



2019 - 2020 Parent-Student Handbook

**of Selected Policies, Annual Notifications and
Administrative Procedures**

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P.O. Drawer 140, 100 Central Circle
Low Moor, VA 24457

August 2019

Parents, guardians, and students,

Welcome back!

I hope everyone enjoyed his/her summer and is ready for a new school year. The staff is extremely excited to have students back in the classrooms, who are filled with energy and ready to learn! My hope, as in past years, is one of providing each child with many wonderful opportunities to learn, grow, and foster life-long relationships.

With that being said, I am very proud of all of our past accomplishments and achievements. Whether those accomplishments were in the classroom, on the field, in visual and performing arts, in career and technical fields, or in other areas, our students have demonstrated determination, desire, dedication, self-discipline, and resiliency.

Each summer, our administrative team spends time reflecting on the past school year and developing goals for the new school year. As the new school year begins, our staff remains committed to providing our children with the best education possible in a school environment that is both safe and conducive to learning. Our commitment to improving student achievement and student success is second to none.

The Parent-Student Handbook provides clear expectations and an understanding of our policies and procedures that will enhance a student's educational experiences while attending Allegheny County Public Schools. I encourage each parent to review the Parent-Student Handbook with your child(ren), paying particular attention to the Student Code of Conduct.

I look forward to working and partnering with you as we prepare our children for the future. If I can be of any assistance, please do not hesitate to contact me.

Sincerely,

Gene Kotulka
Superintendent

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CIVIL RIGHTS CERTIFICATE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975

Allegheny County Public Schools provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance of guaranty), property, discounts, or other Federal financial assistance to education programs or activities from the Department of Education.

Allegheny County Public Schools assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 8101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

Allegheny County Public Schools agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon Allegheny County Public Schools, its successors, transferees, and assignees for the period during which such assistance is provided. Allegheny County Public Schools further assures that all contractors, subcontractors, sub grantees or other with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees. In the event of failure to comply Allegheny County Public Schools understands that assistance can be terminated and the school system denied the right to receive further assistance. Allegheny County Public Schools also understands that the Department of Education may at its discretion seek a court order requiring compliance with the terms of the assurance or seek other appropriate judicial relief.

July 1, 2019
Date

Mr. Eugene Kotulka
Superintendent, Allegheny County Public Schools

ALLEGHANY COUNTY PUBLIC SCHOOLS

School Board Members

Randall S. Tucker, ChairmanFalling Spring District
Jacob L. Wright, Vice ChairmanBoiling Spring District
Gerald E. Franson.....Covington District
Donnie T. Kern.....Clifton Forge – West District
R. Craig Lane.....Jackson River District
Danielle I. Morgan.....Clifton Forge – East District
Jennifer S. SecknerSharon District

Administrative Staff

Eugene P. Kotulka.....Superintendent
J. Jeff Alleman.....Director of Technology
Sherman B. Callahan.....Director of Elementary Instruction
Elizabeth V. Heath.....Director of Special Education
Kelly A. Huff.....Director of Secondary Instruction
J. Keven Rice.....Director of Finance
Fred C. Vaughan, Jr.Director of Human Resources and Pupil Personnel

Principals

Dwayne E. Ross.....Alleghany High School
George M. WoodClifton Middle School
Joshua S. Craft.....Callaghan Elementary School
April C. Easton.....Mountain View Elementary School
Thomas L. Dobbs.....Sharon Elementary School

Non-Discrimination Statement

The Alleghany County School Board does not discriminate on the basis of race, color, national origin, sex, political affiliation, disability, or age in its programs and activities. The following have been designated as the contact regarding compliance issues associated with this non-discrimination policy and compliance with Title IX: Director of Human Resources and Pupil Personnel. For questions and compliance with Section 504 and ADA contact the Director of Special Education. Alleghany County School Board Office, 100 Central Circle/P.O. Drawer 140, Low Moor, Virginia 24457. 540-863-1800.

FOREWORD

This handbook contains selected policies and notifications that pertain to students in all Alleghany County Schools. These policies have been adopted by the Alleghany County School Board for supervision of the public schools in accordance with the Code of Virginia, Standards of Quality, and Standards for Accrediting Public Schools. All policies and regulations printed in this handbook remain subject to change by the School Board. Patrons should reference the school division website for the most up-to-date and comprehensive version of the policy manual at www.alleghany.k12.va.us. Alerts will be posted on the website whenever such revisions are made.

ACCEPTABLE COMPUTER SYSTEMS USE

The school board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the Internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

1. a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the division's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
9. a component of Internet safety for students that is integrated in the division's instructional program.

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

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

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

The failure of any user to follow the terms in this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

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

The school board will review, amend if necessary, and approve this policy every two years. (VSBA Policy GAB/IIBEA 06/19)

TECHNOLOGY USE GUIDELINES

All use of the Allegheny County Public School Division's computer system shall be consistent with the school board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the Internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. **Privilege.** The use of the division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The school board makes no warranties for the computer system it provides. The school board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the school board for any losses, costs, or damages incurred by the school board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.

9. **Electronic Mail.** The school division's electronic mail system is owned, provided and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Social Media.** "Social Media" refers to forms of electronic communication, such as Web sites for social networking and microblogging, through which users create online communities to share information, ideas, personal messages, and other content, such as videos. Social media includes, but is not limited to, sites such as Facebook, Twitter, and MySpace. The use of social media on the School Division's computer network is addressed in regulation GAB-R/IIBEA-R. This policy addresses employees' use of social media on personal devices. School Division employees are prohibited from using personal devices to post to social media for personal reasons during work hours. When using social media outside of work hours, School Division employees should be aware that such use and postings, even if personal or seemingly private, may be viewed by students, parents, colleagues and others and that offensive or inappropriate content could result in professional repercussions. School Division employees should also be aware that personal communications with students via social media may be construed as inappropriate. It is recommended that School Division employees refrain from engaging in personal communications with students via social media or personal email accounts. The School Division's computer system shall not be used to access, post to, view, or otherwise use social media, which includes, but it not limited to Facebook, Twitter, and MySpace, for personal reasons, unless such use is consistent with Policy IIBEA/GAB and this regulation and is approved in advance. School Division employees must get approval from their immediate supervisor or building principal and student Users must get approval from their teacher before using social media on the School Division's computer system. When any User has been given approval to use the School Division's network for social media, the User must:
 - a. Identify himself and his position truthfully;
 - b. Conduct himself in a professional manner;
 - c. Refrain from posting confidential information regarding any student, parent, or Division employee;
 - d. Use correct spelling and grammar; and
 - e. Conduct himself in a manner consistent with School Board policy, including but not limited to, the policies prohibiting discrimination and harassment, Policies GB and GBA.

Enforcement

Software will be installed on the division's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by school board policy, or legal action.** (VSBA Policy GAB-R/IIBEA-R 06/19)

ADMINISTERING MEDICINES TO STUDENTS

Medications Prescribed for Individual Students

Employees of Alleghany 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 Alleghany 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-Care and Self-Administration of Medication

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to

- carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and
- self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

A School Board employee, as defined in Va. Code § 22.1-274.E, who is a registered nurse, licensed practical nurse, or certified nurse aide and who has been trained in the administration of insulin, including the use and insertion of insulin pumps, and the administration of glucagon may assist a student who is diagnosed with diabetes and who carries an insulin pump with the insertion or reinsertion of the pump or any of its parts. Prescriber authorization and parental consent shall be obtained for any such employee to assist with the insertion or reinsertion of the pump or any of its parts. Nothing in this policy requires any employee to assist with the insertion or reinsertion of the pump or any of its parts.

Students may be permitted to carry and self-administer other medications when the following conditions are met:

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

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 Medications 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.

Regulation

The superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication. (ACPS Policy JHCD 06/17)

REGULATIONS ON THE ADMINISTERING OF MEDICINES TO STUDENTS

I. General Guidelines

- A. No pupil shall be given prescription medication(s)/treatment(s) at school except upon the written request from a licensed health care provider who has responsibility for the medication management of the pupil. All such requests must be signed by the parent or guardian. Medication/treatments must be brought to school by a parent/guardian. Medications must be in the original container.
- B. Over-the-counter medication(s) can be given to pupils only if the parent/guardian provides signed permission which shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. The medication must be in the original container and delivered by the parent/guardian to the school administration, school nurse, and/or the school division designee.

II. Responsibility of the Parent or Guardian

- A. Parents and guardians shall be encouraged to cooperate with the health care provider to develop a schedule so that necessity for taking medication/treatments at school will be minimized or eliminated.
- B. Parents and guardians shall assume full responsibility for the supplying of all medications and other supplies, including asking the pharmacist to provide a separate container for the school. Parents/Guardians must deliver any medication as outlined above in Part I.B. Parents/Guardians must pick up any unused medication by the close of the school year.
- C. Parents or guardians must personally deliver any medication/treatment to the school.

III. Responsibility of the Health Care Provider

- A. A request form for each prescribed medication/treatment must be completed by the pupil's health care provider, signed by the parent or guardian, and filed with the school nurse/designee.
- B. Medication containers must be clearly labeled with the following information:
 1. Pupil's full name
 2. Health Care Provider's name
 3. Health Care Provider's telephone number
 4. Dosage, schedule, and dose form
 5. Date of expiration of prescription
- C. Indicate to pharmacy if another container needs to be prepared for the school.

IV. Responsibility of School Personnel

- A. The school nurse/designee will assume responsibility for placing medication in a locked cabinet. Controlled medication will be counted and documented at the time of acceptance.
- B. The school nurse/designee will administer all medications/treatments as ordered by the physician and will document date/time.
- C. Discontinued or unused medications must be picked up by the parent/guardian. If not claimed by the end of the school year, the school nurse/designee will properly dispose of the medication.
- D. The principal will designate an alternate to the school nurse/designee to administer medications in the absence of the nurse/designee. The alternate will be trained by the school nurse/designee in the proper medication administration techniques. It is advisable to have a minimum of one trained alternate with additional persons as needed. Consistency is integral to accuracy and safety.
- E. All new prescriptions will be reviewed by a school nurse.
- F. Consulting with the tending health care provider and/or the school health facilitator is recommended when there is a discrepancy with a medication order. If there is reason to suspect that a student may be compromised by a medication order, the nurse is within his/her prerogative to question and hold the medication until a resolution is reached.
- G. Appropriate confidentiality regarding student medication must be strictly maintained. Not all staff has a "legitimate health interest." The "need to know" must always be inclusive of the parent's consent.

V. Field Trip Medication Guidelines

- A. Teachers are encouraged to give medication on field trips; otherwise, parents are encouraged to attend and administer their child's medication. Teachers will be provided with a list of students needing medications when they prepare for field trips.
- B. It is requested that teachers give the nurse/designee at least one week's notice of upcoming field trip medication requests. The nurse/designee will notify the teacher of those students who have medication needs.
- C. Teachers are not required to provide treatments on field trips. A meeting may be needed to determine the most appropriate way to meet the student's needs during the time away from the school building. Parents should always be encouraged to attend and assume the child's care. When this is not possible, other options are to be explored.

- D. Field trip medications that will not be administered by the nurse/designee can be administered by the teacher if:
 1. Signed health care provider's orders are on file at the school giving permission for the school to administer the medication.
 2. School nurse/designee arranges the field trip medication dosages. The needed medication will be properly labeled in an envelope or pharmacy container and will be given to the student's teacher the morning of the field trip. Once medications are delegated, any medication incidents would be handled by the teacher.
- E. Students may be allowed to carry their own inhalers on trips when they have demonstrated proper use to the nurse and health care provider and parents sign accordingly.

VI. Administration of Insulin and Glucagon General Guidelines

- A. Every student diagnosed with diabetes should have the following documentation in a health care plan:
 1. Emergency care plan.
 2. Diabetes emergency kit.
 3. Signed authorizations, updated annually, from the student's parent or guardian and from the treating health care provider.
 4. Medication administration that is signed and consistent with required procedures.
 5. The individualized health care plan updated annually for each student.
 6. Description of any complications.
- B. The school nurse/designee will notify all appropriate school staff of students who may need insulin and glucagon. Relevant training for such staff will be done by the nurse/designee. (ACPS Regulation JHCD-R 06/12)

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

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 in connection with any survey, analysis, or evaluation as part of any federally funded program are available for inspection by the parents or guardians of the student in accordance with Policy KBA Requests for Public Records.

B. Participation in Surveys and Evaluations

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

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

C. Surveys Requesting Sexual Information

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

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

D. Additional Protections

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 is protected by:

- All student response sheets must not include any information which identifies the students who completed them. Codes or numbers systems may not, in any way, identify the student respondent;
- Survey administrators shall permit no discussion among classmates about their responses to any surveys or questionnaires; and,
- Completed surveys shall be protected from casual observance by any individual other than the survey/questionnaire administer. Whenever possible, completed surveys shall be inserted into an envelope immediately following submission by the student respondent.

II. Physical Examinations and Screenings

If the Alleghany 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 are not 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 provides 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 also offers an opportunity for the parent (or emancipated student) to opt the student out of participation in

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

Notification of Specific Events

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

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

V. Definitions

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

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

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

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

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

Survey: the term "survey" includes an evaluation. (VSBA Policy KFB 06/19)

ADMISSION OF HOMELESS CHILDREN

The Allegheny County School Board is committed to educating homeless children and youth. Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless. The school division coordinates the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues.

The Allegheny County School Division serves each homeless student according to the student's best interest and will

- continue the student's education in the school of origin for the duration of homelessness
 - if the student becomes homeless between academic years or during an academic year; or
 - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of a homeless student, the Allegheny County School Board

- presumes that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- considers student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the student's parent or guardian or (in the case of an unaccompanied youth) the youth;
- if, after conducting the best interest determination based on consideration of the presumption and the student-centered factors above, the Allegheny County school division determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provides the student's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian or unaccompanied youth, including information regarding the right to appeal; and
- in the case of an unaccompanied youth, ensures that the division homeless liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

Enrollment

The school selected in accordance with this policy immediately enrolls the homeless student, even if the student

- is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency or other documentation; or
- has missed application or enrollment deadlines during any period of homelessness.

The enrolling school immediately contacts the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations or other required health records, the enrolling school immediately refers the parent or guardian of the student or, (in the case of an unaccompanied youth) the youth, to the division's

homeless liaison, who assists in obtaining necessary immunizations or screenings, or immunization or other required health records.

If the documentation regarding the comprehensive physical examination required by Policy JHCA Physical Examinations of Students cannot be furnished for a homeless child or youth, and the person seeking to enroll the pupil furnishes to the school division an affidavit stating that the documentation cannot be provided because of the homelessness of the child or youth and also indicating that, to the best of his or her knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division immediately refers the student to the division's homeless liaison who, as soon as practicable, assists in obtaining the necessary physical examination by the county or city health department or other clinic or physician's office and immediately admits the pupil to school.

The decision regarding placement is made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

Enrollment Disputes

If a dispute arises over eligibility, or school selection or enrollment in a school

- the homeless student is immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;
- the parent or guardian of the student or (in the case of an unaccompanied youth) the youth is provided with a written explanation of any decisions related to school selection or enrollment made by the school, the school division or the Virginia Department of Education, including the rights of the parent, guardian or student to appeal the decision;
- the student, parent or guardian is referred to the division's homeless liaison who carries out the appeal process as expeditiously as possible after receiving notice of the dispute; and
- in the case of an unaccompanied youth, the homeless liaison ensures that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of the dispute.

Appeal Process

Oral Complaint

In the event that an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present his position to the division's homeless liaison.

Written Complaint

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the homeless liaison. The written complaint must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the homeless liaison.

Within five (5) school days after receiving the written complaint, the homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

Appeal to Superintendent

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the Superintendent by filing a written appeal. The homeless liaison shall ensure that the Superintendent receives copies of the written complaint and the response thereto. The Superintendent or designee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent, or designee, shall provide a written decision to the Complainant including a statement of the reasons therefore.

Comparable Services

Each homeless student is provided services comparable to services offered to other students in the school attended by the homeless student including the following:

- transportation services;
- educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities and educational programs for English learners;
- programs in career and technical education;
- programs for gifted and talented students; and
- school nutrition programs.

Transportation

At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation is provided for a homeless student to and from the school of origin as follows:

- if the homeless child or youth continues to live in the area served by the division in which the school of origin is located, the child's or youth's transportation to and from the school of origin is provided or arranged by the division in which the school of origin is located.
- if the homeless child's or youth's living arrangements in the area served by the division in which the school of origin is located terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another division, the division of origin and the division in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the divisions are unable to agree upon such method, the responsibility and costs for transportation are shared equally.

Definitions

The term "homeless student" means an individual who lacks a fixed, regular and adequate nighttime residence and includes:

1. children and youths, including unaccompanied youths who are not in the physical custody of their parents, who
 - a. are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations or in emergency or transitional shelters; or are abandoned in hospitals;
 - b. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
 - c. are living in parked cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
2. migratory children who qualify as homeless for the purposes of this policy because the children are living in circumstances described above.

The term "migratory child" means a child who moved from one residence to another and from one school division to another in the preceding 36 months as a migratory agricultural worker or migratory fisher or with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.
(VSBA Policy JECA 06/18)

ADVANCED / ALTERNATIVE COURSES FOR CREDIT

Allegheny County School Board has an agreement for postsecondary degree attainment with a community college in the Commonwealth specifying the options for students to complete an associate's degree or a one-year Uniform Certificate of General Studies from the community college concurrent with a high school diploma. The agreement will specify the credit available for dual enrollment courses and Advanced Placement courses with qualifying exam scores of three or higher.

Allegheny County School Board may enter into agreements for postsecondary credential, certification or license attainment with community colleges or other public institutions of higher education or educational institutions established pursuant to Title 23.1 of the Code of Virginia that offer a career and technical education curriculum. Such agreements shall specify (i) the options for students to take courses as part of the career and technical education curriculum that lead to an industry-recognized credential, certification or license concurrent with a high school diploma and (ii) the credentials, certifications or licenses available for such courses.

Beginning in the middle school years, students are counseled on opportunities for beginning postsecondary education and opportunities for obtaining industry certifications, occupational competency credentials, or professional licenses in a career and technical education field prior to high school graduation. Such opportunities include access to at least three Advanced Placement courses or three college-level courses for degree credit. Students taking advantage of such opportunities are not denied participation in school activities for which they are otherwise eligible. Wherever possible, students are encouraged and afforded opportunities to take college courses simultaneously for high school graduation and college degree credit (dual enrollment), under the following conditions:

- Written approval of the high school principal prior to participation in dual enrollment must be obtained.
- The college must accept the student for admission to the course or courses.
- The course or courses must be given by the college for degree credits (no remedial courses will be accepted).

Dual Enrollment

Dual enrollment is a program through which high school students may enroll in college courses while still enrolled in high school. Students who wish to enroll in a dual enrollment course may petition the principal of Allegheny

High School for permission to pursue this program of study. Dual enrollment credits will be applied to a qualifying student's graduation requirements if, and only if, the following criteria are met.

1. The student is 16 years of age, enrolled as a junior or senior at Alleghany High School, and qualifies for admission to the sponsoring institution.
2. The appropriate officials of the sponsoring institution assure that courses taken in the advanced program are comparable substitutes for those still lacking in the prescribed high school program and that the measure of comparability will be based on course content, course/grading expectations, 140 hours of instruction, and instructor qualifications.
3. The appropriate officials of the sponsoring institution assure that all diploma requirements can be met by student's graduation date.
4. The student completes all required assignments and earns a passing grade for all dual enrollment courses.
5. The student assumes full responsibility to transmit all required data and final dual enrollment grades to the high school in order to have them apply toward his/her scholastic credentials and diploma requirements.
6. The student and/or parent/guardian accept full responsibility to repay the Alleghany County Public Schools for any amount of tuition reimbursement for courses in which the student does not earn a passing grade.

Independent Study

Students, teachers, or others involved in special courses taught outside the standard secondary curriculum and who want these courses recorded on student transcripts and/or reflect credit applied toward diploma qualification will make requests through the school principal to the Director of Instruction.

In order for the courses or programs to apply toward diploma qualification the following conditions must be met:

1. A full program description containing goals and objectives is submitted for prior approval.
2. The purpose, instructional content, and expected outcome for the course are clearly defined in the program description.
3. A sequence of program events and activities are outlined.
4. Time requirements both in and out of school are defined.
5. Evaluation criteria are established that measure successful completion of the goals and objectives.
6. All programs of study are supervised by certified Alleghany High School personnel.
7. Proof of parental endorsement via signature is included on the program applications. (ACPS Policy LEB 05/17)

ALTERNATIVE SCHOOL PROGRAMS

As special needs are determined, alternative programs may be established by the Board within existing schools or at separate sites that are within the jurisdiction of the Alleghany County Schools. No person of school age meeting the residency requirements of § 22.1-3 may be charged tuition for enrollment in an alternative program offered as a regional or division-wide initiative by the School Board.

