

William Monroe Middle School

Parent and Student Handbook 2018-2019



148 Monroe Drive
Stanardsville, Virginia 22973
Main Office – (434) 939-9003
Fax – (434) 985-1359

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

Kyle Pursel, Compliance Coordinator Title IX - Director of Personnel (434-939-9000)

Wendy Mitchem, Compliance Coordinator Section 504 - Director of Special Services (434-939-9000)

2018-2019

Greene County Public Schools

180 School Days
15 Professional Days

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

August '18						
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26	27	28	29	30	31	

September '18						
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30						

October '18						
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28	29	30	31			

November '18						
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December '18						
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23	24	25	26	27	28	29
30	31					

Aug. 1 - 2	New Teacher Orientation
Aug. 2 - 3	Flex Days
Aug. 6	All Teachers Return
Aug. 9	Open House - All Schools
Aug. 6 - 13	Pre-service Week
Aug. 14	First Day of School
Sept. 3	No School: Labor Day Holiday
Sept. 14	Progress Reports Issued
Oct. 12	End of 1st Quarter (43 Days)
Oct. 15	No School: Professional/Planning Day
Oct. 24	Report Cards Issued
Nov. 5	No School: P/T Conferences 12 - 7:30
Nov. 6	No School: Professional/Planning Day
Nov. 21 - 23	Thanksgiving Break
Nov. 16	Progress Reports Issued
Dec. 20	End of 2nd Quarter (43 Days)
Dec. 21 - 31	No School: Holiday Break
Jan. 1	No School: Holiday Break
Jan. 2	Students Return
Jan. 16	Report Cards Issued
Jan. 21	No School: Martin Luther King Day
Feb. 8	Progress Reports Issued
Feb. 18	No School: Presidents Day (Make-Up)
Feb. 19	No School: P/T Conferences 12 - 7:30
Mar. 15	End of 3rd Quarter (50 Days)
Mar. 18	No School: Professional/Planning Day
Mar. 27	Report Cards Issued
Apr. 1 - 5	Spring Break
Apr. 26	Progress Reports Issued
May 24	Last Day of School (44 Days)
May 28 - 29	Professional Days
Teachers	End of Year Professional Days will be made up May 31st and June 3rd if needed.
	Teacher Flex Days
	Parent/Teacher Conferences
	Professional Days
	Open House-All Schools
	Vacation Days
	Report Cards Issued
	Progress Reports Issued
	End of Grading Period

January '19						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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February '19						
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24	25	26	27	28		

March '19						
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31						

April '19						
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May '19						
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June '19						
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23	24	25	26	27	28	29
30						

Weather Make Up Days

Make Up days will be in the following order: Bank, Feb. 18, Bank, Mar. 18, Bank, May 28, Bank, May 29, May 30



GREENE COUNTY PUBLIC SCHOOLS

Every Child, Every Chance, Every Day

Stanardsville, VA 22973

434-939-9000

School Board

Mrs. Leah Paladino, Chair, Midway District

Mr. Harry Daniel, Vice Chair, At-large

Mr. Jason Collier, Stanardsville District

Dr. Rodney Kibler, Monroe District

Mrs. Sharon Mack, Ruckersville District

ADMINISTRATION

- Dr. Andrea Whitmarsh, Superintendent
- Mr. Bryan Huber, Assistant Superintendent
- Dr. Kyle Pursel, Director of Administrative Services
- Mrs. Kristie Spencer, Director of Financial and Human Resources
- Dr. Brenda Walton, Director of Teaching and Learning
- Mr. Dale Herring, Director of Technology
- Mrs. Denell Clem, Information and Data Management
- Mr. Tim Hickey, Coordinator of Innovative Programs
- Mr. Jonathan Jones, Computer Specialist
- Mrs. Bonnie Chapman, Instructional Technology Resource Teacher
- Ms. Wendy Crocker, Instructional Technology Resource Teacher
- Mr. Larry Morris, Transportation Director
- Ms. Alexis Davis, Transportation Secretary
- Mrs. Lori Shifflett, Receptionist
- Mrs. Jackie Hetrick, Business & Facilities Administrative Assistant
- Mrs. Rhonda Houchens, Administrative Assistant and Payroll Clerk
- Mrs. Linda Leake, Administrative Assistant for Special Services
- Ms. Gail Spitzer, Administrative Assistant for Special Services and Teacher Licensure

SPECIAL SERVICES

- Dr. Wendy Mitchem, Director of Special Services
- Mrs. Christie, Coordinator of Special Services
- Mr. Jeremiah Jordan, School Psychologist
- Mrs. Emily Clayton, ELL Coordinator
- Mrs. Carol Haas, Supervisor of School Nutrition
- Mrs. Amanda Cruet, Social Worker

