



STUDENTS, PARENTS, THE SCHOOL:
A Partnership in Responsibility

Student Handbook

2017-2018



Harrisonburg City Public Schools

Students, Parents, the School: A Partnership in Responsibility

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Code of Virginia

Section 22.1-279.3. Parental responsibility and involvement requirements.

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice requirement of this section. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.
- E. In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
 - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet: or
 - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in the subdivision 2 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

July 2017

Dear Parents:

Welcome to the school system-wide *Student Handbook*. This is an important publication that we believe will help foster better understanding and communication with our parents about the policies and procedures that govern our school system. Although we tried to cover all of our policies and procedures in this handbook, there may be times when an administrator will be required to use his/her best professional judgment to address an issue or concern that might develop and is not clearly defined in this handbook. Furthermore, based on new school board policies that might be approved after this handbook goes to publication, we might at times amend, remove or write a new policy and procedure that we will communicate on our website and other communication tools.

Continuing focus on academic rigor requires that our schools be purposeful places of learning. To that end, we believe that all children can learn at high levels and have the capability to understand and follow school rules and procedures. In order for students to be successful learners, our schools must be safe and free from distractions that interfere with teaching and learning. The Harrisonburg City Public Schools *Student Handbook* was created with the aim of defining expectations, rules and procedures that apply to all students across all school programs. In addition, the *Student Handbook* lists numerous programs and services available within our school system to assist students who may be experiencing social, emotional, or behavioral problems that may interfere with their learning.

Also, your child's attendance is crucial to his/her success at school. Please ensure your child arrives - on time - to school each day.

As your superintendent, I strongly encourage you to review this *Student Handbook* with your child (children) and reinforce our efforts to promote an excellent learning environment for all students. As you review these pages, I trust you will appreciate the thoughtfulness of this document and the commitment to common sense and respect for all children. Since we will update this book annually, I encourage your comments and suggestions. Every parent must sign the form at the end of the handbook stating that they have received the *Student Handbook* and return it as soon as possible.

The coming year will be an exciting one I am sure. I look forward to working with you to make this a wonderful year for your child (children). Please don't hesitate to call me at 540-434-9916 with any questions or concerns.

Sincerely yours,



Scott R. Kizner, Ph.D.
Superintendent of Schools

HARRISONBURG CITY PUBLIC SCHOOLS

Members of the School Board

Ms. Deb Fitzgerald
Mr. Brent Holsinger

Mr. Andrew Kohen
Ms. Lauren Penrod

Ms. Kaylene Seigle
Mr. Nick Swayne

Administrative Staff

Scott R. Kizner, Ph.D., Superintendent
Patrick Lintner, Asst. Superintendent for Instruction
Craig Mackail, Asst. Superintendent of Operations & School Safety
Andrew Ansoorian, Executive Director of Human Resources
Andrea Early, Executive Director of School Nutrition Programs
April Howard, Executive Director of Psychological and Student Support Services
Tracy Shaver, Executive Director of Finance
Toni Sheets, Executive Director of Technology
Sandi Thorpe, Executive Director of Special Programs
Jeremy Weaver, Executive Director of Elementary Education

Reggie Smith, Director, City Transportation Department (432-0492)
(School bus contact)

Central Office/School Board (434-9916)

Superintendent	Human Resources	Technology
Operations and School Safety	Finance and Payroll	

Instructional Services (434-5730)
Special Programs and Student Support Services (434-2752)
School Nutrition (437-3300)

Welcome Center (433-3644)
(Keister Elementary School)

Harrisonburg City School system does not discriminate on the basis of sex, age, race, color, religion, handicapping conditions, or national origin in employment or educational programs and activities.

HARRISONBURG CITY PUBLIC SCHOOLS

Schools

Harrisonburg High School – Grades 9-12
1001 Garbers Church Road
Harrisonburg, VA 22801
540-433-2651

Thomas Harrison Middle School – Grades 6-8
1311 West Market Street
Harrisonburg, VA 22801
540-434-1949

Skyline Middle School – Grades 6-8
470 Linda Lane
Harrisonburg, VA 22802
540-434-6862

Bluestone Elementary – Grades K-5
750 Garbers Church Road
Harrisonburg, VA 22801
540-432-3230

Keister Elementary School – Grades K-5
100 Maryland Avenue
Harrisonburg, VA 22801
540-434-6585

Smithland Elementary School – Grades K-5
474 Linda Lane
Harrisonburg, VA 22802
540-434-6075

Spotswood Elementary School – Grades K-5
400 Mountain View Drive
Harrisonburg, VA 22801
540-434-3429

Stone Spring Elementary School – Grades K-5
575 Peach Grove Avenue
Harrisonburg, VA 22801
540-574-1199

Waterman Elementary School – Grades K-5
451 Chicago Avenue
Harrisonburg, VA 22802
540-434-8352

Administration

Cynthia Prieto, Principal
Michael Eye, Assistant
Joe Glick, Assistant
Eric Miller, Assistant
Lisa Warren, Assistant

Donald Vale, Principal
Sonya Bullard, Assistant
Chad Burk, Assistant

Daniel Kirwan, Principal
Tracey Long, Assistant

Anne Lintner, Principal
Peter Norment, Assistant

Julie Zook, Principal
Mark Miller, Assistant

Janis Churchill, Principal
Norris Bunn, Assistant

Joy Blosser, Principal
Debbie Cook, Assistant

Kathleen Taylor, Principal
Erin Young, Assistant

Jill Hart, Principal
Staci Hartman, Assistant

Great Oak Academy
(a nontraditional middle school program located at THMS)
1311 West Market Street
Harrisonburg, VA 22801
540-434-1949

Margot Zahner, Director

Elon W. Rhodes Early Learning Center
474 Linda Lane
Harrisonburg, VA 22802
540-434-6075

Sharon Shuttle, Director

Section 504 coordinator is Ms. Sandi Thorpe. Title IX coordinator is Mr. Andrew Ansoorian.
Should you have any questions, please contact Ms. Thorpe at (540) 434-2752 or Mr. Ansoorian at
(540) 434-9916.

Nondiscrimination Notice

The Harrisonburg City School Board does not discriminate on the basis of race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. The Harrisonburg City School Board has designated Andrew Ansoorian, Executive Director of Human Resources, One Court Square, Harrisonburg, Virginia 22801 (540) 434-9916 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer, Mrs. Sandi Thorpe, Executive Director of Special Programs, One Court Square, Harrisonburg, Virginia 22801 (540) 434-2752.

Student Rights and Responsibilities

Guaranteed Right and Responsibilities

The rights of all students as guaranteed by the Constitution of the United States and the Commonwealth of Virginia and applicable federal, state, and local statutes are recognized and protected.

1. **Title IX Student Complaints**: As required by Title IX of the Educational Amendments of 1972, the Harrisonburg City Schools adhere to the policy that “No person shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under and education program of activity...”
2. **Complaint Procedure**: Should a student or parent believe or have evidence of some form of sex discrimination and should this person want to present a complaint based upon this belief or evidence then this person should contact his/her teacher, the building principal, the Assistant Superintendent, Superintendent of Schools or the Title IX Compliance Officer.
3. **Complaint Process**: The division employee receiving the complaint will advise the student or parent of the next steps to be taken. Forms for filing an official complaint are available from the school principal, Title IX Compliance Officer or from the HCPS website Policy #437.
4. **Section 504**: The Harrisonburg School Board has established Policy 436 (Nondiscrimination Policy and Complaint Procedures) as a way to provide prompt and impartial review of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973.

Introduction

This booklet fulfills the requirement of the Standards of Quality for Public Schools in Virginia, that “...standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights (22.1-253.13:7 D, July 1997....)” be so stated in a policy manual.

The legal responsibilities and rights of students in the public schools of Harrisonburg City and the rules of conduct and disciplinary procedures applicable to students are explained in this booklet and in the additional published rules made by each of our schools. This booklet represents a condensed version of the policies set forth by the Board regarding student conduct. For the complete text, see Policies and Regulations, Harrisonburg City Public Schools.

A copy of the school division’s policy manual is available on our website at www.harrisonburg.k12.va.us and at the Harrisonburg City Public Schools Administrative Office at One Court Square, Harrisonburg, VA.

Parent Responsibility and Involvement Requirements

Note: As used in this booklet, the term parent shall be interpreted to include the student’s parent, legal guardian, or other adult in loco parentis to the student.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section.

All parents are expected to assume responsibility for the students' behavior and assist the school in enforcing the Standards of Student Conduct. 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 his/her child 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 educational difficulties.**

The school principal may request the student's parent meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior (**Code of Virginia, Section 22.1-279.3**).

Sex Offenders on School Property: Amendment states that every adult convicted on a sexually violent offense is prohibited from entering and being present on school property during school hours and "during school-related and school-sponsored activities" (HB567). Additional legislation on this topic prohibits adults convicted of certain sex offenses after July 1, 2008, from living within 500 feet of a public park owned by a county, city or town that shares a boundary line with a school and which is regularly used for school activities (HB622).

School Safety

Harrisonburg City Public Schools is committed to ensuring the safety of our students and staff. We ask that parents and students report any potential threats to a school administrator or the Harrisonburg Police Department. Safety at our schools is strengthened when educators, parents, and community members work together.

In the unfortunate event that we have an incident within the school division, there are a number of ways that parents may gain important information:

1. On our website: harrisonburg.k12.va.us
2. Via social media: Twitter (twitter.com/hcpsnews)
3. Via text message
4. Via an automated phone call from the division
5. By calling the HCPS Hotline at 540.437.0305
6. Through the local media

To protect our staff, students, and visitors, we require visitors to any of our school buildings to proceed directly to the school's main office and follow the established check-in procedure. More information regarding our policies and procedures can be found at www.harrisonburg.k12.va.us.

We hope that you will join us in making our schools a safe environment for our students to grow and learn.

Standards of Student Conduct

All students attending Harrisonburg City Public Schools have the right of fair access to an education that is "...conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights"....22.1-253.13:7, SOQ, 1997.

This booklet defines the Standards of Student Conduct for all Harrisonburg City Public School students. Rules apply when students are on school property, while traveling to or from school, to or from and while at the bus stop, while riding in school board vehicles, while in attendance at school or at any school sponsored activity. Rules also apply off school grounds at any time when the offense involves weapons, drugs or alcohol, or intentional injury in accordance with Sections 22.1-277.1 or 22.1-277.02 of the Code of Virginia. Rules are enforced when the student's conduct interferes with or obstructs the orderly operation of the school system or the safety or welfare of students or employees. Guidelines and procedures related to disciplinary actions outlined in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia and Section 504 of the Rehabilitation Act of 1973 will be implemented.

All students are expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur. **Students who observe or who are subjected to behaviors as described in the Standards are expected to report such incidences to their bus driver, teacher, coaches, adult supervisors, or school administrators.**

Changing Address and Telephone Number

Students who change their residence, mailing address, or telephone number after enrolling in the school division must report the change promptly to the attendance office so that records can be corrected and kept current.

Search and Seizure

When enforcing these standards, a student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has individualized, reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Metal detectors and other types of surveillance equipment may be used in the schools and at school activities for both random searches and when reasonable suspicion is present. Detection dogs will be used on school property to detect the presence of drugs and other contraband.

Lockers are assigned to individual students, but lockers remain the property of the school division. Lockers may be inspected in order to ensure proper maintenance. Each student has the responsibility to secure his/her locker and to not provide the combination to any other students. Lockers may be searched at any time when the school administration has reasonable suspicion to do so.

The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. **The interiors of student vehicles may be inspected whenever a school authority has individualized, reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant (School Board Policy 419).**

Any contraband material found will be retained for the police for appropriate disposition (School Board Policy 414).

Searches and seizures of students' cellular phones and laptops are permitted when there is a reasonable suspicion that the student is violating the law or the rules of the school. School officials should not share explicit materials depicting minors with other school personnel, but rather the material should be brought to the attention of the appropriate law enforcement agents.

Due Process

An administrative hearing will be held with the student prior to a decision to suspend the student from school attendance, except in emergency situations. Va. Code 22.1-277 provides the following requirements for suspensions:

- a) the student is provided with oral or written notice of the charges
- b) an explanation of the facts and the opportunity for the student to present his/her version is offered
- c) notification of the facts in writing by the administrator to the division superintendent or designee and to the parent(s)
- d) if requested by either party, the superintendent or designee will review the facts of the case to “confirm or disapprove” the action
- e) superintendent’s decision may be appealed to the school board

Procedure for Appealing Out-of-School Suspensions

A decision to suspend a student may be appealed by the student’s parents. An appeal of a suspension shall not delay the suspension. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A parent may appeal a suspension to the principal of the school, then to the superintendent or his designee in the following manner:

- a) A parent/guardian shall submit a written letter of appeal to the superintendent within three(3) calendar days of notification of the suspension. The superintendent or his designee shall review the suspension and all the evidence, and render a decision.
- b) For suspensions in excess of ten (10) school days, the parent may appeal further by submitting written notice to the superintendent, within three (3) calendar days of the decision to uphold the suspension, requesting that the superintendent forward the letter of appeal to the school board for review. The school board shall review the information, gather additional information, and/or conduct a hearing if necessary, and render a decision. The decision of the school board is final.
- c) In any case in which a student has had his/her suspension extended by the superintendent, the student and his/her parent, guardian, or person having control or charge of the student may appeal the decision to the school board. Such appeal must be in writing and must be filed with the superintendent within three (3) calendar days of the decision on the appeal. The appeal should state in detail why the decision should be overturned and supply all supporting documents. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal (**School Board Policy 423**).