Students may enroll in, and receive a standard and verified unit of credit for, supervised correspondence courses with prior approval of the principal. Standard units of credit shall be awarded for the successful completion of such courses when the course is equivalent to that offered in the regular school program and the work is done under the supervision of a licensed teacher, or a person eligible to hold a Virginia license, approved by the local school board. Verified units of credit may be earned when the student has passed the SOL test associated with the correspondence course completed. Guidelines governing this method of instruction will be in accordance with the provision of 8 VAC 20-131-110 and the administration of required SOL tests prescribed by 8 VAC 20-131-30.

Schools are encouraged to pursue alternative means to deliver instruction to accommodate student needs through emerging technologies and other similar means. Standard units of credit shall be awarded for successful completion of such courses when the courses is equivalent to that offered in the regular school program and the work is done under the supervision of a licensed teacher, or a person eligible to hold a Virginia teaching license and approved by local school board. Verified units of credit may be earned when the student has successfully completed the requirements and passed the SOL test associated with the course. Guidelines governing this method of delivery of instruction that shall include the provisions of 8 VAC 20-131-110 and the administration of required SOL tests prescribed by 8 VAC 20-131-30.

Students enrolled in the alternative school may, upon prior approval of the building principal, participate in co-curricular and extra-curricular activities that include inter-scholastic athletics, field trips, and dances. Students must meet the VHSL bona fide student rule to be eligible for inter-scholastic athletic participation. Students assigned alternative education as a result of disciplinary reasons or failure to comply with school rules, including attendance, shall not be permitted to participate in co-curricular or extra-curricular activities. (ACPS Policy IGBH 6/08)

ANNUAL NOTICE (SPECIAL EDUCATION)

A free and appropriate public education is provided to persons with disabilities ages 2 through 21 who live in Alleghany County, Virginia. Programs and services are provided to persons who are:

1. Intellectually Disabled
2. Specific Learning Disability
3. Hearing Impairment
4. Emotional Disability
5. Orthopedic Impairment
6. Multiple Disabilities
7. Speech or Language Impairment
8. Developmental Delay
9. Autism
10. Deafness
11. Deaf-blindness
12. Visual Impairment including Blindness
13. Other Health Impairments
14. Traumatic Brain Injury

For a definition of these disabilities, please go to www.alleghany.k12.va.us

Related Services, if needed, are available for students who are already eligible for special education services.

1. Occupational Therapy
2. Physical Therapy
3. Counseling
4. Nursing Support Services

A Local Advisory Committee advises the county schools on the needs of special education in Alleghany County. Members of the Local Advisory Committee are available to assist those seeking information concerning special education. Persons interested in more information about special education or in making referrals should contact the Director of Special Education, Alleghany County Public Schools, at 863-1809. Public comment is welcomed and encouraged.

ASBESTOS

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), a plan for the management of asbestos in the Alleghany County School Division was developed and implemented prior to July 9, 1989. The plan may be inspected by any interested person during normal office hours by contacting the Director of Finance at the Alleghany County School Board Office. Every three years, in accordance with AHERA regulations, a certified asbestos inspection company does a complete inspection of all pertinent buildings. Also, semi-annual inspections by the maintenance department are completed in accordance with the management plan. Any changes or concerns in asbestos containing material are recorded in the report, as required, as a result of the semi-annual inspection.

BUS SAFETY AND DISCIPLINE

In order to provide for the safety of students, pupil rider safety instruction will be included in the school curriculum for all students. Pupils in kindergarten or first grade will receive instruction during the first week of school and periodically thereafter. Emergency exit drills will be practiced during the first six weeks of each semester.

Although bus transportation is the safest form of travel, a continuous effort must be made to avoid the safety hazards which can occur. Virginia law requires that school divisions notify each parent of bus rider rules every year; those rules are printed below. As most students will ride on at least one activity trip during the school year, it is important that all children are aware of the rules even though they do not ride the bus daily. In addition to explaining the rules to your child, it is requested that a parent or other adult accompany young children to the bus stop. The use of book bags, lunch boxes, or paper bags to carry items to and from school will lessen the chance of a student dropping articles on the way to and from the bus.

1. Be at the bus stop five (5) minutes before arrival time.
2. Wait for the bus a safe distance from the edge of the road.
3. Take to school only objects which can be held in your lap. DO NOT take glass objects on the bus (bottles, jars, etc.)
4. Cross the road in front of the bus only after a signal from the bus driver.
5. Use the handrail to enter the bus and go quickly to your assigned seat.
6. Remain seated facing the front of the bus.
7. Eating or drinking on the bus is prohibited by state law.
8. Keep head, arms, and hands inside the bus.
9. Remain quiet and obey the bus driver's directions promptly.
10. Never throw objects in or out of the bus.
11. When getting off the bus, do not leave your seat until the bus stops.
12. Get quickly away from the loading zone.

13. Never walk beside the bus or behind the bus.
14. Bus will only stop at authorized stops approved by the Supervisor of Maintenance and Transportation.
15. Students who wish to get off at an authorized stop other than their own need a daily bus pass signed by the school office.

The Code of Student Conduct is applicable to rules for bus riders. Violations of rules may result in disciplinary action. In the event of a bus accident or malfunction, transportation arrangements of affected students to school or home will be determined by the Supervisor of Maintenance and Transportation or his designee. All students to be transported will be done so by an Alleghany County School Board employee with a valid driver's license.

CAFETERIAS

Alleghany County Public Schools participate in the National School Breakfast and National School Lunch programs administered through the U.S. Department of Agriculture (USDA). Participation in these programs requires that our cafeterias adhere to strict nutritional requirements as provided by the USDA and the Virginia Department of Education (DOE). To ensure compliance with these and other requirements, our cafeterias undergo regular, in-depth inspections by the DOE and the Virginia Department of Health (VDH). Our record with regard to these inspections has been excellent. This institution is an Equal Opportunity Provider.

Menu planning for our schools is much more challenging than one might believe. Strict nutritional requirements established by the USDA must be balanced with our goal of providing varied and tasty meals at affordable prices.

Menus are prepared on a monthly cycle and copies are provided to students each month. Menus may also be viewed online by school at www.alleghany.k12.va.us. The nutritional content of meals is posted in the cafeterias daily. Our cafeterias offer nutritious and tasty meals that include:

Fresh fruit	100% fruit juice
Fresh and cooked vegetables	Two entrée choices for breakfast and lunch
Fresh salads	Snacks that contain 15% or less sugar
Trans fat free products	1% fat and skim milk only

USDA Regulations

Breakfast:

- ✓ Four meal components must be offered
- ✓ Students must choose at least three components
- ✓ The meal must provide 25% of the individual's daily nutritional requirements

Lunch:

- ✓ Five meal components must be offered
- ✓ Students must choose at least three components
- ✓ The meal must provide 33% of the individual's daily nutritional requirements.

USDA Subsidy Program

All lunch and breakfast meals are subsidized by the USDA. Depending on income, families may qualify for free or reduced meals. Contact your school administrator for an application.

LUNCH PRICES

Elementary lunch	\$ 2.15
Middle School lunch	\$ 2.45
High School lunch	\$ 2.45
Adult lunch	\$ 3.50
Reduced lunch	\$.40

Lunch ala carte prices

All entrees	\$ 1.75
Soup & saltines	\$ 1.75
French fries	\$ 1.50 All Types
Vegetables	\$ 1.50 Large Bowl (12oz)
	\$ 1.25 Small Bowl (4oz)
Fruit	\$ 1.50 Large Bowl (12oz)
	\$ 1.25 Small Bowl (4oz)
Baked potato	\$ 1.85 plain
	\$ 1.95 w/topping
Tossed salad	\$ 3.00 Platter
	\$ 2.25 Bowl
Dessert	\$1.20
Cookies	\$1.00
Ice cream	\$.70/ .95/ 1.00
Fruit snacks	\$1.35
Saltines	\$.50
Roll	\$.50
Water (small)	\$1.15
Milk	\$.45

BREAKFAST PRICES

Student breakfast	\$.80
Reduced breakfast	\$.30
Adult breakfast	\$1.35

Breakfast ala carte prices

All entrees	\$ 1.65
Cereal	\$ 1.35
Plain Biscuit	\$.60
Plain Toast	\$.50
Carton juice	\$ 1.00
Fresh Fruit	\$ 1.15
Frozen Yogurt	\$1.15/ \$1.65
Switch drinks	\$1.40
Minute Maid	\$1.40
Capri Sun	\$1.15
All chips	\$1.00
Breadsticks	\$.95 (2 per serving)
Water (large/flavored)	\$2.00
Pickle spears	\$.20

SCHOOL LUNCH AND BREAKFAST PROGRAM CHARGE REGULATIONS

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this regulation is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

1. Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account;
 - a. Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the student's money shall not be used to repay a negative balance or other unpaid meal charge debt;
 - b. Students without funds to pay for a reduced-price or full price meal are allowed to charge breakfast and lunch;
2. The written meal charge regulation will be communicated to the household by posting on the Alleghany County Public School division website, included in the student information packet distributed on the first day of school, distributed to all transfer students during the school year, and attached to the Meal Benefits Application.
 - a. The written meal charge regulation will be communicated to all division staff prior to the first day of school;
 - b. Child Nutrition Program staff will receive training on meal charge regulation and record of training will be maintained as part of the professional development portfolio; and
 - c. Documentation of the communication and training plan will be maintained for the Federal Program Administrative Review.
3. Notification to parents
 - a. The student's household will be notified when a student's cafeteria account falls below \$10.00.
 - b. The staff will notify households of low or negative balances from letters generated from the point of sale computer and will be sent home with students in elementary and middle schools. High school letters will be sent to parents through the United States postal service. When parents do not respond to the letters they will be notified with a phone call.
 - c. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
 - d. The consequences of non-payment will be determined on a case-by-case basis. The persons responsible for managing unpaid meal charges shall be:
 - i. School-based staff will collect payment for meals at the point of service (POS); and
 - ii. Central office will contact households if the charges are not paid.
4. Delinquent debt is allowable in the School nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year. Bad debt is unallowable and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using food service funds and must be offset by non-federal sources.
 - a. At the end of the school year, the food service director and the superintendent or designee will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the food service fund from the general fund prior to the end of the same fiscal year. Efforts to collect delinquent and/or bad debt will be handled by:
 - i. Send First and Second Letters
 - ii. Phone calls
 - iii. Notice of Adverse Action/potential collections
 - iv. Consequence
5. Collection procedures for Delinquent and Bad Debts
 - a. The students household will be notified weekly when a student's debt is \$5.00 and over.
 - b. Should a student's lunch debt exceed \$25.00 and the parents/guardians have not submitted a Free and Reduced Lunch application or the family is not eligible to receive a free or reduced lunch, the Division Cafeteria Manager shall have the authority to seek appropriate redress. The Division Cafeteria manager shall have made at least three documented attempts to collect the debt from the parent/guardians prior to taking action.
6. Assistance to Households - Households with questions or needing assistance may contact the School Nutrition Program Officer, Violet Paxton, at (540) 863-1812. The address is P.O. Drawer 140, Low Moor, Virginia 24457. E-mail: vpaxton@alleghany.k12.va.us (ACPS Policy EFB-R 06/19)

CAREER AND TECHNICAL EDUCATION (ANNUAL NOTICE)

Alleghany County Public School's Career and Technical Education offers a variety of career and technical programs to all students at the middle and high school levels. The program areas include the following:

Agriculture Education	Business and Information Technology
Career Connections	Family and Consumer Sciences
Technology Education	

Dual Enrollment opportunities are available for students who are entering the workforce and/or post-secondary education through agreements with Dabney S. Lancaster Community College. For more information about Career and Technical Education, call the Director of Secondary Instruction, at (540) 863-1809.

CHANNELS OF COMMUNICATION

Public Complaints

Complaints involving a particular school are handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it is referred to the superintendent or superintendent's designee. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting.

Any parent, custodian, or legal guardian of a pupil attending the Allegheny County Public Schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously or abused its discretion. (VSBA Policy KL 04/14)

Public Complaints About Learning Resources

The procedure for filing a complaint concerning learning resources is as follows:

1. The complaint should be filed in writing with the principal on the "Request for Reconsideration of Instructional Materials" form KLB-F. This form may be obtained from the principal or the central office.
2. A review committee consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student and the complainant will convene. The responsibilities of the committee are to:
 - a. read, view or listen to the challenged material;
 - b. read several reviews, if available;
 - c. check standard selection aids;
 - d. talk with persons who may be knowledgeable about the material in question and similar material;
 - e. discuss the material;
 - f. make a decision to recommend retaining or withdrawing the material;
 - g. file the recommendation of the committee with the principal and the superintendent or superintendent's designee;
 - h. notify the complainant of its recommendation and the disposition of the challenged material.
3. The complainant may appeal the decision to the superintendent or superintendent's designee and, then, to the School Board. (VSBA Policy KLB 04/14)

Public Participation at Board Meetings

Members of the community are invited and encouraged to attend meetings of the Allegheny County School board to observe its deliberations. Any member of the community may address the Board on matters related to the Allegheny County Public Schools at any regular meeting as provided in the accompanying regulation. Persons wishing to address the School board are requested to contact the superintendent, the School Board chairman, or their designee for placement on the agenda.

The Chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

A reasonable period of time, as determined by the School board, will be allocated at each regular meeting for community members to present matters of concern. (VSBA Policy KD/BDDH Amended 11/15)

Third Party Complaints Against Employees

Any parent or guardian of a student enrolled in the Allegheny County Public Schools or any resident of Allegheny County may file a complaint regarding an employee of the Allegheny County School Board. Such complaint should be filed with the superintendent or superintendent's designee. If the complaint involves allegations that an employee of the Allegheny County School Board has abused or neglected a child in the course of his employment, the complaint will be investigated in accordance with Va. Code §§ 63.2-1503, 63.2-1505 and 63.2-1516.1.

Information determined to be unfounded after a reasonable administrative review will not be maintained in any employee personnel file, but may be retained in a separate sealed file by the administration if such information alleges civil or criminal offenses. Any dispute over such unfounded information, exclusive of opinions retained in the personnel file, or in a separate sealed file, notwithstanding the provisions of the Government Data Collection and Dissemination Practices Act, Va. Code §§ 2.2-3800 et seq., will be settled through the employee grievance procedure as provided in Va. Code §§ 22.1-306 and 22.1-308 through 22.1-314.

Individuals lodging a complaint will be notified in writing that the complaint has been received and is being investigated.

The complaint should be filed as soon as possible after the alleged incident, usually within 10 school days, and will be processed promptly, usually within 30 days (ACPS Policy GBLA 04/14)

CHARACTER EDUCATION

The Alleghany County School Board provides, within its existing program or as a separate program, a character education program in its schools. The character education program may occur during the regular school year, during the summer in a youth development academy offered by the school division, or both. The purpose of the program is to foster civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems and develop civic-minded students of high character. The program is cooperatively developed with students, parents and the community. Specific character traits emphasized may include trustworthiness, respect, responsibility, fairness, caring and citizenship.

Character education is interwoven into the school procedures and environment so as to instruct primarily by example, illustration and participation, in such a way as to complement the Standards of Learning. Classroom instruction may also be used to supplement the program. The program also addresses the inappropriateness of bullying, as defined in Va. Code § 22.1-276.01. Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying program. Prior to the use of any such material, the parent of a child participating in such a program is provided written notice of the parent's right to review the material and the right to excuse the child from participating in the part of such program utilizing such material.

The character education program

- specifies those character traits to be taught, selecting from those which are common to diverse social, cultural and religious groups;
- is implemented at the elementary and secondary levels;
- provides for relevant professional development and adequate resources; and
- includes a method for program evaluation.

Character education is intended to educate students regarding those core civic values and virtues which are efficacious to civilized society and are common to the diverse social, cultural, and religious groups of the Commonwealth. It shall not include indoctrination in any particular religious or political belief. Consistent with this purpose, Virginia's civic values, which are the principles articulated in the Bill of Rights (Article I) of the Constitution of Virginia and the ideals reflected in the seal of the Commonwealth, as described in Va. Code § 1-500, may be taught as representative of such civic values. (VSBA Policy IGAI 06/19)

CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Every employee of Alleghany County School Board who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board posts in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

Complaints of Abuse and Neglect

The School Board and the local department of social services have adopted a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student. The interagency agreement is based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services. The School Board reports substantial modifications of the agreement to the Board of Education. (VSBA Policy JHG/GAE 06/19)

COMMUNICABLE DISEASES

The Allegheny County School Board recognizes the importance of protecting its students and employees from the transmission of communicable diseases which present a threat to their health and safety while also protecting the legitimate interests and rights of students and employees with communicable diseases. The Board directs the superintendent to act in compliance with applicable law to exclude from school attendance or work in the school setting any person who has a communicable disease. Both the decision to remove the student or employee and the decision to readmit the student or to permit the employee to return to work are made by the superintendent based upon consultation with the local health department, the student's or employee's physician, physician assistant, nurse practitioner and/or other medical authorities. (See policy JHCCA Blood Borne Contagious or Infectious Diseases).

The identity of a student who has a communicable disease is kept confidential and revealed only in accordance with state law. An alternative educational program is made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Administrative procedures concerning the exclusion of employees and students with communicable diseases are consistent with the requirements of law, including the policies of the Virginia Department of Education and reflect current medical knowledge and research. (VSBA Policy JHCC 06/15)

DESTRUCTION OF EDUCATIONAL RECORDS

Notice is hereby given that Allegheny County Public Schools intends to destroy Alternate Assessments (VAAP and VGLA) for any students participating in these assessments prior to the 2016-17 school year. All grade 3 through 7 assessments and grade 8 social studies and science assessments will be destroyed June 2019.

Any parent or student 18 years or older who wants these records may review and/or receive these records by contacting Jan Hobbs at the School Board Office at (540) 863-1809 and scheduling an appointment prior to May 31, 2019.

DISPOSAL OF SURPLUS ITEMS

The school division shall apply trade-in allowances on equipment to be replaced against the purchase cost of the new equipment whenever possible.

The school division may dispose of equipment having no trade-in value by informal bid, auction or pre-priced sale as appropriate to the public. If items are valued in excess of \$500.00, formal authorization for negotiated sale or for putting the items to bid shall be obtained from the School Board.

The bidder or purchaser shall certify whether he/she is an officer or employee of the division or a member of the immediate family of an officer or employee. Officers and employees of the school division, and members of their immediate families, may purchase surplus property from the school division only if the property is being sold at uniform prices available to the public or if the goods are sold for less than \$500.00.

If reasonable attempts through the bidding or direct sales process to dispose of the items are unsuccessful, then the superintendent is authorized to arrange for their disposal.

Obsolete educational technology hardware and software that is being replaced pursuant to Va. Code § 22.1-199.1(B)(4) may be donated to other school divisions, to students, as provided in Board of Education guidelines, and to preschool programs in the Commonwealth. (VSBA Policy DN 06/06)

Lost and Found Items

Items that are lost and found on school division property will be maintained in a designated and secure location by the building administrator/principal or their designee for a minimum of 30 days. Reasonable effort will be made to determine the ownership of each item and, where possible, returned to the rightful owner. Items not claimed within 30 days of being placed in lost and found may be donated to a designated charitable organization or placed in the school division's annual surplus auction sale. Items that are not accepted by a designated charitable organization or sold at surplus auction may be discarded as waste items.

Personal items that are discarded by students or left in lockers at the end of the school year will be retained for a period of five business days from the last day of school. At the end of the five day waiting period the building administrator/principal or their designee will arrange for unclaimed items to be donated to a designated charitable organization, designated for the annual surplus sale, or discarded as waste. (ACPS Policy DN-R 10/07)

DISTRIBUTION OF INFORMATION / MATERIALS

The Allegheny County School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division. Approval must be obtained from the superintendent, or superintendent's designee, before any materials may be distributed or made available at the request of non-school organizations. Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission of the Allegheny County School Division.

Approval will not be given for materials which

- are likely to cause substantial disruption of, or a material interference with, school activities;
- endorse or encourage the use of alcohol, tobacco products, nicotine vapor products, or any illegal substance or action;
- endorse or encourage any violation of the Standards of Student Conduct (see Policy JFC-R); or

- are obscene, pornographic, or defamatory.

Materials from nonprofit community organizations approved for distribution must clearly indicate their source and must include the following statement: "These materials and the activity described herein, are not sponsored or endorsed by the Alleghany County School Board."

The superintendent, by regulation, will establish the time, place, and manner of distribution of approved materials. No distribution will be permitted during class time.

Political Communications

Students shall not be required to convey or deliver any material that advocates (1) the election or defeat of any candidate; (2) the passage or defeat of any referendum question or (3) the passage or defeat of any matter pending before a local school board, local governing body, the General Assembly or Congress.

This Policy shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects. (ACPS Regulation KF 6/19)

DISTRIBUTION OF NONSCHOOL MATERIALS

The Alleghany County School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division. The division superintendent, or his/her designee, must approve, in advance, any materials sought to be distributed or made available by non-school organizations, including parent-teacher organizations and booster clubs. Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission of the Alleghany County School Division.