WMMS Faculty & Room Assignments
2018-2019

6th Grade

Blincoe, Adam	124
Collier, Pam	123
Daisley, Bill	151
Hammer, Stephanie	156
Kinser, Emily	152
Klie, Karen	153
Lotterhos, Alison	150
Orange, Cindy	155
Nave, Jason	122
Powers, Kimberly	120
Ryan, Moira	150
Smith, Melissa	121
Thomas, Lindsay	154
Tyburski, Diane	157

7th Grade

Aszbach, Barb	104
Collier, Elizabeth	119A
Casey, Meredith	117
Fishback, Clayton	146
Freid, Rachel	106A
Goff, Sara	118
Hughes, Allison	(LC2)
Loret, Michael	107
Lotterhos, David	106B
Marcum, Jack	119B
Moon, Trevor	102
Powell, Vicki	118
Stewart, Robert	109
Thomas, Kathryn	105
Winfield, Gina	108

8th Grade

Beasley, Anne	163
Burner, Courtney	169
Causey, Alan	170
Congdon, Keith	165
Evans, Bethany	162
Gibbens, Rory	168
Johnson, William	164
Johnston, Chuck	167

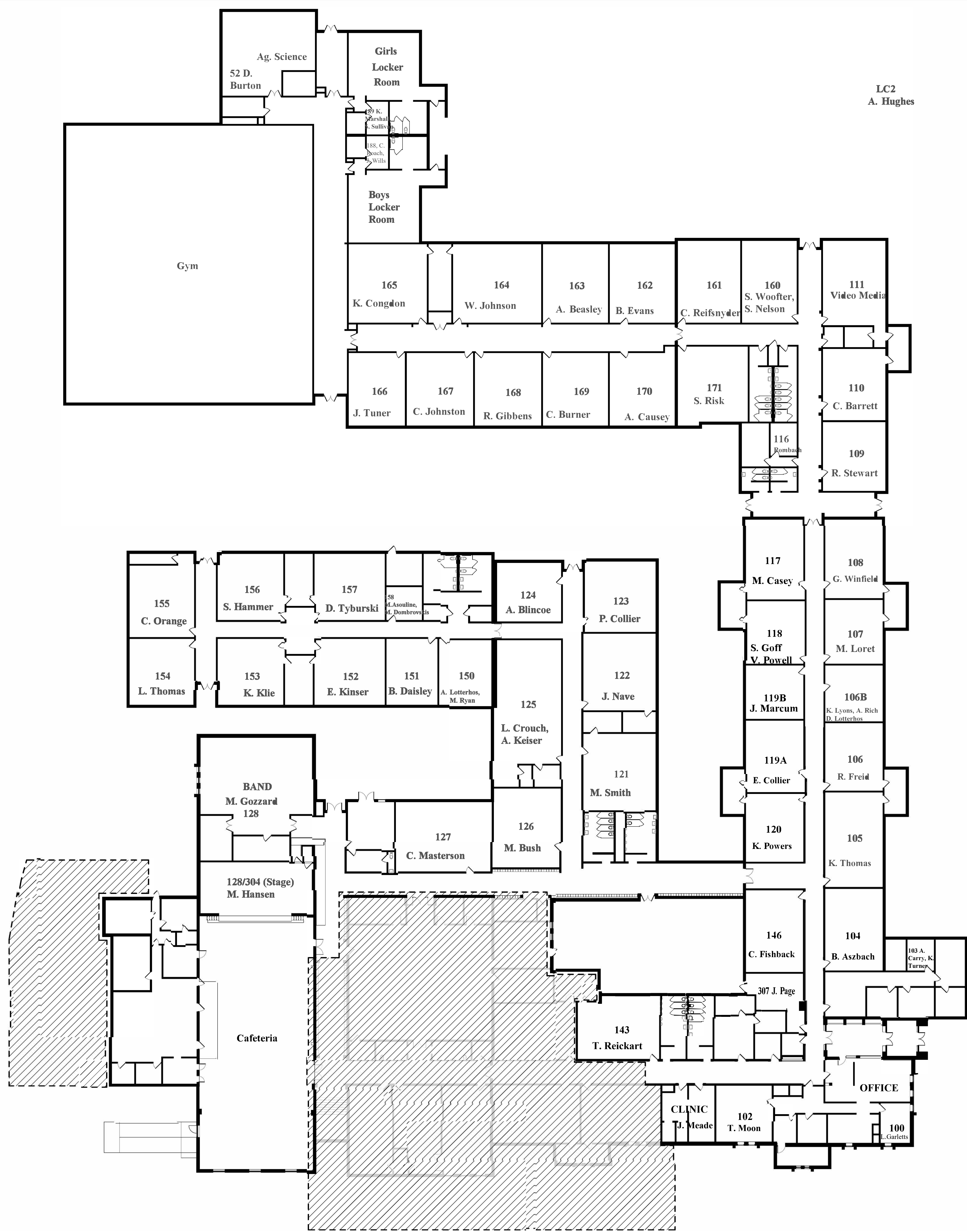
Lyons, Kara	106B
Nelson, Sean	160
Reifsnyder, Claire	161
Rich, Amanda	106B
Risk, Suzanne	171
Turner, Jennifer	166
Woofter, Stephen	160

