



2016-2017 Calendar & Handbook





2016 2017

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
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October 2016						
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30	31					

November 2016						
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26	27	28	29	30		

December 2016						
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January 2017						
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22	23	24	25	26	27	28
29	30	31				

1st Semester Mid-Terms

September 13

November 16

2nd Semester Mid-Terms

February 6

April 19

School Closed

Early Release

Snow Days

Make-up Days (if needed)

Dec. 21 for 1st Semester

Feb. 9 and May 22-June 9 for 2nd Semester

July 28-29	Administrative Staff Meetings
Aug 1	New Teacher Orientation-SBO 8:00am
Aug 2	Optional Technology/Instructional PD Day
Aug 3	Division-wide Professional Dev. Day Opening Session a.m. Division-wide PD p.m.
Aug 4-5	Teacher Workday and Building Meetings a.m. Teacher Workday
Aug 8	Student Visitation (1:00-3:00pm & 4:30-7:00pm)
Aug 9	Teacher Workday and Building Meetings
Aug 10	First Day of School for Students
Sept 5	Labor Day Schools Closed
Oct 12	End of First 9 Weeks
Oct 13	Schools Closed for 9 weeks teacher grading and recording/PD
Oct 20	12:00pm Student Dismissal for Parent Visitation (1:00 - 3:00pm & 4:30 - 7:00pm)
Nov 8	Schools Closed-Election Day a.m. Division-wide PD p.m. Teacher Workday
Nov 23	12:00pm Student Dismissal
Nov 24-25	Schools Closed- Thanksgiving Holiday
Dec 20	12:00pm Student Dismissal End of Second 9 Weeks and 1st Semester
Dec 21	Make-up Day (if needed)
Dec 22-Jan 3	Schools Closed-Winter Holidays
Jan 3	Teacher Workday for grading and recording of 1st Semester
Jan 4	Students return after Holidays
Feb 9	Schools Closed for Parent Visitation (1:00 - 3:00pm & 4:30 - 7:00pm)
Mar 8	End of Third 9 Weeks
Mar 9	Schools Closed for 9 weeks teacher grading and recording/PD
Mar 27-31	Schools Closed-Spring Break
April 14	Schools Closed
May 19	12:00pm Student Dismissal Last Day of School
May 22	Teacher End of Year Workday

*Dates subject to change due to inclement weather

Report Card Dates

1st Nine Weeks = October 19

2nd Nine Weeks = January 10

3rd Nine Weeks = March 15

4th Nine Weeks = May 23

Mid-Term Progress Reports

End of Grading Period

Report Cards

February 2017						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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26	27	28				

March 2017						
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April 2017						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2017						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st Semester SOL Testing Window

Writing = Oct 24-Nov 4

Non-Writing = Dec 7-20

Retakes = Jan 4-6

2nd Semester SOL Testing Window

Writing = March 9-22

Non-Writing = April 19-May 16

Parent Teacher Conferences

First & Last Day of School

First Day of 2nd Semester



School Closings and weather conditions:

WDBJ 7 Television
WSLS 10 Television
WYVE 1280 AM Radio

Honeywell announcements via phone, email, or text:
<https://instantalert.honeywell.com/>



Breakfast \$1.60
Elementary Lunch \$2.35
Middle/High Lunch \$2.60



Payments may be made online by setting up an account:
www.myschoolbucks.com

Free & Reduced Priced Meal Applications are available
at each school, the School Board Office or online:
<http://wythe.k12.va.us>

Sports Information

Get the most up-to-date information
on your team!

www.hogoheeedistrictva.org

www.mountainempiredistrictva.org



Helpful Websites



<http://ps.wythe.k12.va.us/public/>
Power School website. Sign-up at your school to access your student's information.

<http://moodle.wythe.k12.va.us/>
Wythe County Schools Moodle Site

Non-Discrimination Notice

The Wythe County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, gender, gender identity, ethnicity, ancestry, marital or parental status, or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Director of Human Resources
1570 West Reservoir Street
Wytheville, VA 24382
(276) 228-5411

School Social Worker
1570 West Reservoir Street
Wytheville, VA 24382
(276) 228-5411

Executive Director of Educational Services
1570 West Reservoir Street
Wytheville, VA 24382
(276) 228-5411

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



WYTHE COUNTY PUBLIC SCHOOLS

Vision

Educating Students for Success in a Changing World

Mission

The mission of Wythe County Public Schools, in partnership with our community, is to ensure students are empowered with the knowledge and skills necessary to meet the challenges of the future.

Beliefs and Philosophy

- ◆ Our schools and classrooms will be caring, safe, and student centered learning environments.
- ◆ Each student deserves an education that maximizes individual potential and abilities.
- ◆ Each student deserves a rich variety of learning opportunities.
- ◆ Our schools will facilitate intellectual, social, emotional and physical growth of all students.
- ◆ The curriculum will be rigorous and relevant and will ensure opportunities for intervention, enrichment, and extension for all students.
- ◆ Instruction will allow opportunities for students to develop 21st century learning skills necessary for career and college readiness.
- ◆ High quality, well trained, and caring faculty and staff are essential to student success.
- ◆ Family, school staff, and community members are part of a vital team in each student's education.
- ◆ Communication and cooperation by stakeholders is essential to maximize students' learning.
- ◆ Character education is an essential component of students' education to foster success in society, to understand and appreciate persons different than themselves, and to make appropriate life decisions.



**Jeff Perry, Ed.D.
Division Superintendent**

Central Office Staff
Jeff Perry, Ed.D., Division Superintendent

Instructional Personnel

Rebecca C. James, Ed.D., Executive Director of Curriculum/Instruction
Marcy R. Olinger, Director of Middle Instruction
Beth W. Cochran, Director of Elementary Instruction
Richard W. Skeens, Jr., Supervisor of Secondary Instruction
Lisa G. Jonas, Reading Recovery Consortium Leader
Teresa H. Wassum, Textbook Coordinator and Instructional Secretary

Administrative Personnel

G. Wesley Poole, Ed.D., Executive Director of Facilities and Operations
Richard W. Skeens, Jr., Supervisor of Transportation
B. Keith Cochran, Director of Technology
Tracy A. Webster, Food Services Coordinator

Educational Services

Melinda K. Robinett, Ed.D., Executive Director of Educational Services
Richard D. Thomas, Director of Human Resources
Susan L. Hill, Special Education Supervisor
Gretchen B. Robinson, School Health Coordinator
Mary F. Henslee, School Social Worker
P.G. Rigney, Educational Support Services

Support Staff

Sara F. Dickens, Clerk of School Board
Catrina L. Gravley, Finance Manager
Debbie I. Grubb, Secretary of Human Resources
Anita F. Hedrick, Secretary of Special Educational Services
Margaret B. Lee, Receptionist and Secretary for Health Services
Cynthia B. Walters, Payroll Clerk
Carolyn D. Umberger, Secretary of Facilities and Transportation
Martha J. Corvin, Custodian

Wythe County School Board

Stephen R. Sage, Chairman
Patricia S. Hines, Vice Chairperson
Chalmer L. Frye
Tonya M. Freeman
Lee H. Johnson
William S. Kidd
Alan C. Wilder

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
			First Day of School for Students
14	15	16	17
21	22	23	24
28	29	30	31