Approval will not be given for materials which

- are likely to cause substantial disruption of, or a material interference with, school activities;
- endorse or encourage the use of alcohol, tobacco, electronic cigarettes or any illegal substance or action;
- endorse or encourage any violation of the Standards of Student Conduct (see Policy JFC-R); or
- are obscene, pornographic, or defamatory.

Materials from nonprofit community organizations approved for distribution must clearly indicate their source and must include the following statement: "These materials and the activity described herein, are not sponsored or endorsed by the Alleghany County School Board."

The superintendent, by regulation, will establish the time, place, and manner of distribution of approved materials. No distribution will be permitted during class time.

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This Policy shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects. (VSBA Policy KF 06/14)

DRIVER EDUCATION

Behind-the-wheel driver education training will be offered before school, during physical education classes, after school, on weekends, on holidays, or on any non-instructional day. Students enrolling in behind-the-wheel training will be charged a \$125.00 fee payable prior to the commencement of any actual instruction. Any student who fails to successfully complete the required competencies within the established instructional timeframe will be charged an additional fee of \$125.00 to reenroll. (ACPS Policy IGAJ-R 09/13)

DRUGS IN SCHOOL

I. Generally

Possession and/or use of alcohol, controlled substance, imitation controlled substance or marijuana, as defined in Va. Code § 18.2-247, or drug paraphernalia, on school property or at a school-sponsored activity is prohibited.

A. Expulsion

A student who is determined to have brought a controlled substance, imitation controlled substance, or marijuana, onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD Student Suspension/Expulsion. The School Board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. In addition, the School Board may, by regulation, authorize the superintendent or superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate.

B. Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in Alleghany County school division's drug and violence prevention plan. The School Board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to:

(1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

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

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

II. **Students with Disabilities**

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

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

1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, "illegal drugs" and "controlled substance" are defined as follows:

- a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).
- b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law. (ACPS Policy JFCF 6/19)

EATING DISORDERS

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

After reviewing the information on the reverse side of this letter, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources listed below.

• Academy for Eating Disorders (AED)

<http://www.eatingdisorderhope.com/information/help-overcome-eating-disorders/non-profits-organizations/aed>

• Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.)

www.feast-ed.org

• National Eating Disorders Association

www.nationaleatingdisorders.org

Toll free, confidential Helpline, 1-800-931-2237

Additional resources may be found at: Virginia Department of Education

http://www.doe.virginia.gov/support/health_medical/index.shtml, under the section titled, Eating Disorders

EMERGENCY CLOSINGS AND DELAYS

When conditions require "short notice" changes in the school schedule, announcements will be made through the following media:

WKEY 93.7 Big Country FM

WSLQ, Q99 FM

WXLK, K92 FM

WDBJ-TV-Channel 7

WSLS-TV-Channel 10

WSET-TV-Channel 13

WFXR: Fox 21/27

Parents are encouraged to bookmark the ACPS website (www.alleghany.k12.va.us), as this site most likely will provide the most up to date school status. Parents and students should not call schools, school officials, TV stations, or radio stations to find out if schools are being closed. Alleghany County Public Schools will also employ the use of a rapid notification system to notify parents. Parents and guardians must provide up to date contact information to be contacted. When possible, decisions regarding the change in schedule will be made by 9:00 p.m. the preceding night. Weather conditions may warrant a decision to be made the morning of school, typically by 6:00 a.m.

ENGLISH LEARNERS

Generally

The Alleghany County School Board provides programs to improve the education of English learners by assisting the children to learn English and meet Virginia's challenging academic content and student academic achievement standards.

The School Board accepts and provides programs for students for whom English is a second language who entered school in Virginia for the first time after reaching their 12th birthday, and who have not reached age 22 on or before August 1 of the school year. No tuition is charged such students, if state funding is provided for such programs.

Assessments

The School Board annually assesses the English proficiency of all English learners.

Notification of Programs for English Learners

The School Board, not later than 30 days after the beginning of the school year, informs a parent or the parents of an English learner identified for participation in, or participating in, a program for English learners, of

- the reasons for the identification of their child as an English learner and in need of placement in a language instruction education program;
- the child's level of English proficiency, how that level was assessed and the status of the child's academic achievement;
- the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;
- how the program in which their child is, or will be, participating will meet the educational strengths and needs of the child;
- how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program);
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
- information pertaining to parental rights that includes written guidance
 - detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available, and
 - assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.

For a child who has not been identified as an English learner prior to the beginning of the school year but is identified as an English learner during the school year, the School Board provides the notice detailed above within 2 weeks of the child being placed in the program.

The information described above is provided to parents in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

Notification of Availability of Testing Accommodations

Each high school principal or principal's designee notifies each English learner of the availability of testing accommodations available for industry certifications, state licensure examinations, national occupational competency assessments, the Armed Services Vocational Aptitude Battery and the Virginia workplace readiness skills assessment prior to the student's participation in any such certification, examination, assessment, or battery. (VSBA Policy IGBF 06/19)

EQUAL EDUCATIONAL OPPORTUNITY / NON-DISCRIMINATION

Equal educational opportunities shall be available for all students. Educational programs shall be designed to meet the varying needs of all students. The Alleghany County School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or

any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. (ACPS Policy JB 09/13 and AC 05/18)

FAMILY LIFE EDUCATION (FLE)

Generally

The Allegheny County School Board provides Family Life Education (FLE) based on the FLE Standards of Learning (SOL) and curriculum guidelines developed by the Board of Education. The SOL objectives related to dating violence and the characteristics of abusive relationships are taught at least once in middle school and at least twice in high school. The high school FLE curriculum incorporates age-appropriate elements of effective and evidence-based programs on the prevention of dating violence, domestic abuse, sexual harassment, including sexual harassment using electronic means, and sexual violence, human trafficking, and the law and meaning of consent. Such age-appropriate elements of effective and evidence-based programs on the prevention of sexual violence may include instruction that increases student awareness of the fact that consent is required before sexual activity. The FLE curriculum offered in any school incorporates age-appropriate elements of effective and evidence-based programs on the importance of the personal privacy and personal boundaries of other individuals and tools for a student to use to ensure that he respects the personal privacy and personal boundaries of other individuals. The FLE curriculum incorporates age-appropriate elements of effective and evidence-based programs on the harmful physical and emotional effects of female genital mutilation; associated criminal penalties; and the rights of the victim, including any civil action pursuant to Va. Code § 8.01-42.5.

The FLE curriculum may incorporate age-appropriate elements of effective and evidence-based programs on the prevention, recognition, and awareness of child abduction, child abuse, child sexual exploitation and child sexual abuse.

Right of Parental Review

A parent or guardian has the right to review the family life curricula, including all supplemental materials used in the program.

The School Board develops and distributes to the parents or guardians of students participating in the FLE program a summary designed to assist them in understanding the program implemented in its school division and to encourage parental guidance and involvement in the instruction of the students. Such information reflects the curricula of the program as taught in the classroom. The following statement is included on the summary: "Parents and guardians have the right to review the family life education program offered by their school division, including written and audio-visual educational materials used in the program. Parents and guardians also have the right to excuse their child from all or part of family life education instruction." (VSBA Policy IGAH 06/19)

FUNDRAISING AND SOLICITATION

All fundraising activities conducted for the benefit of Allegheny County school division must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or principal's designee. Elementary school students may not participate in door-to-door solicitation. No grade will be affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal shall develop and maintain a list of all approved fundraising activities and report all activities to the superintendent pursuant to procedures issued by the superintendent. (ACPS Policy JL 04/14)

GIFTED STUDENT PROGRAMS

The Allegheny County School Board shall approve a comprehensive plan for the education of gifted students that includes the components identified in Board of Education regulations. The plan for the education of gifted students shall be accessible through the division's website and the division will ensure that printed copies of the plan are available to citizens who do not have online access.

The school division has uniform procedures for screening, referring, identifying, and serving students in kindergarten through twelfth grade who are gifted in general intellectual aptitude.

The school division will provide written notification to and seek written consent from parents and legal guardians to conduct any required assessment to determine a referred student's eligibility for the division's gifted education program, and provide services for an identified gifted student in the division's gifted education program.

The school board may establish a local advisory committee composed of parents, school personnel, and other community members appointed by the school board. The committee will reflect the ethnic and geographical composition of the school division. If established, the committee will annually review the division's plan for the education of gifted students, including revisions, and determine the extent to which the plan for the previous year was implemented. The

findings of the annual program effectiveness and the recommendations of the committee will be submitted annually in writing to the division superintendent and the school board. (ACPS Policy IGBB 06/12)

The Allegheny County Public Schools Gifted Program serves students in grades K-12. The K-7 program is comprised of the Explorer's program which serves potentially gifted students in grades K-3 and the ASPIRE program (Allegheny Schools Program in Independent Research and Enrichment) which serves identified gifted students in grades 4-7. Students in grades 8-12 are offered a continuum of services ranging from advanced courses to participation in the Jackson River Governor's School. Identification for gifted services is made through a procedure which involves screening, referral, and multiple criteria evaluation. Allegheny County serves students in the area of General Intellectual Aptitude.

The Allegheny County Public Schools Gifted Program is designed to serve the individual needs of students through group and individual differentiation, enrichment activities and special projects. Students in the Explorers and ASPIRE programs participate in a pull-out program once per week at their home school. Specialized courses are available within the curricular offerings at the middle and high school levels. High school students may participate in distance learning opportunities, independent study, mentorship, and/or Jackson River Governor's School for Science, Mathematics and Technology.

Each school has a school gifted contact and the county has two full time gifted resource teachers (who serve students in grades K-7) and a division gifted coordinator. The high school has appropriately trained advanced placement and dual enrollment instructors. Locally developed workshops and in-service programs, along with college-level graduate courses, provide education and training in facets of gifted education.

Parents, teachers, and community members serve on the local Gifted Advisory Committee. The local advisory committee meets three times per year. Information concerning the gifted program is made available through each school in the division and on the division website.

GRADING, EVALUATION, AND REPORTING

Introduction

Evaluation is an integral part of learning and teaching. The process used must be understood by teachers, parents and students. It must convey, in specific terms, the status of progress, or lack thereof, and provide direction for further teaching and learning.

Of primary importance in student evaluation is the attainment of well-defined competencies of the particular subject. At the same time, the components which comprise the evaluation should be numerous and varied. They may include tests, homework, constructive class participation, regular school attendance, promptness, earnest desire to learn, attempts to complete assignments, initiative, capability, and respect for the dignity and rights of others may be considered.

Ultimately, the teacher shall be responsible for the grading and evaluation of the achievement of students in his or her class(es). The principal shall maintain the prerogative to review the grades assigned by teachers and to resolve questionable matters. The superintendent shall be responsible for establishing and implementing division-wide uniform procedures for evaluating student progress and for promotion, retention and acceleration of students.

Pupil Reporting

1. Regular formal progress reports shall be sent to parents and guardians by way of their student, or directly to emancipated students. Report cards shall reflect both the standard of work the student has achieved, his/her attitudes, and his/her work habits.
2. While these regular formal reports are very important, many other methods of communicating with parents/guardians regarding the progress of their student are essential. Some of the following should be used as additional methods of reporting:
 - a. parent conferences;
 - b. folders of the student's work;
 - c. written narratives, such as letters and comments on report cards;
 - d. reports of student performance on standardized tests, such as SOL tests; and
 - e. mid-term reports.
3. The following reporting symbols shall be used:

Junior Kindergarten and Kindergarten:

A scale of E and N will be used to assess and report all areas of student progress.

Grades 1 and 2:

A scale of E, NP, and N will be used to assess and report student performance in all core subjects. A scale of E and N will be used to assess and report their performance in all other subject areas.

Grades 3 through 5:

A scale of A, B, C, D and F will be used to assess and report student performance in all core subjects. A scale of E and N will be used to assess and report their performance in all other subject areas.

Grades 6 through 12:

A scale of A, B, C, D and F will be used to assess and report student performance. The exceptions to this scale include remediation, computer lab, and therapeutic special education (VAAP students) classes.

4. The interpretation of symbols shall be as follows:

JK-Grade 5:

E – Exceeds/Meets Expectations
NP – Making Progress on Expectations for Standard
N – Does Not Meet Expectations

Grades 3-12:

A – Excellent/Exemplary
B – Above Average
C – Average
D – Below Average
F – Failing/Unsatisfactory/No Credit

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

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

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

<u>Regular</u>	<u>Weighted Courses*</u>
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

* "Weighted Courses" are limited to "advanced placement" courses, and to "dual enrollment" courses that qualify for "academic college transfer credit."

7. Official student transcripts shall display letter grade symbols as defined in this policy.
8. When students transfer credits from other schools, correspondence course programs, distance learning programs and/or dual enrollment programs, their letter grades will be accepted in accordance with the grading scale applied by the "sending institution." For example, if the student earned a "B" in a course taken with the sending institution, then the transfer credit will be received as a "B" for GPA and class rank purposes in Alleghany County. Numeric averages associated with letter grades earned at sending institutions will not serve as justification for altering letter grades associated with transfer credit.

Weighted Grade Status

1. "Weighted Courses" are limited to "advanced placement" courses, and to "dual enrollment" courses that qualify for "academic college transfer credit."
2. All dual enrollment courses that the given college defines as "academic college transfer credits" shall be considered for weighted grade status.
3. Before he/she is allowed to enroll in a dual enrollment course, the student must secure acceptance from the given college program and prior approval of the principal.
4. A student must declare, at registration, whether a college class will count as part of the high school transcript.
5. Withdrawal from a dual enrollment class, which was declared as a part of the high school transcript, will be treated the same as a withdrawal from a high school class.

Examinations

All high school students, and middle school students enrolled in courses for high school credit, shall participate in some appropriate form of end-of-course cumulative learning assessment, which shall comprise 20% of the final grade, as follows:

1. The instructor shall determine the most appropriate method of end-of-course cumulative assessment. Activities may include traditional final exams, projects, portfolios, presentations and so forth. Participation in the cumulative assessment represents a fundamental expectation for earning credit in all courses. Students, who fail to participate in the respective cumulative assessment, or who, in the judgment of their teacher, fail to demonstrate acceptable effort with the cumulative assessment may receive a failing grade of "F" for the course. Upon approval of the respective teacher, such students may be allowed to remedy their failure to participate and/or their failure to demonstrate acceptable effort through the final day of the given semester. Any arrangement that deviates from this guideline shall require prior approval of the principal.
2. An exception to participation in an end-of-course cumulative assessment will be granted to any senior who has earned an average of "A" in a course immediately prior to the administration of the cumulative assessment.

Academic Awards and Distinctions

1. Alleghany County Public Schools recognizes the distinctions of "valedictorian" and/or "salutatorian" based solely on the highest statistical grade point averages. Procedures for the determination of additional academic honors and/or distinctions shall be made at the school level, and shall be subject to final approval of the principal.

2. Students in grades 4-12 shall be recognized through an honor roll system. Qualifications for honor roll status shall be established at the school level, and shall be subject to final approval of the principal. (ACPS Policy IZ 06/19)

GRADUATION REQUIREMENTS AND THE VIRGINIA ASSESSMENT SYSTEM

Generally

The Board of Education has established educational objectives known as the Standards of Learning (SOLs), which form the core of Virginia's educational program, and other education objectives, which together are designed to ensure the development of the skills that are necessary for success in school and in preparation for life in the years beyond.

The Alleghany County School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets or exceeds the requirements of the Board of Education. It awards diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who meet the requirements prescribed by the Board of Education.

Alleghany County School Board awards diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma and graduate from high school are those in effect when the student enters ninth grade for the first time.

Virginia Assessment Program

In kindergarten through eighth grade, where the administration of Virginia Assessment Program tests are required by the Board of Education, each student is expected to take the tests following instruction. Students who are accelerated take the test aligned with the highest grade level, following instruction in the content. No student takes more than one test in any content area in each year, except in the case of expedited retakes as provided for in 8 VAC 20-131-30. Schools use the test results in kindergarten through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students.

Each student in middle and secondary school takes all applicable end-of-course SOL tests following course instruction. The superintendent certifies to the Department of Education that the division's policy for dropping courses ensures that students' course schedules are not changed to avoid end-of-course SOL tests. Students who achieve a passing score on an end-of-course SOL test will be awarded a verified unit of credit in that course in accordance with 8 VAC 20-131-110. Students may earn verified credits in any courses for which end-of-course SOL tests are available. Students are not required to take an end-of-course SOL test in an academic subject after they have earned the number of verified credits required for that academic content area for graduation unless such test is necessary in order for the school to meet federal accountability requirements. Middle and secondary schools may consider the student's end-of-course SOL test score in determining the student's final course grade.

Participation in the Virginia Assessment Program by students with disabilities is prescribed by provisions of their Individualized Education Program (IEP) or 504 Plan. All students with disabilities are assessed with appropriate accommodations and alternate assessments where necessary.

Any student identified as an English Learner (EL) participates in the Virginia Assessment Program. A school-based committee convenes and makes determinations regarding the participation level of EL students in the Virginia Assessment Program. In kindergarten through eighth grade, EL students may be granted a one-time exemption from SOL testing in the areas of writing, and history and social science.

DEFINITIONS

Authentic or Performance-Based Assessment - An "Authentic Performance Assessment" is a test that complies with guidelines adopted by the Board of Education that requires students to perform a task or create a product that is typically scored using a rubric.

Standard Unit of Credit - A "standard unit of credit" or "standard credit" is a credit awarded for a course in which the student successfully completes 140 clock hours of instruction and the requirements of the course. A standard unit of credit may be awarded based on a waiver of the 140 clock hour requirement as provided in Policy IKFD Alternative Paths to Attaining Standard Units of Credit.

Verified Unit of Credit - A "verified unit of credit" or "verified credit" is a credit awarded for a course in which a student earns a standard unit of credit and completes one of the following:

1. Achieves a passing score on a corresponding end-of-course SOL test.
2. Achieves a passing score on an additional test, as defined in 8 VAC 20-131-5, as a part of the Virginia Assessment Program.
3. Meets the criteria for the receipt of a locally awarded verified credit when the student has not passed a corresponding SOL test.
4. Meets the criteria for the receipt of a verified credit in history and social science by demonstrating mastery of the content of the associated course on an authentic performance assessment that complies with guidelines adopted by the Board of Education.
5. Meets the criteria for the receipt of a verified credit for English (writing) by demonstrating mastery of the content of the associated course on an authentic performance assessment that complies with guidelines adopted by the Board of Education.

Students may also earn verified credits by taking alternative tests to the SOL assessment. Such tests may only be those approved by the Virginia Board of Education, and the student may earn verified credits only by achieving that score established by the Board of Education.

Virginia Assessment Program - The “Virginia Assessment Program” is a system used to evaluate student achievement that includes SOL tests and additional tests that may be approved from time to time by the Board of Education. (VSBA Policy IKF 05/18)

GRADUATION REQUIREMENTS FOR ADVANCED STUDIES DIPLOMA
For students entering the ninth grade for the first time in 2018-2019 and beyond

To graduate with an Advanced Studies Diploma for students entering the ninth grade for the first time in 2018-2019 and beyond, a student must earn at least 26 standard units of credit and five verified units of credit. Students earn standard credits by successfully completing required and elective courses. Students earn verified credits by successfully completing required courses and passing associated end-of-course SOL tests or other assessments approved by the state Board of Education.

Please note: Your school counselor can tell you which courses are offered by your school to fulfill the requirements for an Advanced Studies Diploma.

Advanced Studies Diploma Course Requirements (8 VAC 20-131-51) for Students Entering the Ninth Grade for the First Time in 2018-2019 and Beyond			
Subject Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	4	1	Courses completed to satisfy this requirement shall include at least three different course selections from among: algebra I, geometry, algebra II, or other mathematics courses above the level of algebra II. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	4	1	Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve additional courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.
History and Social Sciences	4	1	Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and two courses in either world history or geography or both. The board shall approve additional courses to satisfy this requirement.
World Language	3	0	Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
Health and Physical Education	2	0	N/A
Fine Arts or Career and Technical Ed	1	0	Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical credit.
Economics & Personal Finance	1	0	N/A

Electives	3	0	Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.
Total Credits	26	5	N/A

Additional Requirements for Graduation

- **Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** - In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the advanced studies diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
- **Virtual Course** - Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in 8VAC20-131-420 B.
- **Demonstration of the five Cs** - Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the board.

For students entering the ninth grade for the first time in 2011-2012 through 2017-2018

To graduate with an Advanced Studies Diploma for students entering the ninth grade for the first time in 2011-2012 through 2017-2018, a student must earn at least 26 standard units of credit and at least nine verified units of credit. Students earn standard credits by successfully completing required and elective courses. Students earn verified credits by successfully completing required courses and passing associated end-of-course SOL tests or other assessments approved by the state Board of Education.

Please note: Your school counselor can tell you which courses are offered by your school to fulfill the requirements for an Advanced Studies Diploma.

