, netbooks, tablets, smart phones, and e-readers. The final determination of whether a device is appropriate to connect to the Giles County Public Schools network will be made by Giles County Public Schools staff.
7. Students are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet Service Provider while engaged in approved electronic device use for instruction in any Giles County Public Schools school or facility.
8. Certain personal devices may not successfully connect to the Giles County Public Schools network if certain technical specifications for wireless protocol are not met by the device.
9. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on Giles County Public Schools grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game.
10. Students should not attempt to connect personal electronic devices by cable to the Giles County Public Schools network. Network access is provided via wireless connection only. No privately owned electronic device may be connected to any Giles County Public Schools network using an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.
11. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s). Use of photographic devices, either still image or video, shall not be used in an illegal manner or in a way which violates a published Board policy, including, but not limited to the following:
  - a. In a locker room or restroom

- b. In any classroom except under the direct supervision of the teacher
- c. In any place or situation in which a person has a reasonable expectation of privacy, without the person's permission. (If the person is mentally impaired, permission must be obtained from the person's parent or guardian.)
- d. In a way that would violate copyright law
- e. To harass, intimidate, bully another person
- f. To invade a person's privacy

Any image depicting a person in any place or situation in which there is a reasonable expectation of privacy may not be published, broadcast, or transmitted to any other person/device without the consent of the person/persons appearing in the image.

- 12. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.
- 13. No student shall use another student's division-issued log-on credentials.
- 14. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.
- 15. No division-owned academic or productivity software may be installed on personal devices.
- 16. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption of or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, school personnel and/or student.
- 17. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school division Internet filters.
- 18. Under the provisions of the Giles County Public Schools' BYOD program, parents who grant permission for students to use their own devices at school, as well as students who bring a personal device do so knowing that it will diminish their expectation of privacy regarding their personal device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated federal or state law, Giles County Public Schools policies, administrative procedures, school rules, or engaged in other misconduct while using the device.
- 19. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, Giles County Public Schools is not responsible for any property, financial, or data loss.
- 20. All terms, conditions, and regulations of the division's Acceptable Computer System Use Policy remain in effect and are in no way superseded by this policy.
- 21. Giles County Public Schools personnel are not authorized to perform maintenance on, nor install or manipulate any product of any type (hardware, operating system, or software) on any personally owned device. Students and parents should not expect technical services of any type for their personal devices to be provided by division personnel.

#### **Consequences of Inappropriate Use**

Violation of school or division policies, local, state and/or federal laws while using a personal electronic device while attached to any Giles County Public Schools wireless network, or on Giles County Public Schools property will result in appropriate disciplinary and/or legal action as specified in the Student Code of Conduct, Giles County Public Schools' School Board policy as well as by local, state and/or federal law.

#### **Privately Owned Electronic Device Security Risks**

Laptops and other portable electronic devices are vulnerable to loss and theft. Students and parents who grant permission for their children to bring privately owned electronic devices onto school property must assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is lost or stolen, it is the owner's responsibility to include filing a police report if necessary. Per Giles County Public Schools policy, the school division will not accept responsibility for loss, damage, theft, or non-working personal property. In the event that a student believes that his/her Giles County Public Schools password has been compromised, he/she should immediately reset his/her password using a school division computer.

#### **Recommendations**

It is highly recommended that any and all personally owned devices brought on school property have the following:

- Engraved identification indicating the owner of the device.
- Proper storage/carrying bag or other protective cover.
- Proper licenses for all software installed.
- Reputable anti-virus/anti-malware software with current subscription for updates.

### Driver Education

A program of driver education in the safe operation of motor vehicles and knowledge of rules, regulations and laws shall be offered in the high schools. The program shall consist of classroom training and “behind the wheel training.”

The School Board may establish fees that do not exceed the limit established by the State Department of Education, for the “behind the wheel” portion of the program. The program shall include instruction concerning alcohol and drug abuse, aggressive driving and motorcycle awareness.

No student shall be permitted to operate a motor vehicle without a learner’s permit or a license. Necessary certification of students’ academic standing and compliance with compulsory attendance laws shall be provided by the administration to the Department of Motor Vehicles upon request, in accordance with state law.

At the beginning of each school year and thereafter as necessary, the Superintendent shall report to the Department of Motor Vehicles the name and driver’s license number of all persons providing instruction in driver education for the school division.

Adopted: August 22, 2002  
 Revised: June 29, 2007  
 Revised: June 29, 2009  
 Revised: June 30, 2010  
 Revised: June 30, 2011 (Footnotes Only)  
 Legal Refs.: Code of Virginia, 1950, as amended sections 22.1-204; 22.1-205; 46.2-335, 46.2-325, 46.2-334, 46.2-340

Virginia Board of Education Regulations Governing Driver Education  
 8VAC20-340-10

Cross Ref.: JED Student Absences/Excuses/Dismissals  
 JFC-R Standards of Student Conduct  
 JN Student Fees, Fines, and Charges

© 5/11 VSBA

### EXAM POLICY

#### **Exam Requirements:**

All students' grades 8-12 shall be required to participate in an end-of-course evaluation. This shall be in one of the following formats (or a combination):

1. In the core courses (English, math, science, and history), a final exam shall be required. In all courses designated as additional academic requirements for the advanced studies diploma (i.e. foreign language), an exam shall be required. Such exam shall be comprehensive; teacher prepared, and focused on identified SOLs.
2. In other courses, the final evaluation option will be a comprehensive exam of end-of-course project-demonstration. The teacher shall determine the format of final evaluation based upon the exam policy requirements. Proposals for the final exam/demonstration project shall be submitted to the principal for approval.
3. A description of the end-of-course evaluation shall be communicated to students at the beginning of the school year in the course syllabus.

#### **Exam Length:**

Sites shall determine a schedule that will permit the completion of exams over a 1 day span as appropriate. If teachers choose the demonstration/project option these may be scheduled as appropriate. The intent shall be that no student is scheduled for more than 3 exams/activities in any one school day. SOL exams shall be scheduled as determined by state testing protocol.

#### **Semester Exam Incompletes**

Any student who misses an exam must have a doctor's excuse or prior approval of the administration. Failure to follow this procedure will result in failure for the semester. An incomplete for any six weeks term or failure to take a final exam will result in an "F" for the class in question. Due to the need for review and the pressures placed upon teachers, exams will not be given early to students unless for a very critical reason.

File: IKAB-R

#### **Exam Exemptions:**

1. Seniors who have a “B” average or higher for the entire course shall be exempt from the final exam/demonstration requirement.

2. Upon securing of Standards of Learning test results before the scheduled dates for final exams, students will be allowed the option of waiving their final exam if they have been successful on the Standards of Learning test associated with the course.
3. For those students who are not successful on the Standards of Learning test or who fail the course, they must take the final exam/project and it shall count the current 1/7 of the final grade.
4. For those courses that do not have a Standards of Learning test, the current policy of a final exam/project given to count 1/7 of the final grade will continue.

No exemptions will be made for classes considered weighted by Giles County School policy.

It is recognized that there may be situations where students have legitimate, excused absences and are not able to take SOL or other end-of-course exams. These situations will be dealt with on a case-by-case basis to determine exemption from exam requirements.

Mid-Course Exams:

The option exists for mid-course exams/projects to be administered. It is recommended that these be similar in format to state SOL tests or end-of-course exams designed by the teacher. Grades for these evaluations shall be incorporated into the appropriate six weeks' grade. Schools may develop a schedule for administering exams. There shall be no release from attendance during this period.

Exam Cancellation:

With the implementation of these guidelines, exams/demonstrations shall not be cancelled except under extraordinary circumstances. Scheduling for administration shall be made as appropriate prior to the end of the course. Exams shall be scheduled to end on the last day of the course.

|          |  |
|----------|--|
| Issued:  | August 25, 1992 (Page 1 Only)          |
| Issued:  | March 11, 1998 (Pages 2 & 3)           |
| Revised: | August 26, 1999 (Page 1 Only)          |
| Revised: | February 14, 2000 (Pages 1 & 2)        |
| Revised: | November 13, 2000 (Pages 1 & 2)        |
| Revised: | October 30, 2001 (Page 1 Only)         |
| Revised: | May 16, 2002 (Class Rank Only)         |
| Revised: | August 22, 2003 (Grading Systems Only) |
| Revised: | June 30, 2005 (Exam Exemptions Only)   |

**FIRE DRILLS**

An exit plan for fire drills is posted beside the door in each classroom. Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Fire drill information is posted beside the door in each room.

**General Rules for Fire Drills:**

1. Direct students nearest to open windows to close them.
2. Students will follow designated exit instructions, keep in single file, walk, not run, refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
3. The teacher should be the last to exit the room.
4. The teacher will take attendance when the group has reached its proper distance from the building.
5. When the all-clear signal is sounded, all will return to their classrooms in the same orderly fashion.
6. There will be no "horseplay" by students.
7. A constant ringing of the buzzer and/or a constant ringing of the bells, and/or an announcement over the PA system can be used to indicate a drill.

**NOTE:** Fire drills are very important and serious exercises which may save your life. Students are expected to act accordingly.



## GUIDANCE AND COUNSELING SERVICES

The guidance and counseling programs at NHS are designed to assist students in academic development and course selection, testing and appraisal, career and college planning, and personal/social development. Counseling programs include study skills, anger management, career development, and counseling for personal difficulties.

Materials used in the guidance and counseling program are available for parental review. Interested parents should schedule an appointment with the school counselor for this purpose.

A parent may wish to limit participation of his/her child in the Giles County Secondary School Guidance and Counseling Program. In this circumstance, the parent/guardian should contact the school principal for further information. For answers to other questions or further information, please contact the appropriate school official.

**Academic Development and Course Section:** Through individual and group guidance, students are made aware of course offerings, and to state and local requirements for graduation. Early in the second semester of each year students are assisted in the selection of courses for the following year. Through careful consideration approved by the student, the student's parents and the counselor, a schedule is planned. All teachers are carefully selected for their ability and student assignment to classes is accomplished impartially. Please do not expect the counselor to change from one teacher's class to another.

### **Schedule Change Information:**

1. Schedule changes will be made if a student has failed a class and needs to make it up.
2. Schedule changes may be permitted if the student is requesting to be assigned to a more difficult class.
3. Schedule changes may be permitted if a student has not demonstrated mastery of skills required for pre-requisite course.
4. Changes will be made when the class is full.
5. Once individual meetings are held with students to finalize schedules, no changes will be made unless it is justified.
6. Students have 4 days from the start of each semester to make a schedule change. Schedule changes after 4 days, for unforeseen circumstances, will be directed to the Principal.

**Course Credit:** One unit (one credit) per course per year is earned by successfully completing the requirements for each course taken. Students can earn up to 4 credits per semester. Each student must be qualified with a marketable skill or prepared for college entry at the time of graduation.

Because of the Standards for Accrediting Public Schools in Virginia, July 1988, changes occurred in requirements for students to graduate from high school. The new graduation requirements became effective with the ninth grade class of 1988-89.