Sunday

Monday

Tuesday

Wednesday

4

5

6

7

Schools Closed

Labor Day

11

12

13

14

Grandparents Day

18

19

20

21

25

26

27

28

Sunday

Monday

Tuesday

Wednesday

2

3

4

5

9

10

11

12

End of First 9 Weeks

Columbus Day

16

17

18

19

Report Cards

23/30

24/31

25

26

Halloween

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
		Schools Closed for Students	
Daylight Savings Ends		Election Day	
13	14	15	16
20	21	22	23
			12:00 Student Dismissal
27	28	29	30

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
			Pear Harbor Day
11	12	13	14
18	19	20	21
		12:00 Student Dismissal	Schools Closed
		End of 2nd Nine Weeks End of 1st Semester	
			Make-Up Day if Needed
25	26	27	28
	Schools Closed	Schools Closed	Schools Closed
Christmas Day			

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
	Schools Closed	Schools Closed	Students Return after Holidays
		Teacher Workday for grading and recording of 1st Semester	
8	9	10	11
15	16	17	18
22	23	24	25
	Martin Luther King, Jr. Day		
29	30	31	

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15
		Valentine's Day	
19	20	21	22
	Presidents' Day		
26	27	28	

Thursday

Friday

Saturday

2

3

4

Groundhog Day

9

10

11

16

17

18

23

24

25

2017 February

JANUARY 2017

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

MARCH 2017

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

Important events next month:

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15
Daylight Savings Begins			
19	20	21	22
26	27	28	29
	Schools Closed Spring Break	Schools Closed Spring Break	Schools Closed Spring Break

Sunday

Monday

Tuesday

Wednesday

2

3

4

5

9

10

11

12

Palm Sunday

16

17

18

19

Easter

23/30

24

25

26

Thursday

Friday

Saturday

2017 April

		1
6	7	8
13	14	15
	Schools Closed	
Thomas Jefferson's Birthday	Good Friday	
20	21	22
		Earth Day
27	28	29

MARCH 2017

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

MAY 2017

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

Important events next month:

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
Mother's Day			
14	15	16	17
21	22	23	24
28	29	30	31
	Memorial Day		

Sunday

Monday

Tuesday

Wednesday

4

5

6

7

11

12

13

14

Flag Day

18

19

20

21

Father's Day

25

26

27

28

Sunday

Monday

Tuesday

Wednesday

2

3

4

5

Independence Day

9

10

11

12

16

17

18

19

23/30

24/31

25

26

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

Thursday	Friday	Saturday
3	4	5
10	11	12
17	18	19
24	25	26
31		

2017 August

JULY 2017

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2017

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Important events next month:

WYTHE COUNTY PUBLIC SCHOOLS

SCHOOL BOARD OFFICE
1570 WEST RESERVOIR STREET
WYTHEVILLE, VA 24382

PHONE: 276-228-5411

FAX: 276-228-9192



wythe.k12.va.us

Dear Parents and Students,

Welcome to another exciting year with the Wythe County Public Schools! It is our sincere hope this is a productive and positive school year for you. We have worked diligently to provide the best possible educational and extra-curricular opportunities for our students. We are dedicated to high academic standards and we will be relentless in our efforts to help each child under our care to succeed. We experienced significant academic growth last year in virtually every category the state and federal government measures. We are very proud of our administrators, teachers, staff and students. All schools are fully accredited and we have begun the journey of becoming one of the top ten performing school divisions within the Commonwealth.

This handbook has been created to help parents and students become familiar with the code of conduct, policies, and procedures associated with the school division. It also provides a number of important resources that parents and students can utilize to maximize their experience with Wythe County Public Schools. Please take the necessary time to review this document and to discuss its contents as a family. Many of the problems and challenges you may experience in school often result from a failure to understand the policies of the school system. We encourage our parents to review this information and to have meaningful conversations with their children about the rules and consequences connected with the violation of school policies. These policies and consequences were not created to be punitive in nature but instead, were developed to ensure all students have the ability to learn in a safe and orderly environment. Please help us protect the safety and welfare of all students in our school system by encouraging your child to follow the rules and regulations contained within this handbook. It has been our experience that our students will be most successful when they fully understand the division's expectations and rules.

We are excited about the future of the Wythe County School Division and we are committed to becoming one of the best school systems in the Commonwealth. However, we realize our success is a direct result of the hard work and dedication of our students and parents. We will be successful only when you are successful. Please review this document and contact your principal if you have any questions or concerns. We look forward to working with you this school year and we sincerely appreciate your involvement with the Wythe County Public Schools. We are here to serve you so please don't hesitate to contact us if we can be of assistance. We wish you the very best.

Sincerely,

Jeff Perry, Division Superintendent

**Wythe County Student Handbook
2016 - 2017**

This excerpt of the Student Handbook is provided for your convenience, the complete, most up-to-date handbook is available on the division website, www.wythe.k12.va.us. Parents will be required to sign a statement indicating they have read this handbook and return this statement to their child's school.

VISION

Educating Students for Success in a Changing World.

MISSION

The mission of the Wythe County Public Schools, in partnership with our community, is to ensure students are empowered with the knowledge and skills necessary to meet the challenge of the future.

PHILOSOPHY

Each student has the right to expect an educational environment in which he/she can achieve to his/her intellectual potential. The most important student responsibility is to avoid disruptive conduct, which infringes on the rights of others.

The student is expected to be diligent in his/her studies and to behave in such a way that the rights and privileges of others are not violated. He/she is required to know and to conform to the rules and regulations of his/her school, to conform to the directions of school staff, and to comply with the provisions of law.

EDUCATIONAL RECORDS

The Wythe County Public Schools forwards educational records requested by other educational agencies in which the student seeks or intends to enroll. These records include disciplinary records with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends or is instructed to enroll, on a full or part-time basis, in the school.

WYTHE COUNTY PUBLIC SCHOOLS OPERATING BUDGET

2011 – 2012	Per pupil proposed expenditure	\$ 9,132
2012 – 2013	Per pupil proposed expenditure	\$ 9,330
2013 – 2014	Per pupil proposed expenditure	\$ 9,580
2014 – 2015	Per pupil proposed expenditure	\$ 9,892

ATTENDANCE EXPECTATIONS

The Wythe County School Board recognizes that regular school attendance is directly related to academic success and to the formulation of desirable work habits in young people. The Code of Virginia Section 22.1-254, mandates that every parent, guardian, or other person in the Commonwealth having control or charge of any child who has reached his/her 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 school 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 or to a private, denominational or parochial school or have such child taught by a tutor or a 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 Virginia Code section 22.1-254.1.

Students are expected to attend school except in cases of personal illness, family emergency, or death in the immediate family. Any student absent for any part of the school day will not be allowed to participate in co-curricular or extra-curricular activities that day without permission of the school administration.

Failure to make up missed work will likely result in a failing grade. It is the responsibility of students and parents to make arrangements with the teachers to make up work upon reentry to school. Work must be completed within a time frame equal to the number of days missed. If a student is absent on the day of an announced test, he/she is expected to make up the test on the day he/she returns to school.

ATTENDANCE REQUIREMENTS

There is a strong positive correlation between attendance and academic progress. Therefore, students are to be in attendance unless an emergency situation arises. Parents are responsible for contacting their child's school as soon as possible any morning that their child(ren) will be absent.