Closed Campus: All Harrisonburg City Public Schools maintain a closed campus which means that once students come on school grounds, they must remain on school grounds until their regular dismissed time. Leaving school grounds at any time without permission is a violation of discipline policy.

Exclusion of Certain Expelled Students

When a student has been expelled or suspended or had admission withdrawn from a private or public school, the student may be excluded from attendance in the Harrisonburg school division (**School Board Policy 423**).

Violations of Law

Violations of law may be handled by referring the case to law enforcement officials in addition to the use of other disciplinary measures. All incidents involving the death, shooting, stabbing or intentional cutting or wounding of another person, involvement with drugs or alcohol, or the possession of weapons on school property will result in referral to law enforcement officials in accordance with the Code of Virginia 22.1-280.4.

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.

Prosecution of Juveniles as Adults

Section 16.1-269.1 of the *Code of Virginia* permits juveniles, 14 years of age or older at the time of an

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

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

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

- Circumstance #1 – A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§16.1-269.1 A of the *Code of Virginia*). In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may return jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.
- Circumstance #2 – A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§16.1-269.1 C of the *Code of Virginia*) In this circumstance, transfer is requested at the discretion of the Commonwealth’s Attorney. If the Commonwealth’s Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed for alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§16.1-269.1 C of the *Code of Virginia*)
- Circumstance #3 – A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§16.1-269.1 B of the *Code of Virginia*) Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§16.1-269.1 B of the *Code of Virginia*)

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

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

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

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

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

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

Major categories of behavior are outlined in the following Standards of Student Conduct with consequences which may occur as a result of misconduct. In determining the disposition for a specific violation, the student's past history is considered.

Attendance

- A. Students shall attend school in the attendance area in which they reside and to which they are assigned.
- B. Compulsory School Attendance Ages - Reach 5th birthday on or before September 30 of any school year and have not passed 18th birthday.
- C. **Students are expected to arrive at school and all classes on time every day.** 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 the provision of the law.

- 1. A reasonable effort will be made to contact a parent/guardian of each absent student every day, and a log will be kept of call attempts.
- 2. Students who are absent must bring a valid note stating the reason for absence upon return to school unless prior notification of reason by parent/guardian has been received. Unexcused absences are a violation of School Board Regulations.
- 3. Students shall attend school for a full day unless otherwise excused. Exceptions to a full day schedule must be approved on an individual basis (**School Board Policy 408**).
- 4. Unexcused Absence or Tardiness - Students shall not be absent from or report late to class or school without appropriate parental permission, school permission, or an otherwise valid excuse.
- D. Dismissal Precautions - students will not be released during the school day to any person not authorized by the parent/guardian to assume responsibility for the student. **The burden of proof is on the requesting party (School Board Policy 402, 402R, 404, 408).**

Truancy

Consequences of Habitual Truancy

- A. A student 14 years of age or older can be sent to Juvenile Detention for truancy for as much as 10 days per each day missed from school following their first appearance in court.
- B. Inducing or attempting to induce any child to be absent unlawfully from school or knowingly employing or harboring any child absent unlawfully is a misdemeanor. (Code of Virginia § 22.1-265) Student nonattendance is a problem that extends much further than the school. It affects the student, the family, and the community.
- C. Code of Virginia § 63.2-606. requires schools to report non-attendance of children receiving

Temporary Assistance for Needy Families (TANF) to local departments of social services. Families receiving TANF are required to comply with compulsory school attendance laws.

School Attendance Law

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

- A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in §22.1-254.1.

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

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § 22.1-253.13:1 and in § 22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing a general educational development (GED) certificate but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or a GED certificate, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

- B. A school board shall excuse from attendance at school:
1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and
 2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.
- C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an

alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

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

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

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

For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

- a. Career guidance counseling;
- b. Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such GED preparatory program or approved alternative education program to such principal or his designee;
- c. Counseling on the economic impact of failing to complete high school; and
- d. Procedures for reenrollment to comply with the requirements of subsection A.

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

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

F. A school board may, in accordance with the procedures set forth in Article 3 (§ 22.1-276.01 et seq.) of Chapter 14 of this title and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) suspended pursuant to § 22.1-277.05; or (iv) expelled from school attendance pursuant to § 22.1-277.06 or § 22.1-277.07 or subsection B of § 22.1-277, require the child to attend an alternative education program as provided in § 22.1-209.1:2 or § 22.1-277.2:1.

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

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title

18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

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

H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

I. The provisions of this article shall not apply to:


1. Children suffering from contagious or infectious diseases while suffering from such diseases;
2. Children whose immunizations against communicable diseases have not been completed as provided in § 22.1-271.2;
3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
5. Children excused pursuant to subsections B and D.

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

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

Division Attendance Enforcement

1-4 absences throughout the year	Parent must telephone school and provide explanation of absence.
5 absences	Meeting by phone or in person to explain consequences of continued non-attendance and develop a plan to resolve non-attendance. (Attendance Improvement Plan)
6th absence	In-person conference with other community service providers to resolve issues related to non-attendance. (Interagency Truancy Meeting)
Next absence, after conference	Enforcement of the law through court action: - CHINS (Child in Need of Supervision) complaint (child in jurisdiction of the court until graduation or 21 years) -or proceedings against parents



a clear understanding **OF VIRGINIA PUBLIC SCHOOL ATTENDANCE LAW**

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

If the student is absent an additional day after direct contact with the student's parent and the attendance officer has received no indication that the student's parent is aware of and supports the student's absence, the attendance officer shall schedule a conference within ten school days with the student, his parent, and school personnel, which may include other community service providers, to resolve issues related to the student's nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. Upon the next absence by such student without indication to the attendance officer that the student's parent is aware of and supports the student's absence, the school principal or his designee shall notify the attendance officer or the division superintendent, as the case may be, who shall enforce the provisions of this article by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the student is a child in need of supervision as defined in [16.1-228](#) or (ii) instituting proceedings against the parent pursuant to [18.2-371](#) or [22.1-262](#). In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to [20-124.2](#) and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Student Absences/Excuses/Dismissals

Students who are absent must bring a parental note on the first day the student returns to school stating the reason for the absence.

The only excuses for absence that shall be deemed acceptable are:

- illness (if over two days, the school may require a note from the doctor);
- court appearance;
- death in the family;

- religious holidays;
- field trips and school-related activities; and
- extenuating circumstances which are determined by the school administration.

Homeless Children In Harrisonburg City Public Schools

The Federal McKinney-Vento Act guarantees school enrollment for anyone who, due to a lack of permanent housing, lives in inadequate or temporary settings, such as:

- In emergency or transitional shelters
- In motels, hotels, or campgrounds
- In cars, parks, public places, bus or train stations, or abandoned buildings
- Doubled up with relatives or friends
- In these conditions and is a migratory child or youth

Families should know:

- You do not need a permanent address to enroll your child in school.
- Your child cannot be denied school enrollment when school records or other enrollment documentation are not immediately available.
- Your child may be able to remain in the same school even if you move.
- Your child has the right to transportation services to remain in the school of origin when in the child's best interests.
- Schools must provide you with a written explanation if a placement dispute occurs and you may appeal the school's decision. Contact your local Homeless Liaison for assistance in handling a placement dispute.
- Your child automatically qualifies to participate in free breakfast and lunch programs.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

Note: Unaccompanied youth lacking fixed, regular and adequate housing have these same rights.

If you have questions, contact the HCPS Homeless Education Liaison at (540) 434-9916.

Important Contact Information

Harrisonburg Local Liaison
 April Howard
 Homeless Education Liaison
 540-434-9916
 Fax: 540-434-5196
 Email: ahoward@harrisonburg.k12.va.us

Project HOPE - Virginia
 College of William & Mary
 School of Education
 P. O. Box 8795
 Williamsburg, VA 23187-8795
 757-221-4002
www.wm.edu/hope

Weapons in School

General Prohibitions

All weapons whatsoever, including, but not limited to, fireworks, ammunition, stun weapons, firearms, explosives, destructive devices, and any other items which in the circumstances may be or are intended as instruments of offensive or defensive force, are forbidden on all school grounds, in the school building, on school vehicles, and at school-sponsored or school-connected activities. Any attempt to bring a weapon onto school grounds or school vehicles, into the school building, or to school-sponsored or school-connected activities is also prohibited. Toy guns and look-alike guns, weapons and destructive devices are likewise prohibited.

Violations

Disciplinary Action

1. Violations of this policy will result in an out-of-school suspension for up to ten (10) days and may be referred to the Superintendent or designee for consideration of additional disciplinary action, up to expulsion.
2. Any student found to have brought, or attempted to bring, any of the following weapons, including toy guns and look-alike guns or weapons, onto school property or to a school-sponsored or school-connected activity may be removed from school attendance for at least one year; any stun or laser weapon; any pistol, revolver, or other weapons designed or intended to propel a missile of any kind, including but not limited to a "BB gun" or pellet gun; any knife, including but not limited to a dirk, bowie knife, switchblade knife, ballistic knife, or razor; any slingshot, spring stick, metal knucks, blackjack, or any flailing or disc instrument, which may be known as a nun chuck, fighting chain, throwing star, or oriental dart; any weapon, including a starter gun, which may readily be converted to expel a projectile by the action of any explosive or other propellant, or the frame or receiver of any such weapon; any firearm muffler or silencer; or any air rifle. In such cases, another disciplinary action or term of removal may be imposed only as appropriate under case-specific circumstances.
3. Any student found to have brought, or attempted to bring, a destructive device, or a look-alike destructive device, onto school property or to a school-sponsored or school-connected activity may be removed from school attendance for at least one year. In such cases, another disciplinary action or term of removal may be imposed only as appropriate under case-specific circumstances. "Destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, or other weapon which will or may readily be converted to expel a projectile by the action of any explosive or other propellant, or any device or combination of parts designed or intended for use in converting any device into any destructive device; it does not include any device not designed or redesigned for use as a weapon, or which has been redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.

The Division Superintendent shall have the authority to develop regulations and/or directives for the implementation of this policy, including the establishment of an exemption for law enforcement or similar officers. (**School Board Policy 440**).

Controlled Substance, Imitation Controlled Substance, or Marijuana

- A. A student shall not possess, use, and/or distribute alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, inhalants, or anything else covered by the Drug Control Act. Restricted substances include any abusable glue, paint and similar materials, anabolic steroids, and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package **and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.**
- B. A student shall not possess drug paraphernalia to include all equipment, products, and materials of any kind, and the constituent parts thereof, that either are designed for use or intended by the student for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or any other controlled substance.

NOTE: See Student Health Services & Requirements in reference to inhaled asthma medications.

Procedure for Handling Substance Abuse Violations

- A. In the event of reasonable suspicion of use, possession, or distribution of any controlled substances:
 1. The principal or his/her designee may search a student, a student's personal effects, locker, desk, student-driven vehicle on school property (and off school property when vehicle is used

- in relation to any school activity), or other vehicles or containers on school property where there is individualized, reasonable suspicion that drugs or other prohibited substances or drug paraphernalia are present. By operating a vehicle to or on school property, the student and any other person implicitly grants consent to any such vehicle search.
2. Any contraband material found is to be retained for the police for appropriate disposition.
- B. If it is determined that a student has engaged in any form of substance abuse, the procedure shall be as follows: the Harrisonburg Police Department and the superintendent/designee shall be notified immediately. The student's parents or guardians shall be notified immediately thereafter.

Penalties

- A. First violation of use or possession of a controlled substance or other substance defined in this policy:
1. **Grades K-4:** The principal or his/her designee will hold a conference with the student and parent(s). Out-of-school suspension and/or other appropriate action will be taken.
 2. **Grades 5-8:** A first violation shall result in an out-of-school suspension for 10 school days and suspension for at least 30 school days from all school activities (teams, clubs, and all other school-sponsored activities); all violations resulting in out-of-school suspension will be reported to the school board. The student and his/her parent or guardian must agree to and subsequently participate satisfactorily in an appropriate substance abuse prevention follow-up activity approved by the principal or his/her designee. Also, the student may be assigned to the alternative CORE program.
 3. **Grades 9-12:** A first violation shall result in an out-of-school suspension for 10 school days and suspension for at least 30 school days from all school activities (teams, clubs, and all other school-sponsored activities); violations will be reported to the school board. The student and his/her parent or guardian must agree to and subsequently participate satisfactorily in an appropriate substance abuse prevention follow-up activity approved by the principal or his/her designee.
 4. Notification: The principal or principal's designee shall immediately notify the parents or guardians of the suspension, of any alternative placement, of possible available community resources, and of the duration of the suspension. **The student and parent or guardian shall be requested to sign a statement that they have been informed of the consequences of any subsequent violations (School Board Policy 414).**
 5. In situations where the student in violation of this policy represents a serious threat to the safety or health of himself/herself or others, or where the conduct would likely result in school disruption, the board may expel a student even for a first offense.
- B. Second and subsequent violations of use or possession of controlled substances or other substances defined in this policy:
1. **Grades K-4:** The principal or his/her designee will hold a conference with the student and parent(s). Out-of-school suspension up to 10 days and/or other appropriate action will be taken, with additional suspension days beyond 10 imposed by the superintendent, if necessary.
 2. **Grades 5-8:** A second violation will result in an immediate out-of-school suspension, and expulsion shall be recommended to the school board. The first 10 days of the immediate out-of-school suspension shall be imposed by the principal. The superintendent shall then extend such suspension, if necessary, until the next meeting of the school board.
 3. **Grades 9-12:** A second violation will result in an immediate out-of-school suspension, expulsion shall be recommended to the school board. The first 10 days of the immediate out-of-school suspension shall be imposed by the principal. The superintendent shall then extend such suspension, if necessary, until the next meeting of the school board.
- C. Distribution, sale, attempting to distribute or sell, possession with intent to distribute or sell any restricted substance, imitation or look-alike, or drug paraphernalia:
1. The principal shall immediately effect an out-of-school suspension and shall recommend expulsion to the school board. The first 10 days of the immediate out-of-school suspension shall be imposed by the principal.
 2. The superintendent shall then extend such suspension, if necessary, until the next meeting of

- the school board.
- D. None of the procedural steps (e.g., notification of parent, recording the identity of suspected illegal substances, etc.) are intended to create any substantive rights or to imply that any sanctions or discipline should be affected by the failure to follow such procedures.