Specialists/SPED

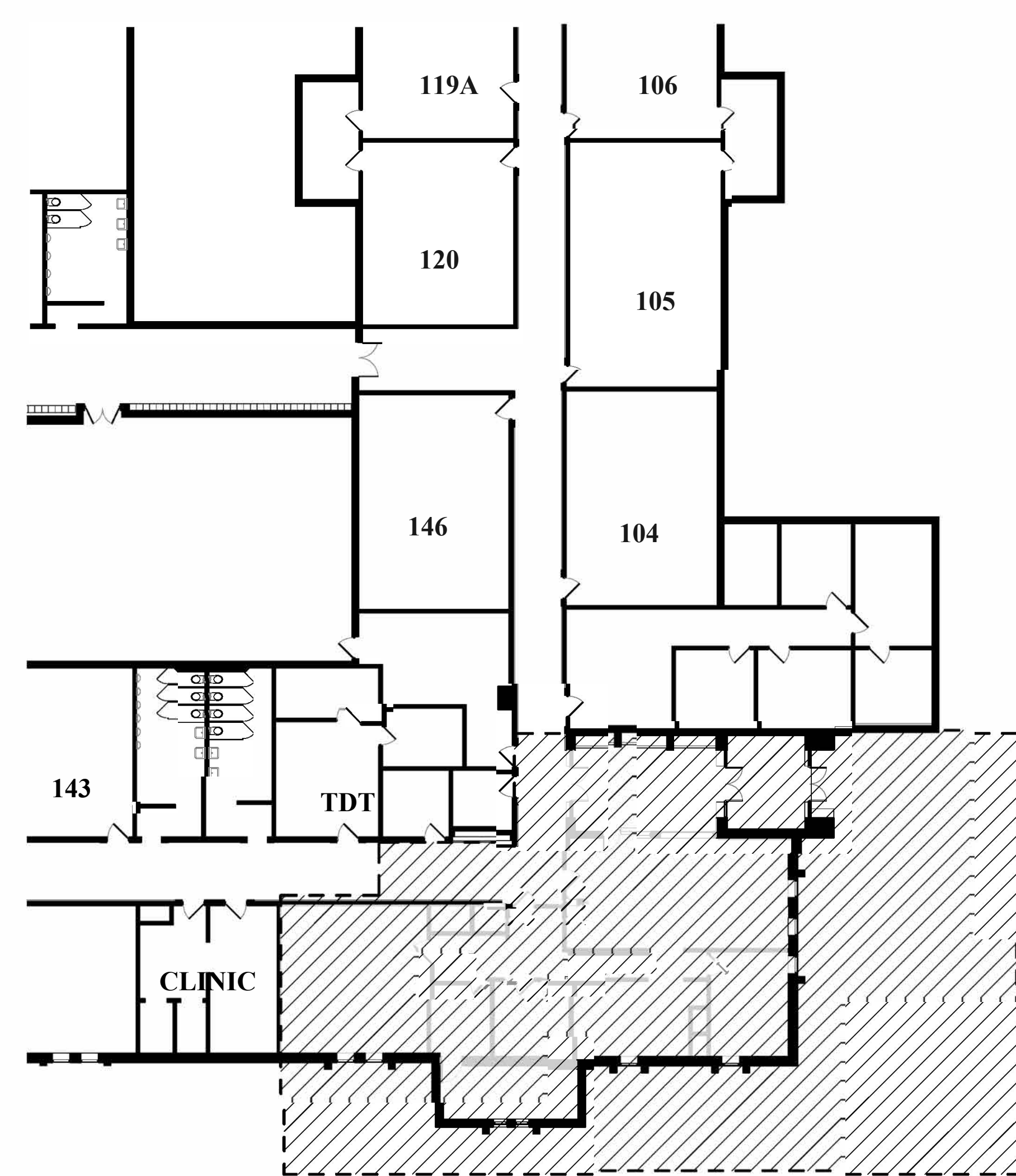
Asouline, Maria	158
Clarry, Anne	103
Crouch, Lesley	125
Dombrovskis, Michelle	158
Garletts, Lauren	100
Keiser, Ashley	125
Meade, Jennifer	141
Page, John	307
Rombach, Marlene	116
Turner, Kristin	103

PE/RA

Barrett, Carolyn	110
Burton, David	52
Bush, Matt	126
Gozzard, Matt	128
Hansen, Melissa	128/304
(Stage)	
Marshall, Katherine	189
Masterson, Carla	127
Reickart, Tiffany	143
Roach, Chad	188
Sullivan, Salita	189
Video Media	111
Wills, James	188



LC2
A. Hughes



School Hours

School hours are from 7:35 a.m. until 2:55 p.m. Students are considered tardy after 7:55 a.m. Students will be allowed to enter the building at 7:35 a.m. Instruction begins promptly at 7:55 a.m.