Wythe County Public Schools will accept eight (8) days of absences from school, per school year, as excused (verified) with a parent's note. Absences beyond the eight (8) accepted parent notes, will be unexcused (unverified), and subject to truancy regulations except in the following circumstances:

- Serious illness or death in the immediate family (sibling, parent, grandparent);
- Observation of religious holy days;
- Student's court or probation appointment;
- Parent departure or return to active military duty;
- School based activity;
- College or university visit (1 per junior and 2 per senior year with appropriate verification);
- Natural disaster;
- Extended documented medical condition;
- Extenuating circumstances recognized by the principal.

A. Five (5) Absences

If a student accrues five (5) absences in which there is no indication that the student's parent is aware of and supports the absence (unverified), the principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person (attendance meeting) or through a telephone conversation, to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance. The schools attendance officer, the student, and the student's

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

B. Six (6) Absences

If the student is absent an additional day (6th unverified absence) after direct contact with the student's parent and the school 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 (10) school days, which must take place no later than the fifteenth (15) school day after the sixth (6) absence. At this conference (Wythe County Truancy Team Meeting), the student, his/her parent, and school personnel, shall meet to resolve issues related to the student's nonattendance. Other community service providers may also be included in the conference.

C. Seven (7) Absences

Upon the occasion of the 7th unverified absence, the principal will refer the student and his/her parent(s) or guardian(s) to the division attendance officer to evaluate appropriate legal action. According to the Code of Virginia, in cases where noncompliance continues without apparent extenuating circumstances, appropriate legal action will be initiated by either or both of the following: (1) filing a complaint with the Juvenile and Domestic Relations Court alleging the child is a child in need of supervision as defined in §16.1-228 or (2) instituting proceedings against the parent pursuant to §18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the student's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at the last known addresses.

D. Ten (10) Absences

Students with ten (10) full day absences will have their attendance record reviewed by the principal/designee. In addition, students with any combination of checkouts, tardies, and full day absences which total ten (10) or more will have their attendance record reviewed by the principal/designee. If the attendance record review indicates a pattern of truancy, the parents or guardians will be notified either by telephone or in writing by school personnel and will be provided the opportunity to discuss attendance concerns. A plan to resolve attendance issues will be developed. Failure to comply with the plan will result in a referral to the Wythe County Truancy Team and/or a referral to the Juvenile and Domestic Relations Court.

E. Parental Cooperation in Remediating Excessive Absences

It is expected that parents will cooperate with the division attendance officer and other school officials to remedy the student's attendance problem. If direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The division attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply

with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the division attendance officer shall document the school division's compliance with this Code section. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance laws.

Students are responsible for being in school and class on time. A positive attitude toward school attendance will enable students to:

- define their goals and reach their fullest potential
- take full advantage of the American free public education system
- obtain credit for courses necessary to complete a high school diploma
- take full advantage of both classroom and extra-curricular activities
- develop the habit of consistent attendance necessary to be successful in the world of work
- accept responsibility for their attendance

Parents are responsible for promoting a positive school attendance attitude by:

- ensuring their child(ren) attend school for the same number of days and hours that school is in session unless such attendance is rendered impossible
- notifying the school as soon as possible any morning that their child(ren) will be absent from school that day
- contacting the school, if it is known in advance that an absence will occur, to make arrangements for make-up work prior to the anticipated absence
- sending to school, on the morning a student returns to school after an absence, a written explanation for the absence
- sending to school, if a student checks in tardy, a written explanation for the student's arriving late
- encouraging their child(ren) to develop an appreciation for the worth of becoming educated individuals
- being an active part of the child(ren)'s school activities
- providing positive feedback for their child(ren) as a means of building a healthy, success-oriented self-image
- being available for and/or initiating conferences with school staff as needed; and
- avoiding unnecessary absences, tardiness, and check outs (such as vacations and personal appointments, etc.)

STUDENT CONDUCT (JFC)

The Standards of Student Conduct are designed to define the basic rules and major expectations of students in the public schools of Wythe County. It is the responsibility of the Wythe County School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility

and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

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

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

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

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

The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result

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

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

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

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

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

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to: (1) notification pursuant to Va. Code § 16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260 or (2) a charge that would be a felony if committed by an adult.

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

- possession or use of alcohol, illegal drugs, including marijuana, as defined in Va. Code § 18.2-248.1:1, and anabolic steroids, or drug paraphernalia;
- selling drugs;
- assault/battery
- sexual assault;
- arson;
- intentional injury (bullying, fighting);
- theft;
- bomb threats, including false threats, against school personnel or school property;
- use or possession of explosives (see Policy JFCD Weapons in School);
- possession of weapons or firearms (see Policy JFCD Weapons in School);
- extortion, blackmail, or coercion;
- driving without a license on school property;
- homicide;

- burglary;
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation);
- malicious mischief;
- shooting;
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs;
- stabbing, cutting or wounding;
- unlawful interference with school authorities including threats;
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

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

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 designee determines that readmission, without parent conference, is appropriate for the student. If the parent fails to comply with this requirement, the School Board may ask Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

STANDARDS OF STUDENT CONDUCT (JFC-R)

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

1. Student Dress
A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice.
2. Unexcused Absence or Tardiness
Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse.
If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Disruptive Conduct

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

4. Profane, Obscene or Abusive Language

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

5. Threats or Intimidation

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

6. Assault and Battery

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

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

7. Bullying

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

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

8. Gambling

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

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

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

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt

to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

This regulation incorporates Policy JFCF.

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

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

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

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

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

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

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

15. Behavior on School Bus
Students shall not behave in a disruptive manner or otherwise violate these Standards of

Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

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

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

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

19. Harassment
A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

20. Possession of Beepers, Cellular Telephones, Personal Digital Assistants (PDAs), or Similar Devices
Students may possess a beeper, cellular telephone, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

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

22. Laser Pointers
Students shall not have in their possession laser pointers.

23. Acceptable Use of the Internet
Students shall abide by the Wythe County School Division's Acceptable Computer Use Policy and Regulation.

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

25. Bomb Threats

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

26. Hazing

Students shall not engage in hazing.

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

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

27. Other Conduct

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

CORRECTIVE ACTIONS

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

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

14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion

20. Mandatory expulsion for bringing a firearm onto school property or to a school-sponsored activity or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and §18.2-247 of the Code of Virginia, synthetic cannabinoids, on school property or at a school sponsored activity

21. Evaluation for alcohol or drug abuse

22. Participation in a drug, alcohol or violence intervention, prevention or treatment program.

WEAPONS IN SCHOOL

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. The disciplinary sanction for bringing a firearm to school or to a school sponsored activity is expulsion for at least one year in accordance with Policy JGD/JGE. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

SEARCH AND SEIZURE/EVIDENCE/CONTRABAND (JFG)

To maintain order and discipline in the schools and to protect the health, safety, and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruption of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

Student desks and lockers are the property of the school, and may be used for the storage of permitted student belongings only. School officials retain locker combinations and reserve the right to search desks and lockers, as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. A random, systemic, non-selective search of student classrooms, desks, lockers, or automobiles may be conducted by school officials in accordance with a pre-determined search formula. Students are responsible for the content of their assigned locker at all times. The student's individual right to privacy and freedom from unreasonable

search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials should be notified.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school sponsored function.