Advanced Studies Diploma Course Requirements (8 VAC 20-131-51) for Students Entering the Ninth Grade for the First Time in 2011-2012 through 2017-2018			
Discipline Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	4	2	Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	4	2	Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences,

			biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve additional courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.
History & Social Sciences	4	2	Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The board shall approve additional courses to satisfy this requirement.
World Language	3	0	Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
Health & Physical Education	2	0	N/A
Fine Arts or Career & Technical Education	1	0	Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical education course credit.
Economics and Personal Finance	1	0	N/A
Electives	3	0	N/A
Student Selected Test	0	1	A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.
Total	26	9	N/A

Additional Requirements for Graduation

- **Virtual Learning** - Students shall successfully complete one virtual course, which may be a noncredit-bearing course, or may be a course required to earn this diploma that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - Beginning with first-time ninth-grade students in the 2016–2017 school year, students shall be trained in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in 8VAC20-131-420 B.

GRADUATION REQUIREMENTS FOR STANDARD DIPLOMA

For students entering the ninth grade for the first time in 2018-2019 and beyond

To graduate with a Standard Diploma for students entering the ninth grade for the first time in 2018-2019 and beyond, a student must earn at least 22 standard units of credit and five verified units of credit. Students earn standard credits by successfully completing required and elective courses. Students earn verified credits by successfully completing required courses and passing associated end-of-course SOL tests or other assessments approved by the state Board of Education.

Please note: Your school counselor can tell you which courses are offered by your school to fulfill the requirements for a Standard Diploma.

Standard Diploma Course Requirements (8 VAC 20-131-51) for Students Entering Ninth Grade for the First Time in 2018-2019 and Beyond

Subject Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	3	1	Courses completed to satisfy this requirement shall include at least two different course selections from among: algebra I, geometry, algebra functions, and data analysis, algebra II, or other mathematics courses approved by the board to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	3	1	<p>Courses completed to satisfy this requirement shall include course selection from at least two different science disciplines: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.</p> <p>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</p>
History and Social Sciences	3	1	<p>Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.</p> <p>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</p>
Health and Physical Education	2	0	N/A
World Language,	2	0	Per the Standards of Quality, credits earned for this requirement shall

Fine Arts or Career and Technical Education			include one credit in fine or performing arts or career and technical education. Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical course credit.
Economics & Personal Finance	1	0	N/A
Electives	4	0	Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.
Total	22	5	N/A

Additional Requirements for Graduation

- **Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** - In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course, or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
- **Virtual Course** - Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in 8VAC20-131-420 B.
- **Demonstration of the five Cs** - Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the board.

For students entering the ninth grade for the first time in 2011-2012 through 2017-2018

To graduate with a Standard Diploma for students who entered the ninth grade for the first time in 2011-2012 through 2017-2018, a student must earn at least 22 standard units of credit and six verified units of credit. Students earn standard credits by successfully completing required and elective courses. Students earn verified credits by successfully completing required courses and passing associated end-of-course SOL tests or other assessments approved by the state Board of Education.

Please note: Your school counselor can tell you which courses are offered by your school to fulfill the requirements for a Standard Diploma.

Standard Diploma Course Requirements (8 VAC 20-131-51) for Students Entering Ninth Grade for the First Time in 2011-2012 through 2017-2018			
Discipline Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	3	1	Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I, Geometry, Algebra, Functions, and Data Analysis, Algebra II, or other mathematics courses

			above the level of Algebra II. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	3	1	<p>Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.</p> <p>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquire a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (i) the student-selected verified credit and (ii) either a science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</p>
History & Social Sciences	3	1	<p>Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.</p> <p>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquire a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (i) the student-selected verified credit and (ii) either a science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</p>
Health & Physical Education	2	0	N/A
World Language, Fine Arts or Career and Technical Education	2	0	Pursuant to § 22.1-253.13:4 of the Code of Virginia, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education. Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical education course credit.
Economics and Personal Finance	1	0	N/A
Electives	4	0	Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.
Student Selected Test	0	1	A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education,

			economics or other areas as prescribed by the board in 8VAC20-131-110.
Career and Technical Education Credential	0	0	Students shall earn a career and technical education credential approved by the Board of Education, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
Total	22	6	N/A

----- Additional Requirements for Graduation -----

- **For students entering the ninth-grade class for the first time in 2013-2014 and beyond:** Students shall successfully complete one virtual course, which may be a noncredit-bearing course or a required or elective credit-bearing course that is offered online.
- **For students entering the ninth-grade class for the first time in 2016-2017 and beyond:** Students shall be trained in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an Individualized Education Program (IEP) or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in 8VAC20-131-420 B.

REQUIREMENTS FOR APPLIED STUDIES DIPLOMA

As of July 1, 2015, state legislation eliminated the term “Special Diploma”. The Applied Studies Diploma is a diploma option available to students identified as having a disability who complete the requirements of their individualized education programs (IEPs) and meet certain requirements prescribed by the Board of Education pursuant to regulations, but do not meet the requirements for any named diploma.

GUIDANCE AND SCHOOL COUNSELING PROGRAM

School Guidance and Counseling Services

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

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student 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.

No student is required to participate in any counseling program to which the student's parents object.

The guidance and counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents are notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

Employment Counseling and Placement Services

The School Board provides to secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the

school division. Such information includes 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 consults and cooperates with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations and career schools.

If the School Board provides access to one or more of its high schools and contact with such high school's student body or other contact with its high school students during a school or school division-sponsored activity to persons or groups for occupational, professional or educational recruitment, it provides equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

(VSBA Policy IJ 06/18)

HOMEBOUND INSTRUCTION

Homebound instruction shall be made available to students who are **confined** at home or in a health care facility for periods that would prevent normal school attendance (8VAC20-131-180). The term "**confined at home or in a health care facility**" means the student is unable to participate in the normal day-to-day activities typically expected during school attendance; and, absences from home are infrequent, for periods of relatively short duration, or to receive health care treatment. Students receiving homebound instruction may not work or participate in extra-curricular activities, non-academic activities (such as field trips), or community activities unless these activities are specifically outlined in the students medical plan of care or the Individualized Education Program (if applicable).

Homebound instruction is designed so the student does not fall significantly behind during the period of confinement. It is necessary for the student to participate in the instructional process and complete assignments. Homework should be expected. Not all work will be completed in the presence of the homebound teacher. Every effort will be made to ensure academic progress; however, course credit must still be **earned** according to class requirements. Priority will be given to core academic subjects. Specialty classes (i.e., those requiring labs, special facilities or equipment) may not be comparable. Elective courses are not guaranteed.

The policy of the Alleghany County School Division regarding homebound instruction incorporates the eligibility criteria of the State Department of Education.

The following stipulations have been delineated for clarification:

A student may become eligible for homebound instruction upon his/her fifth consecutive absence from school. Exceptions may be made for expected delivery dates for pregnancies or scheduled treatments or procedures. Prior to the fifth consecutive absence, the acquisition, completion and evaluation of all assignments shall be the responsibility of the student and/or the parent working in collaboration with the regular classroom teacher(s). Upon the fifth consecutive absence, the parent (or the student if he/she is at least 18 years old) may apply for homebound instruction.

Only a Physician or Clinical Psychologist can certify a child eligible for homebound instruction.

High School students are permitted two hours per core academic subject per week; other accommodations may be made on an individualized basis.

Middle school students are permitted a minimum of forty (40) hours of instruction per month in selected subjects.

Elementary students are permitted a minimum of twenty (20) hours of instruction per month in selected subjects.

A student served by homebound instruction remains in school membership and is marked present each day on the school register for the duration of homebound instruction.

In determining the appropriate teacher to provide homebound instruction for students with disabilities, the same requirements that must be met for "in school" instruction must be met for those students receiving instruction at home. Matching teacher credentials/qualifications to student needs will need to be done on a case-by case basis. If the person delivering the service does not meet all of the qualifications, he or she must be supervised by someone who does and is actively involved in the child's case.

The homebound instructor is responsible for preparation of assignments, delivery of actual instruction, and grading of student's work (including tests). If the student is on this plan during six-week, mid-semester, and final examinations, the homebound instructor is responsible for preparation and grading of these examinations. Final grades should be submitted to appropriate personnel for recording. Exceptions of these procedures will be discussed as individual cases.

Homebound instructors must hold a valid Virginia teaching license and be approved as a division employee to be employed by the local School Board.

At the secondary and middle school levels, the principal shall be responsible for determining courses eligible for the homebound delivery. It is recognized that some courses cannot logically be offered in a homebound situation.

For students with an IEP, the medical certification must be completed, verified by the supervisor of homebound services, and then forwarded to the IEP team for review. As part of its review and determination of a change in placement, the IEP team must review the approved medical certification of need for homebound instruction and determine the appropriate placement for the student based on the student's educational needs. Parental consent must be obtained to amend the IEP, prior to initiation of homebound services. The team must amend the IEP upon the ending period of homebound services in order to either return the student to the school setting or continue the homebound placement. If the IEP team determines that homebound services are appropriate, the team must include language in the IEP that clearly defines the time period for the frequency and duration of the homebound services. The IEP may also include a statement that the IEP team will reconsider the need for continuation of services by a specified date. The IEP

team should add a statement that addresses the fact that these services are temporary and thus do not constitute a permanent change in placement and are not the “stay put” placement should the IEP team and parents later disagree over the continuation of homebound services. The supervisor of homebound services must be sent a copy of the amended document to be placed in the student’s homebound services file and as notification to provide the instructor for the services.

The principal may, when appropriate, review and modify the homebound student’s schedule upon his/her return to school.

The principal may revise and alter the status of a particular case when deemed appropriate, due to irregularities or breach of the homebound criteria.

This regulation may, in some instances, result in a student’s return to school with less than five subjects.

Students receiving homebound instruction will not be permitted to participate in co-curricular or extra-curricular activities, including, but not limited to, interscholastic athletics, field trips, and dances. Students receiving homebound instruction associated with an IEP may engage in limited participation as designated by the student’s IEP. (ACPS Policy IGBG-R 06/18)

HOMEWORK

Homework provides an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and the student’s family, can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction and self-discipline. It assists the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

- Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should be assigned in such a manner that it will be clearly understood by all students.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student’s access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.
- Teachers should seek to determine the cause if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
- Excessive homework, like the absence of homework, should be avoided.
- Homework should not be used for disciplinary purposes.
- Teachers and administrators should take appropriate steps to communicate with parents regarding the division’s homework policy and to solicit their support. (VSBA Policy IKB 04/14)

INTERNET PRIVACY

The Alleghany County School Board is committed to complying with the Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act. The Alleghany County School Board does not collect unnecessary personal information by means of its website, and collects only appropriate personal information to the extent necessary to serve its constituents and the community.

The Alleghany County School Board collects the following information through its website: None

The following information is collected automatically by accessing the website: None.

Our website does not place any “cookies” on your computer.

Information collected through the division’s website is used as follows: None

The Superintendent is responsible for creating and updating, as necessary, an internet privacy policy statement. The statement is available of the division’s website in a conspicuous manner. (VSBA Policy KBE 06/19)

LOCALLY AWARDED VERIFIED CREDITS

Generally

The Alleghany County School Board awards verified credits in English, mathematics, science and history and social science in accordance with Board of Education regulations and school counseling.

To be eligible to earn locally awarded verified credits, a student must

- pass the high school course and not pass the related Standards of Learning test
- take the Standards of Learning test at least twice
- score within a 375-399 scale score range on any administration of the Standards of Learning test
- demonstrate achievement in the academic content through the appeal process described below

Locally Awarded Verified Credits as Credit Accommodations

In addition to verified credits in science and history/social sciences, the School Board may also award verified credits toward a standard diploma in reading, writing and mathematics to students with disabilities as credit accommodations for the standard diploma. To be eligible for such credit accommodations, students with disabilities

must meet all criteria established by Virginia law or regulation and eligibility for such credit accommodations must be established in the student's Individualized Education Program (IEP) or Section 504 plan. There is no maximum number of locally awarded verified credits that a student with a disability may earn toward a standard diploma.

Appeal Process

The Alleghany County School Board shall appoint a review panel comprised of at least three educators. Different panels may be appointed for individual schools or groups of schools.

The review panel will review information which provides evidence of the student's achievement of adequate knowledge of the Standards of Learning content. The panel will have discretion in determining the information it will consider. That information may include, but is not limited to, results of classroom assignments, division wide exams, course grades and additional academic assignments (e.g. papers, projects, essays or written questions) as the panel deems appropriate.

Based on the evidence it reviews, the review panel may:

- award the verified credit;
- deny the verified credit;
- suggest participation in a remedial program and retesting; or
- make additional academic assignments prior to determining whether to award the verified credit.

The decision of the review panel will be final. (VSBA Policy IKFA 06/18)

MAKE-UP WORK DURING SUSPENSIONS AND ABSENCES

The following guidelines shall be followed by the principal when implementing Policy JGE for make-up work by students with excused absences, unexcused absences, and absences due to suspension.

- The student or parent/guardian is responsible for initiating contact with a school official to make up work.
- For students who make up work following an excused absence, full credit will be available to the student upon successful completion of the work. Students will be given a reasonable amount of time to complete make-up work, generally one day for each day of absence.
- For students who make up work due to an unexcused absence or suspension, all work is due upon the student's return to school. Assignments completed after that date may reflect a grade reduction. Alternate assignments will be available for performance-based classes and labs.
- In-school procedures for handling requests for make-up work will be the same/similar as those used for other absences.
- The student's teacher(s) is(are) not obligated to teach, or reteach, material that the student may have missed as a result of unexcused absences or suspensions. (ACPS Regulation JGE-R 06/16)

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

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

The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. Teachers shall not influence, in any way, students to pray or meditate or not to pray or meditate during the moment of silence. (ACPS Policy IE 09/13)

The Pledge of Allegiance, as established in 4U.S.C. §4, shall be recited daily in each classroom of the Alleghany County Public Schools. During the recitation of the Pledge, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

No student shall be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical, or other grounds to his participating in this exercise. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts those who are reciting the Pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability. (VSBA Policy IEA 08/01)

NON-CUSTODIAL PARENTS

Parental Rights and Responsibilities: Estrangement, Separation, and Divorce

When parents of a student are estranged, separated, or divorced, building personnel will uphold the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right to:

1. view the child's school records, in accordance with Policy JO;
2. receive school progress reports, the school calendar, and notices of major school events;
3. visit the school in accordance with Policy KK;
4. participate in parent-teacher conferences; in the case of the non-custodial parent, after a timely request is made;
5. receive all notifications in accordance with the Individuals with Disabilities Education Act; and

6. receive notice of the student's extended absence, as defined in and pursuant to Policy JED, if both parents have joint physical custody.

The custodial parent has the responsibility to:

1. keep the school office informed as to the address of residence and how he or she may be contacted at all times;
2. on the Allegheny County Schools registration form, list the current address and phone number of the non-custodial parent, unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the parent; and
3. provide a copy of any legal document which restricts the educational and/or contact rights of the non-custodial parent.

The non-custodial parent has the responsibility to keep the school office apprised of changes in his or her current phone number and address. Further, the non-custodial parent may make timely requests to participate in parent-teacher conferences. At the request of a non-custodial parent, such parent will be included as an emergency contact for the student's activities unless a court order has been issued to the contrary. (ACPS Policy KP 05/05)

PARENT AND FAMILY INVOLVEMENT

Generally

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

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

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

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

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

Parental Involvement in Title I Plan

The Allegheny County School Board encourages parents of children eligible to participate in Title I, Part A, programs to participate in the development of the Board's Title I plan. Parents may participate by

- Provide assistance to parents of children served by the school or district, as applicable in understanding topics such as Virginia's academic content standards and student academic achievement standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve achievement for their children;
- Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
- Provide such other reasonable support for parental involvement activities as parents may request.

Parental Involvement in School Review and Improvement

The Alleghany County School Division encourages parents of children eligible to participate in Title I, Part A, and English learner programs to participate in the process of school review and, if applicable, the development of support and improvement plans under 20 U.S.C. § 6311(d)(1) and (2). Parents may participate by

Parent Advisory Committees at the school and district level;

- Textbook adoption committees;
- Parent Teacher Organization and/or Parent Teacher Association at each school;
- Open computer labs;
- Volunteer programs;
- Parent conferences; and
- Newsletters.

Division Responsibilities

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

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

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

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

School Parent and Family Engagement Policies

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

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

Parent and Family Involvement in Allocation of Funding

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

Policy Review

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

- barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background);
- the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- strategies to support successful school and family interactions. (VSBA Policy IGBC 06/17)

PARENTAL RESPONSIBILITY

The Code of Virginia §22.1-279.3 (2004) outlines the following responsibilities of parents in regard to student conduct and attendance.

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

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

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's 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 or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

E. In accordance with the due process procedures set forth in this article and the guidelines required by §22.1-279.6, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The

notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior, and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

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

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

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

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

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

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

PER PUPIL EXPENDITURES

The Code of Virginia requires school divisions to prepare and distribute notification of the estimated, average per pupil cost for public education in the school division for the coming year and the actual per pupil state and local expenditures for the previous school year. The following table provides per pupil expenditures for Alleghany County Public Schools as of April 28, 2019:

Sources of Financial Support for Operations	2017/2018 State Average	2017/2018 ACPS Actual	2018/2019 ACPS Estimate	2019/2020 ACPS Estimate
Avg. Daily Membership	1,286,000.68	2,146.36	2,055	1,997
State Funds	\$4,166	\$5,785	\$5,076	\$4,743
Sales & Use Tax	\$1,052	\$1,097	\$1,193	\$1,276
Federal Funds	\$867	\$935	\$1,023	\$1,049
Local Funds	\$6,462	\$4,136	\$5,546	\$6,139
Total Funds	\$12,548	\$11,952	\$12,838	\$13,207

Notes:

1. Operations expenditures, for the purposes of the above report, include expenditures related to instruction, administration, student health and safety, transportation, maintenance, food service, and technology. Certain expenditures associated with debt service, facility improvement, fiscal agent transfers, and capital outlay are not included. The actual average daily membership totals reflected are per the Virginia Department of

Education's End of Year Record Collection. Effective for fiscal year 2012, the Virginia Department of Education requires that Pre-kindergarten expenditures and average daily membership be included in the above.

For questions or comments regarding this information please contact Keven Rice, Director of Finance via phone at (540) 863-1813 or via e-mail at krice@alleghany.k12.va.us.

POLICY MANUAL

A policy manual containing the policies and regulations of the Alleghany County School Division is located in the administrative offices located at 100 Central Circle, Low Moor, Virginia. Interested persons may see this manual at their convenience at any time during normal business hours. The Alleghany County Public Schools also provides the manual online at www.alleghany.k12.va.us.

PROCEDURE FOR HEAD LICE CONTROL

Based on the revised recommendations of the Center for Disease Control (CDC), the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN). ACPS will follow the following procedures when managing head lice infestations in schools.

When a student is found to have live lice:

- 1) The student's parent(s) will be notified by telephone, if possible, and information will be sent home about detecting and treating head lice. The school nurse may use professional judgment to determine if the student may be permitted to remain in school until the end of the school day or be sent home upon discovery of lice (a few lice vs. hundreds).
- 2) The parent will receive instructions on how to detect and treat head lice and will be informed that the student may not return to school until undergoing an appropriate treatment.
- 3) The student will be examined upon returning to school and will not be permitted to return to class if *live* lice are detected. Parents will be instructed to remove all *live* lice before the student may return to class.
- 4) If nits or eggs are found, the parent will be instructed to continue to work toward removing them, especially those close to the scalp (within 1cm) but the student may remain in school.
- 5) The school nurse will check the student in 10 days and the student will be excluded again for live lice.

When a student is found to have nits/eggs but no live lice:

- 1) The parent will be notified by telephone, if possible and by letter if not, and encouraged to check the student frequently for the presence of live lice and to minimize the chances of infestation by removing nits/eggs.
- 2) The student will NOT be excluded from school.
- 3) The nurse will check the student again in 7 days and the student will be excluded for live lice as above but not for nits/eggs only.

Screening or checking beyond the student with an identified infestation:

- 1) If the student has siblings in the school, those siblings may be checked and the above procedures will be followed for evidence of live lice or nits.
- 2) Other close contacts may be checked per the judgment of the school nurse.
- 3) The nurse may check all classmates *if* there is evidence that more than one classmate is infested.
- 4) Entire grade or school screening will not be done routinely. In the rare cases involving widespread infestation, the school nurse may use professional judgment in determining when to conduct more extensive head checking or screening.

Classroom environment:

- 1) Normal cleaning and vacuum procedures will be followed.
- 2) Pesticides will not be used in the classroom.
- 3) Students will be instructed to avoid sharing hats, combs and hair accessories, as well as to avoid direct head to head contact.
- 4) Since head lice do not live long on inanimate objects, efforts to separate coats and backpacks do not need to occur.
- 5) The school nurse may use judgment when unusual measures should be undertaken due to widespread infestation.

Notification Procedure:

- 1) Parents of students with live lice or nits only will be notified as stated above.
- 2) If a parent cannot be reached at home, notification will be via the student in a sealed envelope or via certified mail.
- 3) The school nurse and principal may determine if a general notification to parents of classmates is warranted. Sending letters to entire grades or the entire school is discouraged.