After School Events

After school activities (Activity Nights) will be held throughout the school year for William Monroe Middle School students from 3:00 to 5:00 p.m. Students who are absent the day of the activity or assigned to In-School or Out-of-School suspension during the nine weeks will not be eligible to attend. Administration has the ability to prohibit students from attending after school activities based upon any circumstances that may arise. As an incentive for modeling appropriate behavior and positive choices, students may earn free/reduced admission to after school events.

Students are expected to be picked up promptly by a parent/guardian at 5:00 p.m. and will not be permitted to walk home unless prior notice has been provided by parent/guardian and approved by an administrator. Students are not permitted to leave the building early unless accompanied by a parent/guardian. Students leaving with another student must have written permission from their parent/guardian and will be released with that child from their designated location. Pick-up locations will be communicated via instant alerts based on the location of each specific event (i.e. gym, cafeteria, etc.)

Class Change

Students are given 4 minutes to change classes from the time the bell rings until they are expected to be in the next classroom. A warning bell will sound to alert students they have one minute to get to their classroom. Students are expected to stay in designated areas of the building for their grade level.

Discipline

Time-out Policy

- Students will be sent to TIME-OUT if they are disrupting class. Students sent to time out will be required to complete a reflection sheet and any other work assigned to the student by the referring teacher. Students will remain in time-out for the remainder of that block. Students who show a pattern of being sent to time-out will face further consequences from administration and parents will be contacted by the teacher to discuss the behaviors.

In-School-Suspension

- Students can be placed in ISS for any combination of blocks or the entire day or multiple days depending upon the severity or repetition of behavior. While in ISS, it is expected that students will complete classroom assignments and homework. If any student is removed from ISS because of a failure to follow directions and/or causing a disruption, they will be referred to administration for further consequences. Further consequences may include after school detention, overnight suspension, or out of school suspension.

Out-of-School Suspension

- Students who are suspended out of school will not be allowed on school property or be able to participate in school sponsored activities during the time of their suspension. If school is

cancelled during the course of an out of school suspension, the suspension is extended by the number of days school is closed.

Overnight Suspension

- If a child earns an overnight suspension, the student may only return to school with a parent in order for a conference to take place between the student, parent, and an administrator. Teachers and the child's school counselor and other relevant staff may participate in the meeting as well.

SCALES

- The SCALES (Students Can Achieve Learning Everyday Successfully) program serves as an alternative academic environment for at risk students who have difficulty functioning in the regular classroom or as a location for students transitioning back to WMMS following long term suspension. It will provide educational services for regular/SPED students who have been removed from the regular school environment for documented disruptive behavior, with limited behavioral improvement, despite multiple interventions. Instruction will take place in a highly structured and controlled academic setting with an emphasis on academic achievement, life/coping skills, character education, and behavior management. This program will meet or exceed state standards and allow students to make academic progress without the interruption of out of school suspension.
- Students may be placed into the SCALES program as an alternative learning environment for students that demonstrate a need. It may also be used as an alternative discipline environment for students at the principal's discretion.

Office Telephone

Students are allowed to use the front office phone during lunch.
Students will not be permitted to use the phone for social reasons.

Early Dismissals/Late Arrivals

Parents who need to pick up children before our 2:55 p.m. dismissal must sign them out in the main office. Any changes in a student's normal dismissal is required in writing and must be presented to front office staff by 2:00 p.m.

Students arriving to school late (after 7:55 a.m.) must report to the main office before going to class. Repeated late arrivals and/or early dismissals are a concern and will be addressed on an individual basis according to the attendance policy.

Dress Code

- To ensure adequate coverage of the body at school and school activities, the following articles of clothing are not permitted
 - See-through garments
 - Backless or strapless dresses or tops, including halter-tops or any tops that expose cleavage
 - Additional clothing must be worn over these items

- Bare-midriff tops. (Tops and bottoms must meet.)
 - Muscle shirts or sleeveless undershirts that expose the torso
 - Shorts, skirts, pants, and tops that fail to conceal undergarments when the student is standing or sitting.
 - Shorts, skirts, or dresses that are shorter than mid-thigh, or that expose undergarments when standing or sitting. These articles must provide full coverage of the body at all times. Shorts that are short enough to expose pockets are not allowed.
 - Proper footwear is required during the school day. Tennis shoes/sneakers are required for your PE class. Cleated shoes, Heelys, or slippers will not be permitted in the building during any time of the day.
- Excessive sagging or baggy pants are not to be worn. Undergarments may not be exposed.
 - Clothing, accessories, jewelry, or buttons shall be free of writing, pictures, symbols, or any other insignia that are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive.
 - Clothing, accessories, jewelry, or buttons that degrade any cultural, religious, or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol or harmful acts are prohibited.
 - Hats, visors, head coverings, sunglasses, bandanas, wallet chains, or spiked jewelry are not permitted to be worn in the building.
 - These items must be placed in lockers. Failure to do so will result in administration confiscating the items until parents can pick them up.
 - Sleepwear or slippers may not be worn
 - Costume Contacts are not permitted – these contacts are defined as contacts that are not prescription contacts but are worn to change the color of the eyes for a desired effect.