All students need to plan an appropriate high school course of study for grades 9-12. To get the most from their high school experiences, students need guidance and assistance in selecting courses in terms of sequence, and relating courses to a possible post high school career choice.

Early program planning can have a substantial impact on the development of a good education and career plan by students in high schools. Parent involvement is a significant aspect of the planning process. The Secondary Counseling Program encourages a cooperative relationship between school and home. This is accomplished through working closely with students, parents, teachers

**Information Concerning College Courses:** Parents are financially responsible for students who enroll in college courses (e.g. New River Community College) outside those offered at and approved by Giles County Public Schools. In order for college courses to be used for high school GPA ranking, they cannot be offered at the high school and must be pre-approved by the principal (parents must submit letter of request). The principal may take into consideration scheduling conflicts when making the determination.

**Testing and Appraisal:** The Counseling Department is responsible for coordinating and administering school, county, state, and national testing programs. The counselor will assist the student and the student's parents in interpreting the results and meaning of tests when desired. The Counseling Department also has several vocational batteries that are simple and easy for the student to take and will help the student match his/her particular interests with compatible jobs. For further information on these tests and batteries, please contact the counselor or your homeroom advisor. **IT IS EXTREMELY IMPORTANT THAT EVERY STUDENT DO THEIR BEST ON ALL STANDARDIZED TESTS.** These tests are not only used for program placement but are also used by employers and college admissions offices.

**SOA/SOL Reference** - "The State of Virginia Standards for Accrediting Public Schools in Virginia (8 VAC 20-131-10) requires that annually, information regarding Standards of Learning, Graduation Requirements, Consequences of the SOL Testing program, and course syllabus information be provided to parents. Such information will be sent home with students during the month of September".

**SOL Remediation** - Students who fail one or more of the SOL grade level of end-of-course test will be provided remedial assistance. This may be during a required time, as a specific course, or part of an out-of-school or summer program.

**College and Career Planning:** The Counseling Department maintains an information center located in the library and counseling office that contains numerous catalogs, videos, and directories on hundreds of colleges and universities. You are welcome to visit the center and look at these materials during the normal school day. If preferable, a student may check out any college catalog overnight or over a weekend. In addition to guidance units in the classroom, your counselor will be glad to assist students through individual conferences with student college plans. NOTE: If a student plans to search for a job, interview, or test for an employment opportunity during school hours, prior arrangements with a counselor and the attendance director are necessary before the day of the appointment. These absences will count against the county exam exemption policy.

**Personal/Social Counseling:** Personal/social counseling assists students in developing an understanding of themselves and of the rights and needs of others, in resolving conflict, and in defining individual goals, reflecting their interests, abilities, and aptitudes. Such counseling focuses on specific concerns.

### **VISITING THE COUNSELING OFFICE**

- Students should have a note from their teacher when they come to the counseling office.
- Students are responsible to make up any work missed in class while in the counseling office.
- Students coming to the counselor without a note from the counselor or a teacher will be sent back to class.
- Students should make every effort to visit the counseling office during an elective, and should not come to from an academic class without a note from the counselor stating that they are needed at that specific time.
- Students need to arrange appointments with the counselor through the counseling secretary or the counselor.
- Students leaving the counseling office should get a timed hall pass from either the guidance secretary or the counselor and return to class within five minutes of the time written on that pass.
- Spare time before school, between classes, or at lunch should be used to come to counseling office to arrange an appointment and get a note to show the teacher.

### **INFORMATION CONCERNING NRCC CLASSES**

Parents are financially responsible for students who enroll in college courses outside those approved by Giles County Public Schools. In order for college courses to be used for high school GPA ranking, they cannot be offered at the high school and must be pre-approved by the principal (parents must submit letter of request). (The principal may take into consideration scheduling conflicts.)

### **Furnish College Information:**

The Guidance Department maintains an information center located in the library and guidance office that contains numerous catalogs, videos, and directories on hundreds of colleges and universities. You are welcome to visit the center and look at these materials during the normal school day. If preferable, a student may check out any college catalog overnight or over a weekend. In addition to guidance units in the classroom, your counselor will be glad to assist students through individual conferences with student college plans. NOTE: If a student plans to search for a job, interview, or test for an employment opportunity during school hours, prior arrangements with a counselor and the attendance director are necessary before the day of the appointment. These absences will count against the county exam exemption policy.

**Course Credit:** One unit (one credit) per course per year is earned by successfully completing the requirements for each course taken. Students can earn up to 4 credits per semester. Each student must be qualified with a marketable skill or prepared for college entry at the time of graduation.

**GRADUATION CEREMONY PARTICIPATION REQUIREMENTS:**

**DRESS CODE FOR GRADUATION: Boys will be required to wear a dress shirt, dress or casual pants and dress shoes. Girls will be required to wear a dress or pant suit and dress shoes. No flip flops, halter tops or shorts will be allowed.**

The 1995-96 school year was the last year that students could participate in graduation ceremonies without having completed all academic requirements for graduation prior to the ceremony. Also, no diplomas will be awarded until students have completed all requirements set forth by the State of Virginia and the Giles County Board of Education.

Seniors who have outstanding financial obligations owed to the school must have these obligations met before being allowed to participate in graduation ceremonies.

Students should be sure to see their guidance counselor each year to plan their schedules for the following year. If a student fails a class and needs summer school, the guidance counselor will have information about where summer school classes can be taken.

The Standards of Quality for Public School in Virginia, July, 1988, (Standard 1) specify the granting of a special diploma or certificate to students who meet certain requirements as described on the following pages.

**Types of Diplomas:** The Board of Education has approved two types of diplomas and set minimum course requirements for each. Individual school divisions may have additional course requirements.

**GIFTED EDUCATION PROGRAM:**

The Giles County Public Schools Gifted Education Program is for students in grades 4-12 whose academic aptitudes require that they receive a differentiated educational program to further meet their needs. Nomination forms are available from the counselor and the Coordinator of Gifted Education. Completed forms should be forwarded to the Coordinator of Gifted Education for processing. Nominations/referrals are ongoing, but in order to be processed by the end of the current school they should be received not later than April 1 of the current year.

**ADVANCED PLACEMENT CLASSES AND SPECIAL PROGRAMS**

File: IGBI

Students and their parents shall be notified of the availability of dual enrollment, advanced placement classes, the International Baccalaureate program, and Academic Year Governor's School Programs, the qualifications for enrolling in such classes and programs, and the availability of financial assistance to low-income and needy students to take the advanced placement and International Baccalaureate examinations. Students and their parents shall also be notified of the program with a community college to enable students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma. The Superintendent shall promulgate regulations to implement this policy, which shall ensure the provision of timely and adequate notice to students and their parents.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, 22.1-253;13:1.D.

Cross Ref.: LEB Advanced/Alternative Courses for Credit

File: IKEB-R-1

**PROCEDURE FOR SEVENTH OR EIGHTH GRADE STUDENTS IN ALGEBRA I**

1. Parent must request in writing to the principal that their child be allowed to take a standardized Algebra I placement exam. No students will be allowed to take Algebra I at the seventh or eighth grade level unless they have successfully passed the standardized exam. The school administering the exam will notify the parent in writing of their child's score (before the end of April). The elementary counselors will send the list of students who passed the matrix to secondary counselors.
2. The standardized placement exam will be administered the first week in May. There will be no retakes except for students that enter the school system after the initial exam. Exams will be stored at the SBO. School counselors will administer the exams.
3. Any student who enrolls after the exam has been administered and would like to be considered for Algebra I the following year will be allowed to take the exam.

4. Transportation will be provided for seventh grade students enrolled in Algebra I to the high school for class. They will ride their designated bus home from the high school.
5. Algebra I class will be conducted by a certified high school teacher during the last period.
6. Students who are struggling and wish to drop the class must do so within the first four days of school. Any requests beyond the first four days must be addressed by the principal.

Issued: June 30, 2005  
Revised: May 18, 2006

File: IKEB-R

#### PROMOTION GUIDELINES – SECONDARY:

##### 8<sup>th</sup> Grade

In order to be promoted to the 9<sup>th</sup> grade, students must achieve passing grades in the corresponding 8<sup>th</sup> grade courses. A student who does not pass an 8<sup>th</sup> grade core subject (English, Math, Science, Social Studies, etc.), will repeat that course. For these courses, successfully completed, the student will be allowed to pursue 9<sup>th</sup> grade courses in that subject area.

Students must pass 6 out of 8 courses at NHS and 5 out of 7 courses at GHS in order to be promoted to the 9<sup>th</sup> grade.

##### 9<sup>th</sup>-12<sup>th</sup> Grades

Credits required for promotion at the secondary level:

|   |                           |    |
|---|---------------------------|----|
| * | To enter 10 <sup>th</sup> | 5  |
| * | To enter 11 <sup>th</sup> | 10 |
| * | To enter 12 <sup>th</sup> | 16 |

Issued/Revised: May 14, 1998 (Pages 3 & 4 Only)  
Issued/Revised: July 31, 1998 (Page 5 Only)  
Issued/Revised: January 26, 1999 (Page 5 Only)  
Issued/Revised: November 16, 1999 (Page 5 Only)  
Issued/Revised: June 30, 2006 (Page 5 Only)  
Issued/Revised: May 17, 2007 (Pages 7, 8 & 10)  
Issued/Revised: June 30, 2011 (Page 5 Only)

File: IGBG-R

#### **INDEPENDENT STUDY COURSES:**

##### PROCEDURES FOR SECONDARY STUDENTS TAKING INDEPENDENT STUDIES IN GILES COUNTY SCHOOLS

- Secondary Independent Study Application must be submitted to the principal.
- The guidance counselor will establish a meeting with the student and the parent to review the request and determine the need.
- The school counselor will review information from the parent meeting with the principal and chairman of the curriculum area. A determination will be made if an independent study should be considered.
- A determination will be made at this point if there is a teacher from the school who would be willing to undertake this assignment.
- Student and parent will sign an agreement indicating that student will complete all requirements for the independent class.
- Failure to complete all class requirements will result in no credit being issued for the class.
- Requirements for verified credit will be addressed by the school counselor.

Issued: October 30, 2001 (All Regulation Pages 1-3)  
Revised: March 13, 2008

### Graduation Requirements

The requirements for a student to earn a diploma and graduate from a Virginia high school shall be those in effect when that student enters the ninth grade for the first time. Students shall be awarded a diploma upon graduation from a Virginia high school.

|   |
|---|
| GRADUATING CLASSES OF 2015 & beyond (9 <sup>th</sup> grade class of 2011-12 & beyond) |
|---|

#### Standard Diploma

| Discipline Area  | Standard Units of Credit Required | Verified Credits Required |
|--|-----------------------------------|---------------------------|
| English  | 4                                 | 2                         |
| Mathematics <sup>1</sup>   | 3                                 | 1                         |
| Laboratory Science <sup>2,6</sup>  | 3                                 | 1                         |
| History and Social Sciences <sup>3,6</sup>                                 | 3                                 | 1                         |
| Health and Physical Education  | 2                                 |                           |
| Foreign Language, Fine Arts or Career and Technical Education <sup>7</sup> | 2                                 |                           |
| Economics and Personal Finance   | 1                                 |                           |
| Electives <sup>4</sup>   | 4                                 |                           |
| Student Selected Test <sup>5</sup>   |                                   | 1                         |
| <b>Total</b>   | <b>22</b>                         | <b>6</b>                  |

<sup>1</sup>Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I, Geometry, Algebra, Functions, and Data Analysis, Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup>Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

<sup>3</sup>Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.