Exclusion procedures in cases of chronic lice:

Because the presence of severe infestations of untreated head lice can be disruptive to the educational environment, cases of chronic lice will be handled on a case by case basis in consultation with the school nurse, principal, school nurse coordinator and advising physician panel or health department. Measures may include:

- Continued support of the family in attempting eradication
- Provision of effective lice treatment kits if financial hardship is suspected
- Referral to physician for additional support
- School nurse assistance with the manual removal of live lice with such devices as a robi-comb

- Recommendation of short haircuts (buzz or crew cut for boys – short cuts for girls)
- Extended monitoring with daily checks over time
- Repeated school exclusion for active infestations with no progress toward eradication.

Additional considerations:

- Confidentiality must be maintained for students identified with lice.
- Confidential record logs with *cases, dates of onset, treatment and follow-up* will be kept in a secure place and shredded at determined intervals. (ACPS Policy JHCCAB 06/12)

PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement

The Allegheny 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 Allegheny County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student’s or employee’s sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

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

The school division

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

II. Definitions

A. Harassment Based on Sex

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

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

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

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

- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

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

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

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

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

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

C. Additional Prohibited Behavior

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

III. Complaint Procedure

A. Formal Procedure

1. File Report

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

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

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

2. Investigation

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

also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

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

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

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

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

3. Action by Superintendent

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

4. Appeal

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

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

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

5. Compliance Officers and Alternate Compliance Officers

The Alleghany County School Board has designated

Principal
Alleghany High School
210 Mountaineer Drive
Covington, VA 24426
(540) 863-1700

Principal
Mountain View Elementary School
100 Gleason Drive
Covington, VA 24426
(540) 863-1737

Principal
Clifton Middle School
1000 Riverview Farm Road
Covington, VA 24426
(540) 863-1726

Principal
Sharon Elementary School
100 Sharon School Circle
Clifton Forge, VA 24422
(540) 863-1712

Principal
Callaghan Elementary School
4018 Midland Trail
Covington, VA 24426
(540) 965-1810

as the Compliance Officers responsible for identifying, investigating, preventing and remedying prohibited harassment.

Complaints of harassment may also be made to the Alternate Compliance Officers:

Fred Vaughan, Director of Human Resources and Pupil Personnel
Alleghany County Public Schools
100 Central Circle
Low Moor, VA 24457
(540) 863-1814
fvaughan@alleghany.k12.va.us

Kelly A. Huff, Director of Secondary Instruction
Alleghany County Public Schools
100 Central Circle
Low Moor, VA 24457
(540) 863-1809
khuff1@alleghany.k12.va.us

The Compliance Officer shall

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

B. Informal Procedure

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

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

IV. Retaliation

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

V. Right to Alternative Complaint Procedure

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

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

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

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings. (VSBA JFHA/GBA Policy 12/15)

PROSECUTION OF JUVENILES AS ADULTS FOR CERTAIN CRIMES

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

Section §22.1-279.4 (1997) of the *Code of Virginia* states:

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

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

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

How is the age of the juvenile calculated? Section §16.1-241 of the *Code of Virginia* provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been 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. The authorized punishments for conviction of a felony are as follows:

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

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*) Attachment A, Memo No. 057-12 February 24, 2012

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.

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public school during school hours or school or student activities. In addition, no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with Policy KGC Tobacco Products and Nicotine Vapor Products, use of tobacco products and nicotine vapor products is not permitted in schools, at school-sponsored events, or in school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities.

Any person who willfully and maliciously damages, destroys or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether (VSBA Policy KGB 06/19)

Animals on School Property

Allegheny County Public Schools is committed to promoting the health and safety of students, teachers, staff, and visitors.

Animals are not permitted on Allegheny County Public School property during normal operating hours or extracurricular activities without prior, written authorization. Service animals permitted under the Americans with Disabilities Act are excluded from this prohibition.

Animals are permitted on school grounds only at times other than those previously noted provided they are properly leashed and controlled in order to avoid unwanted contact with other individuals and damage to school property. Animal owners are required to remove and properly dispose of any pet excrement deposited on school grounds.

Reasonable efforts will be made to cooperate with owners to remove animals and comply with this regulation. However, any animal judged to be a danger as defined by the Allegheny County Code § 10-42 and § 10-43, will be referred to law enforcement.

Teaching staff shall obtain prior approval to use animals for instructional purposes from the building principal. (ACPS Policy KGB-R 07/08)

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Allegheny County School board to observe its deliberations. Any member of the community may address the Board on matters related to the Allegheny County Public Schools at any regular meeting as provided in the accompanying regulation. Persons wishing to address the School board are requested to contact the superintendent, the School Board chairman, or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

A reasonable period of time, as determined by the School board, will be allocated at each regular meeting for community members to present matters of concern. (ACPS Policy KD/BDDH 11/15)

REMEDIAL AND SUMMER INSTRUCTION PROGRAM

Generally

The School Board develops and implements programs of prevention, intervention, or remediation for students who are educationally at risk, including but not limited to those who fail to achieve a passing score on any Standards of Learning assessment in grades three through eight, or who fail an end-of-course test required for the award of a verified unit of credit. Such programs shall include components that are research based.

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

Any student who fails to achieve a passing score on all of the Standards of Learning assessments for the relevant grade level in grades three through eight or who fails an end-of-course test required for the award of a verified unit of credit is required to attend a remediation program or to participate in another form of remediation. The superintendent requires such students to take special programs of prevention, intervention, or remediation, which may include attendance in public summer school programs.

Remediation programs include, when applicable, a procedure for early identification of students who are at risk of failing the Standards of Learning assessments in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit. Such programs may also include summer school for all elementary and middle school grades and for all high school academic courses, as defined by regulations promulgated by the Board of Education, or other forms of remediation. Summer school remediation programs or other forms of remediation are chosen by the superintendent to be appropriate to the academic needs of the student.

Students who are required to attend such summer school programs or to participate in another form of remediation are not charged tuition.

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

costs of such private school remediation program or other special remediation program are borne by the student's parent.

Targeted mathematics remediation and intervention are provided to students in grades six through eight who show computational deficiencies as demonstrated by their individual performance on any diagnostic test or grade-level Standards of Learning mathematics test that measures non-calculator computational skills.

The School Board annually evaluates and modifies, as appropriate, the remediation plan based on an analysis of the percentage of students meeting their remediation goals and consideration of the pass rate on the Standards of Learning assessments.

Summer School

The courses offered and the quality of instruction in the summer school program shall be comparable to that offered during the regular school term. Students must meet the requirements for SOL testing if appropriate.

Summer school instruction at any level which is provided as part of a state-funded remedial program is designed to improve specific identified student deficiencies.

Compulsory Attendance

When a student is required to participate in a remediation program pursuant to this policy, the superintendent may seek immediate compliance with the compulsory school attendance laws if a reasonable effort to seek the student's attendance, including direct notification of the parents of such student of the attendance requirement and failure of the parents to secure the student's attendance, have failed and the superintendent determines that remediation of the student's poor academic performance, passage of the Standards of Learning Assessment in grades three through eight, or promotion is related directly to the student's attendance in the remediation program. (VSBA Policy IGBE 05/18)

Remedial Options

K-3	Failing OR working below grade level in reading OR math	Options for remediating the student who needs a little additional time to succeed <ul style="list-style-type: none"> · Attend summer school · In-school tutoring · After-school tutoring
Grade 4 and 5	Failing OR working below grade level in reading or math AND/OR failing the reading or math SOL tests	
Grade 5	Failing 2 of the 4 core subjects OR working below grade level in reading or math	
Grade 6-8 Reading or Math	Failing 2 of the 4 core subjects OR working below grade level in reading or math AND/OR failing SOL tests. Also students who exhibit computational deficiencies.	

When making the decision for promotion, remediation, or retention, the teacher will consider the following contributing factors: his/her evaluation of the student, SOL test results, attendance, computer lab results, and other standardized assessment scores.

Students who will need more than a small amount of additional time to be successful with reading or math or SOL tests WILL BE RETAINED. Remedial contracts are required.

Recommendation for Remediation Of Students in Grade 8

Pass Algebra I	Fail SOL	May repeat course, repeat SOL test
Fail Algebra I	Pass SOL	Repeat course, do not repeat SOL Test
Fail 1 or 2 core subjects	N.A.	Require successful completion of summer school OR require SOL Prep at AHS*
Fail 3 or 4 core subjects	N.A.	Retention required, offer in-school and after school tutoring

*This program will help to alleviate the problem of having students, who are not ready for ninth grade work, assigned to ninth grade classes. These special classes will enable students to master the appropriate SOL's and to earn elective credits.

Recommendation for Remediation of Students in Grades 9 – 12

Fail Class	Fail SOL	Repeat Course, next semester, if possible
Fail Class	Pass SOL	Repeat course, do not repeat SOL Test
Pass Class	Fail SOL	Options: · SOL Prep – Saturday School · SOL Prep – Summer School

*Contract required. Parents who choose not to have their student participate in a remedial option will be required to sign an opt-out statement. (ACPS Policy IGBE-R 6/13)

REPRODUCTION OF COPYRIGHTED MATERIALS

The reproduction and use of copyrighted materials, including computer software, electronic materials, video tapes, compact discs, laser discs and other non-print materials are controlled by federal law. In general, copyright owners have the exclusive right to use, reproduce and modify their materials. Federal law does provide limited exceptions to this general rule which permit the reproduction and use of copyrighted materials in some circumstances. The superintendent is responsible for promoting an understanding of the applicable law among staff members and students.

The Alleghany County School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the division procedures or is permissible under law should contact either the Director of Elementary Instruction or the Director of Secondary Instruction who will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time is it necessary for a staff member to violate copyright laws in order to properly perform his or her duties. At no time is it necessary for a student to violate copyright laws in order to complete any assigned work. For staff members, violation of copyright laws or division requirements may result in discipline up to and including termination of employment. For students, violation of copyright laws or division requirements may result in discipline up to and including suspension or expulsion. (VSBA Policy EGAA 04/14)

SCHOOL ADMISSION

A person of school age (i.e., a person who will have reached his or her fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Alleghany County School Division, or if eligible for admission under Policy JECA Admission of Homeless Children.

A person of school age is deemed to reside in the school division

- when the person is living with a natural parent, or a parent by legal adoption, in the Alleghany County School Division;
- when, in accordance with the provisions of Va. Code § 22.1-360, the person is living with a noncustodial parent or other person standing in loco parentis, not solely for school purposes, pursuant to a Special Power of Attorney executed under 10 United States Code § 1044b by the custodial parent;
- when the parents of such person are dead and the person is living with a person in loco parentis who actually resides within the school division;
- when the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides in the school division and is either
 - (i) the court-appointed guardian, or has legal custody of the person,
 - (ii) acting in loco parentis pursuant to placement of the person for adoption by a person or entity authorized to do so under Va. Code § 63.2-1200; or
 - (iii) an adult relative providing temporary kinship care as that term is defined in Va. Code § 63.2-100.
 - Both parents and the relative providing kinship care must submit signed, notarized affidavits
 - (a) explaining why the parents are unable to care for the person,
 - (b) detailing the kinship care arrangement, and
 - (c) agreeing that the kinship care provider or a parent will notify the school within 30 days of when the kinship care arrangement ends.

The parent must also provide a power of attorney authorizing the adult relative to make educational decisions regarding the person. A parent or the kinship care provider must also obtain written verification from the department of social services where the parent or parents live, and the department of social services where the kinship provider lives, that the kinship arrangement serves a legitimate purpose that is in the best interest of the person other than school enrollment. If the kinship care arrangement lasts more than one year, the school division must receive continued verification directly from both departments of social services that the

parents are unable to care for the person and that the kinship care arrangement serves a legitimate purpose other than school enrollment.

- when the person is living in the school division not solely for school purposes, as an emancipated minor;
- when all or any portion of the building in which the person resides (i) with another person as set forth in the first through fourth bullets above or (ii) as an emancipated minor as set forth in the fifth bullet above is taxable by the locality in which the school division is located; or
- when the person has been placed in a foster care placement within the school division by a local social services agency. The sending and receiving school divisions will cooperate in facilitating the enrollment of any child placed in foster care across jurisdictional lines to enhance continuity of instruction. The child will be allowed to continue to attend the school in which he was enrolled prior to the most recent foster care placement, upon the joint determination of the placing social services agency and the school division that such attendance is in the best interest of the child. No person of school age who is the subject of a foster care placement will be charged tuition regardless of whether the child is attending the school in which he was enrolled prior to the most recent foster care placement or is attending a school in the receiving school division.

Certain other students may be admitted into the public schools of the division and may be charged tuition in accordance with Va. Code § 22.1-5 and pursuant to Alleghany County School Board Regulation JEC-R School Admission.

Children of Persons on Active Military Duty

No child of a person on active military duty

- who is attending a school free of charge in accordance with this policy shall be charged tuition by the school division upon such child's relocation to military housing located in another school division in the Commonwealth, pursuant to orders received by such child's parent to relocate to base housing. Such children shall be allowed to continue attending school in the school division and shall not be charged tuition for attending such school;
- who is attending a school free of charge in accordance with this policy shall be charged tuition upon such child's relocation pursuant to orders received by such child's parent to relocate to a new duty station or to be deployed. Such children shall be allowed to remain enrolled in the current school division free of tuition through the end of the school year; and
- who is eligible to attend school free of charge in accordance with this policy shall be charged tuition by a school division that will be the child's school division of residence once his service member parent is relocated pursuant to orders received. Such a child shall be allowed to enroll in the school division of the child's intended residence if documentation is provided, at the time of enrollment, of military orders of the service member parent or an official letter from the service member's command indicating such relocation. Documentation indicating a permanent address within the school division shall be provided to the school division within 120 days of a child's enrollment or tuition may be charged, including tuition for the days since the child's enrollment in school. In the event that the child's service member parent is ordered to relocate before the 120th day following the child's enrollment, the school division shall not charge tuition. Students eligible to enroll in the school division in accordance with this policy because they are the children of military personnel on active military duty who will reside in the division may register, remotely or in-person, for courses and other academic programs and participate in the lottery process for charter schools and college partnership laboratory schools in the school division at the same time and in the same manner as students who reside in the division. The assignment of the school such child will attend shall be determined by the school division.

Such children shall be counted in the average daily membership of the school division in which they are enrolled. Further, the school division in which such children are enrolled subsequent to their relocation to base housing shall not be responsible for providing for their transportation to and from school.

ADDITIONAL ADMISSION REQUIREMENTS

- A. Except as otherwise provided below, no pupil shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the pupil presents, upon admission, a certified copy of the pupil's birth record. The principal or his designee shall record the official state birth number from the pupil's birth record into the pupil's permanent school record and may retain a copy in the pupil's permanent school record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit setting forth the pupil's age and explaining the inability to present a certified copy of the birth record. If the school division cannot ascertain a child's age because of the lack of a birth certificate, the child shall nonetheless be admitted into the public schools if the division superintendent determines that the person submitting the affidavit presents information sufficient to estimate with reasonable certainty the age of such child.
- B. If a certified copy of the birth record is not provided, the administration shall immediately notify the local law enforcement agency. The notice to the local law-enforcement agency shall include copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.

- C. Within 14 days after enrolling a transfer student, the administration shall request documentation that a certified copy of the pupil's birth record was presented when the pupil was enrolled in the former school.
- D. The School Board assigns a unique student identification number, determined in accordance with a system developed by the Department of Education, to each student enrolled in the division. No student identification number includes or is derived from the student's social security number. Each student retains the student's identification number for as long as the student is enrolled in a public elementary or secondary school in Virginia.
- E. Tuition rates are established each year in accordance with the provisions of Va. Code § 22.1-5.
- F. Prior to admission to the Alleghany County School Division, the parent, guardian, or other person having control or charge of the child shall provide, upon registration,
 - a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. This document shall be maintained as a part of the student's scholastic record; and
 - a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of Va. Code § [16.1-260](#) or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document shall be maintained by the superintendent 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 § 16.1-260, the notice shall become a part of the student's disciplinary record.

When the child is registered as a result of a foster care placement, the information required under this subsection must be furnished by the local social services agency or licensed child-placing agency that made the placement.

- G. A student, who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in Virginia or in another state or for whom admission has been withdrawn by a private school in Virginia or another state may be excluded from attendance in the Alleghany County School Division regardless of whether such student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of admission upon a finding that the student presents a danger to the other students or staff of the school division after (i) written notice to the student and his/her parent that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the superintendent or his designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the superintendent or his/her designee; and the decision has been to exclude the student from attendance. The student or his parent may file a written petition for review with the School Board within 15 days of notice of the decision of the superintendent or his/her designee. If the School Board grants a review of the record, the decision of the superintendent or his/her designee may be altered.

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

For the purposes of this section, the superintendent's designee shall be a (i) trained hearing officer or (ii) professional employee within the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.

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

- H. This policy does not preclude contractual arrangements between the Alleghany County School Board and agencies of the federal government or the school board of another jurisdiction to permit students not otherwise eligible to attend Alleghany County Public Schools.
- I. Prior to admission, the student must document compliance with, or eligibility for exemption from, the physical examination and immunization requirements contained in Va. Code §§ 22.1-270, 22.1-271.2 and 32.1-46 and policies JHCA Physical Examinations of Students and JHCB Student Immunizations. If the person enrolling a child who has been placed in foster care by a local social services agency is unable to produce a report of a comprehensive physical examination and/or proof of immunization, the student shall be immediately enrolled; however, the person enrolling the child shall provide a written statement that, to the best of his knowledge, the

student is in good health and is free from communicable or contagious disease. In addition, the placing social service agency shall obtain and produce the required documents or otherwise ensure compliance with the statutory requirements for the foster child within 30 days after the child's enrollment. (VSBA Policy JEC 06/19)

SCHOOL ADMISSION GUIDELINES

No person is charged tuition for admission or enrollment in the Alleghany County public schools, whether on a full-time or part-time basis, who is eligible for admission under Policies JEC School Admission or JECA Admission of Homeless Children. School officials do not inquire into the student's citizenship or B, C or D visa status in determining eligibility for tuition-free enrollment in the Alleghany County public schools.

However, the school division may admit and charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is of school age and not a resident of Virginia but is temporarily living with a non-parent who resides within the school division;
- C. Is of school age and resides beyond the boundaries of Virginia but near thereto in a state or the District of Columbia which grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Alleghany County Public Schools exclusive of capital outlay and debt service; such students shall be eligible for interscholastic programs immediately upon enrollment, provided that such persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a military service member required by the military to live on the military installation as evidenced by a statement on command letterhead signed by, or by direction of, the service member's commanding officer;
- E. Is of school age and attending a school in the division pursuant to a foreign student exchange program approved by the School Board;
- F. Is a resident of the Commonwealth but not of the school division, except as provided in Policy JEC School Admission;
- G. Is of school age and was enrolled in a public school within the division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
- H. Is of school age and residing within the school division, and is enrolled in summer programs other than remediation required under Va. Code § 22.1-253:13.1, or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residency of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth in Policy JEC School Admission or JECA Admission of Homeless Children.

Foreign students in an F-1 immigration status or who obtain F-1 student visas are not admitted in the division's elementary schools or publicly funded adult education programs. Such students may be admitted, for a period up to twelve months, in the division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

Procedure for Admission

The following procedure is followed for application and review of applications for admission of students who are not eligible for tuition-free enrollment.

1. A parent or guardian of a student shall apply for admission on behalf of the student by completing the division application. The application form contains information and agreements including, but not limited to:
 - a. the current legal residence of the child and the school division in which the child is currently enrolled, if any;
 - b. the child's unique student identification number, if any;
 - c. the basis for requesting admission;
 - d. the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division; and,
 - e. the agreement that the student is subject to all policies, regulations and guidelines of the school division, including the Code of Student Conduct.
2. The principal shall review each application and forward a recommendation for approval or denial of admission to the superintendent/designee.
3. The superintendent/designee will determine if the student qualifies for admission.
4. Upon determining that a student may be eligible for admission, the superintendent/designee is further required to consider the following prioritized criteria for admission:

- a. Capacity (Adding the student to the class will not violate class size requirements that results in the need to hire additional personnel nor will the addition of the student compromise the quality of the learning environment.)
 - b. Employee's child (A parent of the student is an employee in the school division.)
 - c. Prior enrollment in the school (The student was enrolled in the school the previous year.)
 - d. Older siblings in the school (The student is entering the division for the first time and has an older brother or sister who is already attending the school.)
 - e. NON RESIDENTS ONLY: Historical Records (The student has an acceptable history of academic achievement, attendance, and/or behavior.)
 - f. NON RESIDENTS ONLY: Special Needs Status (Adding a student with special needs will not violate case load requirements that results in the need to hire additional personnel nor will the addition of the student compromise the quality of the learning environment.)
 - g. If all else is equal, the decision to approve the non-resident/non-district request for admission will be based on the time and date the application for admission is received.
5. If the superintendent/designee denies the parent's application for admission, the decision is final.