Any apparel or accessory causing disruptions to the learning environment not listed will be addressed by an administrator. Students who do not meet dress codes will be asked if they have a change of clothes in the building. If not, parents will be contacted to assist with the situation. The student will remain in the office until the situation is remedied.

Fire Drills, Tornado Drills, and Lockdowns

At regular intervals drills are required by law and are an important safety precaution. Exits for fire drills will be posted in each room, and verbal directions of how students should respond to the fire drill will be given during the first week of school. When the alarm sounds, students are to evacuate the building with their teacher. Students are to walk, keep in single file, and move silently and quickly. Tampering with an alarm box or reporting a false alarm is a felony. We will communicate procedures for tornado drills, earthquake drills and lockdowns as situations occur.

Lockers

All 6th grade students will be assigned a locker for the 2018-2019 school year. 7th and 8th graders will be assigned a locker upon request by a parent or guardian.

- Lockers are intended for the storage of books and clothing.

- Lockers are to remain locked at all times. Tampering of lockers only puts your own valuables in jeopardy.
- Do not leave valuables in school or gym lockers, leave these valuables at home.

If students should have difficulty with their locker, they should report the problem to the guidance office.

Each student is responsible for the care of his/her locker. The locker remains the property of WMMS and may be opened and inspected by school officials at any time.

Backpacks with wheels will not fit in lockers and are not permitted unless medically necessary.

Trading/Selling Personal Items

Students are not permitted to trade or sell their personal items while on school grounds or participating in school events. This includes buses and field trips.

Lice Procedures - updated December 2018

LIVE LICE

- Students who are confirmed to have lice by the school nurse:
 - Nurse will call home to inform the parent that the student has lice.
 - Parents will decide whether or not to pick-up student.
 - If decision is made not to pick-up the student, the student will return to class.
 - Student will be sent home with an informational sheet about lice and how to treat lice.
 - Students will be discouraged to have close direct head contact with others.
- Great care will be given to the child and providing a safe environment to the student by following HIPPA and FERPA guidelines.

NITS only

- Students who are found to have nits only will remain in school and parents will be informed of situation.
 - Lice treatment is recommended as nits will hatch if not treated and removed

Lost and Found

We have multiple areas where lost and found items are kept. In the main office we collect books, notebooks, jewelry, and other small items that are found. In the cafeteria, we collect clothes and lunch bags/containers. There is also a lost and found in both locker rooms. We encourage students to check the lost and found frequently.

At the end of each nine weeks and during the summer, we donate unclaimed items to charity.

Students and parents are encouraged to put the students' name on all coats, lunch carriers, etc. to help ensure that lost items can be returned promptly.

Students are not to remove items from lost and found unless they are the owners of the property.

Physical Education

Students at WMMS will participate in both indoor and outdoor activities. When in the classroom, students will be taught health, Life Skills, and Family Life Education. Lifeskills is a research-based, state-mandated program that is designed to help students make healthy choices about avoiding alcohol,

drugs, and tobacco. When it is time for Family Life instruction to begin, you will receive information about the program and opt out options.

- **Electronic devices, including cell phones are not allowed in the locker rooms or physical education areas. These devices should be left in student hallway lockers or in backpacks.**

School Resource Officer

The School Resource Officer (SRO) is an officer of the law and as such must enforce legal statutes. The SRO has the authority to stop, question, interview, and take enforcement action if needed without prior notification to the principal. Every effort will be made to notify the principal or their designee as soon as possible. The SRO must act in conjunction with the law that obligates him to bring forth consequences that may differ from what the school would prescribe. The SRO assigned to William Monroe Middle School is Deputy David Payne.

Student Cooperation with Officers of the Law

When it becomes necessary for any law enforcement officer to interrogate (including the administration of Miranda rights) a student on school premises, the principal shall be contacted immediately. The principal or his/her designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or his/her designee shall be present throughout the interrogation.

Visitors

All visitors will be asked to identify themselves upon arrival and should be prepared to provide identification upon entrance to the front office. Upon checking in at the main office you will be issued a visitor's identification badge that is to be worn at all times while in the building. Visitors may not visit with or remove students from the premises unless they have parent permission or are listed as an emergency contact in Powerschool. For safety reasons, we request prior notification from parents/guardians if a student is going to be picked up from school early, even if the pick up person is on the emergency contact list. Parents may call ahead or send in a note to confirm early pick up with another adult.

If any visitor would like to speak to an administrator, it would be best to make an appointment. Appointments may be scheduled through the front office staff via phone, email, or in person.

Field Trip Volunteer/Chaperone Policy

Students, staff, and chaperones participating in the field trip must use school-sponsored transportation to and from the event.