<sup>4</sup>Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

<sup>5</sup>A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

<sup>6</sup>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (i) the student-selected verified credit and (ii) either a science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

<sup>7</sup>Pursuant to § 22.1-253.13:4 of the Code of Virginia, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

#### Standard Technical Diploma

| Discipline Area                            | Standard Units of Credit Required | Verified Credits Required |
|--|-----------------------------------|---------------------------|
| English                                    | 4                                 | 2                         |
| Mathematics <sup>1</sup>                   | 3                                 | 1                         |
| Laboratory Science <sup>2,5</sup>          | 3                                 | 1                         |
| History and Social Sciences <sup>3,5</sup> | 3                                 | 1                         |

|   |    |   |
|---|----|---|
| Health and Physical Education               | 2  |   |
| Fine Arts or Foreign Language               | 1  |   |
| Economics and Personal Finance              | 1  |   |
| Career and Technical Education <sup>4</sup> | 4  |   |
| Electives                                   | 1  |   |
| Student Selected Test <sup>6</sup>          |    | 1 |
| Total                                       | 22 | 6 |

<sup>1</sup>Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup>Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

<sup>3</sup>Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.

<sup>4</sup>Courses completed to satisfy this requirement must include a career concentration as approved by the board. If a career concentration includes a specific assessment approved by the board and the student is eligible to take the assessment, then the student must take this assessment.

<sup>5</sup>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (i) the student-selected verified credit and (ii) either a science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

<sup>6</sup>A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

#### Advanced Studies Diploma

| Discipline Area                             | Standard Units of Credit Required | Verified Credits Required |
|---|-----------------------------------|---------------------------|
| English                                     | 4                                 | 2                         |
| Mathematics <sup>1</sup>                    | 4                                 | 2                         |
| Laboratory Science <sup>2</sup>             | 4                                 | 2                         |
| History and Social Sciences <sup>3</sup>    | 4                                 | 2                         |
| Foreign Language <sup>4</sup>               | 3                                 |                           |
| Health and Physical Education               | 2                                 |                           |
| Fine Arts or Career and Technical Education | 1                                 |                           |
| Economics and Personal Finance              | 1                                 |                           |
| Electives                                   | 3                                 |                           |
| Student Selected Test <sup>5</sup>          |                                   | 1                         |
| Total                                       | 26                                | 9                         |

<sup>1</sup>Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup>Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

<sup>3</sup>Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement.

<sup>4</sup>Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

<sup>5</sup>A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

#### **Advanced Technical Diploma**

| <b>Discipline Area</b>                      | <b>Standard Units of Credit Required</b> | <b>Verified Credits Required</b> |
|---|--|----------------------------------|
| English                                     | 4  | 2                                |
| Mathematics <sup>1</sup>                    | 4  | 2                                |
| Laboratory Science <sup>2</sup>             | 4  | 2                                |
| History and Social Sciences <sup>3</sup>    | 4  | 2                                |
| Foreign Language <sup>4</sup>               | 3  |                                  |
| Health and Physical Education               | 2  |                                  |
| Economics and Personal Finance              | 1  |                                  |
| Fine Arts or Career and Technical Education | 1  |                                  |
| Career and Technical Education <sup>5</sup> | 3  |                                  |
| Student Selected Test <sup>6</sup>          |  | 1                                |
| <b>Total</b>                                | <b>26</b>                                | <b>9</b>                         |

<sup>1</sup>Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup>Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

<sup>3</sup>Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement.

<sup>4</sup>Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

<sup>5</sup> Courses completed to satisfy this requirement must include a career concentration as approved by the board. If a career concentration includes a specific assessment approved by the board and the student is eligible to take the assessment, then the student must take this assessment.

<sup>6</sup>A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

#### **GENERAL ACHIEVEMENT DIPLOMA**

For a student to receive a certificate of program completion at graduation, they must meet the credit requirements for the standard diploma (22 credits). However, these students will not be required to obtain verified credits under this plan. Students will have the option to take the GED and qualify for the general achievement diploma after their 12<sup>th</sup> grade year has ended and they have reached their 18th birthday.

File: IKAB-R

#### **GRADING SYSTEMS**

##### Procedure for Computing Term Grades (Secondary)

In computing term grades, numerical scores for each class taken are averaged as follows

EXCEPTION: For schools on a four/four block schedule, classes shall be averaged as follows:

|                          |     |
|--------------------------|-----|
| First Six Weeks' Grade   | 2/7 |
| Second Six Weeks' Grade  | 2/7 |
| Third Six Weeks' Grade   | 2/7 |
| Final Exam/Project Grade | 1/7 |

The numerical grades for semester and/or term averages are determined through use of a term grade which is converted to a letter grade for permanent records. Letter grades are determined from the following numerical scale:

|   |          |               |
|---|----------|---------------|
| A | 90 – 100 | Excellent     |
| B | 80 - 89  | Good          |
| C | 70 - 79  | Average       |
| D | 60 - 69  | Below average |
| F | Below 60 | Failing       |

### GPA/CLASS RANK

Class rank is a factor also used by some colleges in the selection of students. However, because of the difficulty of developing and implementing a class rank system that accurately and fairly depicts students' performance, the Giles County Public Schools will not rank students within their class, beginning with the graduating class of 2007. For the purposes of facilitating college applications, the average GPA of a class will be listed on transcripts issued to colleges. In addition, grade distribution charts, a description of the weighted Grade Point Average, and other information will be included in the school profile provided to colleges to which Giles County students apply for admission.

For the purposes of recognition, each school will recognize all seniors earning a 4.0 or greater grade average. This recognition will also be a part of each high school's graduation program.

For a secondary student who fails a class, that grade will be counted in his GPA. If the class is a required class, it must be repeated. The passing grade will also count in the GPA.

If a student passes a class with a C or D, they may elect to repeat it. This student must be in the 9<sup>th</sup> grade or higher, with the exception of credit courses (Latin, Algebra, Spanish, and others that may be identified by school administration). They can take the higher of the two grades to count towards their GPA. If the class is repeated, the original grade must show on the transcript/course history as no credit.

### HONOR ROLLS AT NHS:

Narrows High School offers students the possibility of earning academic recognition by achievement that places them on one of three honor rolls.

1. **Advanced Placement Honor Roll:** Any student who is taking at least one Advanced Placement class shall be eligible for this list. The student must make an A in each of their non-AP courses and either an A or B in their AP class(es) in order to be cited as an AP Honor Roll Student.
2. **All A Honor Roll**
3. **A-B Honor Roll**

**GRADUATION DATE:** Due to school cancellations for bad weather, etc., it is impossible for anyone to know when the school year will end at the outset of the year. The approved school calendar for this year says that a graduation date will be set no later than March 15<sup>th</sup>.

File: IEB

### NATIONAL MOTTO

The statement "'In God We Trust,' the National Motto, enacted by Congress in 1956" shall be posted in a conspicuous place in each school for all students to read.

Adopted: June 28, 2002

File: IGBE

### REMEDIATION INSTRUCTION PROGRAM

#### Literacy and Standard of Learning Assessment Tests

The School Board shall implement programs of prevention, intervention or remediation for students who are educationally at risk, including those who fail to achieve a passing score on any Standard of Learning assessment in grades three through eight, or who fail an end-of-course test required for the award of a verified unit of credit. Such programs shall include components that are research based.



Any student who passes one or more, but not all of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend a remediation program.

Any student who fails all of the Standards of Learning assessments for the relevant grade level in grades three through eight shall be required to attend a summer school program or participate in another form of remediation. Such summer school program or other form of remediation shall be chosen by the school division to be appropriate to the academic needs of the student.

The requirement for remediation, may, however, be satisfied by the student's attendance in a program of prevention, intervention or remediation which has been selected by his parent, in consultation with the Superintendent or designee, and is either (i) conducted by an accredited private school or (ii) a special program which has been determined to be comparable to the required public school remediation program by the division superintendent. The costs of such private school remediation program or other special remediation program shall be borne by the student's parent.

#### Instruction

In designing the division remediation programs required by the Standards of Quality the School Board shall annually evaluate and modify, as appropriate, the remediation plan based on an analysis of the percentage of students meeting their remediation goals and consideration of the pass rate on the Standards of Learning assessments.

The program shall include, when appropriate, a procedure for early identification of students who are at-risk of failing the Standards of Learning assessments in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit required for the student's graduation. Such students shall be provided appropriate remediation activities.

#### Compulsory Attendance

When a student is required to participate in a remediation program pursuant to this policy, the Superintendent may seek immediate compliance with the compulsory school attendance laws if a reasonable effort to seek the student's attendance, including direct notification of the parents of such student of the attendance requirement and failure of the parents to secure the student's attendance, have failed and the superintendent determines that remediation of the student's poor academic performance, passage of the Standards of Learning Assessment in grades three through eight, or promotion is related to the student's attendance in the remediation program.

#### Reporting

The Giles County School Division will annually report the following information to the Board of Education, pertaining to students eligible for remediation:

The number of students failing a state-sponsored test required by the Standards of Quality or Standards of Accreditation;

- A demographic profile of students attending state-funded remedial programs;
- The academic status of each student attending state-funded remedial programs;
- The types of instruction offered;
- The length of the program;
- The cost of the program;
- The number of ungraded and disabled students, and those with limited English proficiency;
- As required, the pass rate on Standards of Learning assessments; and
- The percentage of students at each grade level who have met their remediation goals.