Tobacco Products

The use of tobacco in any form is a significant health hazard to others. Additionally, passive smoke poses a health threat to persons who are exposed to it.

Consistent with good health education practice and a responsibility to provide healthful and safe environments for students and staff members, smoking, chewing or any other use of any tobacco products by staff, students and visitors shall be prohibited on school property as defined in this policy.

For purposes of this policy, the following definitions shall apply:

- School property shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. All vehicles used by the division for transporting students, staff, visitors or other persons.
 - c. Entire school campus including grounds and athletic fields.
- Tobacco shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. Tobacco shall include cloves or any other products packaged for smoking.
- Use shall mean lighting, chewing, inhaling or smoking any tobacco product.

Students shall not bring to school or possess any tobacco products, matches, or lighters.

Electronic Cigarettes

The possession or use of electronic cigarettes is prohibited on school buses, on school premises and at school-sponsored activities.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action. (**School Board Policy 413**)

Assault and Battery

- A. Students shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.
- B. Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting.
- C. Battery is the unlawful application of force to the person of another (**School Board Policy 412**).

Gang Activity or Association

- A. Any group activity that threatens, that is illegal and/or violent, or that indicates the development of gang activity, which may involve wearing gang-related apparel, inappropriate congregating, bullying, harassment, initiations, hazings, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, or personal degradation or disgrace possibly resulting in physical or mental harm to students are prohibited.

- B. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action, in accordance with Policy 412 and regulations (**School Board Policy 441**).

Threats or Intimidation

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

Virginia Code Ann. § 18.2-60 concerning threats states that if the threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his/her family, it is a Class 6 felony. If the communication is oral and contains a threat to kill or do bodily harm to any elementary, middle, or high school employee and occurs on a school bus, school property, or during a school-sponsored activity, it is a Class 1 misdemeanor.

Virginia Code Ann. § ~~18.2-152.7:1~~ states that “If any person, with the intent to coerce, intimidate, or harass any person, shall use a computer or computer network to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, he shall be guilty of a Class 1 misdemeanor” (2000).

- A. **Bullying:** Students, either individually or as part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:
1. Physical intimidation, taunting, name calling, and insults
 2. Comments regarding the race, gender, religion, physical abilities or characteristics of the targeted person
 3. Falsifying statements about other persons
 4. Use of technology such as e-mail, text messages, or Web sites to defame or harm others
- B. **Sexual harassment** includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities, on school buses, or at school functions.
- C. **Sex Offender Registry** – Information for the Sex Offender and Crimes Against Minors Registry is located at: <http://sex-offender.vsp.virginia.gov/sor/> (Va. Code § 22.1-79.3.C). Please refer to School Board Policy 528 – Violent Sex Offenders on School Property and Policy 527 – Sex Offenders Registry Notification.
- D. **Sex Offenders on School Property:** Current law prevents a person convicted of a sexually violent offense from being on school grounds. In 2011, HB 2066 expanded the prohibition on entry onto school grounds by any adult convicted of a sexually violent offense to include any school bus as defined in § 46.2-100 and any property, public or private, during hours when such property is being used solely by a public or private elementary or secondary school for a school-related or school-sponsored activity. The penalty is a Class 6 felony.
- E. A student shall not take another's property under duress, threat, or by any other unlawful means (**School Board Regulations 412R**).
- F. Disciplinary action may be taken when **off-campus speech** causes a substantial disruption to the educational environment or interferes with another student's rights. Criminal action may be taken against students when their speech constitutes a true threat. Virginia Code Ann. § 18.2-60 concerning threats states that if the threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his/her family, it is a Class 6 felony. If the communication is oral and contains a threat to kill or do bodily harm to any elementary, middle, or high school employee and occurs on a school bus, school property, or during a school-sponsored activity, it is a Class 1 misdemeanor.
- G. No student shall engage in hazing. **Hazing** means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in

connection with or for the purpose of initiation, admission into 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 activity. Hazing is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of \$2,500, or both, in addition to any disciplinary consequences which may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors.

Disruptive Conduct

- A. Students shall not engage in conduct that disrupts or is intended to disrupt any school activity, function, or process of the school or threatens the health, safety, or welfare of students or others.
- B. The following are examples and are not an exclusive list: profanity, continual talking after being asked to cease, throwing spitwads, use of tape or CD players or radios or electronic games, gambling, display of pornographic material or obscene literature, etc.
- C. **Profane or Abusive Language**
Students shall not use language or gestures that are vulgar, obscene, or disrupt teaching and learning. If any person shall, in the presence or hearing of another, curse or abuse such other person, or use any violent abusive language to such person concerning himself or any of his relations, or otherwise use such language, under circumstances reasonably calculated to provide a breach of the peace, he shall be guilty of a Class 3 misdemeanor.
- D. **Gambling**
A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school-related activity.
- E. **Student Dress**
 - 1. A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice.
 - 2. The following are only examples, not an exclusive list, of inappropriate dress or appearance which interrupts or interferes with teaching, good health, and orderly conduct: halters, see-through shirts, tank or tube tops that bare the midriff, no shoes, no shirts, apparel which conveys an inappropriate message such as violence, symbols for illegal substances, gang affiliation insignias, displays offensive or obscene language, or clothing that reveals undergarments, etc.
 - 3. **Head Coverings – Scarves, "do-rags," hoods, bandanas, hats, cloth headbands, or any other head coverings shall not be worn inside the school building during regular school hours. Exceptions may be granted by the school principal for medical or religious reasons. Other guidelines may be imposed by school administration for events or activities occurring after regular school hours.**
 - 4. Coaches, teachers, and sponsors responsible for athletic teams, co-curricular activities or other student groups may set additional standards related to dress, behavior, and training (**School Board Policy 412R**).
 - 5. **Displays of Affection in School – Inappropriate displays of affection are not allowed in the school building, on school grounds, or during school activities. Students who violate this rule may be assigned a higher level consequence, depending on the nature of the violation.**

Respect for Teachers and Staff

Students are strictly prohibited from directing obscenities toward, attempting to intimidate, or physically assaulting or committing battery upon teachers and other staff members (**School Board Policy 412**).

Defiance of the Authority of School Personnel

A student shall comply with any oral or written instructions made by school personnel and those serving the school (student teachers, practicum students, volunteers) within the scope of their authority as provided by board policies and regulations.

Integrity

Students are expected to perform honestly through the production of their own work and the demonstration of respect for the belongings of others.

The following acts are prohibited:

- A. **Cheating** includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B. **Plagiarism** includes the copying of the language, structure, idea, and/or thought of another and representing it as one's own original work.
- C. **Falsification** includes the verbal or written statement of any untruth, including the production of forgery or use of forged writing.
- D. **Stealing** includes acquiring another's possessions without right or permission. The possession of stolen property is considered theft.
- E. **Attempts** toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.
- F. **Unauthorized use of technology** and information gained through its use without permission is prohibited, as specified in *Acceptable Use Agreement (School Board Policy 412R, 752, 752R)*.
- G. **Forgery**. A student shall not forge another person's name on any note, excuse, pass, paper or any written or electronic document.
- H. **Student Identification**. Students shall appropriately display student identification cards when required to do so by individual schools. Students shall not refuse to identify themselves when asked by school personnel, nor shall they give a false identity.

Vandalism

A student shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the school board or belonging to or under the control of any other person. 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.

Legislation states that each student "shall be required to reimburse the school board for any actual breakage or destruction of property ... done by such pupil in pursuit of his studies." **HB 1707 passed by the 2001 General Assembly authorized school boards to take action against a student for actual breakage, destruction, or failure to return.** §§ 8.01-43 allows school boards to initiate action to recover from parents up to \$2500 for damages for the willful or malicious destruction of school property by their child.

Unlawful Acts

1. **Unlawful acts** which will lead to police notification and may lead to alternative placement, suspension from classes, exclusion from activities, or expulsion from school include but are not limited to:
 - possession or use of alcohol, illegal drugs, imitation (look-alike) drugs, restricted drugs, or drug paraphernalia
 - selling drugs
 - assault/battery
 - sexual assault
 - arson
 - intentional injury (bullying, fighting)
 - theft (A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.)

- false fire alarms (§18.2-212 of The Code of Virginia states that it is a class 1 misdemeanor if any person who without just cause calls or summons by telephone or otherwise any ambulance or fire-fighting apparatus or maliciously activates a manual or automatic fire alarm in a building used for public assembly or for a public purpose, including public schools, regardless of whether the fire department responds)
 - 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, (§ 18.2-83 – class 6 felony if 15 or over, class 1 misdemeanor if under 15). Moreover, students shall not make any threats or false threats to bomb school personnel or school property.)
 - fireworks/explosive devices or materials (A student shall not possess, distribute, or detonate fireworks or explosive devices or materials.)
 - smoke bombs ((§18.2-87.1 – A person who willfully and intentionally sets off or causes to be set off any chemical bomb capable of producing smoke in any building used for public assembly or regularly used by the public could be guilty of a class 2 misdemeanor)
 - possession of weapons or firearms
 - extortion, blackmail, or coercion
 - driving without a license on school property
 - homicide
 - burglary
 - sex offenses such as, but not limited to, harassment, indecent exposure, obscene phone calls, rape, sodomy, and child molestation
 - malicious mischief
 - shooting
 - stabbing, cutting, or wounding
 - unlawful interference with school authorities including threats
 - unlawful use of internet (see Acceptable Use Agreement)
 - unlawful intimidation of school authorities
 - other unlawful acts **including being an accessory to any of these or other unlawful acts**
2. Accessory or accomplice - A student who acts as an accessory or accomplice to another in violation of any provision of the Student Code of Conduct will be subject to corrective action as outlined in the Standards of Student Conduct (**School Board Policy 412R**).

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

Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, 16.1-305.1, may be suspended or expelled.

Other Violations

Other actions that may be cause for corrective action and, if serious enough or exhibited repeatedly, may lead to alternative placement, suspension, or expulsion. This includes but is not limited to:

- misuse of internet (see Student Use of Internet, Acceptable Use of Agreement)
- smoking or otherwise using tobacco or tobacco products; the use of tobacco or tobacco products by students is prohibited at all times on school property, school buses, or at school-sponsored activities.
- fighting
- threatening (intentionally and knowingly) another student or school staff member with imminent bodily injury or verbal abuse
- profanity or obscene language
- pornography
- disobedience or defiance
- refusal to identify self to school personnel (high school students shall appropriately

display student identification cards when required to do so. Students shall not refuse to identify themselves when asked by school personnel, nor shall they give a false identity).

- absenteeism, truancy (see attendance policy)
- cutting class and/or leaving the school grounds during the school day without authorization of designated school authorities.
- school parking or school driving violations
- defacing or destroying property (vandalism)
- inappropriate dress or appearance; dress or appearance must not present health or safety problems or cause disruption
- exposure - a student shall not expose his/her private body parts and shall not attempt to expose or expose another person's private body parts
- trespass - the student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. No student shall enter upon any school property at night without authorized consent for any purpose other than to attend a school-sponsored meeting or school-approved community activity conducted on such school property. Any student directed to leave or refrain from entering school property and who fails to do so shall be subject to disciplinary action.
- failure to permit search of student's person, locker, or vehicle
- possession of laser pointers
- Use of cell phones and other electronic devices is governed by Policy 446 and Regulation 446-R. Students may not turn on, use or openly possess or display any electronic device from the time they enter the building in the morning until after the dismissal bell at the close of the school day, except under the following conditions:
 - Harrisonburg High School students are permitted to use personally owned electronic devices, as outlined in Regulations #446-R and #752-R.
 - The Superintendent may determine that other schools may allow personally owned electronic devices for instructional purposes only.

This same prohibition shall apply to after-school detention. Use of electronic devices at any other time, including at school sponsored activities or in buses or vehicles used by the school division to transport students to and from school and school sponsored activities shall be determined by the administrator, teacher, coach or other supervising school employee or agent. Use of a cellular phone as a camera and use of laser pointer are strictly prohibited at all time.

- Sexting is defined by the National Center for Missing and Exploited Children as “youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting these photos and/or messages to their peers.” It is usually associated with cell phones but other technologies can be used as well. Producing, storing, or sharing lewd or explicit pictures of minors is against the law in Virginia – sections 18.2 - 374.1 and 18.2-374.1:1 of the criminal *Code of Virginia* are felonies that apply to students merely possessing such images on their cell phones, sharing them with other students via cell phone, or producing them using their cell phones. Two other laws may be invoked, depending on the circumstances: §18.2-152.7:1, if the sexting involves bullying or harassment; §18.2-374.3, if the sexting involves an adult who has solicited images from a child.

In addition to these specific standards, a student 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 (School Board Policy 412R, 413, 438).