Parents who wish to chaperone a field trip are required to have a background check as stated in the GCPS Volunteer Handbook and must be approved by school administration.

If a parent has submitted the background check but it has not been returned, he/she may attend and ride the bus, but cannot chaperone other students. In instances where chaperones are limited, chaperones who have returned background checks will be prioritized.

If a parent has not submitted the necessary paperwork required for a background check, they will not be permitted to attend.

Vision and hearing screenings:

As mandated by The Code of Virginia § 22.1-273, students in grades third, seventh, and tenth will participate in both the vision and hearing screenings. These screenings will take place within the first 60 days of school. These screenings will be performed by school personnel or by school designee. Parents may choose to have their student exempted from these screenings by providing written notification to the school.

ELL Services

Students identified as LEP (Limited English Proficiency) are provided support services for language acquisition. ELL teacher work collaboratively with general education teachers to provide for individualized, small group, and whole group classroom instruction for ELL students K-12. Should you have questions about ELL services, please contact individual schools.

Child study referral process

The purpose of the child study team is to focus on the needs of the students experiencing educational difficulties and identify strategies and accommodations that will promote student success. To this point, the Child Study Team relies on implementing effective intervention strategies, a tiered-model of instruction, and collaboration. Intervention strategies are regularly reviewed for progress and inform the team's decision to refer for a special education evaluation. Please contact your child's school with any questions.

Section 504

Referrals are accepted from any source, though parents and teachers are the most frequent sources. The definition of a qualified person with a disability under Section 504 is any person who has a physical or mental impairment which substantially limits one or more major life functions. Please contact your child's school with any questions.

Standards of Learning

The Virginia Standards of Learning stipulate the curriculum that is to be taught and learned in each content area and grade level. These standards can be located on the Virginia Department of Education website. The delivery of instruction is determined by school professionals. In order to ensure optimum delivery of instruction, GCPS promotes collaborative work among faculty to determine the pacing of instruction. Curriculum Guides outline the scope and sequence of instruction. Curriculum Guides can be found on the GCPS web page.

Special Education

Regulations Governing Special Education for Children with Disabilities in Virginia have been revised and became effective July 7, 2009. Greene County Public Schools, its service providers, its educators, and parents of students with disabilities collaborate consistently to ensure Individualized Education Programs reflect the resources to best serve students with disabilities.

*Greene County Public Schools
40 Celt Road
Stanardsville, VA 22973
Phone:(434) 939-9000 Fax:(434) 985-4686*

Dear Parent/Guardian:

The Greene County School System is making every effort to provide the best educational experience for your child. To that end, the system works very hard to recruit and employ the best teachers for your children.

You, as a parent or guardian of a child in the Greene County School System, have a right to know the professional qualifications of the teacher(s) your child works with each day. You have a right to request the following information regarding a teacher

- 1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.*
- 2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.*
- 3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.*

In addition, if your child is provided services by a paraprofessional, you may request information regarding that person's qualifications as well.

If you are interested in obtaining the above information, you may make a written request to:

*Assistant Superintendent of Instruction
Greene County Public Schools
40 Celt Road
Stanardsville, VA 22973*

This information will be forwarded to you in a timely manner.

We look forward to working with you now and in the future to make our schools the best they can be.

Sincerely,

Eileen Oliver-Eggert

Principal

Screening for scoliosis:

The Greene County School Board has chosen to supply the below information concerning scoliosis to parents of students in grades five through ten as mandated in The Code of Virginia § 22.1-273.

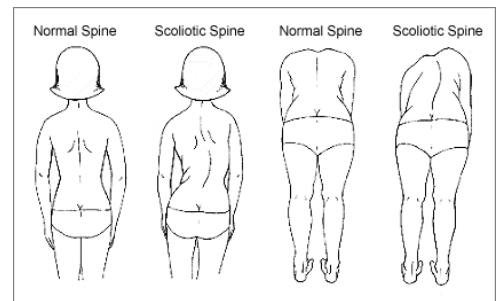
Information for Parents Concerning Scoliosis

What is scoliosis?

Scoliosis is a type of spinal deformity that should not be confused with poor posture. 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 can occur at any age, but the most common type occurs in teens and preteens as they go through their growth spurt.

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



What causes scoliosis?

In most cases (80 to 85%), the cause of scoliosis is unknown. It commonly affects adolescents between the ages of 10 and 18 and is more common in females than males. Scoliosis frequently runs in families and may be due to genetic or heredity influences.

How is scoliosis diagnosed?

Scoliosis is usually found during a routine 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. Your medical care provider may also choose to use a Scoliometer, a device which measures rotational spinal curves. 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

Treatment depends on the child’s age, the degree of the curve and the amount of growth the child is expected to have. 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

- **Observation and repeated examinations** are done for smaller curves, to determine if the spine is continuing to curve. 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.