Adopted: October 14, 2004

Revised: June 30, 2006

Revised: June 29, 2007

Revised: June 30, 2011

Revised: June 28, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:1, 22.1-254, 22.1-254.01.  
8 VAC 20-630-40

Cross Refs.: BCF Advisory Committees To The School Board  
IGCA Summer Schools

## STUDENT CONDUCT

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Giles County. It is the responsibility of the Giles County School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent shall issue Standards of Student Conduct, and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct and a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of Va. Code & 22.1-79.3, and the compulsory school attendance law shall also be sent. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school shall maintain records of the signed statements. The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or 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. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or his designee shall notify the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

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

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

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property
- on a school vehicle
- while participating in or attending any school sponsored activity or trip
- on the way to and from school; and
- off school property, when the acts lead to: (1) notification pursuant to Va. Code §16.1-305.1 or a conviction for an

offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities, or expulsion include but are not limited to:

- possession or use of alcohol, illegal drugs, including marijuana, synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1, and anabolic steroids or drug paraphernalia
- selling drugs
- assault/battery
- sexual assault
- arson
- intentional injury (bullying, fighting)
- theft
- bomb threats, including false threats, against school personnel or school property
- use or possession of explosives (see Policy JFCD Weapons in School)
- possession of weapons or firearms (see Policy JFCD Weapons in School)
- extortion, blackmail, or coercion
- driving without a license on school property
- homicide
- burglary
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation)
- malicious mischief
- shooting
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs
- stabbing, cutting or wounding
- unlawful interference with school authorities including threats
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

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

The superintendent shall issue regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

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

Adopted: June 30, 2004  
 Revised: June 30, 2005 (Page 2 Only)  
 Revised: June 30, 2006  
 Revised: June 30, 2011  
 Revised: June 27, 2013  
 Revised: June 30, 2014  
 Legal Refs.: Code of Virginia, 1950, as amended, §§16.1-260, 18.2-308.1, 18.2-308.7, 22.1-78, 22.1-200.1, 22.1-253.13:7.C.3; 22.1-254, 22.1-276.3, 22.1-277, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.3, 22.1-279.3:1, 22.1-279.6.

|             |               |  |
|-------------|---------------|--|
| Cross Ref.: | CLA           | Reporting Acts of Violence and Substance Abuse |
|             | ECAB          | Vandalism                                      |
|             | IIBEA/GAB     | Acceptable Computer System Use                 |
|             | IIBEA-R/GAB-R | Acceptable Computer System Use                 |
|             | JFHA/GBA      | Prohibition Against Harassment and Retaliation |
|             | JGA           | Corporal Punishment                            |

|         |  |
|---------|--|
| JGD/JGE | Student Suspension/Expulsion   |
| JGDA    | Suspension of Disabled Students  |
| JGDB    | Discipline of Students With Disabilities for Infliction of Serious Bodily Injury |
| JN      | Student Fees, Fines and Charges  |

The regulations of the code below will apply in all situations in which students are involved including: school activities on property owned by the Giles County School Board; travel on school buses; off-site school sponsored activities; on or off-site school related problems which are the result of disruptive behavior on school grounds. This code of conduct is intended to be used as a guide for school personnel in administering disciplinary actions against student violators. The code has two parts: the individual standards of conduct, and disciplinary actions for first and repeated offenses. It should be emphasized under first offenses that parents would be notified when there is a flagrant violation of any school rule or regulation. In school supervision is a disciplinary action that is available to administrative staff regarding any standards of conduct violation. In addition, at the secondary level, certain student privileges can be suspended for violation of standards of conduct. Those include, but are not limited to, suspension from driving to school.

While due process procedures for student suspensions and expulsions apply to students with disabilities, there are additional procedural protections that must be met. These procedural protections are applicable whenever a local school division is contemplating a long-term suspension, expulsion, or release from compulsory attendance.

### **N.H.S. DRESS CODE:**

Proper dress is required of all students. A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. In addition to the following JFC, students must comply with specific building dress regulations below. The only exceptions to these rules are approved gym suits or school activities uniforms. Students must comply with these regulations or disciplinary action will be taken.

**\* Due to changing trends and styles, the school building administrator reserves the right to address and discipline any student that creates any disruption/distraction/controversy related to the dress code that is not covered in our dress code policy.**

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

1. 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.
2. Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency.
3. 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.
4. Hats or head coverings (including hoodies) will not be worn in the building at any time
5. 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.

## DRUGS IN SCHOOL

### I. Generally

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Va. Code § 18.2-247 or synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1, on school property or at a school-sponsored activity is prohibited.

#### A. Expulsion

A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana, or synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1, onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD/JGE Student Suspension/Expulsion. The superintendent may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. Any such disciplinary action shall be taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

#### B. Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in Giles County school division's drug and violence prevention plan.

The School Board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

#### C. Required Reporting to Parents and Local Law Enforcement

The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

### II. Students with Disabilities

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

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

1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
2. For purposes of this forty-five (45) school day removal, "illegal drugs" and "controlled substance" are defined as follows:
  - a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).
  - b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

Adopted: August 23, 2001

Revised: June 30, 2006

Revised: June 30, 2011

Revised: June 30, 2014

Legal Refs: 20 U.S.C. §§ 1415(k)(1)(G)(ii), 1415(k)(7)(A), 1415(k)(7)(B).

21 U.S.C. § 812(c).

Code of Virginia, 1950, as amended, §§ 18.2-247, 18.2-250, 18.2-250.1, 18.2-255.2, 22.1-277.08.

8 VAC 20-81-10.

|              |         |  |
|--------------|---------|--|
| Cross Refs.: | CLA     | Reporting Acts of Violence and Substance Abuse |
|              | JGD/JGE | Student Suspension/Expulsion                   |
|              | JFC     | Student Conduct                                |
|              | JFC-R   | Student Conduct                                |
|              | JGDA    | Disciplining Students with Disabilities        |

File: JFC-R  
Option 2

### STANDARDS OF STUDENT CONDUCT

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

1. Assault and Battery

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

An assault is a threat of bodily injury.

A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)

If a student who is under 18 years of age has 8 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.

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.

### 1. 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.)

### 2. 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.

### 3. 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.

### 4. Internet Use

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

### 5. Laser Pointers

Students shall not have in their possession laser pointers.

### 6. 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.

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

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

### 8. 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.

### 9. 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.

### 10. Stalking

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

### 11. 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.

#### 12. Theft

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

#### 13. 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.

#### 14. 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.

#### 15. 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.

## 16. 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, marijuana or synthetic cannabinoids, 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

Adopted: August 23, 2001

Revised: June 30, 2004

Revised: June 30, 2005 (Cross Refs. Only)

Revised: June 30, 2006

Revised: June 26, 2008 (Legal Refs. Only)

Revised: August 22, 2008

Revised: June 29, 2009

Revised: June 30, 2011

Revised: June 27, 2013

Revised: October 24, 2013

Revised: June 30, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-56, 18.2-83, 18.2-85, 18.2-87.1, 18.2-119, 18.2-308, 18.2-308.1, 18.2-308.7, 18.2-371.2, 18.2-433.1, 22.1-70.2, 22.1-78, 22.1-202, 22.1-253.13:7.C.3, 22.1-276.3, 22.1-277, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.6, 46.2-323, 46.2-334.001.

Student Code of Conduct Policy Guidelines (Virginia Board of Education October 2013).

Information Brief: Cyberbullying and School Policy (Virginia Department of Education August 2008).

Cross Ref.: CLA

Reporting Acts of Violence and Substance Abuse

|               |  |
|---------------|--|
| ECAB          | Vandalism  |
| GAB/IIBEA     | Acceptable Computer System Use   |
| GAB-R/IIBEA-R | Acceptable Computer System Use Regulation  |
| GBECA         | Electronic Cigarettes  |
| IEA           | Pledge of Allegiance   |
| IGAG          | Driver Education   |
| JED           | Student Absences/Excuses/Dismissals  |
| JFC           | Student Conduct  |
| JFCD          | Weapons in School  |
| JFCE          | Gang Activity or Association   |
| JFCF          | Drugs in School  |
| JFHA/GBA      | Prohibition Against Harassment and Retaliation                                   |
| JGA           | Corporal Punishment  |
| JGD/JGE       | Student Suspension/Expulsion   |
| JGDA          | Disciplining Students with Disabilities  |
| JGDB          | Discipline of Students with Disabilities for Infliction of Serious Bodily Injury |
| JHCD          | Administering Medicines to Students  |
| JN            | Student Fees, Fines and Charges  |

JFC-R-1

### DISCIPLINARY ACTION FOR CODE OF CONDUCT

1. Student Dress
  - First Offense
  - Student will be counseled in relation to acceptable dress.
  - Parent/guardian will be notified that the student is to go home and acquire acceptable dress and return to school.
  - If the above is not feasible, the student will be placed in an in-school location until dismissal time.
  - Repeated Offenses
  - All of the above and suspension will be ordered.
  
2. Unexcused Absence, Tardiness, Or Skipping Class
  - First Offense
  - The required administrative investigation will be held to determine the facts.
  - Parent/guardian will be notified.
  - Detention may be assigned.
  - Court action can be considered.
  - Repeated Offenses
  - All of the above and suspension may be ordered.
  
3. Disruptive Conduct
  - First Offense
  - The required administrative investigation will be held to determine the facts.
  - Parent/guardian will be notified.
  - Detention may be assigned.
  - Suspension may be ordered; expulsion may be recommended.
  - Legal action may be taken.
  - Repeated Offenses
  - All of the above and suspension may be ordered.
  
4. Profane, Obscene, or Abusive Language
  - First Offense
  - The required administrative investigation will be held to determine the facts.
  - Parent/guardian will be notified.
  - Detention may be assigned.
  - Suspension may be ordered; expulsion may be recommended.
  - Legal action may be taken.

Repeated Offenses

--All of the above and suspension may be ordered.

## 5. Threats or Intimidation

First Offense

-- The required administrative investigation will be held to determine the facts.

--Parent/guardian will be notified.

--Detention may be assigned.

--Suspension may be ordered; expulsion may be recommended.

--Legal action may be taken.

Repeated Offenses

--All of the above and suspension may be ordered.

## 6. Assault and Battery

First Offense

-- The required administrative investigation will be held to determine the facts.

--Parent/guardian will be notified.

--Detention may be assigned.

--Suspension may be ordered; expulsion may be recommended.

--Legal action may be taken.

Repeated Offenses

--All of the above and suspension may be ordered.

## 7. Bullying

First Offense

-- The required administrative investigation will be held to determine the facts.

--Parent/guardian will be notified.

--Detention may be assigned.

--Suspension may be ordered; expulsion may be recommended.

--Legal action may be taken.

Repeated Offenses

--All of the above and suspension may be ordered.

## 8. Gambling

First Offense

-- The required administrative investigation will be held to determine the facts.

--Parent/guardian will be notified.

--Detention may be assigned.

--Suspension may be ordered; expulsion may be recommended.

--Legal action may be taken.

Repeated Offenses

--All of the above and suspension may be ordered.

## 9. Use and/or Possession of Tobacco

First Offense

--Tobacco will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's.

--3 days In School Suspension

Second Offense

--3 days Out of School Suspension

Third Offense

--5 days Out of School Suspension with recommendation to AEP (if eligible)

Fourth Offense

--Automatic 10 day Out of School Suspension with recommendation of

Long Term Suspension to the  
Superintendent/Designee

10. Use and/or Possession/Distribution  
of Over-The-Counter/Non-  
Prescription Drugs

First Offense

--Items will be confiscated and the  
required administrative investigation will  
be held to determine the facts. The  
investigation may include SRO's.  
--Suspension may be ordered.  
--Long-term suspension may be  
recommended.  
--Expulsion may be recommended.  
--Parent/guardian will be notified and  
conference held to inform the parent of  
the administrative decision.