Tuition Rate - The tuition rate is set by the superintendent for each academic year.

Transportation

Transportation is not furnished to nonresident students except in those cases where:

- agreements between divisions specify transportation services;
- federal or state legislation mandates the provision of transportation services; or
- transportation services can be provided at no cost to the division. (ACPS Policy JEC-R 06/15)

SCHOOL VISITORS

Generally

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender Registry Notification and Policy KNA Violent Sex Offenders on School Property before arriving at school property or school sponsored activities. The school division expects mutual respect, civility and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen may be prosecuted.

Parents

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service and other school programs. Noncustodial parents are not denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

Board Members

Periodically, Board members may visit schools within the division. The purpose of these visits is to assist in fulfilling their responsibilities and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other visitors when visiting a school. (VSBA Policy KK 06/18)

SCHOOL VISITOR CHECK-IN / CHECK-OUT PROCEDURE

All visitors will be required to show a form of identification upon entering the building. Visitors going beyond the main office will be required to sign in and leave their driver's license or other form of ID until they return to checkout. The parent or guardian's ID will cover minor children. Any visitor without an ID will need to be screened by an administrator and accompanied by a staff member to and from their destination.

SCOLIOSIS INFORMATION - ANNUAL NOTIFICATON TO PARENTS

The Virginia General Assembly requires schools to provide educational material to parents of students in grades five through ten. In addition, any parent may request a scoliosis screening of the school nurse and it will be done by the

school nurse. In accordance with House Bill #1834, Allegheny County Public Schools provides the following educational material to parents.

What is scoliosis? A normal spine, when viewed from behind, appears straight. However, a spine affected by scoliosis has a sideways curve, making it appear like an “S” or a “C”. Scoliosis is a type of spinal deformity that should not be confused with poor posture. Scoliosis can occur at any age, but the most common type occurs in teens and preteens as they go through their growth spurt. Scoliosis occurs in 2-3 percent of adolescents by the end of their growth period. Mild curves generally do not cause problems. However, 3-5 out of every 1,000 adolescents have curves large enough to warrant treatment. Progressive, untreated scoliosis can lead to limited motion, back pain, deformity, and in extreme cases impaired function of the heart and lungs. Early detection and treatment may prevent scoliosis from progressing. A simple check for scoliosis is part of a routine physical exam. However, it would not normally be detected at routine visits for illnesses such as colds and sore throats. Parents/guardians are strongly encouraged to have their child evaluated by their primary care provider for scoliosis as part of a regular checkup.

What are the signs of scoliosis?

- One shoulder may be higher than the other.
- One scapula (shoulder blade) may be higher or more prominent than the other.
- With arms hanging loosely by the side, there may be more space between the arm and the body on one side.
- One hip may appear higher or more prominent than the other.
- The head is not centered over the pelvis.
- When the patient is examined from the rear and asked to bend forward until the spine is horizontal, one side of the back appears higher than the other.

What causes scoliosis? In most cases (80 to 85%), the cause of scoliosis is unknown, a condition called *idiopathic scoliosis*. Scoliosis is more common in females than males. It commonly affects adolescents as they complete their last major growth spurt between ages 10 and 18. Idiopathic scoliosis frequently runs in families and may be due to genetic or heredity influences.

How is scoliosis diagnosed? Scoliosis is suspected on physical exam when any of the above signs are noted. If a significant curve is suspected, an x-ray is done to measure the actual angle of the curve in the spine. The Scoliosis Research Society defines scoliosis as a curvature of the spine measuring 10 degrees or greater on x-ray. The physician will look for signs in the medical and family history as well as the physical examination that suggest an underlying cause for scoliosis. If this is suspected, other tests may be done.

Treatment of scoliosis

The goal of treatment is to stop the progression of the curve and avoid long-term problems. Treatment depends on the degree of the curve and the amount of growth the child is expected to have.

- Observation and repeated examinations are done for smaller curves, to determine if the spine is continuing to curve. Curve progression normally slows down or stops after a child reaches puberty. However, it is important to follow up every 4-6 months or as instructed, to be sure no further treatment is necessary.
- Bracing may be used when the curve measures between 25 to 40 degrees on an x-ray, but skeletal growth remains. The type of brace and the amount of time spent in the brace will depend on the adolescent's condition. Modern braces often can be hidden under clothing.
- Surgery may be recommended when the curve measures 50 degrees or more on an x-ray and bracing is not successful in slowing down the progression of the curve.

According to the Scoliosis Research Society, there is no evidence to show that other methods for treating scoliosis (i.e. manipulation, electrical stimulation, and corrective exercise) prevent the progression of the disease.

Long-term outlook for an adolescent with scoliosis: The management of scoliosis is individualized for each adolescent depending on age, amount of curvature, and amount of time remaining for skeletal growth. Scoliosis will require frequent examinations by the adolescent's doctor to monitor the curve as the child grows and develops. Early detection and follow-up is very important to prevent the serious consequences that can occur from untreated scoliosis. If you have any concern that your child may have scoliosis, or if your child has not had a routine physical exam in the past year, we urge you to make an appointment with your child's primary care physician.

Where Can You Get More Information?

- National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS), http://www.niams.nih.gov/Health_Info/Scoliosis/default.asp
- National Scoliosis Foundation, 800-673-6922, <http://www.scoliosis.org/>
- The Scoliosis Association, Inc, 800-800-0669, <http://www.scoliosis-assoc.org>

SCREENINGS

Screenings shall be completed within 60 (sixty) administrative working days of initial enrollment in a public school in Virginia. Screenings in the following areas shall be done to determine if formal assessment is indicated: fine and gross motor, speech, voice and language, vision and hearing. All students through grade 3 shall be screened in the area of fine and gross motor functions in their entry year into the division. If fine or gross motor screenings are failed, a copy of the screening will be given to the occupational therapist for possible recommendations. Vision and hearing screenings are conducted for all students in grades K, 3, 7, and 10. Scoliosis screenings will only be conducted by parent request. The parent will be notified if the child fails any component of the screening. If results are considered invalid, the child will be re-screened. (Based on ACPS Policy JEB 06/13, JEC 06/18) See Scoliosis in the Table of Contents.

SEX OFFENDER REGISTRY NOTIFICATION

The Alleghany County school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Alleghany County school division shall request electronic notification of the registration or re-registration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police.

Annual Notification

At the beginning of each school year, the Alleghany County school division shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website.

Dissemination of Sex Offender Registry Information

Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property including but not limited to:

- school bus drivers
- employees responsible for visitor registration
- employees responsible for bus duty
- security staff
- coaches
- playground supervisors, and
- maintenance personnel.

When registry information is disseminated, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who share registry information with others may be disciplined.

The Alleghany County school division recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the division will not disseminate registry information to parents.

Use of Sex Offender Registry Information

Registry information shall only be used for the purposes of the administration of law-enforcement, screening current or prospective school division employees or volunteers and for the protection of school division students and employees. Registry information shall not be used to intimidate or harass others.

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the Superintendent or his designee shall be notified immediately. The Superintendent or his designee may, in his or her discretion, notify local law-enforcement.
2. School Volunteers and Student Teachers. Each staff member shall submit to the Principal the name and address of each volunteer the staff member proposes to use as soon as the person is identified. The Principal shall screen each student teacher and volunteer's name and address against the registry information. If a match is found, the Principal shall notify the Superintendent, who shall confirm the match. If the match is confirmed, the Superintendent shall inform the individual, in writing, that he or she may not serve as a volunteer or student teacher. The notice shall provide the reason with reference to this policy. The Superintendent shall provide a copy of the notice to the Principal and staff member.
3. Contractors' Employees. In addition to ensuring that the certification requirements of Policy DJF Purchasing Procedures are met, the Superintendent shall include the following language in all Division contracts that may involve an employee of the contractor having any contact with a student:
The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Monthly, the contractor shall check the registry to determine if any employee is registered.

4. School Division Employees. Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the Superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent shall notify the School Board. The School Board will take the appropriate action to comply with state law which may include termination of employment.
5. Applicants for Employment. Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by the division.
6. Parents of Students and other Visitors. Persons who have been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may be present at school during school hours or during school related or school sponsored activities, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity only as provided in Policy KNA Violent Sex Offenders on School property.

When the school division learns that a parent of an enrolled student is a registered sex offender, other than a violent sex offender, the parent will be notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When a parent who is a registered sex offender is permitted at school or at school functions he or she will be monitored to ensure that he or she does not come into contact with any children other than his or her own children. Principals will consider requests from registered sex offenders in accordance with procedures prescribed by the superintendent.

When the school division learns that any person other than the parent of an enrolled student who is a registered sex offender, other than a violent sex offender, seeks to be present at school or at school functions, he or she will be notified in writing that he or she is barred from being present at school or school functions without the express written approval of the principal of the school the person seeks to visit or which sponsors the event the person seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the person may be present. One of the conditions will be that the person will be monitored to ensure the safety of students, staff, and others. Principals will consider requests from registered sex offenders in accordance with procedures prescribed by the superintendent.

7. Precautions to Protect Students. When the Superintendent determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect division students.

Requests for Registry Information

Anyone requesting registry information from the school division shall be referred to the State Police. (ACPS Policy KN 06/11)

SPORTSMANSHIP, ETHICS AND INTEGRITY

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

Participants and responsible adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The School Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups. (VSBA Policy JFCB 09/13)

STATE SCHOOL REPORT CARDS

Report cards for schools, school divisions, and the Commonwealth of Virginia provide information about student achievement, accountability ratings, attendance, program completion, school safety, teacher quality, and other topics. School, division, and state report cards are available online at <https://p1pe.doe.virginia.gov/reportcard>. This link is also available from the school division's website <http://www.allegany.k12.va.us>.

STUDENT ABSENCES / EXCUSES / DISMISSAL / PERFECT ATTENDANCE

I. Student Attendance Policy

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

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

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons: Please refer to Policy JED-R.

The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

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

Students shall attend school for a full day unless excused by the principal or principal's designee.

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 law.

II. Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a pupil fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the pupil's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the principal or principal's designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal's designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Additional Absences Without Parental Awareness and Support

If the pupil is absent for more than one additional day after direct contact with the pupil's parent and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with the pupil, the pupil's parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

III. Report for Suspension of Driver's License

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

IV. Attendance Reporting

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

V. Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. The superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school. (ACPS Policy JED 06/18)

GUIDELINES FOR SCHOOL AND CLASS ATTENDANCE

Students are expected to be in school, in class, and ready for instruction. Daily and punctual attendance is essential to each student's academic success. Absence from school is detrimental to student achievement. The value of the experiences and benefits of classroom instruction may not be measured completely by tests and assignments. Therefore, students who fail to attend school (or given classes) may be denied credit for their respective class(es) or grade level. Chronic absence from school is defined as missing at least 10 percent of school days in a year for any reason, excused or unexcused.

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

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

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

A. Absence Defined

A student who is not present for any portion of the school day is counted absent. Excessive tardies or early releases from any class will be compiled and included in the count for excessive absences. Six tardies and/or checkouts will constitute one day of absence. At the high school, absences are computed for each class in addition to the daily attendance report.

B. Excused Absences

Personal illness, illness or death in the family, exposure to contagious disease, medical appointments, recognized religious holidays, required court appearances, or school sponsored/related activities shall be considered legitimate excuses for a student's absence. The parent or legal guardian shall provide written notice within two days to the school of the reason for the absence or tardiness.

C. Unexcused Absence

Absences for reasons other than those listed above.

D. Suspension

Absence required due to an administrative decision to suspend a student for violation of the Standards of Student Conduct and in accordance with discipline guidelines.

E. Parent/Guardian Notification of Absences

If the parent/guardian does not acknowledge and assume responsibility for student attendance and all intervention strategies pursued by the school are unsuccessful, the principal may refer the student to the Truancy Officer to consider initial proceedings as specified in the Code of Virginia. Procedures for compliance with this statute are found in Alleghany County School Board Policy JED.

F. Recordkeeping for Absences

Each principal is responsible for establishing a recordkeeping system for all student absences which complements the school division's system for state reporting purposes. Excused absences for school sponsored/related activities, authorized visits of students with school-personnel, school-directed out-of-school suspensions, and recognized religious holidays should be noted as such. All absences require written confirmation from the parent/guardian. All absence notes will be preserved until the close of the academic school year. When a signature is in question, the principal will be the judge of its validity.

G. Make-up work

Refer to Alleghany County School Board Policy JGE and Alleghany County School Board Regulation JGE-R.

H. Excessive Absences

1. Definition

All excused and unexcused absences will be included in computing excessive absences except as follows:

- School-sponsored/related activities
- Authorized visits of students with school personnel
- Recognized religious holidays

High School

At the high school, students in split block classes having more than eighteen (18) absences (excused or unexcused) within a given year shall be considered as having excessive absences.

At the high school, students in block classes having nine (9) absences (excused or unexcused) within a given semester shall be considered as having excessive absences.

Middle School

At the middle school, students in semester classes having nine (9) absences (excused or unexcused) within a given semester shall be considered as having excessive absences.

At the middle school, students in yearlong classes having more than eighteen (18) absences (excused or unexcused) for the year shall be considered as having excessive absences.

Elementary Schools

At the elementary schools, students having more than eighteen (18) absences (excused or unexcused) for the year shall be considered as having excessive absences.

2. Resulting Actions

a. When a student's absences equal 10% of the number for excessive absences, the school will notify the parent in writing of the number of absences and will be responsible for working with the student and the parent in developing a plan of corrective action as appropriate. Such intervention may include, but is not limited to:

- Parent/guardian conference with school administrator, teacher and/or school counselor;
- Referral of student to school counselor;
- Referral of student to the truancy officer;
- Denial of student privileges, such as participation in extra-curricular activities, pending improvement in student's attendance;
- Referral to the school nurse for possible development of an individualized health plan in collaboration with the student's physician;
- Referral of student to the school based intervention team
- Referral of student for possible placement in alternative education program.

b. The principal or his designee will advise the parent/guardian of the appropriate following action: Students having excessive absences will participate in a corrective action plan with strategies to improve attendance. At the end of the year, students who continue to have excessive absences may be considered for grade retention.

In high school and middle school courses, students having excessive absences will participate in a corrective action plan with strategies to improve attendance.

3. Waiver of Grade Retention

A parent/guardian may request a waiver of the attendance regulation for extenuating circumstances beyond their control and/or the student's control. Each school shall have the Allegheny County Public Schools' Attendance Waiver Request Form available in the main office and/or guidance office.

A parent/guardian may submit a waiver request to the principal prior to the close of a semester or school year, but no later than ten (10) calendar days after the close of the semester or school year.

Teachers or administrators will provide attendance records and documentation of absences to the principal for review in response to a waiver request. A parent/guardian may provide additional documentation in conjunction with the waiver request.

Each waiver will be considered on an individual basis taking into consideration documentation provided and extenuating circumstances beyond the control of the parent/guardian and/or student. The principal may request additional documentation from a medical professional when absences due to illness are excessive and/or a pattern appears to exist.

The principal shall act upon a waiver request and the parent/guardian shall be notified of the decision in writing within fifteen (15) business days after it has been received.

4. Appeal of Waiver Decision

A parent/guardian may appeal the decision of the principal by submitting a written appeal to the superintendent's designee within five (5) days of receipt of the decision from the principal. The superintendent's designee shall act upon a waiver request and the parent/guardian shall be notified of the decision in writing within fifteen (15) business days after it has been received. The decision of the Superintendent's designee is final. (ACPS Policy JED-R 08/18)

STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

Definitions

Concussion: a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

Licensed Health Care Provider: a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

Return-to-Learn: instructional modifications that support a controlled, progressive increase in cognitive activities while

the student recovers from a brain injury allowing the student-athlete to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.

Return-to-Play: to participate in a non-medically supervised practice, game, or athletic competition.

I. School Health Advisory Board (SHAB)

- a. The Allegheny County SHAB shall be appointed by the superintendent and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student-athlete and any such other person or persons the superintendent determines will assist the SHAB in its actions.
- b. The Athletic Trainer shall develop concussion training materials for school personnel, volunteers, student-athletes and parents of student-athletes. Those materials may address the proper fitting and maintenance of helmets. The Athletic Trainer shall also develop concussion reporting, management and review protocols for the school division which shall be reviewed and approved by SHAB. The Athletic Trainer shall maintain a record of all incidents where a student-athlete has been removed from a game, competition or practice because he or she has been suspected of sustaining a concussion.
- c. The SHAB shall meet at least once per semester and shall evaluate the division's training materials, concussion reporting, management and review protocols annually.

II. Required Concussion Training for School Personnel and Volunteers:

- a. Every coach, assistant coach, school staff, adult volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the SHAB shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.
- b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

III. Distribution of Training Materials for Student-Athletes and Parent/Guardian:

- a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the SHAB and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.
- b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.

IV. Removal from Extracurricular Physical Activities

- a. A student-athlete suspected by a student-athlete's coach, athletic trainer or team physician of sustaining a concussion or brain injury in a practice, game or competition shall be removed from the activity immediately, evaluated and, if necessary, referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion or brain injury shall not return to play that same day.
- b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II, SCAT III, ChildSCAT3), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).
- c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete or the parent or guardian of the student-athlete.
- d. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

V. Return-To-Play Protocol

- a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.
- b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical

activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

VI. Return-to-Learn Protocol

- a. School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning and problem solving.
- b. School personnel shall accommodate the gradual return to full participation in academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

VII. Helmet Replacement and Reconditioning

- a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

VIII. Athletic Activities Conducted by Non-School Organizations on School Property

The school division may provide this policy and the Board of Education's Guidelines for Policies on Concussions in Student-Athletes to organizations sponsoring athletic activity for student-athletes on school property. The school division does not enforce compliance with the policy or Guidelines by such organizations. (ACPS Policy JJAC 06/16)

STUDENT CONDUCT

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Alleghany County. It is the responsibility of the Alleghany 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 issues 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 is also 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 is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains 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 principal's 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 principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

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

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

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

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to: (1) notification pursuant to Va. Code § 16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

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

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

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

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

The School Board biennially reviews the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching. (VSBA Policy JFC 04/15)

STANDARDS OF STUDENT CONDUCT

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

1. Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. **Attendance; Truancy**
Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.) If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.
3. **Bomb Threats**
Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.
4. **Bullying**
A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict. The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.
5. **Bus-Related Offenses**
Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.
6. **Cheating**
Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:
 - cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
 - plagiarizing by copying the language, structure, idea and/or thoughts of another
 - falsifying statements on any assigned schoolwork, tests or other school documents
7. **Communication Devices**
Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.
8. **Defiance of the Authority of School Personnel**
Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.
9. **Disruptive Conduct**
Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.
10. **Extortion**
No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.
11. **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.
12. **Fighting**
Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.
13. **Gambling**
A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.
14. **Gang Activity**
Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

15. Harassment
A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. (See Policy JFHA/GBA Prohibition Against Harassment and Retaliation).
16. 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.
17. Internet Use
Students shall abide by the Alleghany County School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)
18. Laser Pointers
Students shall not have in their possession laser pointers.
19. 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.
20. Possession or Use of Weapons or Other Dangerous Articles
Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)
21. Profane, Obscene or Abusive Language or Conduct
Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.
22. 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.
23. Stalking
Students shall not engage in a pattern of behavior that places another person in fear of serious harm.
24. Student Dress
Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco products, nicotine vapor products, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.
25. Theft
A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.
26. Threats or Intimidation
Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.
27. Trespassing
Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.
28. Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs
A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property. A student shall not attempt to possess,

use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below. A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication. Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy. The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program. In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

29. Vandalism

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

CORRECTIVE ACTIONS

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

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program (ACPS JFC-R 06/19)

STUDENT DRESS

Based on the belief that school is a place of business where students are learning both academic and social skills, the school board requires that they dress appropriately.

1. Messages on clothing, jewelry and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, profanity or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.
2. Appropriate dress is clothing that does not present a substantial risk of disruption to the educational process. The braless look, see-through apparel, tube tops, halter tops and mid-cut shirts/tops are not acceptable.

3. Shorts must be of appropriate length; very short shorts, such as the thin, nylon, athletic-type shorts with side slits, are not acceptable.
4. Underwear must be covered by clothing.
5. For health and safety, appropriate footwear must be worn at all times-bare feet are not acceptable.

Decisions regarding the appropriateness of clothing, footwear and accessories will be made by the building principal or designee. The first time a student violates this policy, he/she shall be required to make appropriate adjustments, and their parents will be notified. Additional violations will be managed in accordance with the Standards of Student Conduct. (ACPS Policy JFCAA 01/03).

STUDENT FEES, FINES, AND CHARGES

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 law and regulations. 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.