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official if the school official has reasonable suspicion to believe that the student has violated or is about to violate the law, or a school rule and that the search will yield evidence of the violation. A personal search may include requiring a student to be scanned with a metal detector.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Computer Searches

School computers, software, and Internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software, and internet access records at any time for any reason and without student consent.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco products by staff, students and visitors is prohibited on school property as defined in this policy.

For purposes of this policy,

1. "School property" means:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. Any indoor facility or portion of such facility owned or leased or contracted for

and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) Services;

c. All vehicles used by the division for transporting students, staff, visitors or other persons.

2. "Tobacco" includes cigarettes, electronic 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" includes cloves or any other product packaged for smoking.

3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind including but not limited to an electronic cigarette.

STUDENT DRESS CODE

Student 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. Wearing of clothes, jewelry, or other apparel or personal belongings that advocate violence, alcohol or other drug use and/or distribution; that represent gang activity or membership; that advertise obscenities; that reflects adversely on a person's race, gender, creed, national origin, physical, emotional, or intellectual abilities; or that are considered inappropriate attire shall not be worn.

Dress that is unacceptable in grades 5 – 12 includes but is not limited to: pajamas, tube tops, exposed midriff, halter tops, spaghetti straps, short shorts, muscle shirts, fishnet shirts, pants worn below the waist, and exposed undergarments. Additional regulations include:

1. Tops must have a minimum one-inch shoulder strap and fall one inch below the waist of the student's pants, skirts, and/or other items worn from the waist down.
2. Shorts must be of appropriate length; when the student is standing, the hem of the shorts will be no higher than the extended tip of the fingers, against the side of the leg.
3. Clothing must cover underwear.
4. Hats, scarves, and other headpieces shall not be worn within the school building.

Enforcement of the student dress policy:

1. On the first offense, any student wearing inappropriate attire will be required to change into appropriate clothing, wear a cover-up (e.g., shirt, jacket, jeans, etc.) return home to change, or have clothing brought from home that meets appropriate standards.
2. On the second and subsequent offenses, the student will be required to change into appropriate clothing as well as subject to further disciplinary action that may include, but not be limited to detention, in-school suspension, or other punishment as deemed appropriate by the school administration.

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 on the bus. The school bus driver has the authority to maintain discipline on his/her bus.

Students are to observe the following precautions:

When walking to the stop and waiting for the bus:

- arrive on time at the bus stop
- wait in a safe place off the main road
- remain at the assigned bus stop area and maintain an orderly behavior
- give the bus room to stop
- stay off private property
- do not play in the road

When boarding the bus:

- do not cross the road until the bus has stopped
- check the traffic in both directions before crossing
- form a single line as the bus approaches
- wait for the bus to stop before moving toward it
- enter the bus in single file; allowing younger students to board first
- go directly to your seat and remain seated

While the bus is in motion:

- remain seated until the bus reaches its destination or comes to a complete stop
- keep all parts of the body and other objects inside of bus
- keep the aisle clear of objects
- hold books, coats, and other objects in lap
- talk in normal voice
- do not change seats
- do not throw objects
- show respect for the driver
- do not push or fight

While the bus is unloading:

- remain seated until the driver opens the door
- exit the bus in a single file line
- leave the bus and the unloading area promptly

When crossing the street:

- wait until the driver gives a signal to cross
- walk at least 10 feet in front of the bus
- stop when even with the traffic side of the bus and check carefully in both directions before continuing to cross
- help smaller children to cross the road safely

Other conditions:

- at all times ride the bus to which you are assigned unless given special permission by parents and the principal

- get off the bus at the same stop where you were picked up
- follow the rules and regulations of the school where bus transfers are made (all students are subject to the school officials of any school)
- eating, drinking, smoking, and chewing on the bus are prohibited

HEALTH SERVICES

Wythe County Public Schools provides school health services for children and faculty during the school day for the initial emergency care of students who have been injured while at school or who have become sick. In addition, health care is provided to students who have chronic health care problems. This care is administered by a school nurse who is a Virginia licensed health care provider. Presently, there is a school nurse in every school in the county for at least a portion of the school day.

SCREENING PROCESS FOR WYTHE COUNTY PUBLIC SCHOOLS

The existing Board of Education Regulations, effective January, 1994 require that:

“All children, within 60 administrative working days (school days) of initial enrollment in a public school, shall be screened in the following areas to determine if formal assessment is indicated: (A) Speech, Voice, and Language; and (B) Vision and Hearing.”

This regulation applies to all kindergarten students and to other students attending Virginia Public Schools for the first time. Additional screening for vision and hearing will be done in grades 3, 7, 10 and for all new students and any children who are referred by a teacher or parent. Follow up with the parent is provided when necessary.

If you have a child in grades 3, 7, or 10, you are hereby notified that your child will be screened for defects in vision and hearing. Should your child fail any of the screening procedures, you will be notified by the school principal.

Scoliosis Information:

Scoliosis is a curvature of the spine. It occurs in otherwise healthy children and can be a serious health problem if it becomes severe. It generally occurs during the growing years, especially during the growth spurt from 10 to 17 years of age. Scoliosis is more frequently noted in females and when there are other affected family members. It is not caused by anything a child or his or her parents did or failed to do, although a minority of cases is associated with other medical conditions. Early detection is essential to help avoid complications that include back pain, fatigue, reduced exercise tolerance, deformity, and in severe cases, problems with heart and lung function.

The need for treatment is best determined by a trained medical professional. If you suspect your child may be affected, contact your physician or school nurse. The school nurse provides screening for individual referrals from parents, teachers, or other school staff members.

ADMINISTERING MEDICINES TO STUDENTS (JHCD)

Medications Prescribed for Individual Students

Employees of Wythe County School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Nonprescription Medications

Employees of Wythe County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Self-Administration of Medication

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

Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine when the following conditions are met:

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

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

Self-Administration of Asthma Medication and Auto-Injectable Epinephrine

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

- Written parental consent that the student may self-administer inhaled asthma

medications or auto-injectable epinephrine, or both, is on file with the school.

- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.

- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.

- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.

Epinephrine

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

Administration of Dias tat (valium for seizures)

When administering Dias tat, the following procedure is to be followed:

- Assess child, and administer Dias tat per doctor's orders,
- Assess child and start oxygen administration per emergency guidelines for use,
- Call EMS, and
- Call parent.

GUIDANCE AND COUNSELING PROGRAM

Each school will provide the following guidance and counseling services to all students:

- academic guidance to assist 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 to help students acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
- personal/social counseling to assist 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. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.
- employment counseling and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary students and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the school board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.

EATING DISORDERS AWARENESS IN THE PUBLIC SCHOOL SETTING

Disorders. The *Code of Virginia* requires that each school board shall annually provide parent educational information regarding eating disorders for pupils in grades five through twelve.

Recommendations

In compliance with the *Code of Virginia* § 22.1-273.2, each school board shall adopt policies to provide parent educational information on eating disorders for students in grades five (5) through twelve (12) on an annual basis.