Repeated Offenses

--All of the above will be enforced.  
--Student will be suspended from school  
and long-term suspension or expulsion  
may be recommended to the Superintendent.

11. Use and/or Possession of Illegal and  
Prescription Drugs and Alcohol

First Offense

-- Items will be confiscated and the  
required administrative investigation will  
be held to determine the facts. The  
investigation may include SRO's.  
--5 day suspension shall be ordered  
--A recommendation of long term  
suspension may be made to the  
Superintendent/Designee.  
--Expulsion may be recommended.

Repeated Offenses

--The student shall be suspended from  
school until the Superintendent  
considers the case.  
--The principal/designee shall  
recommend to the Superintendent that  
the student be expelled from all schools,  
all school grounds, and all school  
sponsored activities.

12. Distribution or Sale of Illegal Drugs or  
Distribution with Intent to Sell  
(legal intoxication not required)

First Offense

--Items will be confiscated and the  
required administrative investigation will  
be held to determine the facts. The  
investigation may include SRO's.  
--Suspension shall be ordered.  
--Expulsion shall be recommended.  
--Parent/guardian will be notified and  
conference held to inform the parent of  
the administrative decision.

--Law enforcement officials will be notified in case of illegal possession or consumption of drugs/alcohol and legal action, through the use of sobriety instruments or any other tools or testing needed by law enforcement, may be taken when deemed necessary, and shall be done so in a time-sensitive manner.  
 --Waiver option does not apply.

13. Vandalism

All Offenses

-- The required administrative investigation will be held to determine the facts.  
 --Parent/guardian will be notified.  
 --Student or parent/guardian shall be required to reimburse the school for intentional damage or damage by neglect.  
 --Suspension may be recommended.  
 --Expulsion may be recommended.  
 --Legal action may be taken.

14. Defiance of the Authority of School Personnel

First Offense

-- The required administrative investigation will be held to determine the facts.  
 --Parent/guardian will be notified.  
 --Detention may be assigned.  
 --Suspension may be ordered; expulsion may be recommended.  
 --Legal action may be taken.

Repeated Offenses

--All of the above and suspension may be ordered.

15. Possession or Use of Weapons or Other Dangerous Articles

Each Offense Determined to Involve a Dangerous Weapon

--Notify law enforcement to assist with investigation. However, this does not exclude the principal from acting in emergency situations.  
 --Law enforcement to accompany administrator to confirm possession of weapon. However, this does not exclude the principal from acting in emergency situations.  
 --Confiscate weapon with appropriate procedures to document the facts.  
 -- The required administrative investigation shall be held to determine the facts. If student implies he has or is found in possession of a dangerous weapon as determined administrator, then:  
 -Legal action shall be taken.  
 -Automatic 10-day suspension.  
 -Notification to parents.  
 -Notification to juvenile authorities.  
 -Long term suspension may be ordered.  
 -Expulsion may be ordered.

16. Theft or Extortion

First Offense

-- The required administrative investigation will be held to determine the facts.  
 --Parent/guardian will be notified.  
 --Student or parent may be required to restore or pay for any damage or destruction to personal or private property.

- Suspension may be ordered.  
 --Legal action may be taken.  
Repeated Offenses  
 --All of the above with extension of suspension.  
 --Recommendation to Superintendent for expulsion.
17. Behavior on School Bus  
First Offense  
 -- The required administrative investigation will be held to determine the facts.  
 --Parent/guardian may be notified.  
 --Special seats may be assigned.  
 --Temporary suspension from riding the bus may be ordered.  
Repeated Offenses  
 --All of the above and permanent suspension from riding bus.  
 --Suspension from school may be ordered.
18. Cheating or Plagiarism  
First Offense  
 -- The required administrative investigation conference will be held and parents may be notified.  
 --Student may be referred to guidance for counseling.  
 --Demerits/detention may be assigned.  
 --Suspension (in-school or out-of-school) may be assigned.  
 --A zero will be given for the assignment(s).  
Repeated Offenses  
 --Parents will be notified and suspension will be ordered.
19. Trespass  
First Offense  
 --Student/non-student will be asked to leave property.  
Repeated Offenses  
 --Proper law enforcement agency will be notified.  
 --Charges may be filed.
20. Gang Activity  
First Offense  
 -- The required administrative investigation will be held to determine facts.  
 --Parent/guardian will be notified.  
 --Detention may be assigned.  
 --Suspension may be ordered; expulsion may be recommended.  
 --Legal action may be taken.  
Repeated Offenses  
 --All of the above and suspension may be ordered.
21. Sexual Harassment  
First Offense  
 -- The required administrative investigation will be held to determine the facts.  
 --Parent/guardian will be notified.  
 --ISS may be assigned.  
 --Suspension may be ordered; expulsion may be recommended.  
 --Legal action may be taken.  
Repeated Offenses  
 --All of the above with extension of suspension.
22. Harassment based on race, national origin, disability  
First Offense  
 -- A conference will be held to determine the facts.

and religion

- Parent/Guardian will be notified and a conference may be required
- ISS shall be assigned
- Suspension may be ordered; expulsion may be recommended
- Mandatory counseling
- Legal action may be taken

Repeated Offenses

- A conference with Parent /Guardian will be required
- Suspension shall be ordered; expulsion may be recommended
- Legal action may be taken.

23. Electronic Communication Devices  
And Cell Phones

First Offense

- Item will be confiscated.
- Parent will be notified.
- Administration withholds the right to retain item.
- The required administrative investigation may be held to determine facts.
- ISS may be ordered.
- OSS may be ordered.

Repeated Offense

- Item will be confiscated.
- Parent will be notified.
- Administration will retain item.
- Meeting will be arranged with parents to discuss issue.
- ISS will be ordered.
- OSS may be ordered.
- Long term suspension may be ordered.

24. Reports of Conviction or  
Adjudication of Delinquency  
Pursuant to 16.1-305.1

Any Offense

- Review Code of Conduct (JFC) that addresses the specific offense.

25. Laser Pointers

First Offense

- Item will be confiscated.
- Parent will be notified.
- Administration withholds the right to retain item.
- The required administrative investigation may be held to determine facts.
- ISS may be ordered.
- OSS may be ordered.

Repeated Offense

- Item will be confiscated.
- Parent will be notified.
- Administration will retain item.
- Meeting will be arranged with parents to discuss issue.
- ISS will be ordered.
- OSS may be ordered.
- Long term suspension may be ordered.

26. Acceptable Use of the Internet

Any Offense

- Violation of any student of this Acceptable Use Policy may result in suspension of this privilege and in severe or repeated violations of the termination of any privileges. Further disciplinary action may also be appropriate in accordance with the School Board's Student Conduct Code



27. Felony Charges Any Offense  
 -- The required administrative investigation will be held to determine the facts.  
 --Parent/guardian will be notified.  
 --Police will be notified.  
 --Suspension will be ordered.  
 --Expulsion may be ordered.  
 --Legal action may be taken.
28. Bomb Threats Any Offense  
 -- The required administrative investigation will be held to determine the facts.  
 --Parent/guardian will be notified.  
 --Police will be notified.  
 --Suspension will be ordered.  
 --Expulsion may be ordered.  
 --Legal action may be taken.  
 --All school costs related to bomb threats will be the responsibility of the perpetrators.
29. Hazing First Offense  
 -- The required administrative investigation will be held to determine the facts.  
 --Parent/guardian will be notified.  
 --Detention may be assigned.  
 --Suspension may be ordered; expulsion may be recommended.  
 --Legal action may be taken.  
Repeated Offenses  
 --All of the above and suspension may be ordered.
30. Other Conduct --Review Code of Conduct (JFC) that addresses the specific offense.
- Issued: July 13, 2001  
 Revised: October 30, 2001 (Page 6 Only)  
 Revised: May 16, 2002  
 Revised: October 29, 2003 (Added No. 20 Only/Harassment)  
 Revised: August 22, 2008 (Revised JFC-R-1 all pages)  
 Revised: June 30, 2011

JFCC-R

### STUDENT CONDUCT ON SCHOOL BUSES

#### Transportation of Students

The Board of Education may furnish transportation to resident students enrolled in the schools of the division who satisfy the following requirements:

- 1) Reside within the attendance area of the school(s) served;
- 2) Reside beyond approved walking distances;
- 3) Are present at their designated bus stops at least five minutes before the regular pick up time, but no earlier than ten minutes before the bus arrives; and
- 4) Comply with division standards and regulations in their conduct and behavior.

#### Student Conduct on School Buses

In the interest of the safety and welfare of school bus passengers, the Board of Education desires the Superintendent of Schools and his designees to establish and enforce strict school bus discipline and safety regulations. Students who do not conform to all regulations and directives concerning discipline, safety and conduct or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus may have their riding privileges suspended or revoked in accordance with this policy.

### Procedure for the Use of Video (with audio) Cameras on School Buses

- 1) Cameras will be located on all regular route school buses and most spare buses.
- 2) The digital cameras turn on automatically when the ignition is started and remain on for 30 seconds after the ignition is turned off. It is the driver's responsibility to ensure that the camera is recording whenever students are on the bus. When there is a situation on a specific bus, an administrator will secure the hard drive off the bus to review (with or without the driver present). Upon securing the hard drive, another drive will be placed in the bus immediately by the administrator. Digital drives re-record after approximately 7 -10 days of bus runs.
- 3) While parents of students may be permitted to view video footage of their children, parents may not view video footage that involves the activities of other children. The exception is that children who are in the background, and are not involved in the incident in question, are considered "set dressing" and may be included in the video being viewed. In the case where there is more than one student that is the focus of the video, the school may provide parents of those students access to the video. The school may not give a copy of the video to such parents without the consent of the other students' parents.
- 4) Tapes that contain discipline problems shall be maintained by the school until full disposition of the infraction or as long as directed by the Superintendent or his designee.

### Procedural Guidelines

The following general procedural guidelines should be followed when administering this policy:

- 1) Initially bus drivers should try to resolve the discipline problem or violation of rules directly with the students(s) involved. Bus drivers will also attempt to confer with parents and request their cooperation in resolving the problem. These actions should be documented by the driver.
- 2) For problems not resolved by step 1 or in cases of more serious discipline or safety problems, a discipline referral is to be made to the school principal or their designee. In such cases, unless more severe sanctions appear warranted, the administrator or designee will give the student a formal warning, notify the parents and provide the parents with a copy of the discipline referral.
- 3) If a problem occurs which results in a second discipline referral or, in the case of an initial discipline referral involving a serious discipline or safety problem, the following procedure shall apply:
  - a. The administrator will advise the student of the charges in the presence of the bus driver.
  - b. If the student denies the charges, the administrator will explain the evidence against the student and give the student an opportunity to present the student's side of the incident.
  - c. If, on the basis of this discussion, the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for one (1) to five (5) school days.
  - d. The administrator shall immediately notify the parents of the suspension of bus riding privileges, orally and in writing, the grounds for such suspension, the duration of such suspension and the time and place for the parents to meet with the administrator to review the suspension. Such meeting shall be held prior to reinstatement of the student's bus riding privileges. The parents shall also be provided with a copy of the discipline referral.
- 4) If a student, who has previously had bus riding privileges suspended during the current school year, receives another discipline referral, the administrator will follow the procedures in steps 3.a through d. above with the following modifications:
  - a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for five (5) to ten (10) school days; and
  - b. The student's bus riding privileges will not be reinstated until a meeting with the parents and the administrator has taken place or until, in the discretion of the administrator, the parents have substantially agreed to review the suspension. The administrator may also reinstate such privileges where the parents cannot be contacted or if the parents repeatedly fail to appear for scheduled meetings.