Long-term outlook for an adolescent with scoliosis:

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 such as: limited motion, back pain, and in extreme cases heart and lung impairment.

If you have any concerns 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.

For more information on scoliosis please visit: www.SRS.org or www.familydoctor.org

**Allergy Management Information for Parents and Students
Of Greene County Public Schools:**

Within our school community there are individuals who have potentially life threatening allergies to food(s).

Eating or having contact with food allergens can lead to a life-threatening reaction called anaphylaxis. Signs of anaphylaxis include; hives, difficulty breathing, vomiting and diarrhea, swelling of the lips, mouth, and throat, itching and sneezing, loss of consciousness, and death due to shock.

Allergy safe zones will be available, as an option, for students with food allergies, during meal times at school.

You can help staff and the school by taking advantage of opportunities to learn more about food allergies, and by helping your child understand the foods they freely enjoy can be dangerous to others.

Here are a few suggestions for you as a parent:

- Never take food allergies lightly; they can be serious and life-threatening
- Ask your child's friends what they are allergic to and help them avoid it.
- Tell your child, "do not share food or eating utensils."
- Talk with your child about the need for hand washing, with soap and water, after eating. This is an essential step in preventing accidental exposure.

We do not have a ban on any food(s) within Greene County Public Schools. Employees and students can pack any food they choose for their lunch and snacks. We do ask that only prepackaged foods, that have the ingredients clearly labeled, be sent in for classroom celebrations, class projects, after school activities, or any activity where food is brought in for a group.

If you have any questions, please contact your child's school nurse. Thank you

GREENE COUNTY PUBLIC SCHOOLS
William Monroe Middle School
Master Schedule 2018 - 2019

	7:35-7:50	7:50-7:55	7:55-9:01	9:05-10:11	10:15-11:21	11:35-12:31	12:35-1:41	1:45-2:51	2:51-2:55
Grade 6	Block 1: HR	Announcements Attendance	Block 2	Block 3 PE/RA	Block 4	11:25 - 12:00 Dragon Time 12:04 - 12:31 LUNCH	Block 6	Block 7	Announcements Dismissal
Grade 7	Block 1: HR	Announcements Attendance	Block 2 PE/RA	Block 3	Block 4 10:19 - 10:52 Dragon Time 10:56 - 11:21 LUNCH	Block 5	Block 6	Block 7	Announcements Dismissal
Grade 8	Block 1: HR	Announcements Attendance	Block 2	Block 3	Block 4 (extend to 11:26)	Block 5 LUNCH 11:30 - 11:56 Dragon Time/ Performing Arts 12:00 - 12:31	Block 6 PE/RA	Block 7	Announcements Dismissal
PE/RA	DUTY	Announcements Attendance	7 th Grade	6 th Grade	DT/LUNCH	DT/DT	8 th Grade	Planning	DUTY

ACCEPTABLE COMPUTER SYSTEM USE

All use of the Greene 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, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

Computer System Use – Terms and Conditions

1. **Acceptable Use** – Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. **Privilege** – The use of the division's computer system is a privilege, not a right.
3. **Unacceptable Use** – Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
 - b. Sending, receiving, viewing or downloading illegal material via the computer system.
 - c. Unauthorized downloading of software.
 - d. Downloading copyrighted material for unauthorized use.
 - e. Using the computer system for private financial or commercial gain.
 - f. Wastefully using resources, such as file space.
 - g. Gaining unauthorized access to resources or entities.
 - h. Posting material authorized or created by another without his or her consent.
 - i. Using the computer system for commercial or private advertising.
 - j. Submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - k. Using the computer system while access privileges are suspended or revoked.
 - l. Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - m. Intimidating, harassing, bullying, or coercing others.
 - n. Threatening illegal or immoral acts.
4. **Network Etiquette** – Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - a. Be polite.
 - b. Users shall not forge, intercept or interfere with electronic mail passages.
 - c. Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.

- d. Users shall not post personal contact information, including names, home, school or work addresses, or telephone numbers about themselves or others.
 - e. Users shall respect the computer system's resource limits.
 - f. Users shall not post chain letters or download large files.
 - g. Users shall not use the computer system to disrupt others.
 - h. Users shall not read, modify or delete data owned by others.
5. **Liability** – The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security** – Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism** – Intentional destruction of 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 or long-distance charges.
9. **Electronic Mail** – The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored and accessed the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement** – Software will be installed on the division's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of minors 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.

Adopted: April 13, 2005

Revised: July 10, 2013

Legal Refs: 18 U.S.C. §§1460, 2256.

47 U.S.C. §254.

Code of Virginia, 1950, as amended, §18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2
and 22.1-78.

Cross Refs: JFC Standard Conduct

JFC-R Standards of Student Conduct

ADMINISTERING MEDICINE TO STUDENTS

The purpose of the medication policy is to provide a safe and effective procedure for handling medications during school hours. Too often, children come to school with unidentified pills wrapped in a tissue and no note from home. This is a potentially dangerous situation for the student with the medication and other students.