<u>The following fees are charged</u>	<u>Maximum Allowable Charge</u>
Elementary Schools	
Returned Checks	\$35.00
Field trips	pro-rata cost based on particular field trip
Lost or damaged library books	based on the cost of the book
Lost or damaged text books	based on the cost of the book
Lost or damaged school issued electronic devices or equipment	based on cost of device or equipment
Device Insurance	\$35.00
Clifton Middle School	
Returned Checks	\$35.00
Field trips	pro-rata cost based on particular field trip
Field trips that are not required instructional activities -	pro-rata cost based on particular field trip
*Fundraising may reduce the cost for individuals.	
Lost or damaged library books	based on the cost of the book
Lost or damaged text books	based on the cost of the book
Voluntary Student Activities	\$150.00
Athletics	\$150.00
Lost or damaged school issued electronic devices or equipment	based on cost of device or equipment
Device Insurance	\$35.00
Alleghany High School	
Returned Checks	\$35.00
Field trips	pro-rata cost based on particular field trip
Field trips that are not required instructional activities-	pro-rata cost based on particular field trip
*Fundraising may reduce the cost for individuals.	
Lost or damaged library books	based on the cost of the book
Lost or damaged text books	based on the cost of the book
Behind the Wheel Driver Education	\$125.00
Parking	\$20.00
ID replacement	\$1.00
Class dues	
Freshman	\$10.00
Sophomore	\$10.00
Juniors	\$20.00
Seniors	\$20.00
Lost PE locks	\$5.00

Voluntary Student Activities	\$150.00
Athletics	\$180.00
Lost or damaged school issued electronic devices or equipment	based on cost of device or equipment
Device Insurance	\$35.00

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.

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. (ACPS Policy JN 06/16)

STUDENT RECORDS

Generally

The Alleghany County School Board maintains 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) is 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 also provides 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 Alleghany 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 prekindergarten 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 Allegheny 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 Allegheny 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 Allegheny 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 back-up server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained.

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 Allegheny 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 therefor. 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.

Any notice of disposition received pursuant to Va. Code § 16.1-305.1 shall not be retained after the student has been awarded a diploma or a certificate as provided in Va. Code § 22.1-253.13:4.

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 so 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.

Protective Orders and Orders Prohibiting Contact with a Child

Any school principal who receives notice that a circuit court, general district court, juvenile and domestic relations district court, or magistrate has issued a protective order for the protection of any child who is enrolled at the school, or any other order prohibiting contact with such a child, notifies licensed instructional personnel and other school personnel who (i) provide direct educational or support services to the protected child or the child subject to the order, (ii) have a legitimate educational interest in such information, and (iii) are responsible for the direct supervision of the protected child or the child subject to the order that such order has been issued.

Annual Notification

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

- the right to inspect and review the student's education records and the procedure for exercising this right;
- the right to request amendment of the student's education records that the parent believes to be inaccurate, misleading or in violation of the student's privacy rights and the procedure for exercising this right;
- the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- the type of information designated as directory information and the right to opt out of release of directory information;
- that the school division releases records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- the right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
- a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and
- the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division's alleged failure to comply with 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 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 Allegheny 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 25 cents per page. The actual cost of copying time and postage will be charged. The Allegheny County Public Schools does not charge for search and retrieval of the records. The Allegheny County Public Schools does 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 Allegheny 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 Allegheny County Public Schools maintain, their locations, and their custodians.

Types	Location	Custodian	Information
1. Record Data Disclosure Form	Last School Attended	Principal/Guidance	All Students
2. Name & Address of Student	Last School Attended	Principal/Guidance	All Students
3. Birth Date	Last School Attended	Principal/Guidance	All Students
4. Name & Address of Parents	Last School Attended	Principal/Guidance	All Students
5. Program of Studies Plan	Last School Attended	Principal/Guidance	All Students
6. Scholastic Work Completed	Last School Attended	Principal/Guidance	All Students
7. Level of Achievement	Last School Attended	Principal/Guidance	All Students
a. Grades	Last School Attended	Principal/Guidance	All Students
b. Grade Point Average	Last School Attended	Principal/Guidance	All Students
8. Type of Diploma	Last School Attended	Principal/Guidance	All Students
9. Attendance	Last School Attended	Principal/Guidance	All Students
10. Test Data	Last School Attended	Principal/Guidance	All Student
a. Results of Normative Tests, such as Achievement batteries and Inventories	Last School Attended	Principal/Guidance	All Students
b. Results of Literacy Testing Program, Prescribed and provided by the Board of Education	Last School Attended	Principal/Guidance	All Students
11. Cumulative Health Record, including pre-school physical examination report, and school entrance report	Last School Attended	Principal/Guidance	All Students
12. Certificate of Immunization	Last School Attended	Principal/Guidance	All Students
13. Record of Employment Counseling and Placement	Last School Attended	Principal/Guidance	All Students
14. Social Security Number (unless Waivers granted)	Last School Attended	Principal/Guidance	All Students
15. Identification Number (ID)	Last School Attended	Principal/Guidance	All Students
16. Records of Referral	Last School Attended	Principal/Guidance	All Students
17. Reports of assessment both initial and periodic as follows:	Last School Attended	Principal/Guidance	All Students
a. Educational Assessment	Last School Attended	Principal/Guidance	All Students
b. Physiological assessment, to include medical examination and assessment of speech, hearing, and vision	Last School Attended	Principal/Guidance	All Students
c. Psychological assessment (including results of individual tests)	Last School Attended	Principal/Guidance	All Students
d. Sociological assessment, including the adaptive behavior checklist.	Last School Attended	Principal/Guidance	All Students
e. Other assessments, as appropriate	Last School Attended	Principal/Guidance	All Students

18. Other pertinent reports As follows:			
a. Permission for initial testing	Last School Attended	Principal/Guidance	All Students
b. Permission for initial placement	Last School Attended	Principal/Guidance	All Students
c. Record of Parent conference to discuss special education placement	Last School Attended	Principal/Guidance	All Students
d. Summary of minutes of eligibility committee findings for special education students	Last School Attended	Principal/Guidance	All Students
e. Permission for release of information, if appropriate	Last School Attended	Principal/Guidance	All Students
f. Report of Annual review of placement	Last School Attended	Principal/Guidance	All Students
g. Reports of appeals, if appropriate	Last School Attended	Principal/Guidance	All Students
19. Individualized Education Program (IEP)	Last School Attended	Principal/Guidance	All Students
a. Results of other standardized group tests & inventories	Last School Attended	Principal/Guidance	All Students
b. School, Community Activities; work experience	Last School Attended	Principal/Guidance	All Students
c. Employment Evaluation	Last School Attended	Principal/Guidance	All Students
d. Record of counseling interviews date, reason, etc., not content	Last School Attended	Principal/Guidance	All Students
e. Citizenship status if other than United States	Last School Attended	Principal/Guidance	All Students
f. Social Histories	Last School Attended	Principal/Guidance	All Students
g. Legal, Psychological and Medical Reports	Last School Attended	Principal/Guidance	All Students
h. Record of Sensitive Physical Problems	Last School Attended	Principal/Guidance	All Students
i. Verified Reports of Serious Recurrent Atypical Behavior Patterns	Last School Attended	Principal/Guidance	All Students
j. Reports from institutions and agencies such as juvenile court, social welfare, etc.	Last School Attended	Principal/Guidance	All Students
k. Counselor or Teacher Case Studies	Last School Attended	Principal/Guidance	All Students
l. Confidential interviews and/or recommendations	Last School Attended	Principal/Guidance	All Students
m. Vocational Assessment Data	Last School Attended	Principal/Guidance	All Students

Disclosure of Education Records

The Allegheny County Public Schools discloses education records or personally identifiable information contained therein only with the written consent of the parent or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following.

1. To school officials who have a legitimate educational interest in the records.
 - A school official is:
 - a person employed by the School Board
 - a person appointed or elected to the School Board
 - a person employed by or under contract to the School Board to perform a special task, such as an attorney, auditor, medical consultant, or therapist
 - a contractor, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records
 - A school official has a legitimate educational interest if the official is:
 - performing a task that is specified in his or her position description or by a contract agreement
 - performing a task related to a student's education
 - performing a task related to the discipline of a student

- providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
 3. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs and in accordance with applicable federal regulations.
 4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.
 6. To organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction. The studies must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information. The information must be destroyed when it is no longer needed for the purposes for which the study was conducted. The School Board must enter into a written agreement with the organization conducting the study which
 - specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
 - requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study stated in the written agreement;
 - requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
 - requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.
 7. To accrediting organizations to carry out their functions.
 8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
 9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
 10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it will record the following information:
 - the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
 - the parties to whom the division disclosed the information.
 11. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.
 12. Directory information so designated by the school division.
 13. When the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the division under 42 U.S.C. § 14071 and applicable federal guidelines.

The school division will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom it discloses personally identifiable information from education records.

Unauthorized Disclosure of Electronic Records

In cases in which electronic records containing personally identifiable information are reasonably believed to have been disclosed in violation federal or state law applicable to such information, the school division shall notify, as

soon as practicable, the parent of any student affected by such disclosure, except as otherwise provided in Va. Code §§ 32.1-127.1:05 or 18.2-186.6. Such notification shall include the (i) date, estimated date, or date range of the disclosure; (ii) type of information that was or is reasonably believed to have been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.

Disclosure to Federal Agencies

Notwithstanding any other provision of law or policy, no member or employee of the Alleghany County School Board will transmit personally identifiable information, as that term is defined in FERPA and related regulations, from a student's record to a federal government agency or an authorized representative of such agency except as required by federal law or regulation.

Disclosure of Information Relating to Home Instructed Students

Neither the superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of Policy LBD Home Instruction or subdivision B 1 of Va. Code § 22.1-254. However, the superintendent or School Board may disclose, with the written consent of a student's parent, such information to the extent provided by the parent's consent. Nothing in this policy prohibits the superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

Audit or Evaluation of Education Programs

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education, and state and local educational authorities may have access to education records 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.

Any authorized representative other than an employee must be designated by a written agreement which

- designates the individual or entity as an authorized representative;
- specifies the personally identifiable information to be disclosed, specifies that the purposes for which the personally identifiable information is disclosed to the authorized representative is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or comply with federal legal requirements that relate to those programs; and specifies a description of the activity with sufficient specificity to make clear that the work falls within the exception of 34 CFR § 99.31(a)(3) including a description of how the personally identifiable information will be used;
- requires the authorized representative to destroy personally identifiable information when the information is no longer needed for the purpose specified;
- specifies the time period in which the information must be destroyed; and
- establishes policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personally identifiable information from further disclosure and unauthorized use, including limiting use of personally identifiable information to only authorized representatives with legitimate interests in the audit or evaluation of a federal- or state-supported education program or for compliance or enforcement of federal legal requirements related to such programs.

Military Recruiters and Institutions of Higher Learning

The Alleghany County Public Schools provides, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless a parent or eligible student has submitted a written request that the student's name, address and telephone listing not be released without the prior written consent of the parent or eligible student. The school division notifies parents of the option to make a request and complies with any request.

The school division provides 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 Alleghany County Public Schools maintains 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 his 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.

Directory Information

The Allegheny County School Board notifies parents and eligible students at the beginning of each school year what information, if any, it has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

No school discloses the address, telephone number, or email address of a student pursuant to the Virginia Freedom of Information Act unless the parent or eligible student affirmatively consents in writing to such disclosure. Except as required by state or federal law, no school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with Virginia law and this policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

Parents and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student’s name, identifier or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.

Types	Location	Custodian	Information
1. Record Data Disclosure Form	Last School Attended	Principal/Guidance	All Students
2. Name & Address of Student	Last School Attended	Principal/Guidance	All Students
3. Birth Date	Last School Attended	Principal/Guidance	All Students
4. Name & Address of Parents	Last School Attended	Principal/Guidance	All Students
5. Program of Studies Plan	Last School Attended	Principal/Guidance	All Students
6. Scholastic Work Completed	Last School Attended	Principal/Guidance	All Students
7. Level of Achievement	Last School Attended	Principal/Guidance	All Students
a. Grades	Last School Attended	Principal/Guidance	All Students
b. Grade Point Average	Last School Attended	Principal/Guidance	All Students
8. Type of Diploma	Last School Attended	Principal/Guidance	All Students
9. Attendance	Last School Attended	Principal/Guidance	All Students
10. Test Data	Last School Attended	Principal/Guidance	All Student
a. Results of Normative Tests, such as Achievement batteries and Inventories	Last School Attended	Principal/Guidance	All Students
b. Results of Literacy Testing Program, Prescribed and provided by the Board of Education	Last School Attended	Principal/Guidance	All Students
11. Cumulative Health Record, including pre-school physical examination report, and school entrance report	Last School Attended	Principal/Guidance	All Students
12. Certificate of Immunization	Last School Attended	Principal/Guidance	All Students
13. Record of Employment Counseling and Placement	Last School Attended	Principal/Guidance	All Students
14. Social Security Number (unless Waivers granted)	Last School Attended	Principal/Guidance	All Students
15. Identification Number (ID)	Last School Attended	Principal/Guidance	All Students
16. Records of Referral	Last School Attended	Principal/Guidance	All Students

17. Reports of assessment both initial and periodic as follows:	Last School Attended	Principal/Guidance	All Students
b. Physiological assessment, to include medical examination and assessment of speech, hearing, and vision	Last School Attended	Principal/Guidance	All Students
c. Psychological assessment (including results of individual tests)	Last School Attended	Principal/Guidance	All Students
d. Sociological assessment, including the adaptive behavior checklist.	Last School Attended	Principal/Guidance	All Students
e. Other assessments, as appropriate	Last School Attended	Principal/Guidance	All Students
18. Other pertinent reports As follows:			
a. Permission for initial testing	Last School Attended	Principal/Guidance	All Students
b. Permission for initial placement	Last School Attended	Principal/Guidance	All Students
c. Record of Parent conference to discuss special education placement	Last School Attended	Principal/Guidance	All Students
d. Summary of minutes of eligibility committee findings for special education students	Last School Attended	Principal/Guidance	All Students
e. Permission for release of information, if appropriate	Last School Attended	Principal/Guidance	All Students
f. Report of Annual review of placement	Last School Attended	Principal/Guidance	All Students
g. Reports of appeals, if appropriate	Last School Attended	Principal/Guidance	All Students
19. Individualized Education Program (IEP)	Last School Attended	Principal/Guidance	All Students
a. Results of other standardized group tests & inventories	Last School Attended	Principal/Guidance	All Students
b. School, Community Activities; work experience	Last School Attended	Principal/Guidance	All Students
c. Employment Evaluation	Last School Attended	Principal/Guidance	All Students
d. Record of counseling interviews date, reason, etc., not content	Last School Attended	Principal/Guidance	All Students
e. Citizenship status if other than United States	Last School Attended	Principal/Guidance	All Students
f. Social Histories	Last School Attended	Principal/Guidance	All Students
g. Legal, Psychological and Medical Reports	Last School Attended	Principal/Guidance	All Students
h. Record of Sensitive Physical Problems	Last School Attended	Principal/Guidance	All Students
i. Verified Reports of Serious Recurrent Atypical Behavior Patterns	Last School Attended	Principal/Guidance	All Students
j. Reports from institutions and agencies such as juvenile court, social welfare, etc.	Last School Attended	Principal/Guidance	All Students
k. Counselor or Teacher Case Studies	Last School Attended	Principal/Guidance	All Students
l. Confidential interviews and/or recommendations	Last School Attended	Principal/Guidance	All Students
m. Vocational Assessment Data	Last School Attended	Principal/Guidance	All Students

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 Allegheny 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. Allegheny 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, Allegheny 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. Allegheny 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 Allegheny 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.
8. If Allegheny 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.

Confidentiality of HIV and Drug and Alcohol Treatment Records

The Allegheny County Public Schools complies with the confidentiality requirements of Va. Code § 32.1-36.1 providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division maintains confidentiality of drug and alcohol treatment records as required by federal and state law. (VSBA Policy JO 6/19)

STUDENT SEARCH AND SEIZURE

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. 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 belongings, 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 disruptive of any lawful function, mission or process of the school or any item described as unauthorized in school rules available beforehand to the student.

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

PERSONAL SEARCHES

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the 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.

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be:

- justified at its inception and

- reasonably related in scope to the circumstances justifying the search.

An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A personal search may include requiring a student to be scanned with a metal detector.

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Strip searches involve an extreme intrusion into the rights of a student and may only be conducted when an extremely serious situation exists requiring immediate action because of an imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness. School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or superintendent's designee, unless the health or safety of the student is endangered by the delay.

LOCKER AND DESK SEARCHES

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

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

The school computer system, as defined in Policy GAB/IIBEA Acceptable Computer System Use, is school property. Students are only authorized to use the school's computer system and other similar educational technology consistent with the educational mission of the school and in accordance with Policy GAB/IIBEA Acceptable Computer System Use. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

CONSENT SEARCHES

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive themselves to be at risk of punishment for refusing to grant permission for the search.

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. (VSBA Policy JFG 6/19)

STUDENT SUSPENSION / EXPULSION

I. DEFINITIONS

As used in this Policy,

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

"Destructive device" means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code § 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

"Destructive device" does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of Va. Code § 18.2-308.2:2.

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

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

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

"Firearm" means (1) any weapon, including a starter gun that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any such weapon; or (3) any unloaded firearm in a closed container. "Firearm" does not include any pneumatic gun as defined in this Policy.

"Long-term suspension" means any disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days.

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

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

"School property" means any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

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

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

II. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

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

Except as provided in subsection C of Va. Code § 277 or Va. Code §§ 22.1-277.07 or 22.1-277.08, no student in preschool through grade three is suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

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 from school attendance.

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

III. SHORT-TERM SUSPENSIONS

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

Upon suspension of any pupil, the principal, assistant principal or teacher responsible for such suspension reports the facts of the case in writing to the superintendent or superintendent's designee and the parent of the pupil suspended. The superintendent or superintendent's designee reviews forthwith the action taken by the principal, assistant principal or teacher upon a petition for such review by any party in interest and confirms or disapproves such action based on an examination of the record of the pupil's behavior.

The decision of the superintendent or superintendent's designee is final and may not be appealed.

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

IV. LONG-TERM SUSPENSION

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board. The decision of the superintendent or superintendent's designee may be appealed to the full School Board. Such appeal shall be decided by the School Board within thirty days.

The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) the School Board or division superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

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

V. EXPULSION

A. Generally

Pupils may be expelled from attendance at school after written notice to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board in accordance with the regulations of the School Board. The School Board confirms or disapproves of the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

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

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

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

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

B. Conduct Giving Rise to Expulsion

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

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

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection precludes the School Board from considering any of the factors listed above as "special circumstances" for purposes of expulsions discussed in the following subsections.

Firearms

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

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

Drug Offenses

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

C. Procedure for School Board Hearing

The procedure for the School Board hearing is as follows:

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

VI. ALTERNATIVE EDUCATION PROGRAM

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

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

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

VII. REPORTING

- A. Except as may otherwise be required by federal law, regulation or jurisprudence, reports are made to the superintendent and to the principal or principal's designee on all incidents involving
- (1) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity;
 - (2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or Va. Code § 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity;
 - (3) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
 - (4) any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
 - (5) the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;
 - (6) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85 or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school-sponsored activity;
 - (7) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
 - (8) the arrest of any student for an incident occurring on a school bus, on school property or at a school sponsored activity, including the charge therefor; and
 - (9) any illegal possession of weapons, alcohol, drugs or tobacco products.
- B. The superintendent and the principal or principal's designee receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code § 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this policy, and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260 reports such information to the principal of the school in which the juvenile is enrolled.
- C. The principal or principal's designee submits a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education.
In submitting reports of such incidents, principals and superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this policy.
- D. The principal or principal's designee also notifies the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information concerning other students.
- E. Whenever any student commits any reportable incident as set forth in this subsection, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent's designee.
- F. Except as may otherwise be required by federal law, regulation or jurisprudence, a principal immediately reports to the local law-enforcement agency any act enumerated in clauses (2) through (7) of subsection VII.A. of this policy that may constitute a criminal offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.
In addition, except as may be prohibited by federal law, regulation or jurisprudence, the principal also immediately reports any act enumerated in clauses (2) through (5) of subsection VII.A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal reports that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.
- G. For purposes of this section, "parent" or "parents" means any parent, guardian or other person having control or charge of a child.

VI. RE-ADMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

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

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

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

No suspended student is 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 principal's designee determines that re-admission, without parent conference, is appropriate for the student.

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

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

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

VII. DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities are disciplined in accordance with Policy JGDA Disciplining Students with Disabilities. (VSBA Policy JGD 06/18)

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities, who violate the student code of conduct, or engage in conduct for which they may be disciplined, will be disciplined in accordance with this policy. Additionally, the regular disciplinary procedures must be followed. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability as a result of discipline.

I. Long-Term Suspensions, Expulsions or Short-Term Suspensions Which Constitute a Pattern are Long Term Removals and Considered a Disciplinary Change in Placement

For the purpose of removing students with disabilities from their current educational placements, a disciplinary change in placement occurs when:

- (1) the removal is for more than 10 consecutive school days at a time; or
- (2) Pattern analysis: there is a series of removals during the school year, each of which is for 10 days or less and they cumulate to more than 10 days in a school year and constitute a pattern because of:
 - (a) the length of each removal,
 - (b) the proximity of the removals to each other,
 - (c) the total time the student is removed, and
 - (d) the child's behavior is substantially similar to the child's behavior in the series of removals for previous incidents in the school year.
 - (e) The pattern analysis determination is made and documented by the administration.