- 5) If a student, who has twice previously during the current school year had bus riding privileges suspended, receives another discipline referral, the administrator will follow the procedures in steps 3.a. through d. above with the following modifications:
  - a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges or thirty (30) school days; and
  - b. The student's bus riding privileges will not be reinstated until a meeting with the student, the parents, the bus driver and the administrator has taken place.
- 6) In cases of severe and/or continuing problems, the school principal or Superintendent or his designee may, after following the steps in 3.a. through d. above, suspend privileges for an additional fifteen (15) days, during which time an informal hearing will be scheduled before the Superintendent of Schools with the student, the parents and division officials for the purpose of considering the revocation of the student's bus riding privileges for the remainder of the current school year.
- 7) An appeal may be taken to the Board of Education from any decision of the Superintendent revoking a student's bus riding privileges.
- 8) These guidelines shall not preclude the school principal, the Superintendent or his designee, from eliminating any of the steps in the process, if in their judgment the misconduct by the student warrants more severe action.

This policy and applicable regulations shall not be limited in their application to bus riding privileges alone, bus shall also extend to all division provided or supervised transportation. Disorderly conduct by students as bus stops shall be reported and acted upon in the same manner as misconduct on buses.

Nothing contained in this policy shall preclude the imposition of other disciplinary measures as appropriate, including suspension or expulsion from school, in accordance with other division policies and procedures.

Issued: April 14, 1993  
 Revised: January 19, 2006  
 Revised: November 21, 2008  
 Revised: December 11, 2008

Cross Refs.: JFC, Student Conduct  
 JGD/JGE, Student Suspension/Expulsion

File: JGDB

#### DISCIPLINE OF STUDENTS WITH DISABILITIES FOR INFLICTION OF SERIOUS BODILY INJURY

A student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

In addition, the applicable procedures of Policies JGDA and JGD/JGE will be followed.

The term serious bodily injury has the same meaning given the term "serious bodily injury" under paragraph (3) of subsection (h) of section 1365 of title 18 of the United States Code.

Adopted: June 30, 2006  
 Legal Refs: 18 U.S.C. § 1365(h)(3).  
 20 U.S.C. § 1415(k)(1)(G)(iii).

Cross Refs: JFCD                Weapons in School  
 JFCF                Drugs in School  
 JGD/JGE            Student Suspension/Expulsion  
 JGDA                Disciplining Students with Disabilities

**DISCIPLINE REGARDING ALTERNATIVE EDUCATION STUDENTS RETURNING TO THE REGULAR SCHOOL PROGRAM:**

Students returning from the Alternative Education Program into the regular school program will not be given the same number of chances to violate the school discipline code, as will students that have not been in the AEP program. This is due to the large number of disruptive infractions previously incurred by these students. Students returning from the AEP program will be referred for long-term suspension or for removal from the Narrows High School regular educational program for disruptive behavior that leads to their third referral to a Narrows High School administrator during a semester or 4 referrals over the course of two semesters. Extremely serious behaviors such as defiance, threats or violence toward others can result in a request for immediate long-term removal from the Narrows High School educational program.

**CLASSIFICATION OF BEHAVIORS & CONSEQUENCES**

**CLASS I**

1. Tardy to class
2. Unprepared for class

**CONSEQUENCES**

- 1<sup>st</sup> Offense – verbal warning  
 2<sup>nd</sup> Offense – One Day Lunch Detention (20 minutes), teacher contacts parent  
 3<sup>rd</sup> Offense – Two Days Lunch Detention (30 minutes), teacher contacts parent  
 4<sup>th</sup> Offense – 1 day ISS, office referral

**CLASS II**

1. Disrespect
2. Obscene language
3. Petting, hugging, kissing
4. Class disruption/hall disruption
5. Gambling
6. Graffiti
7. Being in unauthorized area (hall wandering, going to lockers, unassigned bathroom or gym)
8. Horseplay
9. Throwing Objects
10. Aiding & abetting
11. Violation of Dress Code
12. Insubordination
13. Food and/or drinks in unauthorized area
14. Skipping class
15. No back packs or oversized bags allowed in classrooms or hallways between classes and lunch
16. Cell phones, MP3/IPOD's, PDA's, CD players, radio or Laptops

**CONSEQUENCES**

- 1<sup>st</sup> Offense – 3 demerits, ISS (call parents)  
 2<sup>nd</sup> Offense –ISS, OSS, (call parents)  
 3<sup>rd</sup> Offense – ISS, OSS, Long Term Suspension, (call parents)

**CLASS III**

1. Sexual harassment
2. Harassment (bullying, gossip)
3. Fighting
4. Threats or Intimidation

**CONSEQUENCES**

- 1<sup>st</sup> Offense – ISS, OSS, (call parents)  
 2<sup>nd</sup> Offense – ISS, OSS, (call parents)  
 3<sup>rd</sup> Offense – OSS, Long-Term (call parents)

)

**STUDENTS LEAVING CLASS, WALKING OUT OF BUILDING AND LEAVING SCHOOL GROUNDS:**

1<sup>st</sup> Offense – 3 days OSS and if driving, privileges revoked for 5 days

2<sup>nd</sup> Offense – 3 day OSS and if driving, loss of driving privileges for 10 days

3<sup>rd</sup> Offense – 3 days OSS and driving privileges suspended indefinitely.

File: JFCD

**WEAPONS IN SCHOOL**

## I. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. A student who has possessed a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in section 22.1-277.07(E), of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
- slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in section 22.1-277.07(E), of the Code of Virginia, or other dangerous articles.

## II. Students with Disabilities

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

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

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

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

Adopted: June 30, 2004  
 Revised: June 30, 2006  
 Revised: June 29, 2007  
 Revised: June 26, 2008  
 Revised: June 7, 2011 (Legal Refs. Only)  
 Revised: June 30, 2014  
 Legal Refs.: 18 U.S.C. § 930(g)(2).

20 U.S.C. § 1415(k)(1)(G)(i).

Code of Virginia, §§18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 277.07:1.

Wood v. Henry County Public Schools, 255 Va. 85, 495 S.E.2d 255 (1998).

8 VAC 20-81-10.

|              |         |  |
|--------------|---------|--|
| Cross Refs.: | JGD/JGE | Student Suspension/Expulsion   |
|              | JFC     | Student Conduct  |
|              | JGDA    | Disciplining Students with Disabilities  |
|              | JGDB    | Discipline of Students with Disabilities for Infliction of Serious Bodily Injury |

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 GILES COUNTY PUBLIC SCHOOLS

### TOBACCO POLICY

**First Offense:**

1. A conference will be held to determine the facts.
2. Three days in-school supervision will be ordered.

**Second Offense:**

Three days out-of-school suspension

**Third Offense:**

Five days out-of-school suspension

**Fourth Offense:**

Move for long term suspension.

**Repeated Offenses:** Principal may recommend expulsion to the Superintendent/designee.

**Further Explanation of NHS Tobacco Policy:** This policy does not apply to activities conducted after regular school hours, except for actual participant. However, for students under age 18, the use or possession of tobacco products is a violation of state law. Students who participate directly in school-sponsored extra-curricular activities will not be allowed to possess or use tobacco products. **Tobacco use is not allowed inside of the school by anyone at school activities.**

## WRITTEN NOTIFICATION OF VIOLATION OF SCHOOL POLICIES BY STUDENTS IN ALTERNATIVE EDUCATION PROGRAMS

The School Board requires written notification of an offense to the parent, guardian, or other person having charge or control of a pupil in an alternative education program as described in Va. Code section 22.1-209.1:2 when:

- \* a pupil commits an offense in violation of school board policies, and school officials determine the offense was committed without the willful intent to violate such policies, or
- \* the offense did not endanger the health and safety of the individual or other persons.

The notification shall be made no later than two school days following the incident. The School Board requires the principal of the school the child attends, or other appropriate school personnel, to develop appropriate measures, in conjunction with the pupil's parent or guardian, for correcting such behavior.

Adopted: August 22, 1996

Revision: March 15, 2007

Revision: April 24, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-209.1:2 (D).

## STUDENT SUSPENSION/EXPULSION

### I. DEFINITIONS

As used in this Policy,

“Alternative education program” includes night school, adult education, or another education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

“Destructive device” means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code section 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. “Destructive device” does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of Va. Code section 18.2-308.2:2.

“Disruptive behavior” means a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

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

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

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

“Long-term suspension” means any disciplinary action whereby a student is not permitted to attend school for more than ten school days but less than 365 calendar days.

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

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

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

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

“Superintendent’s designee” means a (1) trained hearing officer or 2) professional employee in the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.

## II. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

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

Any student for whom the division superintendent of the school division in which the student is enrolled has received a report pursuant to Va. Code sec. 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code section 16.1-260 may be suspended or expelled from school attendance.

The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

## III. SHORT-TERM SUSPENSIONS

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

Upon suspension of any pupil, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the division superintendent or his designee and the parent of the pupil suspended. The division superintendent or his designee shall review forthwith the action taken by the principal, assistant principal, or teacher upon a petition for such review by any party in interest and confirm or disapprove such action based on an examination of the record of the pupil’s behavior.

The decision of the division superintendent or his designee may be appealed to the school board unless the school board has provided by regulation that the decision of the division superintendent or his designee shall be final.

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



#### IV. LONG-TERM SUSPENSION

A pupil may be suspended from attendance at school for more than ten days after written notice is provided to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the school board, or a committee thereof, or the superintendent or his designee, in accordance with regulations of the school board. If the regulations provide for a hearing by the superintendent or his designee, the regulations shall also provide for an appeal of the decision to the full school board. Such appeal shall be decided by the school board within thirty days.

The written notice of a suspension for more than ten days shall include notification of the length of the suspension and shall provide information concerning the availability of community-based educational, alternative education, or intervention programs. Such notice shall also state that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the school board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

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

#### V. EXPULSION

##### A. Generally

Pupils may be expelled from attendance at school after written notice to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the school board in accordance with the regulations of the school board. The regulations shall provide for subsequent confirmation or disapproval of the proposed expulsion by the school board regardless of whether the pupil has exercised the right to a hearing.