On many matters school administrators will initiate regulations specific to their schools. Violations of these school regulations will result in appropriate disciplinary consequences. Some examples, while not an all-inclusive list, might include rules regarding vehicles, bicycles, skate boards, roller blades, book bags, radios and/or tape/CD players, lockers, frisbees, coats and other particular items of dress, hats, toys, etc.

Pupil Transportation

The bus driver has the responsibility for the safety of all students assigned to his/her bus. The driver can perform this responsibility only with the cooperation and courtesy of all students. It is the aim to insure that the health, safety, welfare, and educational opportunity of each transported student is thoroughly protected.

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. Students should be at their bus stop prior to the arrival of the bus.
2. Students should take the safest route to their assigned bus stop.
3. Students should wait in a safe place off the main road or street.
4. Students should wear bright clothes if there is snow, rain, or fog.
5. Students should stand back from the road or street and give the bus driver room to stop.
6. Students should not trespass on private property or litter.
7. Students should not play in the roadway or street.
8. Students should not sit on the curb.
9. Students should not run in a bus loading/unloading area.

B. Boarding the bus:

1. If students must cross the highway to board their bus, they should cross at least ten feet in front of the 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. Younger students should be allowed to enter the bus first.
4. Students should go directly to a seat and remain seated while the bus is in motion.

***NOTE:** If a student with a disability requires special consideration in meeting, boarding or exiting the school bus such accommodations should be determined by the student's Individualized Education Plan team in consultation with the transportation director and be written into the student's Individualized Education Plan.*

Standards of Conduct:

Students shall not behave in a disruptive manner or otherwise violate the following Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus. Policy 416 is included here by reference.

1. Students should show respect for the bus driver.
2. Students are to remain seated until the bus reaches its destination and comes to a complete stop.
3. Students are to speak in a normal voice and refrain from using unacceptable language.
4. The bus aisle is to be kept clear of feet, arms, and other objects.
5. Books, coats, and all other objects should be held on students' laps.
6. Vandalism to the bus will be paid for by those responsible, and the school board's regulation regarding parent liability will be enforced.
7. Students are to be silent at railroad crossings so the bus driver can hear railroad warning signals.
8. State regulations prohibit smoking on the bus at any time.
9. Students should ride the same bus mornings and afternoons. No change in buses may be made without written request from the parent. Additional bus stop locations cannot be established for special permission transportation.
10. Students should not tamper with the bus or any of its equipment, including emergency equipment.

11. Students should not fight, scuffle, or throw objects inside the bus.
12. Students should not extend arms, legs, or heads out of the bus, or throw objects outside the bus windows.
13. Except in an emergency, students should not talk to the bus driver while the bus is in motion.
14. No glass containers, water pistols, pea shooters, or weapons of any type are to be brought on the bus.
15. Paper or other litter should not be thrown on the bus floor.
16. Students should not deface the bus. Willful or careless damage must be paid for by the students.
17. Students should not chew gum, eat, or drink on the bus.
18. No pets or animals are allowed on the bus. Animals brought on the bus create disturbances which may result in unsafe driving situations.

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. The students in the front seats will depart first.
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 ten feet in front of the bus. They must not cross until the bus driver has signaled that it is safe to do so.

Penalties

Riding a school bus is a privilege. Bus drivers are instructed to report to the school administrator any infraction of the regulations for riding. Should a student be reported to the school principal, the principal will be responsible for the disciplinary action, including loss of the privilege of bus transportation.

Procedures for Handling Bus Misconduct

1. The bus driver will hold a private conference with the student (after bus run) to discuss the infraction/misbehavior. An attempt should be made to gain the student's cooperation. A referral form will be completed to indicate that a conference was held, with a copy of referral form to be given to the student and copies kept by the school and by the bus driver.
2. If misbehavior continues, the bus driver will meet with the student and the school administrator to discuss the problem. A second bus disciplinary referral form will be completed with a copy to the student, school, and bus driver.
3. If misbehavior persists, a conference involving the student, his/her parent, the school administrator, and the bus driver will be held. Definite guidelines of conduct will be established for the student to follow if he/she is to continue riding the school bus. Bus privileges will be suspended for 1-4 days. A third bus disciplinary referral form will be completed with a copy to the student, school, and bus driver.
4. If misbehavior continues after a short suspension of bus privileges, the student will be suspended from riding the bus for 5-10 days. A conference involving the student, his/her parent, the school administrator, and the bus driver will occur before the student is allowed to return to riding the bus. A fourth referral form will be completed and distributed to the parent, the school, and the bus driver.
5. Continued misbehavior will lead to the student's removal from the school bus for the remainder of the school year. A letter so stating will be written with copies sent to the parent, the bus office, the school, and the superintendent of schools.

The seriousness of the rules violation could mean the discipline process would advance immediately to the last stages (immediate suspension for five days or more).

If a student is suspended from riding the bus, regardless of the number of days suspension, it is the legal responsibility of the parent to see that the child attends school.

Transportation for students of the Harrisonburg City Public Schools is contracted through the City of Harrisonburg Department of Public Transportation (**School Board Policy 416R**). Approved: 6/18/96

In the event of a School Bus Accident

The School Division will take the following steps.

1. The building principal or designees as well as school board office administrators will immediately respond to the scene of the accident. The accident scene will be under the control of the Harrisonburg Fire Department.
2. Notify all schools that a bus accident has occurred noting the number and location of the bus. Provide updates to the school(s) as needed.
3. Help to coordinate the accounting and medical evaluation of all students involved.
4. Notify all the parents of the students involved in the accident.
5. Release children to parents or legal guardians with the proper identification from the scene once proper authorization has been given by the Harrisonburg Fire Department. Students will not be released to return to school and/or released to parents/legal guardians with the proper identification until a full accounting of all students has been completed.
6. Arrange for transportation of all students involved in accident.
7. Arrange and coordinate follow up medical treatment as needed at schools.
8. Release pertinent information to the school community as it becomes available.

Parents of students involved should take the following steps.

1. Refrain from going to the accident scene unless requested to do so by the school division. While we understand the natural inclination of parents to want to have that immediate personal contact with a child, having additional traffic or people at the scene of the accident often complicates or even prevents the rendering of emergency services.
2. Contact the school for any available information.
3. Insure that all information on their child's emergency care form is up to date.
4. Report to the hospital if requested to do so by school personnel or by the Harrisonburg Fire Department.
5. Follow any direction given by the school division or the Harrisonburg Fire Department.
6. Understand that managing a bus accident scene is very complicated. Many agencies must work together to insure the safety of the all the students involved. Information will be released on the status of the accident as well as the condition of the students as soon as it becomes available.

Consequences for Violating the Standards of Student Conduct

1. No suspended student shall be admitted to the regular school program until such student and his/her parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his/her designee determines that readmission, without parent conference, is appropriate for the student. Guidelines and procedures related to disciplinary actions outlined in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia and Section 504 of the Rehabilitation Act of 1973 will be implemented.
2. **If the parent fails to comply with this policy**, 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 in accordance with the Code of Virginia. The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions.
 - Counseling, mediation
 - Admonition
 - Reprimand
 - Loss of privileges, including access to the school division's computer system.

- Parental notification
- Parental conferences
- Tasks or restrictions assigned by the principal or his/her designee
- Detention after school or before school
- Suspension from school-sponsored activities or events prior to, during, or after the regular day school
- In-school suspension
- Out-of-school suspension
- Referral to an alternative education program
- Notify legal authority where appropriate
- Recommendation for expulsion
- Possible expulsion for firearm possession or use or possession of a controlled substance, imitation controlled substance or marijuana, on school property or at a school sponsored activity.
- Evaluation for alcohol or drug abuse
- Participation in a drug, alcohol or violence intervention, prevention or treatment program.

Guideline for Consistent Consequences

The following guidelines are given for consequences of violations of the student code of conduct. At the elementary schools the principals may modify consequences after considering the age of the student. At the middle school some infractions may be first dealt with at the team level before referrals are made to the principal. At the secondary level, violations of the student code of conduct are dealt with in cooperative effort between teachers, parents and the administrative staff. However, both the central office administration and school board reserve the right to increase or decrease the prescribed penalty if the circumstances of the violation warrant a change. Administrative discretion is expected to be used in considering the facts of each discipline case and the application of the appropriate consequences.

When a student's behavior creates a circumstance in which a suspension is imposed, it is incumbent upon the administration to seek to determine how to help prevent a reoccurrence of that behavior or other significant violations of the code of conduct. The utilization of intervention strategies such as behavior contracts, counseling, parental conferences, use of community resources, and assignment to alternative education will be considered.

A Superintendent's discipline committee will be appointed to act as the Superintendent's designee on recommendations for long-term suspensions, and for the exclusion of certain expelled students. For each school year, the Superintendent will designate five or more school and central office administrators as eligible to serve, on a rotating basis, on the Superintendent's Discipline Committee. When a proper request is made for action by the committee, the office of the Superintendent will notify the chairperson of the Superintendent Discipline Committee.

This committee's responsibility is to address serious issues of student misconduct.

In all cases involving long-term suspension or expulsion the student may be assigned to an alternative education placement if one is available.

Discipline procedures for students with disabilities are governed by Regulations Governing Special Education Programs for Children with Disabilities in Virginia (www.doe.virginia.gov/special_ed/regulations/state/regs_speced_disability_va.pdf).

Minute of Silence

During the 2000 legislative session, 22.1-203 of the Code of Virginia was amended to require a minute of

silence at the opening of each school day.

During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice. Code of Virginia 22.1-203.

The statute specifically says “minute of silence.” This clearly precludes students using the occasion to pray audibly or otherwise speak, singly or in unison. Teachers and administrators will not allow or tolerate any coercion or overbearing by some students to force others to engage in or refrain from prayer or any other permitted activity. This time is not intended to be and shall not be conducted as a religious service or exercise, but considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Student Services

Student Fees

The Virginia Constitution and Code of Virginia provide that the state shall establish and maintain a system of free public elementary and secondary schools. Textbooks required for courses of instruction are to be provided free of charge to children attending public schools. Notwithstanding the requirement of a system of free public education, school boards may assess fee and charges as permitted by the code and by Virginia Department of Education Regulations.

The Harrisonburg City School Board shall annually approve a list of fees and charges to be assessed for the forthcoming year. Charges for field trips or an educational related program that is not a required activity shall vary from activity to activity and, therefore, shall be determined and assessed prior to each such activity or trip. Charges will not be assessed if the trip or activity is required. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher’s price. If sold, the School Board shall ensure that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

Fees or charges may be assessed by the School Board for the following categories of activities: 1) optional services such as parking or locker rental; 2) student-selected extracurricular activities; 3) class dues; 4) field trips or educationally-related programs that are not required instructional activities; 5) fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum; 6) distance learning classes for enrichment which are not necessary to meet the requirements for a diploma; 7) summer school, unless the classes are required for remediation as prescribed by the Standards of Quality; 8) overdue or lost or damaged library books; 9) lost or damaged textbooks; 10) consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student; 11) the behind-the-wheel portion of the driver's education program; 12) a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and 13) the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied for additional official copies; official electronic copies of student transcripts must be provided for free.

Any parent who is unable to pay a student fee due to financial hardship may request a waiver of the fee from the school principal. Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless. Eligibility for free or reduced lunches shall automatically be deemed to constitute a legitimate reason for waiver of most fees. The school principal may, in the exercise of his/her sole discretion, grant a fee waiver based on other compelling evidence of significant financial hardship presented by the parent(s) of a student.

Collection of Fees

Any student fees levied must be in accordance with the annual fee schedule approved by the school board. The school board may approve only those fees which are permitted by law or regulations of the State Board of Education. Fees will generally be collected prior to the opening day of school each year. Parents may apply for a waiver of fees due to financial hardship. Completion of a waiver request form will be required and principal approval granted before a waiver is granted. Appeal of a principal’s decision on a waiver request may be made to the superintendent or his designee, whose decision will be final.

Fees should be prorated as new students enroll in accordance with the following schedule:

1. A student who enrolls anytime during the first semester is to pay 100% of the fees;
2. A student who enrolls anytime during the second semester is to pay 50% of the fees;
3. Students withdrawing during first semester may receive a refund of 50% of amount paid. There are no refunds of fees for students withdrawing during second semester.

Examples of Fees

Examples of fees which may be charged, **though not an exhaustive list**, include: class dues, club dues, locker and lock fees, gym suits and towels, lab breakage fees, driver education (behind the wheel), optional state or national educational or occupational tests (including industry certification tests), summer school, musical instruments used in regularly scheduled instructional classes, library fees, and student insurance.

Loss of or Damage to Textbooks or Other School Board Property

Students are financially liable for loss of or damage to school board property, even when malicious intent is not involved. If malicious intent is involved, the case is treated as vandalism (see Vandalism below). The responsible student shall be charged a reasonable fee for the lost or damaged item. Fees collected for damaged school board property shall be accounted for in accordance with procedures disseminated by the division's chief financial officer.

Charges for Lost Textbooks

Age of Textbook	Condition of Book	Percent of Original Cost of Book Charged for Replacement
1 yr.	new	100%
2 yrs.	very good	90%
3 yrs.	good	80%
4 yrs.	good	70%
5 yrs.	good	60%
6 yrs.	poor	50%

The charge for losing a book should not be reduced below 50% for the following reasons:

1. The book will have to be replaced with a new book for which the school division will have to pay full price.
2. Generally the price of new books increases each year. Therefore, if 50% of the original cost is charged for a lost textbook, that amount may provide only one-third the amount needed to actually replace the book.