Early detection and treatment of eating disorders offer the best opportunity for positive outcomes and minimal long-term consequences. Educational materials are available through the school and on the Wythe County Public Schools Health Services website which provide the following science-based information:

- A description of eating disorders
- A description of how eating disorders are identified
- A statement describing why it is important to screen for eating disorders (early detection and treatment)

- A description of eating disorders screening information or referral for assessment, diagnosis and treatment
- A description of potential treatment

Referral and Follow-up. Wythe County Schools will notify parents/guardians of all students who are identified as possibly "at risk". Parents/guardians should be encouraged to schedule a follow-up evaluation for their children with their health care provider and/or a qualified eating disorders specialist. Wythe County Schools may request a notice of receipt from the parent, indicating the receipt of the referral and plans for the follow-up care. **Documentation.** Documentation of referral will be maintained in a confidential manner according to the Family Educational Rights and Privacy Act.

STUDENT ACCIDENT INSURANCE

This student accident coverage includes supervised school time activities, physical education and field trips. Student accidents due to athletic participation are not included in coverage. The accident must be reported to the school on the day of the accident and an accident report completed.

Claims are processed by VACo Risk Management Programs. This coverage is secondary to all other coverage and will pay eligible medical expenses not payable by other sources.

ELEMENTARY AND MIDDLE SCHOOL PROMOTION AND RETENTION

Promotion or retention of each elementary and middle school student shall occur at the close of the school year. Factors to be considered are the student's academic performance, school attendance, and his/her social, intellectual, physical, and emotional readiness for the next grade level. The final placement decision rests with the principal in consultation with the student's teacher(s).

WYTHE COUNTY PUBLIC SCHOOLS K-12 GIFTED PROGRAM

Wythe County Public Schools offers an enrichment program for students identified as gifted in grades K-12. Students may be referred for screening by school personnel, parents, other students, and by self-referral at any time during the school year.

STUDENT FEES, FINES AND CHARGES (JN)

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. 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. ***A current list of fees can be found on the WCPS website under Policy JN.***

The following fees are charged.

Elementary:

Planners—\$5.00

Music Recorders—\$4.50

Middle:

Planners—\$5.00

Locker Fee - \$5.00

Physical Education Locker Fee - \$3.00

Club Dues - \$5.00

Workbook - \$15.00

High:

Locker Fee—\$10.00

Parking Fee—\$15.00

Physical Education Uniform—\$13.00

Physical Education Locker Fee—\$3.00

FBLA Club Dues—\$15.00

FCCLA Club Dues—\$12.00

DECA Club Dues—\$14.00

FFA Club Dues—\$20.00

SkillsUSA Club Dues—\$12.50

HOSA—\$15.00

Hi-Y—\$12.00

All Other Club Dues—\$10.00

One to One technology Initiative Fee—\$20.00

All other fees (for field trips, extracurricular activities, etc.) will be posted on the division's website after approval by the school board and prior to the commencement of the activity.

Fees may be charged for 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.

Fees may not be charged 1) as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction; 2) for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H; 3) for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged; 4) for pupil transportation to and from school; or 5) for summer school programs or other forms of remediation required by the Standards of Quality.

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.

Each time a fee is charged, notice will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

This policy will be provided to parents annually and posted on the division's website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee. Seniors may not be allowed to participate in graduation exercises unless all outstanding individual accounts have a zero balance.

No student's report card, diploma or class schedule will be withheld because of nonpayment of fees or charges. No student will be suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the superintendent may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return

property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

COLLECTION OF MONIES/FEEES/EQUIPMENT

It is the responsibility of parents to pay for the repair and/or replacement of school board owned property and/or equipment when it has been damaged and/or lost by their child. It is the expectation of the Wythe County School Board that this remuneration be submitted immediately to the school principal. Each school is to keep a list of all financial obligations that a parent is obligated to pay resulting from the above. This record is to remain a part of each student's record until all financial obligations have been satisfied. A student may not participate in the graduation ceremony of his/her school until he/she has met all of his/her financial obligations to the Wythe County Public Schools.

It is the responsibility of parents to pay for student meals either in advance or at the time the meal is served. Students are not permitted to charge a meal in the school cafeteria. Failure to have these funds will result in a referral to the appropriate authorities.

ANNUAL NOTIFICATIONS TO STUDENT/PARENTS COMPULSORY SCHOOL ATTENDANCE LAW

§22.1-254 Ages of children required to attend

A. 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 regulation 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 school

educational pre-kindergarten program.

B. 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.

C. The requirements of this section shall not apply to any child who obtained a high school diploma, its equivalent, or a certificate of completion, or has otherwise complied with compulsory school attendance requirements as set forth in this article.

D. The requirements of this section shall apply to any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his/her eighteenth birthday, and any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in §22.1-253.13:1 and §22.1-254.01.

E. Within one calendar month of the opening of school, each school board shall send to the parent/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. Each parent/guardian shall submit to the school board a statement, provided with the materials, acknowledging receipt of these materials.

F. The School Board may allow the compulsory attendance requirements to be met pursuant to an individual student alternative education plan (IS/AEP) developed in conformity with guidelines prescribed by the Board of Education under the following conditions: (JEG)

1. The student must be at least sixteen years of age.
2. There shall be a meeting of the student, the student's parent(s), and the principal or designee to develop the plan, which must include the following:
 - Career guidance counseling;
 - Mandatory enrollment and attendance in general educational development preparatory program or other alternative education program approved by the local school board, with attendance reported to the principal or his designee;
 - Counseling on the economic impact of failing to complete high school; and
 - Procedures for re-enrollment.
3. A student for whom such an individual student alternative education plan

has been granted but who fails to comply with the conditions of the plan shall be deemed in violation of the compulsory attendance laws, and the superintendent or attendance officer shall seek immediate compliance with such laws.

STUDENT RECORDS (JO)

Generally

The Wythe County School Board shall maintain accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws.

The superintendent and/or his 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 parents. 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 this policy.

Definitions

For the purposes of this policy, the Wythe County Public Schools uses the following definitions.

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.

Directory information - information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known

or possessed only by the authorized user.

Early childhood education program – a Head Start program or an Early Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional, and physical development and is a state pre-kindergarten program, a program under section 619 or Part C of the Individuals with Disabilities Education Act, or a program operated by a local educational agency.

Education program - any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

Education records - any information recorded in any way including handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche maintained by the Wythe County School Board or an agent of the school division which contains information directly related to a student, except

- records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
- records created and maintained for law enforcement purposes by the Wythe County School Board's law enforcement unit, if any. A law enforcement unit is any individual, office, department, or division of the school division that is authorized to enforce any local, state, or federal law, refer enforcement matters to appropriate authorities or maintain the physical security and safety of the school division;
- in the case of persons who are employed by the Wythe County School Board but who are not in attendance at a school in the division, records made and maintained in the normal course of business which relate exclusively to the person in his capacity as an employee;
- records created or received after an individual is no longer in attendance and that are not directly related to the individual's attendance as a student;
- grades on peer-graded papers before they are collected and recorded by a teacher; and
- 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 backup 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.

Eligible student - a student who has reached age 18.

Parent - a parent of a student, including a natural parent, a guardian, or an individual

acting as a parent in the absence of a parent or guardian.

Student - any person who is or has been in attendance at Wythe County Public Schools regarding whom the school division maintains education records or personally identifiable information.

Dissemination and Maintenance of Records About Court Proceedings Adjudications

The superintendent shall disseminate the notice or information regarding an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G. contained in a notice received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further 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.

A parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order, the court in which the disposition was rendered, shall be notified in writing of any disciplinary action taken with regard to any incident upon which the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefore. The parent or guardian shall also be notified of his or her right to review, and to request an amendment of, the student's scholastic record.

Every notice of adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 received by a superintendent, and information contained in the notice, which is not a disciplinary record as defined in Board of Education regulations, shall be maintained by him and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260, the notice shall become a part of the student's disciplinary record.

Petitions and Reports

The superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as follows:

- If the juvenile is not enrolled as a student in a public school in the division to which the notice or report was given, the superintendent shall promptly notify the intake officer of the juvenile court in which the petition was filed or the Director of the Department which sent the report and may forward the notice of petition or report to the superintendent of the division in which the juvenile is enrolled, if known.
- Prior to receipt of the notice of disposition in accordance with Va. Code § 16.1-

305.1 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 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. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.

- If the superintendent believes that disclosure of information regarding a report received pursuant to Va. Code § 66-25.2:1 to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel, he may disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.

Annual Notification

The school division shall annually notify parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA).

Procedure to Inspect Education Records

Parents of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, 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 or 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.

When a record contains information about students other than a 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.

Copies of Education Records

The Wythe County 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 from exercising the right to inspect and review the records.

Fees for Copies of Records

The fee for copies will be 30 cents per page. The actual cost of copying time and postage

will be charged. The Wythe County Public Schools shall not charge for search and retrieval of the records. The Wythe County 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 Wythe County Public School 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 Wythe County Public Schools maintain, their locations, and their custodians.

Types	Location	Custodian	Information
Academic Records	Local School	Principal	Academic
Special Education	Wythe County	Executive Director	Special Education
Residential Records	School Board Office	of Student Services	Residential
Home School Academics	Wythe County	Instruction Department	Home School
	School Board Office		Academic Records

Disclosure of Education Records

The Wythe County Public Schools shall disclose education records or personally identifiable information contained therein only with the written consent of the parent or eligible student subject to the allowable exceptions under the Family Education Rights and Privacy Act (FERPA).

Military Recruiters and Institutions of Higher Learning

The Wythe County Public Schools will provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. The school division will notify parents of the option to make a request and will comply with any request.

The school division will 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.

Record of Disclosure

The Wythe County Public Schools shall maintain a record, kept with the education records of each student, indicating all individuals (except school officials who have a legitimate educational interest in the records), agencies, or organizations which request or obtain access to a student's education records. The record will indicate specifically the legitimate interest the party had in obtaining the information. The record of access will be available only to parents, to the school official and assistants who are responsible for the custody of such records, and to persons or organizations which audit the operation of the system.

The requirements related to records of disclosure stated above do not apply to disclosures made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails to destroy information, the division will not permit access to information from education records to that third party for a period of at least five years.

Correction of Education Records

The procedures for the amendment of records that a parent or eligible student believes to be inaccurate are as follows.

1. Parents or the eligible student must request in writing that the Wythe County 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. Wythe County 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 parents 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, Wythe County Public Schools shall arrange for a hearing, and notify the parents 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 or eligible student may, at his or her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
5. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parents 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. Wythe County Public Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.
7. If Wythe County Public Schools decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.

for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

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

Under what circumstances does the law permit the transfer of juveniles for trial as adults?

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

Circumstance #1

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the *Code of Virginia*). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.

Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.

Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.

Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than \$100,000.

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

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

(§§ 18.2-9 and 18.2-10 of the *Code of Virginia*)

In this circumstance, the Commonwealth's Attorney's office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit

8. If Wythe County 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 parents or eligible student that they have 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 and disclosed whenever the school division discloses the portion of the record to which the statement relates.

High School Credit-Bearing Courses Taken in Middle School:

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. The School Board specifies, by regulation, the deadline and procedure for making such a request. Notice of this vision is provided to parents.

Transfer of Educational Records:

A transfer of a student's scholastic record will be made by the Wythe County Public Schools upon receiving a request from another school division without written notice being provided to the student or the student's parent or guardian.

Request for Access, Release:

Eligible persons seeking access to education records should notify the principal of the school attended by the student. Once the student has been out of school for five years, the request for records must be sent to the principal of the school last attended.

Parents or eligible students who wish to have records released to specified individuals or organizations should request and authorize the release in writing.

Confidentiality of HIV and Drug and Alcohol Treatment Records

The Wythe County 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 law.

Parents and eligible students may review and obtain a written copy of the Procedures for Management of Scholastic Records at the Wythe County School Board Office.

LAWS GOVERNING PROSECUTION OF JUVENILES AS ADULTS

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

Who is a juvenile? Section 16.1-228 of the *Code of Virginia* defines a juvenile as "a person less than 18 years of age." Section 16.1-269.1 of the *Code* permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults

court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

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

The juvenile's age;

The seriousness and number of alleged offenses;

Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation;

The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile;

The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions;

Whether the juvenile has escaped from a juvenile correctional entity in the past;

The extent, if any, of the juvenile's degree of mental retardation or mental illness;

The juvenile's school record and education;

The juvenile's mental and emotional maturity;

The juvenile's physical condition and maturity.

Circumstance #2

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

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

Circumstance #3

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

A 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.

PARENTAL RESPONSIBILITY

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 is supportive of individual rights.
- B. The 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, the School Board shall,

simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student a notice of the requirements of the sections and 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 of the requirements of this section. Each school shall maintain records of such signed statements.

D. The school principal may request the student's parent(s) to meet with the principal or his/her 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 parent(s) 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 the date and particulars of the violation, the obligation of the parent(s) to take actions to assist the school in improving the student's behavior, and that, if the student is suspended, the parent(s) 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(s) 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.

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 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.

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 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 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 \$500.00.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 2 of subsection G. Upon 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 also be deemed to mean any successor in interest of such court.

NOTICE TO PARENTS AND STUDENTS REGARDING GRADUATION

Students who fail to graduate of achieve the number of verified units of credit required for graduation and who have not reached 20 years of age on or before August 1st of the school year have the right to a free public education. If the student is one for whom English is a second language, the student has the right to a free public education in accordance with VA. Code §22.1-5.

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES (KFB)

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials.

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

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 un-emancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sexual Information.

In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the school board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents shall have the right to review the questionnaire or survey and to exempt their child from participating in the survey. No questionnaire or survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six and, unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

D. Additional Protections.

A parent or emancipated student may, upon request, inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA. In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by local implementation policy.

II. Physical Examinations and Screenings.

If the Wythe County School Division administers any physical examinations or screenings other than those required by Virginia law, and surveys administered to a student in accordance with the Individuals with Disabilities Education Act, policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

III. Commercial Use of Information.

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

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

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to

provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- the sale by students of products or services to raise funds for school-related or education-related activities; and
- student recognition programs.

IV. Notification

Notification of Policies.

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

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any 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.

Notification of Specific Events.

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

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above;
- 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.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the

day the School receives a request for access.

Parents or eligible students should submit to the School principal or the Executive Director of Educational Services a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or the Executive Director of Educational Services, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Division decides not to amend the record as requested by the parent or eligible student, the Division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Division discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information,

and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- 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 if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization to have access to the student's educational records without having to obtain parental consent or a court order. This exception applies

to children for whom the public child welfare agency has legal responsibility for their care and protection, specifically those children in the legal custody of the agency who are placed in out-of-home care. This would include children placed under a voluntary placement agreement and shared case responsibility youth who have been adjudicated dependent, specifically those who have the right to access the child's case plan, includes the following:

- the child's caseworker from the public children and youth agency;
- the child's caseworker from a private children and youth agency with whom the public agency contracts; and
- the supervisors or managers of such agencies.