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

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

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

The school board shall establish, by regulation, a schedule pursuant to which such students may apply and reapply for readmission to school. Such schedule shall be designed to ensure that any initial petition for readmission will be reviewed by the School Board or the Division Superintendent, and, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the Division Superintendent denies such petition, the student may petition the School Board for review of such denial.

##### B. Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below shall be based on consideration of the following factors:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;

- the student’s disciplinary history, including the seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student’s age and grade level;
- the results of any mental health, substance abuse, or special education assessments;
- the student’s attendance and academic records; and
- other appropriate matters.

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection shall be deemed to preclude a school board from considering any of the factors listed above as “special circumstances” for purposes of expulsions discussed in the following subsections.

#### Firearms

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

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

#### Drug Offenses

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance, imitation controlled substance, or marijuana as defined in Va. Code § 18.2-247, or synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1 onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student’s expulsion regardless of the facts of the particular situation.

#### C. Procedure for School Board Hearing

The procedure for the School Board hearing shall be as follows:

- The School Board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the School Board.
- The School Board may ask for opening statements from the principal or his representative and the student or his parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.
- The parties shall then present their evidence. Because the principal has the ultimate burden of proof, he shall present his evidence first. Witnesses may be questioned by the School Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, his parent(s) and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional evidence as the School Board may deem necessary. The School Board shall be the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the School Board and, when so received, shall be marked and

made part of the record.

- The School Board may, by majority vote, uphold, reject or alter the recommendations.
- The School Board shall transmit its decision, including the reasons therefor, to the student, his parent(s), the principal and superintendent.

## VI. ALTERNATIVE EDUCATION PROGRAM

The school board may require any student who has been (1) charged with an offense relating to the laws of Virginia, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent of the school division pursuant to Va. Code §; (2) found guilty or not innocent of an offense relating to Virginia's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to Va. Code sec. 16.1-260.G (3) found to have committed a serious offense or repeated offenses in violation of school board policies; (4) suspended pursuant to Va. Code sec. 22.1-277.05; or (5) expelled pursuant to Va. Code secs. 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection B of Va. Code sec. 22.1-277, to attend an alternative education program. The School Board may require such student to attend such programs regardless of where the crime occurred. The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of school board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

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

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

## VII. REPORTING

A. Except as may otherwise be required by federal law, regulation or jurisprudence; reports shall be made to the division superintendent and to the principal or his designee on all incidents involving

- (1) the assault, or assault and battery, without bodily injury of any person on a school bus, on school property, or at a school-sponsored activity;
- (2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
- (3) any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in § 18.2-248.1:1, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- (4) any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
- (5) the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;
- (6) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices as defined in Va. Code § 18.2-85 or explosive or incendiary devices as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code sec. 18.2- 87.1, on a school bus, on school property, or at a school-sponsored activity;
- (7) any threats or false threats to bomb, as described in Va. Code sec. 18.2-83, made against school personnel or involving school property or school buses;
- (8) the arrest of any student for an incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge therefore; and
- (9) any illegal possession of weapons, alcohol, drugs, or tobacco products.

B. The division superintendent and the principal or his designee shall receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code sec. 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this policy, and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code section 16.1-260 shall report such information to the principal of the school in which the juvenile is enrolled.

C. The principal or his designee shall submit a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this policy to the superintendent of the school division. The division superintendent shall annually report all such incidents to the Department of Education.

In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this policy.

D. The principal or his designee shall also notify the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.

E. Whenever any student commits any reportable incident as set forth in this subsection, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his designee. Prevention and intervention activities shall be identified in the local school division drug and alcohol violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV-Safe and Drug-Free Schools and Communities Act).

F. Except as may otherwise be required by federal law, regulation, or jurisprudence, a principal shall immediately report to the local law-enforcement agency any act enumerated in clauses 2 through 7 subsection VII.A. of this policy that may constitute a criminal offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.

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

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

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

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

Any student who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the BLANK Schools, in accordance with Policy JEC (G). In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

In excluding any such expelled student from school attendance, the school board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code sec. 22.1-277.06. The excluding school board shall not impose additional conditions for readmission to school.

No suspended student 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 re-admission, without parent conference, is appropriate for the student.

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

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

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

#### IX. DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities shall be disciplined in accordance with Policy JGDA Disciplining Students with Disabilities.

Adopted: June 30, 2005  
 Revised: June 30, 2006  
 Revised: December 14, 2006  
 Revised: June 29, 2009  
 Revised: June 30, 2011  
 Revised: June 27, 2013  
 Revised: June 30, 2014  
 Legal Ref.: 20 U.S.C. § 7151

Code of Virginia, 1950, as amended, §§ 15.2-915.4, 16.1-260, 16.1-260, 18.2-119, 18.2-308.1, 18.2-308.7, 18.2-308.2:2, 22.1-200.1, 22.1-254, 22.1-276.01, 22.1-276.2, 22.1-277, 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-277.2:1, 22.1-279.3:1.

8 VAC 20-560-10

|              |       |  |
|--------------|-------|--|
| Cross Refs.: | BCEA  | School Board Disciplinary Committee  |
|              | JEC   | School Admission   |
|              | JFCD  | Weapons in School  |
|              | JFC-R | Standards of Student Conduct   |
|              | JGDA  | Suspension of Disabled Students  |
|              | IGBH  | Alternative School Programs  |
|              | JGDB  | Discipline of Students With Disabilities for Infliction of Serious Bodily Injury |

#### GILES COUNTY PUBLIC SCHOOLS

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#### **STUDENT ATHLETE DRUG TESTING**

The Giles County School Board believes that the use of alcohol or other drugs by students who participate in interscholastic athletics presents a hazard to the health, safety and welfare of the student athlete. Therefore, the use of such substances by student-athletes will not be permitted. The School Board encourages students to participate in school-sponsored interscholastic athletics but believes the opportunity to participate is not an absolute right but a privilege offered to eligible students on an equal opportunity basis. In order to be eligible to participate in any school sponsored interscholastic athletic program, the student must agree to submit to a physical examination, including drug analysis. Team members must agree to random drug testing throughout the season and off season practices; a parent or guardian must also signify agreement with this policy.

The purpose of this policy is to better assure the student's health and physical fitness to participate in athletics and not to provide a means which may be used to punish a student athlete through suspension from school or other disciplinary actions affecting instruction. Substantiation of the use of illegal substances will temporarily or permanently render an athlete ineligible for interscholastic athletics. The status of ineligibility will be determined by the number of substantiated violations of the drug testing policy. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility for participation in interscholastic athletics.

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student athlete, his/her parents or guardians, and school officials designated by the superintendent. The results of the testing shall be used only as provided for in the accompanying regulation.

Student athletes will remain subject to the policies, rules and regulations relating to the use, possession, sale, and distribution of illegal substances, marijuana, steroids and alcohol.

Adopted: June 27, 2013  
Revised: September 26, 2013

Drug Testing: Student Athletes

A. General

Student athletes shall not at any time during the season or during the out of season practices use, possess, sell, distribute, or be under the influence of any illegal drug, anabolic steroid or alcohol while a member of any school-sponsored interscholastic athletic team. Coaches and other school personnel shall be responsible for communicating the above and for taking reasonable steps to ensure compliance.

1. Alcohol. Alcohol will be included as a part of all drug tests. Additionally, coaches should observe all athletes carefully to ensure that they are not using alcohol. Students suspected of using alcohol should be counseled about the matter. The use of a Breathalyzer is encouraged and may be used periodically with the entire team or with individuals suspected of using alcohol.
2. Alcohol, marijuana, cocaine, and other illegal drugs. Drug tests will be used as outlined below.
3. Steroids. (Refer to policy and regulation JFC & JFCI for procedures for dealing with steroid use among the general school population.) Coaches have a particular responsibility for educating their athletes about the dangers of steroid use. If there is reasonable suspicion to believe that a student athlete is using steroids, that students will be required to undergo a test to confirm or deny the use.

B. Meeting for Parents and Athletes

A meeting with student athletes will be scheduled before practice begins during each athletic season. The drug testing plan will be discussed and copies of the policy, procedures, and consent form will be provided for each athlete. Parents will be encouraged to attend this meeting.

C. Consent Form

To try-out for or participate on any school-sponsored athletic team, the student athlete must sign a consent form by which the student agrees to participate in the drug testing program which includes an oral fluid drug test and a Breathalyzer test for alcohol. The consent requires the student to submit to testing: (a) when the student is selected on a random selection basis; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. The consent form must be signed by the student's parent or guardian within the first 10 days of the season. This form must be signed and witnessed by a school official or the parent will have the form notarized and returned to the school. The consent form will be valid for the current school year (for all sports) and must be renewed annually.

D. Non-Compliance

If the student athlete or his/her parents or guardians refuse to sign the consent form, the student will not be permitted to be a member of a team. Also, if during the season the student athlete refuses to be tested or attempts to tamper with or assists others in tampering with the sample, the athlete will be dropped from the team in the absence of extenuating circumstances.

E. Testing Procedure

The licensed provider of services selected by the superintendent and as approved by the school board for CDL holders shall conduct all testing. An accurate chain of custody will be provided for each specimen. Drugs specifically tested for will include alcohol, amphetamines, methamphetamines, cocaine, opiates, phencyclidine, and marijuana. Cutoff levels for confirmation methods are those established by SAMHSA (Substance Abuse and Mental Health Services Administration), guidelines for oral fluid testing. Students are not to eat or drink 10 minutes prior to the test (students will be observed for 10 minutes prior to submitting to the test).

F. Random Tests

Random tests will be conducted at each school during each athletic season. The number of tests will be determined by funding allocated annually by the school board to student athlete drug testing. Central office personnel and the high school athletic directors will devise a schedule that will ensure that as many tests are administered as possible based on available funding. Furthermore, each season's test schedule will include student athletes from every team. The number of each team's student athletes who are tested will be

determined by calculating the percentage of student athletes who are members of a specific team to the total number of student athletes for that season.

The provider of services, using random selection methods, will generate a list of students for each testing date. The names of these students will be communicated to the Activities Coordinator, and the students will be tested. If a student is in school and fails to report for testing at the appointed time, he/she will be dropped from the team in the absence of extenuating circumstances. Students are not to be notified in advance of any drug test. Students will be escorted to the school's testing site by a school employee and will remain under employee supervision until the test is conducted.