Charges for Damaged Textbooks

Normal wear and tear on textbooks is expected. However, if textbooks are damaged beyond reasonable expectations, thus shortening the time the book may be used, fines may be imposed.

Waivers of fees will not absolve parents of the responsibility to reimburse the school for lost or damaged textbooks or materials.

Vandalism

Deliberate and malicious damage to school board property will be paid for by the student(s) responsible for the damage or by his/her parent/guardian in accordance with Section 8.01-43 and 8.01-44 of the Code of Virginia. Funds collected by schools will be forwarded to the division's business office.

Refunds

Schools may make refunds to students if they return lost items.

Student Financial Obligations

§ 22.1-276 of the Code of Virginia states that each student shall be required to reimburse the school board for actual breakage or destruction of property owned by or under the control of the school board done by any student in pursuit of his studies. However, it must also be recognized that § 22.1-6 states that no student's scholastic report card or diploma may be withheld because of nonpayment of fees or charges.

Student Health Services & Requirements

- A. Authority
 1. Harrisonburg City Schools shall comply with the Code of Virginia requirements in matters relating to health, physical examinations, and inoculations.
 2. Interpretation of regulations shall be from the Harrisonburg City Health Department.
- B. Contagious Disease - students may be excluded from school when suffering from contagious disease.
- C. Treatment of Medical Emergencies - no treatment of injuries, except first aid, will be given in the schools.

First Aid

1. Schools are responsible for giving first aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff.
 2. Each principal is charged with providing for the immediate care of ill/injured persons within his/her area of control.
 3. Procedures for the handling of such emergencies will be established by each school and made known to the staff.
 4. All employees are expected to be knowledgeable about first aid procedures and to know where first aid supplies and emergency equipment is stored.
- D. Accidents and Injuries: Emergency Care
School Personnel:
 1. shall render emergency care only to students who are injured at school.
 2. shall proceed on the assumption of maximum disability in the event the severity of an injury cannot be determined.
 3. shall see that first aid kits are available when students are on field trips.
 4. shall under no circumstances imply that they or the school are responsible or liable for an accident. Responsibility is decided by the insurance carrier.

5. shall notify the parent before a physician is contacted except in case of extreme emergency.
 6. shall file a report of the accident on forms provided for that purpose.
- E. Rights of Students - the religious beliefs and constitutional rights of students shall be respected within restraints of legal requirements for health instruction, examination, and treatment.
- F. Health Supplies and Equipment
1. Parent is responsible for providing the school with required health supplies and equipment needed for child's specialized health conditions.
 2. Parent is responsible for the maintenance of child's health equipment.
- G. Accidents/Injuries/Illnesses
1. Any accident, injury, or illness which occurs on school property must be immediately reported to the principal and/or main office.
 2. Every effort shall be made to immediately contact the parent/guardian (**School Board Policy 424 and Regulations 424R**).
- H. Physical Examinations of Students
- Before any child is admitted for the first time to any public preschool, kindergarten, or elementary school, such child must have a comprehensive physical examination (School Entrance Health Form MCH-213D or a complete physical examination as prescribed by State Department of Health, by a qualified licensed physician, licensed nurse practitioner, or a licensed physician's assistant. Sports physical examinations, school health records or a statement of being physically fit are not acceptable.
1. A copy of such report must be presented to the school on the child's behalf.
 2. The report must indicate that the child has received the physical examination no earlier than 12 months prior to the date of **first** entering kindergarten or elementary school.
 3. Transfer students entering a Harrisonburg City School must provide **either one or the other** of the following:
 - a. Records establishing that a physical examination was completed. Physical examinations that have occurred out-of-state may be accepted as long as those physical examinations are deemed comprehensive and are within the guidelines set by the Virginia State Department of Health.
 - b. Physical examination dated within the last 12 months.
 4. Physical examination reports will be placed in the child's scholastic record at the school.
 5. A physical examination shall not be required by any child whose parent(s) or guardian objects on religious grounds and who shows no visible evidence of sickness. The parent(s) or guardian shall complete a notarized form stating that to the best of his/her knowledge, the child is in good health and free from any communicable or contagious disease.
 6. Before admission to school, the Department of Health will conduct physical examinations for medically indigent children, without charge. The student must obtain a complete physical examination within 30 days of enrollment. The parent or guardian must provide written documentation that an appointment for a physical examination has been secured at the time of enrollment. (**School Board Policy 425**)
- I. Student Immunizations – Requirements for School Enrollment
- Pursuant to the Code of Virginia at § 22.1-270, students shall not be permitted to attend school without documentation of a comprehensive physical exam performed within the 12 months prior to the date the student enters public kindergarten or elementary school. The Code does not extend a grace period for complying with this requirement. Several exceptions exist to this requirement: homeless students, those whose parents object due to religious belief, foster care students, and children from military families.

Homeless students are to be enrolled and immediately referred to the school division homeless liaison for assistance in complying with entrance requirements. Parents objecting to a physical exam based upon religious belief must provide the school division with a written statement that the child is in good health and free from communicable or contagious disease.

Pursuant to the Code of Virginia § 22.1-3,4, a student who has been placed in foster care by a local social services agency shall be immediately enrolled even if the placing social services agency is unable to produce the documents required for enrollment. In such cases, the person enrolling the student shall provide a written statement that, to the best of his knowledge, sets forth (i) the student's age (ii) compliance with the requirements of § 22.1-3.2 of the Code (student's school status), and (iii) that the student is in good health and is free from communicable or contagious disease.

On July 1, 2009, Virginia entered into the Interstate Compact on Educational Opportunity for Military Children (§22.1-360 of the Code). This compact facilitates the timely enrollment of children of military families and ensures that they are not placed at a disadvantage due to difficulty in the transfer of education records from the previous school district(s) or variations in entrance requirements. According to the compact, children of military families, without documentation of immunizations, should be immediately enrolled and shall have up to 30 days from the date of enrollment to obtain any immunization(s) required by the receiving state. The compact does not waive the physical examination requirement for these children.

Certain prescribed immunizations are required for a child to enroll or attend public school in Virginia as outlined in *School & Day Care Minimum Immunization Requirements*, Virginia Department of Health:

<http://www.vdh.virginia.gov/immunization/requirements/>

Parents are responsible for providing documentation that all required immunizations are up-to-date and completed, or that a medical or religious exemption has been obtained. These include the required doses of DTaP (diphtheria, tetanus, pertussis), polio, hepatitis B, MMR (measles, mumps, rubella) and varicella.

A child whose immunizations are incomplete may be admitted conditionally, provided the parent or guardian has documentation at the time of enrollment indicating that the child has received at least one dose of the required immunizations and has a written schedule for completing the remaining doses within 90 calendar days of the opening of school. The 90-day grace period does not apply to the Tdap booster as outlined below (Code of Virginia § 22.1-271.2B).

A booster dose of Tdap vaccine is required for students entering the sixth grade. There is no grace period for compliance with this requirement because Tdap is a single dose vaccine, not a series.

A 180-day grace period is provided for students who need more than two doses of the Hepatitis B vaccine, to allow for proper spacing of the vaccine doses.

A complete series of three doses of Human Papillomavirus vaccine (HPV) is required for female students (§ 32.1-46 of the Code), unless the parent decides against it. The first dose shall be administered prior to entering the sixth grade. Unlike any other required vaccine, after reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.

Parents/guardians of rising sixth-grade girls are requested to provide the school with documentation of HPV vaccine administration if the student has received the immunization. If the parent/guardian opts not to have his/her daughter receive the HPV vaccination, the school division should not require parents/guardians to sign a waiver form, and no documentation is needed. Sixth-grade girls who do not have proof of HPV vaccine administration should not be excluded from school. These guidelines apply only to the HPV vaccine.

J. Administering Medicines to Students

1. **General Guidelines** – The administration of medication during school hours is discouraged

and, when possible, is requested to be scheduled at other times than in school. Recognizing that this is not always possible, the following guidelines have been established for the administration of medication during the school day. Building administrators shall require all students who possess or take any medication or substance at school to have prior written parental permission on file stating the type, dosage, and duration of treatment on a form substantially equivalent to the form contained herein.

2. **Prescription Medication** – Prescription drugs may be administered by school personnel only with a prior written Medication Authorization form completed by both the parent/guardian and physician. Medications may only be given to students for whom the medication is supplied. Medications may not be administered to a student in emergency situations without written consent from a physician.
 - a) A Medication Authorization form from the student’s physician listing the name, dosage, time administered and any other special instructions is required for each medication.
 - b) The Medication Authorization form must be completed and signed by the parent/guardian.
 - c) The medication must be brought to school and taken home from school by the parent or legal guardian of a student in grades K-8 in the original container which is appropriately labeled by the pharmacy or the physician. A student in grades 9-12 may bring medication to school under the same guidelines.
 - d) Only a one week or less supply of medication should be brought to school unless medication is taken on a daily basis throughout the school year. Unused medication should be picked up by the parent or guardian or the school will destroy such within 5 school days after the last administration of prescription.
 - e) The Daily Log Medication Record is used for each medicine given to a student. Each medicine record includes the name of the medication, dosage, time given, and person administering the medicine.
 - f) All medicines are to be stored in a locked cabinet or room and in a refrigerator when required. Refrigerated medicines must be kept in a refrigerator, separated from foods, etc.
3. **Inhaled Asthma Medications and Auto-Injectable Epinephrine**- Under specified conditions, students with a diagnosis of asthma or anaphylaxis, or both, may possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, during the school day, at school-sponsored activities, or while on a school bus or other school property. The following conditions must be met:
 - a) Written consent of the parent as defined in 22.1-1, of a student with a diagnosis of asthma or anaphylaxis that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both.
 - b) Written notice from a licensed physician that (i) identifies the student; (ii) states that the student has a diagnosis of asthma or anaphylaxis and has approval to self-administer inhaled asthma medications or auto-injectable epinephrine that have been prescribed or authorized for the student; (iii) specifies the name and dosage of the medication, the frequency in which it is to be administered and circumstances which may warrant its use ; and (iv) attests to the student’s demonstrated ability to safely and effectively self-administer inhaled asthma medications or auto-injectable epinephrine.
 - c) Development of an individualized health care plan, including emergency procedures for any life-threatening conditions.

The permission granted a student with a diagnosis of asthma or anaphylaxis to possess and self-administer inhaled asthma medications or auto-injectable epinephrine shall be effective for one school year. Permission to possess and self-administer these medications shall be renewed annually.
4. **Diabetic Supplies** - Each student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to
 - carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and

- self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.
5. **Nonprescription Medication** – Nonprescription drugs in the original pharmaceutical package may be administered by designated school personnel with the Medication Authorization form completed by the physician and the parent/guardian, stating the type, dosage, and duration of treatment. Middle school and high school students may be permitted to carry and self-administer other medications when the following conditions are met:
- Written parental permission for self-administration of specified non-prescription medication is on file with the school.
 - The non-prescription medication is in the original container and appropriately labeled with the manufacturer’s directions.
 - The student’s name is affixed to the container.
 - The student possesses only the amount of non-prescription medicine needed for one school day/activity. (**School Board Policy 428 and Regulation 428-R**).

K. Student Screenings

1. Students in grades PreK, K, and 3 will be screened in the following areas; vision, hearing, gross and fine motor function, speech, voice and language within 60 days of their enrollment in school. Parents will be notified **only** if a child does not pass a screening.
2. Students in grades 7 and 10 will receive vision and hearing screenings during the course of the school year. Parents will be notified **only** if a child does not pass a screening.
3. All students new to Harrisonburg City Public Schools will receive vision and hearing screenings within 60 days of their enrollment in school. Parents will be notified **only** if a child does not pass a screening. Harrisonburg City Public Schools may recognize screenings reported as part of a student’s pre-school physical examination if completed within 60 days of enrollment.

L. Pediculosis (Head Lice) Protocol

Harrisonburg City Public Schools is committed to providing a healthy environment for all students and employees. HCPS protocol for lice management in our schools is guided by current recommendations from the Virginia Department of Health (VDH), Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), and the National Association for School Nurses (NASN). It is the position of these organizations that the management of Pediculosis (infestation by head lice) should not disrupt the educational process and no known diseases are associated with head lice. While inconvenient, head lice cause no medical harm and can be effectively treated. Using these recommendations, HCPS has established the following guidelines:

- When a student is identified with live lice at school, the family will be notified.
- The student will be sent home at the end of the day. Families may choose to pick up their child earlier, if desired.
- A student with live lice should receive an appropriate lice treatment prior to returning to school. Students will not be excluded from school attendance. However, families will be notified if live lice are still present upon their return to school, requiring further treatment.
- The student will be examined upon returning to school for treatment and absence of live lice.
- Educational materials will be shared with the family for proper treatment of the student, other family members, and the home.

Current evidence does not support the efficacy and cost effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among school children.

A recurring case is defined as a student found repeatedly with live head lice for 3 consecutive weeks or 3 separate months during a school year. For these cases, other school personnel may be consulted for help in determining the best approach to identifying and resolving the problems that

impact a student's recurring head lice condition. These personnel may include the school nurse, student support staff, guidance counselor, and other appropriate individuals able to provide assistance, resources, and recommendations. Actions to address a recurring case may include:

- Consultation with the family to review the student's history and treatment approaches to identify problems and needs.
- Recommendation that the student be seen by a pediatrician or family doctor.
- Provide consultation and additional information regarding treatment options, including specific review of the Centers for Disease Control and Prevention guidelines for treatment, prevention and control, and additional measures to prevent re-infestation.
- Assist the family in developing and implementing consistent actions regarding screening, treatment, and prevention.
- Refer the family for assistance, resources, and/or recommendations to appropriate community agencies.
- Assist the family in identifying necessary resources.