In order to obtain a student's records, proof of this relationship with the child must be provided. This proof can be in the form of a court order or written notification on agency letterhead indicating that the agency has legal custody or is otherwise legally responsible for the care and protection of the child. This exception does not usurp the right of a student's parent to make all other decisions regarding the release of the child's educational records, nor does it place the child welfare agency in the role of parent or educational decision maker. Additionally, in cases where a parent is a party to a proceeding involving child abuse or neglect, or a dependency matter, and a court order is issued authorizing the disclosure of education records, additional notice need not be provided to the parent by the educational agency before educational records are released. (Added to reflect *Uninterrupted Scholars Act*, P.L. 112-278, January 14, 2013).

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTICE FOR DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior 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

the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Wythe County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 15 days of the beginning of each school year or the student's enrollment date. Wythe County Public Schools has designated the following information as directory information:

- student's name
- participation in officially recognized activities and sports
- address
- telephone listing
- weight and height of members of athletic teams
- photograph
- degrees*, honors, and awards received
- date and place of birth
- dates of attendance
- grade level

*Excludes specifying diploma type if student earns the following: Modified Standard Diploma, IEP Diploma and/or Certificate of Attendance

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to

protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

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

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

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

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

PPRA Notice and Consent/Opt-Out for Specific Activities

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Wythe County Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Wythe County Public Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, or obtain consent where mandated, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

At this time, there are no surveys or activities planned by the Wythe County Public Schools that would require receiving parental permission or an “opt out” this school year.

PROHIBITION AGAINST HARASSMENT AND RETALIATION (GBA/JFHA)

I. Policy Statement

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

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, socioeconomic level, sexual orientation, perceived sexual orientation or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based

on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

The school division shall: (1) promptly investigate all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex.

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

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

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

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters

- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

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

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct creates an intimidating, hostile or offensive working or educational environment;

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

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

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

C. Additional Prohibited Behavior

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

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim Any student or school personnel who believes he or she has been the victim of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within

fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

The reporting party should use the Report of Harassment form to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the Compliance Officer. Any complaint that involves the Compliance Officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

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

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider

witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

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

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

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

3. Action by Superintendent

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

4. Appeal

If the superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the

School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

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

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

5. Compliance Officer and Alternate Compliance Officer

The Wythe County School Board has designated the Director of Human Resources, 1570 West Reservoir Street Wytheville, VA 24382, 276-228-5411 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. The Director of Human Resources may also be contacted by e-mail. The e-mail address is available at http://wythe.k12.va.us/Central_Office_Staff.php Complaints of discrimination may also be made to the Alternate Compliance, School Social Worker, 1570 West Reservoir Street, Wytheville VA 24382, phone 276-228-5411. The School Social Worker may also be contacted by e-mail. The e-mail address is available at http://wythe.k12.va.us/Central_Office_Staff.php

The Compliance Officer shall

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

B. Informal Procedure

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

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

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

V. Right to Alternative Complaint Procedure

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

VI. Prevention and Notice of Policy

Training to prevent harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, and genetic information should be included in employee and student orientations as well as employee in-service training.

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

VII. False Charges

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

EQUAL EDUCATIONAL OPPORTUNITIES/ NONDISCRIMINATION (JB)

I. Policy Statement

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

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

The School Board shall

- provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons;
- provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;

- not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- not discriminate against qualified disabled persons in the provision of health, welfare or social services.

II. Complaint Procedure

A. File Report

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the Compliance Officers designated in this policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the Report of Discrimination form to make complaints of discrimination. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

The complainant, and identity of the complainant and of the person or persons allegedly responsible for the discrimination, will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged prohibited discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which should generally be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint, by giving written notice that the complaint has been received, to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the

discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

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

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

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

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

C. Action by Superintendent

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

D. Appeal

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

If the superintendent or designee determines that prohibited discrimination occurred

and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

E. Compliance Officer and Alternate Compliance Officer

The Wythe County School Board has designated the Director of Human Resources 1570 West Reservoir Street, Wytheville VA 24382, phone 276-228-5411, as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. The Director of Human Resources may also be contacted by e-mail. The e-mail address is available at http://wythe.k12.va.us/Central_Office_Staff.php. Complaints of discrimination may also be made to the Alternate Compliance, School Social Worker, 1570 West Reservoir Street, Wytheville VA 24382, phone 276-228-5411. The School Social Worker may also be contacted by e-mail. The e-mail address is available at http://wythe.k12.va.us/Central_Office_Staff.php.

The Compliance Officer shall

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

III. Retaliation

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

IV. Right to Alternative Complaint Procedure

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

V. Prevention and Notice of Policy

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

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

VI. False Charges

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

NON-DISCRIMINATION

The Wythe County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, gender, gender identity, ethnicity, ancestry, marital or parental status, or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Wythe County School Board has designated the Director of Human Resources, 1570 W. Reservoir Street, Wytheville, Virginia 24382, 276-228-5411 as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer, the Executive Director of Student Services, 1570 W. Reservoir Street, Wytheville, Virginia 24382, 276-228-5411. To obtain this notice in large print, on audio tape, or in Braille, please contact the Compliance Officer or Alternate Compliance Officer by mail at 1570 W. Reservoir Street, Wytheville, Virginia 24382 or phone, 276-228-5411.

For further information on notice of non-discrimination, visit

<http://wcdrobotcp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

School Nutrition Program:

In accordance with Federal Law and U.S. Department of Agriculture policy, Wythe County Public Schools is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

WYTHE COUNTY SCHOOLS' POLICY MANUAL

The manual is available on the web at http://wythe.k12.va.us/media/Wythe_County_Policy_Manual_6-11-15.pdf. When electronically accessing the policy manual, a viewer may word or phrase search the document. A paper copy is maintained in the School Board Office

FORMS

(Please note to sign the desired form, some allow student inclusion and others opt students out. Each school will have copies for parents/guardians and students to sign.)

A. Parental Opt-Out Form for the Release of Directory Information
(Form may be obtained from the Main Office at each School)

If you do not want the school to release "Directory Information" about your child, please complete and sign below and return it to your son's/daughter's principal within fifteen (15) days of the receipt of this student handbook. (Please note that this opt-out transfers from parents of any student who is 18 years old or an emancipated minor under state law.)

Date _____ Student Signature _____ Print Name _____

Date _____ Parent Signature _____ Print Name _____

B. Parental Consent Form for the Release of PPRA Information
(The school will issue this consent form as PPRA information is needed)

I _____ give my consent for _____ Student
to take the _____ that is to be administered on or about
_____ (Date).

Date _____ Student Signature _____ Print Name _____

Date _____ Parent Signature _____ Print Name _____

C. Parental Opt-Out Form for the PPRA Information
(Form may be obtained from the Main Office at each School)

If you do not want the school to release "PPRA" about your child, please complete and sign below and return it to your son's/daughter's principal within fifteen (15) days of the beginning of each school year or the student's enrollment date receipt of this student handbook. (Please note that this opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.)