If the disciplinary action will result in a long term removal, the student's parents must be sent notice of the recommendation of discipline the same day as the decision is made for the disciplinary change in placement and must be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed.

A parent may request a due process hearing to challenge the pattern analysis determination. For any disciplinary change in placement, a Manifestation Determination Review ("MDR") must be held and the Individualized Education Program (IEP) team must meet to determine the educational services to be provided during the long-term removal.

II. Short-Term Suspensions

A short-term suspension is a suspension of 10 consecutive days or less at a time.

School authorities may remove a student with a disability from his or her current educational setting for 10 school days cumulative in a school year to the extent that such removals would be applied to students without disabilities and for additional short-term suspensions during the school year provided no pattern exists. Short term suspensions which constitute a pattern will be handled through long term removal procedures.

No MDR or IEP meeting is required for a short term removal, although an IEP meeting may be held if needed. Educational services are provided for each day of removal after the first ten days of removal in a school year. Educational services should also be provided during the first ten days of removal if services are provided to a student without disabilities in the same circumstances.

III. Functional Behavior Assessments and Behavior Intervention Plans

If the MDR team members determine that a manifestation exists, the IEP team must:

- conduct a Functional Behavioral Assessment (FBA) and implement a Behavioral Intervention Plan (BIP), if no FBA was conducted previously; or,
- if the student already has an FBA and a BIP in place, review and modify the BIP, as necessary to address the behavior.

If a manifestation is found, the school division and the parent may still agree to a change in placement made through the IEP process. Without this agreement, the student must return to the placement from which the student was removed. Nothing in this section limits the authority of the school division for the first ten days of removal in a school year or for applicable forty-five school day removals.

If the MDR team members determine that there is no manifestation, then the IEP team should decide whether there is a need to conduct or review an FBA and BIP.

IV. Educational Services While Disciplined

For the first 10 days of removal in a school year, the School Board is not required to provide educational services to the student with a disability if services are not provided to students without disabilities who have been similarly removed.

After the first 10 days of removal in a school year, the School Board shall provide educational services to the student during the period of removal. The services must enable the student to:

- 1) continue to progress in the general curriculum, although in another setting, and
- 2) make progress toward meeting the goals set out in the student's IEP.

The determination of the educational services is made by the IEP team if the discipline constitutes a change in placement. For a short term removal which is not a change in placement, the determination of the education services is made by school personnel in consultation with the student's special education teacher.

V. Manifestation Determination Review

When a disciplinary action is proposed that will result in a disciplinary change of placement, an MDR shall be conducted within 10 school days after the date on which the decision to take disciplinary action is made. This review shall be conducted by the Manifestation Team which consists of a local educational agency representative, the parent(s) and relevant members of the IEP team (as determined by the parent and the school division).

The Manifestation Team may determine that the behavior of the student was not a manifestation of such child's disability only if the Team:

- 1) considers all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information supplied by the parents; and
- 2) determines that:
 - (a) the conduct in question was not caused by, or did not have a direct and substantial relationship to, the student's disability; and
 - (b) the conduct in question was not the direct result of the school division's failure to implement the IEP.

VI. Disciplinary Action Following an MDR Determination that there is No Manifestation

If the behavior is not a manifestation of the student's disability, the disciplinary procedures will be applied in the same manner as applied to students without disabilities. The student must continue to receive the educational services necessary to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. In addition, the special education and disciplinary records of the student must be made available to the person who makes the final decision regarding the imposition of discipline.

A parent may request an expedited due process hearing if the parent disagrees with the determination that the behavior was not a manifestation of the student's disability or if the parent disagrees with any decision regarding the placement of the student while disciplined. During any appeal, the student will remain in the interim alternative education setting unless reversed by decision of the hearing officer; provided, however, the student may still serve the balance of any applicable forty-five school day removal. The placement may also be changed through the IEP process with the consent of the parent.

VII. Disciplinary Action Following MDR Determination that there is a Manifestation

A student with a disability whose behavior is determined to be a manifestation of his or her disability may not be disciplined except to the extent a removal is otherwise permitted by law. The student may be removed to a more restrictive placement by following change in placement procedures through the IEP process. The IEP team must conduct or review an FBA and/or BIP as provided in Section III.

VIII. Interim Alternative Educational Settings for Weapons, Drugs and Infliction of Serious Bodily Injury

Students with disabilities 1) who carry or possess a weapon to or at school, or on school premises, or to or at a school function under the jurisdiction of a state or local educational agency; 2) who knowingly possess or

use illegal drugs or sell or solicit the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency; or 3) who inflict serious bodily injury upon another person at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency may be disciplined pursuant to Policies JFCD Weapons in School, JFCF Drugs in School or JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury and may be placed in an interim alternative educational setting for up to forty-five school days. These options are available even if a manifestation exists. If no manifestation is found, the student may be disciplined to the extent a student without disabilities would be disciplined.

Weapons, controlled substance and serious bodily injury have the meaning given under state regulations in 8 VAC 20-81-10.

Any interim alternative educational setting shall be selected, by the IEP team, so as to enable the student to continue to progress in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. The student must also receive, as appropriate, an FBA, behavioral intervention services and modifications designed to address the behavior so it does not recur.

IX. Change of Placement by Hearing Officer

In addition to the other options for removal, a hearing officer through an expedited due process hearing requested by the school division, may order a change in the placement for a student with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement of such student is substantially likely to result in injury to the student or others. Additional forty-five school day removals may be authorized by the hearing officer as appropriate.

X. Placement During Appeals

During the course of any appeals, the student's placement shall be in accordance with the provisions of state and federal law unless the parent and the school division agree otherwise. Students with disabilities are also entitled to the due process rights available to a non-disabled student who is subject to discipline. In addition, students with disabilities are entitled to the due process procedures available under the Individuals with Disabilities Education Act, as amended, and any state procedures.

XI. Students Not Yet Identified as Disabled

Students for whom the parents assert there is a disability but who have not yet been identified as disabled may be subjected to the same measures applied to students without disabilities if the school division did not have knowledge of the disability before the behavior that precipitated the disciplinary action occurred. A school division will be found to have knowledge of the student's disability if, before the behavior that precipitated the disciplinary action occurred, one of the following occurred:

- (1) the parent expressed concern in writing to supervisory or administrative personnel of the school division, or to a teacher of the student, that the student is in need of special education and related services; or
- (2) the parent requested an evaluation of the student for special education eligibility; or
- (3) the student's teacher or other school personnel expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education or to other supervisory personnel of the school division that suggests the presence of a disability.

A school division would not be found to have knowledge of a student's disability if:

- (1) the parents refused to allow an evaluation of the student or refused special education services; or
- (2) the student was evaluated and found not eligible for special education services.

If a request for an initial evaluation is made during the period a student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is found eligible as a child with a disability, taking into consideration information from the evaluation conducted by the school division and information provided by the parents, then the student must be provided special education and related services, although in another setting. Pending the results of the evaluation, the student shall remain in the educational placement determined by the school authorities which placement can include suspension or expulsion without services.

XII. Disciplining Certain Section 504 Students Who Violate Alcohol and Drug Policies

Students who are identified as disabled solely under Section 504 of the Rehabilitation Act, and who are currently engaging in the illegal use of drugs or alcohol, may be disciplined for violating the division's alcohol and drug policies to the same extent as non-disabled students. The student is not entitled to a due process hearing under special education procedures in this circumstance but does retain the protections afforded to regular education students.

XIII. Reporting of Crimes

Nothing in these procedures prevents the reporting of a crime to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities. (VSBA Policy JGDA 06/17)

STUDENT TRANSCRIPTS

Generally

Secondary school transcripts contain information as specified by the Virginia Board of Education.

Test Record

The superintendent is responsible for establishing a procedure by which parents, guardians or others with legal control of a student can elect in writing to have the student's test record excluded from the student transcript. The test record includes at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores.

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 superintendent specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents. (VSBA Policy JOA 05/17)

STUDENT TRANSCRIPT REGULATIONS

Test Record

Should a parent, guardian, or others with legal control of a student elect to have a test record expunged from the student's record, he/she must submit in writing to have the student's test record excluded from the student transcript. This written request will be maintained in the student's permanent record.

High School Credit-Bearing Courses Taken in Middle School

The Virginia Standards of Accreditation provision for dropping a high school credit course taken in middle school is:

§ VAC 20-131-90 – "In any high school credit-bearing course taken in middle schools, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course."

In order to have a credit bearing course expunged from a student's transcript the following must be adhered to:

- JOA – Form 1 must be provided to each student in middle school who is enrolled in a high school credit course at the beginning of the course.
- Should a parent, guardian, or others with legal control of a student elect to have a course expunged from the student's record, he/she must complete and sign the form and return it to the school no later than **June 15** of the academic year.
- The course will remain a part of the middle school record.
- The course will not appear on the high school transcript.
- JOA – Form 1 will become a part of the student's permanent record. (ACPS Policy JOA 05/17)

STUDENT WELLNESS

I. School Wellness Committee - Committee Role and Membership

The Division will convene a representative School Health Advisory Board (hereto referred to as the SHAB) that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this Division-level wellness policy (heretofore referred as "wellness policy"). The Superintendent or designee(s) will convene the SHAB and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

The designated official for oversight is the Director of Special Education. A membership list and contact information will be maintained by the School Health Advisory Board (SHAB.)

II. Triennial Progress Assessments

At least once every three years, the Division will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the Division are in compliance with the wellness policy; and
- A description of the progress made in attaining the goals of the Division's wellness policy.

III. Nutrition

School Meals

Our school Division is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs. All schools within the Division participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), *Summer Food Service Program (SFSP)*, *Supper programs*, or *others*. The Division also operates or is in the process of implementing additional nutrition-related programs and activities including [*such as Farm to School programs, Breakfast in the Classroom, Grab 'n' Go Breakfast, or others*]. All schools within the Division are committed to offering school

meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The Division offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Sliced or cut fruit is available daily.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, etc.).
 - Student surveys and taste testing opportunities are used to inform menu development.
 - Daily announcements are used to promote and market menu options.
- *Menus will be posted on the Division website or individual school websites.*
- *School meals are administered by a team of child nutrition professionals.*
- *The Division child nutrition program will accommodate students with special dietary needs.*
- *Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated (meets Healthy Schools Program Gold-level criteria).*
- *Students are served lunch at a reasonable and appropriate time of day.*
- *Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.*
- *The Division will incorporate local and/or regional products into the school meal program.*

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet the USDA professional standards for child nutrition professionals.

Water

- Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.
- All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets and other methods for delivering drinking water.
- Students will be allowed to bring and carry (approved by teachers and building administrator) water bottles filled with only water with them throughout the day.
- Add/maintain a filtered water fountain in each school.

Competitive Foods and Beverages

The Division is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Nutrition Education

The Division will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through elective subjects;

- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, Farm to School programs, other school foods and nutrition-related community services;

Essential Healthy Eating Topics in Health Education

The Division will include in the health education curriculum the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The Division is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The Division strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on Division property that contains messages inconsistent with the health information the Division is imparting through nutrition education and health promotion efforts. It is the intent of the Division to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the Division's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

Physical Education

The Division will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The Division will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All Division **elementary students** in each grade will receive physical education for an average of 45 minutes per week throughout the school year.

All Division **secondary students** (middle and high school) are required to take the equivalent of two academic years of physical education.

The Division physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Cooper Institute FITNESSGRAM and will use criterion-based reporting for each student.

In addition:

- *Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions (meets Healthy Schools Program Silver-level criteria).*
- *All physical education teachers in the division will be required to participate in at least a once a year professional development in education (meets Healthy Schools Program Silver-level criteria).*
- *All physical education classes in the division are taught by licensed teachers who are certified or endorsed to teach physical education (meets Healthy Schools Program Gold-level criteria).*
- *Waivers, exemptions, or substitutions for physical education classes are not granted.*

Essential Physical Activity Topics in Health Education

Health education will be required in all grades (elementary) and the division will require middle students to take and pass at least one health education course. High school students will be required to take and pass at least two health education courses. The Division will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least **20 minutes of recess** on all days during the school year. *This policy may be waived on early dismissal or late arrival days.*

Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the school or division must conduct **indoor recess**, teachers and staff will promote physical activity for students, to the extent practicable. Recess will complement, not substitute, physical education class.

Classroom Physical Activity Breaks (Elementary and Secondary)

The Division recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. The Division recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom times at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

IV. Other Activities that Promote Student Wellness

Schools in the Division are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the Division's curriculum experts.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The Division will *continue* relationships with the community in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The Division will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts. As described in the "Community Involvement, Outreach, and Communications" subsection, the Division will use electronic mechanisms (e.g., email or displaying notices on the division's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Professional Learning

When feasible, the Division will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help Division staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing division reform or academic improvement plans/efforts. (ACPS Policy JHCF 03/18)

TEACHER QUALIFICATIONS

In compliance with federal Every Student Succeeds Act legislation, parents of students in Title I schools (Callaghan Elementary, Mountain View Elementary, and Sharon Elementary) may request and receive information about the licensure status of their child's classroom teacher. If the child is provided services by paraprofessional(s), parents may request their qualifications. Parents will also receive notice if their child is taught for four or more consecutive weeks by a teacher who is not properly licensed and endorsed.

TESTING TRANSPARENCY AND PARENT OPT OUT

Effective August 2, 2016, at the beginning of each school year, school division that receive Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the division will provide in a timely manner, information regarding any state or division policy regarding student participation in any assessments mandate by 20 U.S. C. §6311(b)(2) and by the state or division, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable. 20 U. S. C. § 6312(e)(2)(A).

In addition, divisions that receive Title I funds shall make widely available through public means including posting in a clear and easily accessible manner on the division's website, and where practicable, on the website of each school in the division, for each grade, information on each assessment require by the state to comply with 20 U. S. C. § 6311, other assessments required by the state, and where such information is available and feasible to report, specified information regarding assessments required division wide by the division. 20 U. S. C. § 6312(e)(2)(B).

TEXTBOOKS

All textbooks are owned by the Alleghany County School Board. Students are expected to care for them as if they were personal property. Students should look for torn or bent pages, cuts on the cover, and loose bindings when the books are issued. All such damages are to be reported to the teacher issuing the book. All books are to be returned upon leaving school to the teacher who issued the book. The parent/guardian agrees to replace or pay for any or all of those which may be destroyed or lost, as well as pay all damages resulting from abuse or excessive wear and tear as assessed by the school.

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

Generally

Students are prohibited from possessing any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.

In addition, the use or distribution of any tobacco product or nicotine vapor product, on a school bus, on school

property, or at an on-site or off-site school-sponsored activity is prohibited.

The superintendent is responsible for developing a regulation which contains

- provisions for the enforcement of this policy among students, employees, and visitors, including the enumeration of possible sanctions or disciplinary actions, and
- referrals to resources to help staff and students overcome tobacco addiction.

Definitions

"Nicotine vapor product" means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act. (ACPS Policies JFCH 06/19, GBEC 06/19, and KGC 06/19)

Teaching About Drugs, Alcohol, and Tobacco

Allegheny County Public Schools provides instruction concerning

- drugs and drug abuse,
- the public safety hazards and dangers of alcohol abuse, underage drinking, and drunk driving, and
- the health and safety risks of using tobacco products, nicotine vapor products, and alternative nicotine products. (ACPS Policies IGAG; 06/19)

VIDEO SURVEILLANCE

As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in common areas of certain schools, school property, and on school buses to maintain security of students, staff, and visitors. Surveillance equipment may or may not be monitored at any time. Video recordings also may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view video recordings that include more than one student. In a criminal investigation, law-enforcement representatives may view video surveillance.

WEAPONS IN SCHOOL

I. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action.

A student who has possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07 or a firearm muffler or firearm silencer or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Disciplinary proceedings for violation of this policy will be initiated promptly.

Such weapons include, but are not limited to:

Category A:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
- loaded or unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife with a blade of three inches or longer, or razor,
- slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,

- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in Va. Code § 22.1-277.07, or other dangerous articles.

Category B:

- any knife or other instrument or device, not included in Category A, having as a part thereof, a blade designed to cut or a point designated to penetrate:
- any instrument or device, not included in Category A, which has one of its designed purposes use thereof as a weapon;
- any chemical or chemical compound that produces an adverse effect on the normal functions of the human body; and/or
- any instrument, device, or substance, not included in Category A, which could injure, harm, endanger, or induce fear in another person, including toy or look-alike weapons.

II. Students with Disabilities

- A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.
- B. Additional authority to remove a student with a disability from school for a weapons violation.
 1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
 2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition: "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length." (ACPS Policy JFCD 12/15)

**Allegheny County Public Schools
2019-2020**

July	4	Thurs	Holiday (All Schools and Administrative Offices Closed)
July	31	Wed	New Employees Report (Professional Development)
August	1	Thurs	All Teachers Report (Home School)
August	2	Fri	All Teachers Report (Convocation)
August	5	Mon	All Teachers Report (Home School)
August	6	Tues	All Teachers Report (Home School) Open House 11:00 a.m. – 6:00 p.m.
August	7	Wed	All Teachers Report (Home School)
August	8	Thurs	School Opens (Begin First Nine Weeks)
September	2	Mon	Labor Day (All Schools and Administrative Offices Closed)
September	11	Wed	Interim Reports Issued
September	13	Fri	Early Release-Professional Development for Teachers
September	23	Mon	Parent/Teacher Conferences 11:00 a.m. – 6:00 p.m./No School for Students
October	11	Fri	End First Nine Weeks (45 days)/Early Release
October	14	Mon	Fall Break/12 month Employees Report
October	15	Tues	Fall Break/12 month Employees Report
October			SOL Fall Writing Assessment English 11
October	16	Wed	Second Nine Weeks Begins
October	22	Wed	Report Cards Issued
November	1	Fri	Early Release-Professional Development for Teachers
November	20	Wed	Interim Reports Issued
November	27	Wed	Holiday (No School for Students/12 Month Employees Report)
November	28	Thurs	Holiday (All Schools and Administrative Offices Closed)
November	29	Fri	Holiday (All Schools and Administrative Offices Closed)
December	20	Fri	Early Release****End Second Nine Weeks (45 Days) End First Semester (90 Days)
December	23	Mon	Holiday (No School for Students / 12 Month Employees Report)
December	24	Tues	Holiday (All Schools and Administrative Offices Closed)
December	25	Wed	Holiday (All Schools and Administrative Offices Closed)
December	26	Thurs	Holiday (All Schools and Administrative Offices Closed)
December	27	Fri	Holiday (All Schools and Administrative Offices Closed)
December	30	Mon	Holiday (All Schools and Administrative Offices Closed)
December	31	Tues	Holiday (All Schools and Administrative Offices Closed)
January	1	Wed	Holiday (All Schools and Administrative Offices Closed)
January	2	Thurs	Workday
January	3	Fri	Professional Development Day
January	6	Mon	Schools Re-open after Winter Break Second Semester/Third Nine Weeks Begins
January	9	Thurs	Report Cards Issued
January	20	Mon	Holiday (All Schools and Offices Closed)
January	21	Tues	Professional Development AHS ...Parent Conferences Elementary and Middle Schools 11:00 a.m. – 6:00 p.m./No School for Students
February	12	Wed	Interim Reports Issued
February	17	Mon	Parent Conferences AHS 11:00 a.m.-6:00 pm...Professional Development Elementary and Middle Schools/No School for Students (Make-Up 1)
March	11	Wed	End Third Nine Weeks (45 days)
March	12	Thurs	Workday/No School for Students
March	13	Fri	####Spring Break/12 month Employees Report (Make Up 2)
March	16	Mon	####Spring Break/12 month Employees Report (Make Up 3)
March			SOL Spring Writing Assessment Grades 5, 8 and English 11
March	17	Tues	Fourth Nine Weeks Begins
March	18	Wed	Report Cards Issued for Third Nine Weeks
April	9	Thurs	Early Release
April	10	Fri	Holiday (All Schools and Offices Closed)
April	13	Mon	Holiday (All Schools and Offices Closed)
April	22	Wed	Interim Reports Issued
May			Spring SOL Non-Writing Assessments (All Schools)
May	16	Sat	Graduation
May	20	Wed	****Anticipated End of Fourth Nine Weeks (45 Days) / Second Semester (90 Days) / School Year (180 Days)/Early Release
May	21	Thurs	Workday
May	25	Mon	Holiday (All Schools and Offices Closed)
**** The last day of the first semester and the last day of school are subject to change in order to maintain 90 days in each semester in order to meet state mandates for instructional time. Six bank days will be available first semester and seven bank days will be available second semester. There will be one teacher workday following the last day of school.			
#### These holidays are likely to become regular school days. Please refrain from making plans that cannot be changed.			

Approved by the Allegheny County School Board January 14, 2019