Guidance and Counseling

The Harrisonburg School Board will provide a K-12 guidance and counseling program designed to assist students in their educational, social, and career development. **No student will be required to participate in any counseling program to which the student's parents object.**

For the purposes of this policy, the following definitions apply:

Academic Guidance (Academic Advising) - Guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities;

Career Guidance (Career Advising) - Advice which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;

Personal/Social Counseling - Counseling which assists students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities, and aptitudes. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).

Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law.

It shall be the policy of the Harrisonburg School Board with respect to personal/social counseling that **parents will notify the school division in writing if a student is not to participate in the personal/social counseling program (opt-out)** provided through group, individual, small group counseling, and/or classroom guidance (**School Board Policy 443**).

Student Records (School Board Policy 434)

The Harrisonburg City School Board shall maintain accurate and complete individual, permanent and cumulative records for every student enrolled in the public schools. These records shall include cumulative and confidential information and shall be the student's official school record. Such records, identified as education records in Title 20, Section 1232(g) of the United States Code and in Chapter 14 of Title 22.1 of the Code of Virginia, 1950, as amended, shall be maintained in compliance with all federal and state laws.

The superintendent or his/her designee(s) shall be responsible for the collection of data, record

maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parent. The superintendent shall also provide for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of the Harrisonburg City Public Schools written policy and procedure on the management of the education records and their location.

The superintendent or his/her designee(s) shall be present for interpretation and explanation of student records when all parties have access to those records with the exception of designated professional personnel within the school division. The superintendent shall provide for the periodic evaluation of records by the professional personnel and the removal of data no longer educationally useful. Parent(s) of students and eligible students shall be informed prior to destruction of records and provided a copy if desired.

The Harrisonburg City Public Schools will provide a copy of this policy on request to a parent or eligible student.

For the purposes of this policy, the Harrisonburg City Public Schools has used the following definitions of terms:

- *Student* - any person who attends or has attended a school in the Harrisonburg City Public Schools
- *Eligible student* - a student or former student who has reached age 18, is emancipated under Virginia law, or has complied with compulsory attendance requirements as set forth in the Code of Virginia, 1950, as amended
- *Parent* - either natural parent of a student, a guardian, an individual acting as a parent or guardian in the absence of the student's parent or guardian, or other person in the Commonwealth having control or charge of any child of school age as defined in the Code of Virginia, 1950, as amended
- *Authorized representative* – any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 CFR § 99.31(a)(3) to conduct, with respect to federal- or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.
- *Education records* - any record (in handwriting, print, tapes, film, or other medium) maintained by the Harrisonburg City Public Schools or an agent of the school division which is directly related to a student, except:
 1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person except a temporary substitute for the maker of the record.
 2. Records created and maintained for law enforcement purposes by the Harrisonburg City Public Schools law enforcement unit, if any. A law enforcement unit is an individual, department, or office of the school division that is authorized to enforce any state or federal law, report enforcement matters to appropriate authorities, or maintain the physical security and safety of the school division.
 3. An employment record which is used only in relation to a student's employment by the Harrisonburg City Public Schools.
 4. Alumni records which contain information about a student after he/she is no longer in attendance at the Harrisonburg City Public Schools and which do not relate to the person as a student.
 5. Grades on peer-graded papers before they are collected and recorded by a teacher.
 6. Any electronic information, such as email, even if it contains personally identifiable information regarding a student, unless a printed copy of the electronic information is placed in the student's file or is stored electronically under an individual student's name on a permanent and secure basis for the purpose of being maintained as an educational

record. For purposes of this policy, electronic information that exists on a back-up server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained.

Education records include:

1. Court notice of adjudication as provided in Section 16.1-305.1 of the Code of Virginia, 1950, as amended, if disciplinary action against a student is based upon an incident which formed the basis for the adjudication or conviction. Any notice of disposition shall not be retained after the student has been awarded a diploma or certificate.
2. Disciplinary record of action taken based on notice of adjudication as specified in number 1.
3. Any disciplinary action taken against a student for violation of school rules or policies occurring on school property or at school-sponsored events. Information concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

If disciplinary action is taken by the school division in regard to the incident upon which the adjudication or conviction was based, notice shall be provided to the parent or guardian in accordance with state law. With the consent of the parent or guardian, or in compliance with a court order, the school division must also notify the court of the disciplinary action. If the school does not take disciplinary action, every notice of adjudication or conviction received by a local superintendent, and information contained in the notice, shall be maintained by the superintendent and by any others to whom he disseminates it separately from all other records concerning the student.

School officials are regularly asked to balance the interests of safety and privacy for individual students. While the *Family Educational Rights and Privacy Act (FERPA)* generally requires schools to ask for written consent before disclosing a student's personally identifiable information to individuals other than his or her parents, it also allows schools to take steps to maintain school safety in cases of health or safety emergency or cooperation with law enforcement officials.

Dissemination of Information About Court Proceedings

The superintendent or designee shall disseminate the notice or information about an adjudication or conviction received pursuant to Section 16.1-305.1 of the Code of Virginia, 1950, as amended, to the principal of the school in which the student is enrolled. The principal shall disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

In addition, the superintendent and principal shall disseminate information about court proceedings related to a student following notice by the court pursuant to Section 16.1-305.2 of the Code of Virginia, 1950, as amended, in the following circumstances:

- Prior to receipt of the notice of disposition, the superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the division superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the division; and
- After the student has been taken into custody, whether or not the student has been released, the principal may further disseminate the information only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety, appropriate educational placement, or other educational services.

When the superintendent receives notice regarding a student who is not enrolled, he/she shall promptly notify the juvenile court and not disclose this information to anyone within the school division. If the juvenile is not enrolled as a student in a public school in the division to which the notice was given, the superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was

filed and may forward the notice of petition to the superintendent of the division in which the juvenile is enrolled, if known.

Enrollment Procedures

All students either new to the Harrisonburg City Schools or returning to the Harrisonburg City Schools after being in a different school district need to complete the enrollment process. Students will either enroll at their school or at the Welcome Center. Preschool students, kindergarten students, and those who speak a language other than English at home should enroll at the Welcome Center. All others should enroll at their designated school. Additional information on enrollment can be found on the HCPS website.

The following documents/information will be asked for at your enrollment appointment.

- Birth Certificate
- Legal Guardianship
- Proof of residency in Harrisonburg City – documents that are accepted to meet this requirement are: water bill, electric bill, lease or mortgage statement
- Immunization Records/Physical *
- Previous School's Name and Phone number
- Health Insurance Card

*All new students K-5 entering the Harrisonburg City Schools for the first time must show proof of having received a physical examination by a doctor, including required immunizations.

Children that turn five years of age on or prior to September 30th of the current year are eligible to register for kindergarten in Harrisonburg City Public Schools.

Birth Certificate

A state birth certificate is required for all students enrolled as verification of the date of birth. If a student does not have a birth certificate, a request for one should be sent to the Bureau of Vital Statistics of the state in which the child was born. Forms for Virginia are available from the school office. If a parent is unable to obtain a birth certificate from a foreign country, a notarized affidavit will be required as a substitution for the birth certificate.

Residency Requirements

Section 22.1-264.1 was added to the Code in 2005. **A parent or guardian can be charged with a Class 4 misdemeanor** for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides.

Annual Notification

Parents will be notified of their rights under the Federal Educational Rights and Privacy Act (FERPA) annually by publication in their child's student handbook.

The school division shall notify, at least annually, the parents of students in attendance (including those parents identified as having a primary or home language other than English) and eligible students in attendance (a student who has reached age 18) by such means as are reasonably likely to inform them of their rights as follows:

- the types and location of education records and information maintained therein
- the title and address of the school official responsible for the maintenance of education records, the parties to whom data may be disclosed, and the purpose for disclosure
- policies and procedures for reviewing and expunging education records
- policies and procedures for disclosure of data from education records
- the rights of parents and eligible students to review and challenge the content of education

records and to file with the FERPA Office a complaint concerning an alleged failure by the school division to comply with 20 U.S.C. 1232g

- any fee established in this policy to the parent or eligible student for reproducing copies of education records
- the data designated in this policy as directory information
- the right of parents and eligible students to obtain, upon request, a copy of the school division written policies and procedures on the management of education records and the location of these records

Procedure to Inspect Education Records

Parents of students or eligible students may inspect and review the student's education records relating to their children without unnecessary delay and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents shall have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he/she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 14 days or less from the receipt of the request.

When a record contains information about students other than the parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

When disciplinary action is taken by the school division in regard to an incident upon which an adjudication of delinquency or a conviction of acts specified in Section 16.1-305.1 of the Code of Virginia, 1950, as amended, the parent or guardian must be notified of the action, the reasons therefore, and his/her right to review and to request amendment of the student's education records. Every notice of adjudication or conviction received by the superintendent and information in the notice, which is not a disciplinary record, shall be maintained by the superintendent and other school personnel separately from all other records concerning such student unless the division takes disciplinary action based on an incident which was the basis for the adjudication or conviction.

Refusal to Provide Copies

Although the Harrisonburg City Public Schools cannot deny parents access to their children's education records, the Harrisonburg City Public Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

Fee for Copies of Records

The fee for copies will be 10¢ per page. The actual cost of copying time and postage may be charged. The Harrisonburg City Public Schools shall not charge for search and retrieval of the records. The Harrisonburg City Public Schools shall not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

Types, Locations, and Custodians of Education Records

The Harrisonburg City Public Schools shall provide parents, on request, a list of the types and locations of education records collected, maintained, or used by the school division.

The following is a list of the types of records that the Harrisonburg City Public Schools maintain, their locations, and their custodians:

Types	Location	Custodian
Scholastic (cumulative)	Harrisonburg High School guidance office	Principal
Scholastic (cumulative)	Thomas Harrison Middle School guidance office	Principal
Scholastic (cumulative)	Skyline Middle School guidance office	Principal
Scholastic (cumulative)	Bluestone Elementary School administrative office	Principal
Scholastic (cumulative)	Keister Elementary School administrative office	Principal
Scholastic (cumulative)	Smithland Elementary School administrative office	Principal
Scholastic (cumulative)	Spotswood Elementary School administrative office	Principal
Scholastic (cumulative)	Stone Spring Elementary School administrative office	Principal
Scholastic (cumulative)	Waterman Elementary School administrative office	Principal
Scholastic (cumulative)	Elon W. Rhodes Early Learning Center Smithland Elementary administrative office	Principal
Confidential	Harrisonburg High School guidance office	Principal
Confidential	Thomas Harrison Middle School guidance office	Principal
Confidential	Skyline Middle School guidance office	Principal
Confidential	Bluestone Elementary School administrative office	Principal
Confidential	Keister Elementary School administrative office	Principal
Confidential	Smithland Elementary School administrative office	Principal
Confidential	Spotswood Elementary School administrative office	Principal
Confidential	Stone Spring Elementary School administrative office	Principal
Confidential	Waterman Elementary School administrative office	Principal
Confidential	Elon W. Rhodes Early Learning Center Smithland Elementary administrative office	Principal
Confidential	Central Office	Director of Special Programs and/or supervisory staff

Disclosure of Education Records

When parental consent is required in order to release a student's records and the parent refuses to give such consent, the school division shall use informal means to secure the consent. If the parent continues to refuse to give consent, the school division shall provide written notification to the person/agency requesting the information, that parental consent is required and has been refused. If the school division wishes to disclose the information and has been unable to secure the necessary consent through informal

means, the school division may use more formal measures, as appropriate, to effect release of information.

The Harrisonburg City Public Schools shall disclose information from a student's education records only with the written consent of the parent or eligible student *except*:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the division as an administrator, supervisor, instructor, or support staff member
- A person appointed or elected to the school board
- A person employed by or under contract to the school division to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- A contractor, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his/her position description or by a contract agreement
 - Performing a task related to a student's education
 - Performing a task related to the discipline of a student
 - Providing a service or benefit related to the student or student's family, such as health care, counseling, job placement, or financial aid
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
 3. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs in accordance with applicable federal regulations.
 4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.
 6. To organizations conducting certain studies for or on behalf of educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instructions.
 7. To accrediting organizations to carry out their functions.
 8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
 9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
 10. To appropriate parties in a health or safety emergency.
 11. To an agency caseworker or other representative or a state or local child welfare agency or tribal

organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.

12. Directory information so designated by the division.
13. When the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the division under 42 U.S.C. § 14071 and applicable federal guidelines.

Sec. 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information

(a) Policy –

(1) ACCESS TO STUDENT RECRUITING INFORMATION – Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

(2) CONSENT – A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

(3) SAME ACCESS TO STUDENTS – Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

(b) Notification – The Secretary, in consultation with the Secretary of Defense, shall, not later than 120 days after the date of enactment of the No Child Left Behind Act of 2001, notify principals, school administrators, and other educators about the requirements of this section.

(c) Exception – The requirements of this section do not apply to a private secondary school that maintains a religious objection to service in the Armed Forces if the objection is verifiable through the corporate or other organizational documents or materials of that school.

Record of Requests for Disclosure

The Harrisonburg City Public Schools shall maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parent or eligible student.

Directory Information

The Harrisonburg City Public Schools shall notify parents and eligible students at the beginning of each school year what information, if any, the Harrisonburg school division has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Harrisonburg City Public Schools, with certain exceptions, obtain a parent's or eligible student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, Harrisonburg City Public Schools may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised Harrisonburg City Public Schools to the contrary in accordance with Harrisonburg City Public Schools procedures. The primary purpose of directory information is to allow the Harrisonburg City Public Schools to include this type of information from the student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports roster sheets, such as for wrestling, showing weight and height of team members.