#### G. Positive Test Result

Positive test results will be cumulative over a student's high school career within the Giles County Public School system. In the event of a positive test results, the testing agency will notify the school division administrator in charge of the program. The following steps will then occur:

1. The school division administrator will notify the respective Activities Coordinator.
2. The Activities Coordinator will notify the parent/guardian, student, principal, and coach. The Activities Coordinator will advise the parents of the opportunity to respond to a positive test. The Activities Coordinator will schedule a meeting with the substance abuse educator, the parent/guardian, student, and student's physician, if requested, to develop a plan of assistance for the student.
3. Progressive actions following positive test results:
  - a. First positive test result—The athlete will be removed from physical participation in practice and competition for the remainder of the athletic season in which the athlete had a positive test result. The athlete will become eligible for athletic participation on the first date of practice for the next athletic season after being retested by the testing agency with a negative result. Any athlete who tests positive, receives substance abuse education, and if reinstated will be retested once a month for as long as he/she participates in interscholastic sports for the remainder of the school year.
  - b. Second positive test result—The athlete will be removed from physical participation in practice and competition for 365 days from the date of the positive test result registered by the testing laboratory. The student will become eligible for athletic participation following the 365 day period. Drug testing will resume on a monthly basis once the student resumes participation in athletics and is a member of an athletic team.
  - c. Third positive test result—The athlete will be ineligible for participation in interscholastic athletics for the remainder of his/her high school career.

#### H. Appeal

An appeal may be instituted at any stage by the parent, and/or by the student if over the age of eighteen, to the superintendent. A student who has been determined by the principal/athletic director to be in violation of this regulation shall have the right to appeal the decision to the superintendent or his/her designee(s). Such request for a review must be submitted to the superintendent in writing within five (5) calendar days of notice of the positive test or the right to a review will be deemed waived. A student requesting a review will remain ineligible to participate until the review is completed. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the superintendent's decision will be provided and his/her decision shall be final in all respects.

#### I. Confidentiality

Confidentiality of test results must be maintained at all levels, including the testing agency, the school administrative officer, principal, the Activities Coordinator, the substance abuse educator, and the coach. Results will not be placed on student records, no penalties or restriction will be placed on a student's participation in any other student activities, and no actions will be taken by the school against the student except as outlined in G above.

Each principal will be responsible for conducting an annual meeting with faculty and staff to ensure confidentiality and fairness to all students. The policy and procedures should be carefully explained to all staff members.

#### J. School Discipline Policy

Nothing contained in this policy shall limit or prohibit the application of School board Policy which provides for disciplinary action for students using, possessing, being under the influence or distributing illegal drugs, marijuana, steroids or alcohol on school property, at school events or going to and from school. The provisions of this policy and regulation should not be confused with policy

and regulation JFC and JFCI. Students who test positive under this policy will not be subject to disciplinary action under policy and regulation JFC and JFCI unless their actions also constitute a violation of that policy or regulation.

File: JFCBA-

### STUDENT GENERAL INFORMATION

#### CLASS MATERIALS:

Each student is expected to bring the following materials to each class without fail: Pencil, paper, assignment notebook, textbook or books used for the class. Failure to comply will result in disciplinary action.

#### HALLS:

1. Students are expected to walk in the halls courteously and in a well-behaved manner.
2. Stay to the right hand side of the stairs and the halls.
3. All students must be in their room before the tardy bell rings.
4. Students are not permitted to loiter in the halls between classes.
5. Students are not permitted to loiter in the office at any time.
6. Students in the hall require hall passes during class periods.
- 7. Students must have a hall pass to be allowed to go to another classroom for remediation**
8. Students are not allowed in halls **before school and during lunch periods.**
9. Students dismissed from class or assembly are to report to the office immediately and must report to either a school administrator or a secretary and state the reason why they have been sent. They are not to leave the office until directed to do so.

#### IN SCHOOL SUPERVISION:

In-School Supervision Program (ISS): The ISS program is designed to allow students who have exhibited inappropriate school behavior or have not followed school rules and regulations to complete their assignments in a restricted environment, be counted present, and receive credit for completed class work. The ISS environment provides a well-supervised, self-contained classroom. Although the in-school supervision program is not intended to replace all other means of disciplinary action, students can be assigned to ISS because they have violated acceptable codes of student conduct. **Students will be ineligible for and cannot attend extra-curricular activities, including home/away events for the duration of the ISS assignment.** Exclusion from extra-curricular activities is enforced for the days that the student is assigned to be in ISS and lasts until all days are served.

#### Leaving Class:

1. Students leaving class may be excused only when absolutely necessary.
2. **A student is not to be excused to see another teacher.**
3. A student must have a hall pass in order to be excused to be in the corridors
4. Breaks between classes are 5 minutes; therefore, students will have time to visit the restroom, get a drink, etc.

#### Library:

1. The library will be open from 8:00 AM until 3:30 PM each day.
2. Books may be checked out for a period of two weeks and may be renewed for an additional two weeks.
3. A fine of 5 cents per day will be charged on overdue books. Please form the habit of returning books on time so this will not be necessary.
4. When the computer indicated overdue books are still out, no other books will be checked out until overdue books are taken care of, no exceptions. This includes payment of fines.
5. Reference books may be checked out overnight, provided you accept responsibility of replacing them if they are lost.
6. Books that are lost or damaged beyond normal wear must be paid for. See the assistant principal if you need to replace a book.
7. Back issues of magazines are available for research.
8. All library materials are entered in a computer and will be circulated by scanning bar codes. These bar codes are a necessary part of this system and tampering with these bar codes in any manner will require a \$2.00 replacement fee. You are expected to care for all library materials so they will be in good condition when you return them (and so others may have the pleasure of borrowing them).
9. If you need help in locating materials or in using the library in any way, the library or student assistants will be willing to help you.
10. The career center is now located in the library. Numerous college and university catalogs are kept there. You are welcome to come in at approved times during the day to use this center.
11. College catalogs may be checked out overnight or over a weekend. Directories that contain information on all



colleges are available for use also. Specific career information is available in books and pamphlets.  
 12. Computers are available in the library for students. All computer lab rules and regulations apply to these computers.

**Lockers:**

1. **Each student will be assigned a permanent locker by his/her advisor.**
2. A locker number must be on file in the Assistant Principal's office.
3. Only school issued locks are permitted to be used on lockers.
4. If your lock is lost or damaged, another cannot be issued until another \$5.00 lock deposit is paid.
5. Report any trouble with lockers to the Assistant Principal.
6. If you damage your locker, repairs or cleaning becomes your financial obligation.
7. The Principal or designated person retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.
8. Students are not to go to their lockers after the tardy bell during lunch.
9. **LOCKERS SHOULD ALWAYS BE LOCKED WHEN NOT IN USE. DO NOT GIVE YOUR COMBINATION TO ANYONE ELSE.** Do not leave money or valuables in your locker. Lockers are not Safes.
10. **Students are expected to assume full responsibility for their lockers.**

**LOITERING:** Students are not to loiter in the restrooms, halls, office area, or other off-limit areas. They are to stay in the general area of their assigned classroom or lunch area. Students not involved in extra-curricular activities are not to be in the building or around practice areas after school or during practice times. Demerits/detention may be assigned for loitering. Repeated loitering will be considered defiance of school rules and will be handled with more severe discipline.

**OFF LIMITS:** Students will not be permitted to go to the student parking lot, or behind the vocational building, or off school grounds at any time during the school day, except when permission is granted by an administrator. Students who are found in unauthorized areas during school hours will be subject to disciplinary action. **STUDENTS WILL NOT BE ALLOWED PAST THE CORNER OF THE DOWNSTAIRS HALLWAY IN THE MORNINGS. NO STUDENT will be allowed in the hallways in the morning before school and during lunch. ALL STUDENTS will be in cafeteria, outside on front lawn or in lobby area at the gym doors.**

**OUT-OF-SCHOOL SUSPENSION (OSS):**

1. OSS is a form of discipline used to correct inappropriate student behavior. It is used as a 'last ditch' effort whenever possible. Students who are suspended from school are essentially in a non-student status temporarily. They may not attend school, school-related activities or functions and are not permitted permission to be on any Giles County Schools properties without permission until the suspension period is concluded. Students who violate this policy are subject to further disciplinary measures or arrest for violation for trespass laws.
2. In order to be reinstated from out-of-school suspension, a parent/guardian needs to return to school with the student (or have a conference telephone call) to discuss the situation with an administrator.
3. Unexcused absences will be assigned for any days of out-of-school suspension. These absences will be considered when determining whether students exceeding the attendance policy should be given waiver.
4. **IT IS IMPORTANT TO KNOW THAT OUT-OF-SCHOOL SUSPENSION IS AN UNEXCUSED ABSENCE.**

**PUBLIC DISPLAY OF AFFECTION:** The way students conduct themselves toward each other creates a respectful or disrespectful image to be shared by both the students and the school. Anything beyond holding hands will not be tolerated and disciplinary action will be taken.

**Resident of Attendance Zones (9-3.1):** Students shall attend the school in the attendance area in which they reside and to which they are assigned, unless special permission is granted by the School Board in regular session for good and sufficient reasons.

**STUDENT ILLNESS:** Students who become ill during the course of the school day must inform their teacher (if during class), receive a note to come to the office; and, if it is during the change of class they must report to the office and inform a secretary or administrator that they are ill. Since excessive checkouts are detrimental to students and the learning climate of the school, any student that checks out is expected to call a parent for permission. Students are required to have a doctor's excuse for checkouts that exceed two per semester. Classes missed due to checkouts are totaled and a total of 4 blocks missed will equal one day of absence counted against the student's attendance. This will be counted against the attendance and the exam waiver policy.

**STUDENT INSURANCE:** The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of accident to the student at school. The parent or guardian is responsible for the payment of such bills. We urge you to avail yourself of the protection afforded through school insurance, if you are not otherwise insured. Students will be given information regarding various insurance plans during the first week of school.

In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified. **All students should leave a phone number with their homeroom teacher for contact with the home in case of an emergency.**

**STUDENTS IN THE OFFICE:** The school's offices are places of business. Students entering the office are expected to state their business to a school secretary or administrator.

**TELEPHONES:** Use of school phones by students for personal calls is forbidden. An office staff member only in cases of emergency must grant permission. Students should never dial 911 without the permission of administration.

**TEXTBOOKS:** Textbooks are the sole responsibility of the person to whom they are issued. All lost books must be paid for before future books can be issued. Student books lost and then found must be cleared prior to the end of the school year through the Assistant Principal. No refunds can be given after this date. Financial obligations left unpaid by students will result in their not being allowed to participate in graduation ceremonies.

**VISITORS:** Giles County School Board policy states the following “that no person, unless on official business, be allowed within the school or on school premises during the school day hours.” This is for the protection of students.

### **MOMENT OF SILENCE**

The Giles County School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day.

The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. Teachers shall not influence, in any way, students to pray or meditate or not to pray or meditate during the moment of silence.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-203

### **County School Addresses**

Giles High School  
1825 Wenonah Ave.  
Pearisburg, VA 24134

Eastern Elementary/Middle School  
6899 Virginia Ave.  
Pembroke, VA 24136

Giles Co. Technology Center  
1827 Wenonah Ave.  
Pearisburg, VA 24134

Macy McClaugherty School  
1001 Henson Avenue  
Pearisburg, VA 24134

Narrows High School  
1 Green Wave Lane  
Narrows, VA 24124

Narrows Elementary/Middle School  
401 Wolf Street  
Narrows, VA 24124