Date _____ Student Signature _____ Print Name _____

Date _____ Parent Signature _____ Print Name _____

D. Parental Refusal of Permission Form Regarding Military Recruiters
(Form may be obtained from the Main Office at each School)

If you do not want the school to release your son's/daughter's name, address, and phone number to military recruiters, please complete and sign the form below and return it to your son's/daughter's principal within fifteen (15) days of receipt of the Wythe County Schools Student Handbook.

School Year: _____

TO: Principal of _____ (Name of School)

Re: _____ (Print Child's Name)

Date _____ Parent's Signature _____

E. Student Refusal of Permission Form Regarding Military Recruiters
(Form may be obtained from the Main Office at each School)

If you do not want the school to release your name, address, and phone number to military recruiters, please complete and sign the form below and return it to your principal within fifteen (15) days of receipt of the Wythe County Schools Student Handbook.

School Year: _____

TO: Principal of _____ (Name of School)

Re: _____ (Print Child's Name)

Date _____ Student's Signature _____

F. Parent Opt-out/ Refusal of Permission Form Regarding Institutions of Higher Learning
(Form may be obtained from the Main Office at each School)

If you do not want the school to release your son's/daughter's name, address, and phone number to staff at Institutions of Higher Learning, please complete and sign the form below and return it to your son's/daughter's principal within fifteen (15) days of receipt of the Wythe County Schools Student Handbook.

School Year: _____

TO: Principal of _____ (Name of School)

Re: _____ (Print Child's Name)

Date _____ Parent's Signature _____

G. Student Opt-out/Refusal of Permission Form Regarding Institutions of Higher Learning
(Form may be obtained from the Main Office at each School)

If you do not want the school to release your name, address, and phone number to staff at Institutions of Higher Learning, please complete and sign the form below and return it to your principal within fifteen (15) days of receipt of the Wythe County Schools Student Handbook.

School Year: _____

TO: Principal of _____ (Name of School)

Re: _____ (Print Child's Name)

Date _____ Student's Signature _____

H. Receipt of Notice of Requirements § 22.1-279.3 (included) and WYTHE COUNTY PUBLIC SCHOOLS STUDENT HANDBOOK

I am the parent/guardian of the below name child, and by my signature, I acknowledge that I have received a copy of § 22.1279.3 entitled "Parental Responsibility and Involvement Requirements."

By signing this agreement I, as the parent of the student, am also acknowledging that I am financially responsible for all school items, including but not limited to textbooks, issued to my student by the Wythe County Public Schools.

By signing this agreement I, if an adult student, am also acknowledging that I am financially responsible for all school items, including but not limited to textbooks, issued to me by the Wythe County Public Schools.

By signing this Statement of Receipt of the Wythe County Public Schools Student Handbook, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions of laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions.

_____ Date _____ Student Signature _____ Print Name _____

_____ Date _____ Parent Signature _____ Print Name _____

I. ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system Privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature _____ Date _____

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Wythe County School Division has taken precaution to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with Wythe County Public School Division's policies and regulations and for the School Division to issue an email account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____ (Please Print)

Wythe County Public Schools

1570 West Reservoir Street, Wytheville, VA 24382

(276) 228-5411 Fax (276) 228-9192

<http://wythe.k12.va.us/>

Jackson Memorial Elementary School

Tammy Watson, Principal
4424 Fort Chiswell Road
Max Meadows, VA 24360
(276) 699-0160

<http://jackson.wythe.k12.va.us/Welcome.php>

Max Meadows Elementary School

Kimley Frye, Principal
213 School Street
Max Meadows, VA 24360
(276) 637-3211

<http://mmes.wythe.k12.va.us/>

Rural Retreat Elementary School

Alan Rouse, Principal
100 Martha DeBord Way
Rural Retreat, VA 24368
(276) 686-4125

<http://rres.wythe.k12.va.us/Welcome.php>

Sheffey Elementary School

Chad Newman, Principal
621 Mountain View Road
Wytheville, VA 24382
(276) 699-1771

<http://shef.wythe.k12.va.us/>

Speedwell Elementary School

Kim Kirtner, Principal
6820 Cedar Springs Road
Speedwell, VA 24374
(276) 621-4622

<http://speed.wythe.k12.va.us/Welcome.php>

Spiller Elementary School

Kim Ingo, Principal
Benjamin Temple, Assistant Principal
330 Tazewell Street
Wytheville, VA 24382
(276) 228-3561

<http://spilles.wythe.k12.va.us/Home.php>

Fort Chiswell Middle School

Brett Booher, Principal
101 Pioneer Trail
Max Meadows, VA 24360
(276) 637-4400

<http://fcms.wythe.k12.va.us/Welcome.php>

Rural Retreat Middle School

Shannon Vaught, Principal
325 East Buck Street
Rural Retreat, VA 24368
(276) 686-5200

<http://rrms.wythe.k12.va.us/>

Scott Memorial Middle School

Brad Haga, Principal
950 South 7th Street
Wytheville, VA 24382
(276) 228-2851

<http://scoes.wythe.k12.va.us/Welcome.php>

Fort Chiswell High School

Rocky Baker, Principal
Basil Walker, Assistant Principal
#1 Pioneer Trail
Max Meadows, VA 24360
(276) 637-3437

<http://fchs.wythe.k12.va.us/Welcome.php>

George Wythe High School

Dante Lee, Principal
Russell Street, Assistant Principal
#1 Maroon Way
Wytheville, VA 24382
(276) 228-3157

<http://gwhs.wythe.k12.va.us/>

Rural Retreat High School

Dyer Jackson, Principal
Rolland Cook, Assistant Principal
321 East Buck Street
Rural Retreat, VA 24368
(276) 686-4143

<http://rrhs.wythe.k12.va.us/Home.php>

Wythe County Technology Center New Horizons Academy

Anthony Sykes, Principal
1505 West Spiller Street
Wytheville, VA 24382
(276) 228-5481

<http://wctc.wythe.k12.va.us/Welcome.php>

OUTSTANDING

Congratulations to our Teachers of the Year!

2015-16

JMES: Katie Summers

MMES: Dwayne Belcher

RRES: Dean Eggers

Sheffey: Joy Hart

Speedwell: Jo Dolinger

Spiller: Lori Bilbrey

FCMS: Brandi Steiner

RRMS: Megan Mitchell

SMMS: Ami Scott

FCHS: Beth Smith

GWHS: Heather Lowe

RRHS: Debbie Wilkerson

WCTC: John Smith

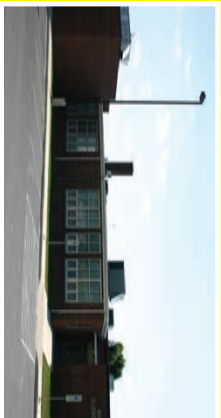
WCPS and Chamber of Commerce

Outstanding Teacher of the Year:

Joy Hart



Jackson Memorial Elementary School



Max Meadows Elementary School



Sheffey Elementary School



Fort Chiswell Middle School



Fort Chiswell High School



Spiller Elementary School



Scott Memorial Middle School



George Wythe High School



Speedwell Elementary School



Rural Retreat Elementary School



Rural Retreat Middle School



Rural Retreat High School



Wythe County Technology Center