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

If a parent or eligible students does not want Harrisonburg City Public Schools to disclose directory information from the student's education records without their prior written consent, they must notify the District in writing within 15 days of receipt of this notice. Harrisonburg City Public Schools has designated the following information as directory information:

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

Correction of Education Records

Parents or eligible students shall be notified of their right to challenge the content and to ask to have records corrected (including expungement) that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must request in writing that the Harrisonburg City Public Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
2. The Harrisonburg City Public Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parent or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the Harrisonburg City Public Schools shall arrange for a hearing and notify the parent or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
4. The parent may be represented by one or more individuals/attorney.
5. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parent or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
6. The Harrisonburg City Public Schools shall prepare a written decision which will include a

summary of the evidence presented and the reasons for the decision.

7. If the Harrisonburg City Public Schools decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parent or eligible student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained.
8. The Harrisonburg City Public Schools shall notify the parent and eligible student of their right to file with the FERPA Office a complaint concerning an alleged failure by the school division to comply with federal law. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

If the Harrisonburg City Public Schools decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend (including expungement) the record and notify the parent or eligible student, in writing, that the record has been amended.

Confidentiality of HIV and Drug and Alcohol Treatment Records

The Harrisonburg City Public Schools shall comply with the confidentiality requirements of Section 32.1-36.1 of the Code of Virginia, 1950, as amended, providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division shall maintain confidentiality of drug and alcohol treatment records as required by federal and state laws (**School Board Policy 434**).

School Nutrition Program

Harrisonburg City Public Schools cafeterias serve nutritious breakfasts, lunches, and after school snacks (to students participating in an approved after school activity) through USDA National School Lunch, Breakfast and Snack Programs. The School Nutrition Department's goal is to offer nutritious meals that are acceptable to students at a reasonable price for parents. In addition to providing healthy foods, the program has the goal of educating students about the importance of healthy eating. Menus are posted in each room and are also available on the HCPS and individual school websites. Additional nutrition related information is available on the School Nutrition website at www.harrisonburg.k12.va.us/Departments/School-Nutrition.aspx.

PROCEDURES FOR MEAL PAYMENTS

Lunch prices are as follows:

Full Price – Elementary \$1.90, Middle \$2.10, High \$2.25

Reduced Price – \$0.40 all levels

Adults – \$3.50

Breakfast prices are as follows:

Full price – \$1.00 middle and high, no cost for elementary students

Reduced Price – \$0.30 middle and high, no cost for elementary students

Adults – \$1.50

A la carte prices are as follows:

Extra entrée - \$1.75

Ice Cream - \$1.00

Bottled Water or Juice - \$1.00

Milk - \$0.50

Small Juice - \$0.35

Extra Fruit/Vegetable - \$0.75

With the exception of milk, a la carte items are only available for purchase at middle and high schools.

Payments can be made for any given period of time: a day, a week, a month, or even the entire school year and can be made with cash or check. Credit or debit cards are not accepted at the school level. Parents may set up an account to check meal balances and purchases and to add funds to an account using a credit or debit card at www.myschoolbucks.com. If you would like to check your child's account balance, you may also call or email the cafeteria manager at their school or call or email Andrea Early, School Nutrition Program Director, at 437-3300 or aeary@harrisonburg.k12.va.us.

Please put payments in an envelope with the student's name and account number (ID number) on the envelope. It is helpful to write the student's name and ID number on all checks. Please have students bring payments to the cafeteria.

No cash will be returned to a student who presents a check for meal payment. Refunds from student accounts will be made only if a request in writing or by email is made by a parent or guardian. Funds will not be transferred between siblings in a family without prior written authorization from a parent or guardian.

Account balances from the previous year will roll over to the new school year. Parents of students who are graduating or leaving the district should make a request in writing or by email for a refund of an account balance. Notices will be sent to parents of graduating seniors who have a positive balance of more than \$1.00. Balances remaining on accounts of graduating seniors after June 30th will be transferred into a hardship fund. This fund will be used by the Director of School Nutrition to offset meal charges on a case by case basis.

Meal charges are also reflected in the student's meal account balance. Security for this system relies in students not sharing their individual account number.

Students who receive free or reduced lunch also qualify for free or reduced breakfast. Please note that free and reduced status applies to full meals only, not individual items (milk for example).

PROCEDURES AND POLICY FOR MEAL CHARGES

A meal charge is defined as a short-term loan for a child to eat because the child has forgotten or lost money for that day. The School Nutrition Program is self-supporting and relies on revenue generated from meals that are served. Therefore, charges must be kept to a minimum.

Cafeteria Managers, through the use of the computerized school nutrition accounting system, will allow and record charges, collect monies for payment of charges, and issue charge notices as deemed necessary. Parents will be notified by automated phone call when their student's account is in a negative status.

Full meals will always be provided to students regardless of amount owed. Students with meal charges will not be allowed to charge or purchase a la carte (extra) food items. Parents are expected to pay meal charges in a timely manner at all school levels. School staff may accrue no more than \$14.00 in charges.

If a hardship has occurred, please submit a new application for free/reduced meals immediately. Please note that parents are expected to pay charges accrued to a student's account prior to their being approved for free and reduced meals. A hardship fund is maintained and may be used to offset these charges on a case by case basis.

If you have questions, please call the cafeteria manager at your student's school or call Andrea Early, School Nutrition Director, at 437-3300.

USDA is an equal opportunity provider and employer.

Administration of Surveys and Questionnaires

(School Board Policy 435)

Instructional Materials and Surveys

A. Inspection of Instructional Materials and Surveys

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the student in accordance with Policy 434. Additionally, any survey created by a third party may be inspected before its administration or distribution.

B. Participation in Surveys and Evaluations

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

1. Political affiliations or beliefs of the student or the student's parent,
2. Mental or psychological problems of the student or the student's family,
3. Sex behavior or attitudes,
4. Illegal, anti-social, self-incriminating, or demeaning behavior,
5. Critical appraisals of other individuals with whom respondents have close family relationships,
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
7. Religious practices, affiliations, or beliefs of the student or student's parent, or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

Physical Examinations and Screenings

If the Harrisonburg City School Division administers any physical examinations or screenings other than

- those required by Virginia law, and
- surveys administered to a student in accordance with the Individuals with Disabilities Education Act, policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

Commercial Use of Information

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

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

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

- student recognition programs.

Notification

A. Notification of Policies

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

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

B. Notification of Specific Events

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

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

Definitions

- A. *Instructional material*: the term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- B. *Invasive physical examination*: the term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- C. *Parent*: the term “parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- D. *Personal information*: the term “personal information” means individually identifiable information including
- a student or parent’s first and last name;
 - a home or other physical address (including street name and the name of the city or town);
 - a telephone number, or
 - a Social Security identification number.
- E. *Survey*: the term “survey” includes an evaluation.

Parents/eligible student who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Washington Avenue SW
Washington, DC 20202-5920

Records Management Officer
Harrisonburg City Public Schools
Harrisonburg, VA 22801

Instruction

Student Achievement Expectations

- A. Students in grades 3 through 8 and secondary courses for which there is a corresponding Standards of Learning (SOL) Assessment or Virginia Alternate Assessment shall take the assessment and be expected to achieve a passing score. Parents who refuse to have their student participate in one or more of the required Virginia assessments must notify the school division each year specifying which tests the parent is refusing.
- B. Each student in middle and secondary schools shall take all applicable end-of-course SOL tests following course instruction. Students who achieve a passing score on an end-of-course SOL test shall be awarded a verified unit of credit in that course. Students may earn verified credits in any courses for which end-of-course SOL tests are available. Verified credits are important for graduation.
- C. Character Education 22.1-208.01
The purpose of the character education program is to instill in students civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character.

Basic character traits taught may include:

trustworthiness, including honesty, integrity, reliability, and loyalty;

respect, tolerance, and courtesy;

responsibility, including hard work, economic self-reliance, accountability, diligence, perseverance, and self-control;

fairness, including justice, consequences of bad behavior, principles of nondiscrimination, and freedom from prejudice;

caring, including kindness, empathy, compassion, consideration, generosity, and charity;

citizenship, concern for the common good, respect for authority and the law, and community-mindedness.

Graduation Information

For information regarding graduation requirements, diploma options, transfer students at the secondary level, and diploma seals, please refer to Harrisonburg High School's student handbook or visit the Virginia Department of Education at <http://www.doe.virginia.gov/instruction/graduation/index.shtml>. Please feel free to contact the guidance department at Harrisonburg High School for additional information. Hard copies of this information are available upon request by contacting the Instruction Services Department at 434- 9916.

Advanced Placement

Advanced Placement (AP) classes are offered in a variety of subjects for all students who choose to register for them. The Advanced Placement Program provides an opportunity for students to pursue college level courses while in high school. This program allows students to possibly receive high school credits and/or college credits simultaneously.

Students enrolled in AP courses are expected to take the corresponding AP exam. Fees for AP exams may be reduced or waived for students who receive free or reduced lunch. Students who do not sit for the AP Exam will be required to demonstrate mastery through an exam or other appropriate assessment.

Dual Enrollment

Blue Ridge Community College and James Madison University partner with Harrisonburg High School to offer dual enrollment college courses at HHS.

These courses are open to any qualifying junior or senior at HHS. Qualification is based upon the community college placement test or SAT scores.

Remediation/Summer School

The Standards of Quality (SOQ), in 22.1-253.13:1 C, Code of Virginia, require that any student who does not pass all of the SOL assessments in grades three through eight must attend a summer school program or participate in another form of remediation chosen by the division, as appropriate for the academic needs of the student.

Placement (Promotion and Retention)

It is the purpose of the Harrisonburg City Public Schools to meet the educational needs of all students, kindergarten through twelfth grade. It is recognized that each child is unique and that all students in a class may progress at a different rate. All students enrolled in the Harrisonburg City Public Schools will be assigned to grades or to classes from which they can best profit educationally and in conformity with state laws and recommendation of the building principal. Teachers and administrators recognize the potentially detrimental effect that failure has on the future success of students; and, therefore, every effort will be made to prevent retention.

Child Study Teams

Each school has a Child Study Committee established to review information on any student who is experiencing difficulty in school. The purpose of the Child Study Committee is to review records and other performance evidence of a child being referred in order to make recommendations to meet the child's educational and behavioral needs.

Parents and/or teachers may refer a child for review to the Child Study Committee by contacting the building principal.

Special Education and Related Services

A free appropriate public education is provided to all identified students with disabilities ages two through twenty-one, inclusive, who live in the city of Harrisonburg or attend private school within the Harrisonburg attendance area. Programs and services are provided to persons identified as having autism, deaf-blindness, developmental delay, hearing impairment, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, or a visual impairment. Questions concerning special education and related services may be directed to your child's principal or the Director of Special Programs at (540) 434-2752.

Child Find and Division-Wide Screening

Harrisonburg City Public Schools maintains an active and continuing child find program designed to identify, locate and evaluate those children residing in the jurisdiction who are birth to age 21, inclusive, who are in need of special education and related services.

Harrisonburg City Public Schools screens all children enrolled in Harrisonburg City Public Schools including transfers from out of state, as follows:

- All children (through grade three), within 60 business days of initial enrollment, are screened in speech, voice, and language to determine if a referral for an evaluation for special education and related services is indicated.
- All children, within 60 business days of initial enrollment, are screened in the areas of vision and hearing to determine if a referral for an evaluation for special education and related services is indicated. In addition, the vision and hearing of all children in grades three, seven, and ten are screened during the school year.
- All children (through grade three), within 60 business days of initial enrollment, are screened for fine and gross motor functions to determine if a referral for an evaluation for special education and related services is indicated.
- Harrisonburg City Public Schools recognizes screenings reported as part of the child's pre-school physical examination required under the Code of Virginia if they are completed no more than 60

days prior to the start of school.

- If a student has been screened in another school in Virginia, the school can check for documentation of a screening in their file and/or request screening documentation from sending school.
- Students may be rescreened if original results are invalid.
- Screening results are maintained in the student's scholastic file.
- If a student fails the screening, parents will be notified of the screening results in writing.

Harrisonburg City Public Schools screens all students in grade 2 to determine if a referral for an evaluation for gifted education services is indicated. Parents may choose for their 2nd grade student to opt out of this screening by providing a written request to the classroom teacher.

Section 504 Services and Accommodations

Any student, employee or parent who has a mental or physical impairment which substantially limits one or more of a person's major life activities may be eligible for services and accommodations under Section 504 of the Rehabilitation Act of 1973. Section 504 states that no otherwise qualified individual with a disability can be excluded from or denied benefits of any program receiving federal financial assistance. Services and accommodations to provide access include but are not limited to ramps, elevators, student health plans, interpreting services for the hearing impaired and special accommodations in the classroom in order to allow a student with a disability to benefit from his or her education. If you should have Section 504 questions, the contact listed below will respond or direct you to the appropriate person.

**Compliance Officer of Section 504
Harrisonburg City Public Schools
Sandi Thorpe
Executive Director of Special Programs
One Court Square
Harrisonburg, VA 22801
(540) 434-2752
sthorpe@harrisonburg.k12.va.us**

Grading

The superintendent, with the concurrence of the school board, shall be responsible for developing uniform administrative grading procedures for reporting student progress. The primary responsibility for grading of students is vested in the teacher. The final authority for promotion, retention, or grading, however, rests with the principal.

Many of the components in the evaluation of student work cannot be given a numerical equivalent. Where a numerical equivalent is appropriate, the standard is:

A	90– 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

To determine grade point average (GPA) for high school courses, the scale shall be:

<u>Regular:</u>	A = 4	<u>Honors Classes:</u>	A = 4.5
	B = 3		B = 3.5
	C = 2		C = 2.5
	D = 1		D = 1
	F = 0		F = 0
<u>Dual Enrollment:</u>	A = 4.75	<u>Advanced Placement :</u>	A = 5
	B = 3.75		B = 4
	C = 2.75		C = 3
	D = 1		D = 1
	F = 0		F = 0

(School Board Policy 712)

College Courses must have administrative approval. Corresponding high score credit will be awarded upon principal approval of course content and rigor.

Video Surveillance

As a part of our school safety efforts, video surveillance equipment may be used in different locations in the schools, on school property and on school buses. While we believe that the use of this equipment is a valuable tool in helping create safe schools and buses, parents and students should note that the video surveillance may not be constant and it is not continuously monitored in real time. Recording occurs randomly. Parents and students should not assume that the cameras provide a greater level of security than actually exists.

The Harrisonburg City School Board does not discriminate on the basis of race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

Harrisonburg City Public Schools

Acceptable Computer Use Agreement (752-R)

All use of the Harrisonburg City Public School's computer system shall be consistent with the Harrisonburg City School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

District Internet and E-mail Guidelines

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

The School Division computer system is provided for students for the purposes of education, research and communication. Access to the division computer system is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right—and entails responsibility.

Individual users of the School Division's computer system are responsible for their behavior and communications over the network. Administrators, teachers and staff will provide guidelines for acceptable use of the division computer system and will monitor and guide student use. The School Division has no duty to regulate or review off-campus internet/electronic messages, statements, postings, or acts; however, if those acts threaten violence against another student or school personnel or otherwise disrupt the learning environment or the orderly conduct of the school, the school can take action, from conferencing with parents and students to disciplinary action.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

Internet Safety

Within reason, freedom of speech and access to information will be honored; however, this must be balanced with the need to provide a safe and healthy environment for students. In accordance with the Children's Internet Protection Act (CIPA), the school division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate. During school, teachers of younger students will guide them toward appropriate materials. Internet use is monitored by teachers at all grade levels. In accordance with VA Code §22.1-70.2, Harrisonburg City Public Schools provides internet safety training to teachers and students in grades K-12. Teachers provide guidance and information about internet safety as part of classroom instruction when it involves the use of the internet. Students at the middle schools and elementary schools participate in units on internet safety.

Cyberbullying

Cyberbullying, the use of technology to support deliberate, hostile behavior intended to frighten or harm others, is a criminal act under the VA Code § 18.2-152.7:1. Any student who uses a school-provided device, network or wireless access or who uses a personal device on school grounds with the intent to intimidate, harass, or coerce another person; to use obscene, profane, lewd, or lascivious language to communicate such harassment; or to threaten an illegal or immoral act shall be subject to school disciplinary action. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or infringes on the rights of other students, the person committing the act shall be subject to school disciplinary action.

Sexting

Sexting, youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting those photos and/or messages to their peers, may not be criminal in intent; however, it can be construed as such under current laws. Producing, storing, or sharing lewd or explicit pictures of minors is against the law in Virginia Code §§ 18.2-374.1 and 18.2-374.1:1 of the criminal Code of Virginia.

This applies to students merely possessing such images on their cell phones, sharing them with other students via cell phone, or producing them using their cell phones. In any instance in which a student uses division resources to engage in sexting or when sexting occurring outside of school causes a disruption of the work of the school or infringes on the rights of other students, the person committing the act shall be subject to disciplinary action and reported to proper authorities if warranted.

Student Email

Harrisonburg City Public School's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students as an educational tool. Electronic mail is not private. Students' electronic mail may be restricted and/or monitored. Unauthorized access to an electronic mail account by any student is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file. Student email should only be used for instructional purposes, and students are expected to adhere to the Acceptable Use Agreement and Policy #752 (Student Use of the Internet).

Access to student email is provided to high school students through the Harrisonburg City Schools managed Google Apps for Education domain.

Use of Personal Mobile Internet Devices

Students at Harrisonburg High School may bring personal mobile internet devices to school to use as educational tools. The use of these devices during instructional time will be at the teacher's discretion and only for instructional purposes. All use must adhere to the Acceptable Use Agreement and Regulation #446-R (Cell Phones and Other Electronic Devices).

Responsibilities

Students are responsible for utilizing School Division technology for facilitating learning and enhancing educational information based on school division curriculum and instructional goals.

1. Students are responsible for maintaining the privacy of passwords and are prohibited from publishing or sharing passwords with other system users. Students shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or attempting to bypass the internet content filter.
2. Students are responsible for maintaining appropriate use of electronic mail. School officials reserve the right to monitor any or all activity on the division's computer systems and to inspect individuals' files. Students should not expect that their communications and files on division owned computers/servers are private.
3. Students must not access, display, or transmit pornography, obscenities, or other materials deemed inappropriate for educational purposes. In accordance with the Children's Internet Protection Act (CIPA), the School Division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate for minors. The School Division does not guarantee that school officials will monitor or control all user access to non-filtered, inappropriate internet content or that students will not have access to such materials while using the division's technological resources.
4. Students are responsible for properly using and caring for district technology including hardware and software. Any use which damages, compromises, or jeopardizes technology resources is prohibited. Students shall not download files without system administration permission.
5. Users must adhere to copyright and trademark laws and applicable licensing agreements in the use of hardware and software and the transmitting or copying of text or files from the internet or from other network resources.

Students may be disciplined for any improper or prohibited activity, including but not limited to:

- using a computer ID/password other than his/her own
- using a computer to engage in any illegal act
- using a computer to engage in "cyberbullying"
- modifying or defacing hardware or software
- improperly exiting established menus or applications
- attempting to bypass the division internet content filter

- using School Division technology without authorization
- downloading files or installing software
- gaining unauthorized access to any computer system or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data
- engaging in inappropriate language or activities on division networks
- accessing the division network with personal computers or other electronic devices that obtain an IP address
- accessing the Internet with personal computers or other mobile internet devices other than by using the division secure wireless network

Violation of any of the above rules may result in a loss of network/internet access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate conduct. When and where applicable, law enforcement agencies may be involved.

The Harrisonburg City School Board makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The Division will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on Division devices, hard drives, or servers; the accuracy, nature or quality of information gathered through Division-provided internet access; personal property used to access Division computers or networks or for Division-provided internet access; nor for unauthorized financial obligations resulting from Division-provided access to the internet. Parents may choose to have their student(s) not utilize certain technology services by completing and returning the non-participation form.

Harrisonburg City Public Schools Notice of Technology Usage by Students

The Harrisonburg City Public Schools consider the use of technology resources and the internet to be instrumental in the education of students. Access to electronic resources enables students to efficiently use hardware and application software and conduct research via the internet. As a result, as part of your student's educational program, he/she may be required to:

- 1) Utilize school-established email accounts with acceptance and compliance of student email guidelines and acceptable use agreement;
- 2) Create and publish documents and projects on the World Wide Web and in other public forums;
- 3) Post limited identifying information about student including a picture/image, video, and audio on school-owned computers, networks, and school websites. Photos, audio, and videos will be used for educational purposes only and names or other personally identifiable information will not be associated with pictures, audio, or video.
- 4) Post/allow use of photo, audio, or videos of student without personally identifiable information in class projects and distributed to class members, in school projects and distributed to school members, on class or school web pages, on division and other related educational organization webpages, on division social media sites, and in public presentations. Public presentations may include in presentations by teachers, student teachers, or practicum students for a class project at a university or in presentations at educational conferences.

Harrisonburg City Schools takes all legally required precautions to eliminate objectionable material received via the internet. School staff will monitor students' use of the internet to ensure compliance with acceptable use, either through direct supervision, remote observation, or monitoring of internet use history. It is impossible, however, to restrict access to all objectionable materials, and the school division cannot be held responsible for material acquired via the internet or via network resources. Families should be warned that despite precautions taken by the school division, some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Student network storage areas may be provided for students. Network administrators may review files and storage locations to maintain system integrity and ensure that users are using the system responsibly. Files may be deleted as part of regular maintenance, and students should not expect that files stored on district servers are private or maintained in perpetuity.

A parent's request that a school staff member electronically communicate personally identifiable or other information to him or her may be interpreted by HCPS as permission to transmit such information in that way. See *Email Guidelines for Parents*.

Any parent, guardian or student (age 18 or over) NOT wishing to participate in the use of technology in school as stated in items 1 through 4 above, should **sign and print** in the appropriate place below and return to your child's school within fifteen (15) administrative working days of receipt of this handbook. **The non-participation statement will be effective for the academic school year only.**

**Notice of Technology Usage by Students
Non-Participation Form**

**Return ONLY if you do NOT wish your student to participate in any of the
following technology activities.**

_____ I DO NOT wish to have my student utilize school-established email accounts with acceptance and compliance of student email guidelines and acceptable use agreement;

_____ I DO NOT wish to have my student create and publish documents and projects on the World Wide Web and in other public forums;

_____ I DO NOT wish to have my student's digital image included in public presentations (see explanation of usage in #4 on preceding page).

Parent's Name (printed) and Signature

Student's Name (printed)

Date

**Return ONLY if you do NOT wish your student to participate in any of the
above technology activities.**

Division Use of Student Photos

Please return this form ONLY if you do NOT grant permission for photos of your child to be used as described below.

School employees may take photos of students in the classroom or during school-related activities. These photos may be posted on the official HCPS website and on HCPS social media sites such as Twitter and Facebook, as well as the official social media sites of HCPS administrators (such as principals or the superintendent). Photos may also be posted on a school's website, network, and social media sites and may at times be shared with related educational organizations such as the Virginia Department of Education for online posting. Student names will not be associated with photos. However, photos posted to the division Facebook account may be "tagged" with the students who appear in those photos if those students also have Facebook accounts.

If you do not want your child's photo used in this manner, please complete this form and return it to your school by September 8, 2017.

If you are opting out, please select one:

_____ I do not want Harrisonburg City Public Schools to use photos of my child in any manner, as described above.

_____ Harrisonburg City Public Schools may use photos of my child as described above, except that I do not grant permission for my child to be "tagged" in photos posted to the division Facebook page.

Student Name: _____

School: _____

Parent signature: _____

Date: _____

Note: By allowing your student to participate in a public event, such as an athletic competition or fine arts performance, you understand that photographs may be taken and used.

Harrisonburg City Public Schools Email Guidelines for Parents

Email may be a fast and convenient way for parents/guardians to send messages, but this may not be the case for many of our teachers and administrators. Some teachers and administrators read their email messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers and administrators prefer to use the phone to speak directly to parents or to communicate with written notes.

For these reasons, please remember if you choose to send an email message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an email reply at all, since staff members will determine how best to contact you: by email, phone, written note, or to schedule a personal conference.

When using email, please remember:

- Send only non-vital messages by email. For example, do not use email to inform a teacher, administrator, or clerical staff that your child is not to go home on the bus since a faculty member may not read their email before a student is dismissed. Instead use the telephone to be sure your message is received and clearly understood.
- Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher.
- Email is not confidential. Confidential information should be conveyed by phone or personal contact only.
- Please identify yourself in the subject line of your email message and, if appropriate, the name of your child.
- For all medical or health concerns, please contact your child's school nurse by phone.
- Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
- Please send only messages pertaining to school issues. Do not ask teachers to relay messages to your child.
- Mass email to the campus staff should be sent to the school principal for distribution to his/her staff.

Email is a quick way to send a message, but it is not necessarily the best way to get a quick reply nor is it appropriate for all types of communication.

DIRECTORY INFORMATION

During the school year the Harrisonburg City Public School division provides student directory information to appropriate organizations and news media. Certain publications, such as athletic programs, cast lists for dramatic presentations, and graduation lists may also include this directory information.

Directory information includes, but is not limited to, the following data:

- | | |
|---|---|
| --Name of student | --Dates of attendance |
| --Address | --Participation in officially recognized activities |
| --Date and place of birth | --Height & weight, if a member of an athletic team |
| --Electronic mail address | --Photograph |
| --Degrees, awards and honors received | --Major field of study |
| --Telephone listing | --Grade level |
| --Most recent educational agency attended | |

Any parent, guardian or student (age 18 or over) **NOT** wishing the above information released without prior consent should sign in the appropriate space below and return to your child's school within fifteen (15) administrative working days of receipt of this handbook.

I DO NOT WISH TO HAVE MY CHILD'S NAME INCLUDED ON ANY PUBLISHED LISTS OF STUDENTS NAMES OR HAVE ANY OTHER DIRECTORY INFORMATION RELEASED CONCERNING MY CHILD.

Parent's Name

Child's Name

Date

(Complete only if information is not to be published or released.)

If you are submitting this form but do want your child's photo included in the yearbook, please notify the school in writing of this exception.

Harrisonburg City Public Schools

Parent Signature Sheet

Acknowledgment of Parental Responsibility

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's Standards of Student Conduct and the notice requirement of this section, and the Compulsory School Attendance Law. Each school shall maintain records of such signed statements. (See Code of Virginia on inside front cover page.)

Student Handbooks are available online; a printed copy will be provided upon request.

I acknowledge the receipt of the enclosed Rules of Conduct.*

Student's Name (Printed)

Student's Signature

Parent's/Guardian's Signature

School Name

Date

*By signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

RETURN BY SEPTEMBER 8, 2017