It is our school policy to administer medication during school hours only when necessary to permit the student to attend school. We define medication to mean all drugs, including prescription and non-prescription medication. Only those medications sent or brought to school by parents will be administered. **The school will not supply medications such as over the counter products.**

We prefer that you not send medications to school. Cold medications such as decongestants and antihistamines often cause side effects that can interfere with a child's school performance. We also limit the number of over-the-counter medications (e.g. Tylenol, Advil) to 2 types. If your child needs to take an antibiotic, you should ask your provider to design a treatment schedule that would avoid the necessity of taking medications during the school day. If it becomes necessary for your child to have medication during school hours, the following guidelines **must** be followed:

1. All medications must be accompanied by a **Medication Authorization Form**. **NO MEDICATION WILL BE GIVEN UNLESS ACCOMPANIED BY THIS FORM EXCEPT FOR STUDENTS HAVING AN ASHTMA ACTION OR AN ALLERGY ACTION FORM.** These two forms contain an authorization for medication.
2. An adult must bring all prescription medications to school unless the student has a contract to **Self-Carry/Administer Medication**. The adult and clinic personnel must fill out and sign a form pertaining to the number of pills that are being brought to school. Any prescription medication must have the prescriber's signature on the **Medication Authorization** form.
3. Prescription medication must be in a container appropriately labeled by a pharmacy or physician to include the student's name, medication name, and time and amount to administer. Non-prescription medication must also be labeled with the student's name.
4. Always give the first dose of the medication at home.
5. All medications need to be brought to the clinic or office at the beginning of the school day.
6. Medication will only be given in the clinic.
7. Parents are also responsible for providing any equipment needed to administer medications or provide care for medically fragile students in school, such as syringes, supplemental formulas, gastrostomy tubes, etc.
8. If school is delayed or closed early, such as for inclement weather, the parent should communicate with designated school staff to be sure the student does not miss or take additional doses of scheduled medication.
9. Parents must provide prescription medication to school in a timely manner when school staff have indicated that medication needs refill. If the medication has been discontinued, the parent should provide written notice to the school from the physician.

10. Parents must provide the school with new authorization and correctly labeled bottle whenever the physician changes the medication dosage. School staff can only accept changes in orders from legally authorized prescriber, unless the parent wishes to completely discontinue the medication.
11. Parents should collect medication no later than the last day of school. Medication will be destroyed the last day the nurse is in the health office. Parents should collect medication that has been discontinued. Expired or discontinued medication cannot be held at school and will be destroyed.
12. Students are not permitted to carry or self-administer any medication while on school property unless the student has an **Individualized Health Care Plan**.
13. If it is deemed necessary for a student to carry and self-administer medication the student and parent must sign a **Contract for Self-Carry/Administer Medication** and spare medication must also be kept in the school clinic.

Parents of children who need to take daily medications should contact the school at the beginning of the school year. Appropriate routines for each student will be established based on individual needs. If you have questions or concerns, please feel free to contact the Nursing Coordinator.

Adopted: August 8, 2012

GRADING SCALE

The following codes will be used for marking Greene County Public Schools students in grades K-3 (numerical grades will not be given):

E	Exceeds the standards
M	Meets the standards
P	Progressing toward the standards
L	Limited understanding of the standards
N	Not evaluated at this time

The numerical scale approved for use in Greene County Public Schools for grades 4-12 is as follows:

A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59 and below	Failing

The school board also abolished the indiscriminate use of zeros and that any assignment, including homework, which is given a zero must be approved by the Principal. Each school has established its own procedure for allowing students ample opportunity to complete an assignment before a zero is recorded.

Adopted: September 25, 1990

Revised: April 14, 2010

STUDENT ABSENCES/EXCUSES/DISMISSALS

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: Student illness, death in the family, legal appointments, religious holidays, and prearranged absences that have been approved by the building principal.

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.

High school students may spend a maximum of 5 school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

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".

A. Upon Fifth Absence Without Parental Awareness and Support

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

B. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal, principal's designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance.

Other community service providers may also be included in the conference.

C. Upon Additional Absence Without Parental Awareness and Support

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

D. Parental Cooperation in Remediating Excessive Unexcused Absences

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

III. Report for Suspension of Driver's License

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

IV. Attendance Reporting

Student attendance 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.

Adopted: August 18, 1999

Revised: September 13, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-254,22.1-258, 22.1- 260, 22.1-279.3, 46.2-323 and 46.2-334.001.

8 VAC 20-230-20.

8 VAC 20-730-10.

Cross Refs.: IGAJ
JFC
JFC-R

Driver Education
Student Conduct
Standards of Student Conduct

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.

5. Bus-Related Offenses

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

6. Cheating

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

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

7. Communication Devices

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. Defiance of the Authority of School Personnel

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

9. Disruptive Conduct

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

10. Electronic Cigarettes

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

11. Extortion

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

12. Felony Charges

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

13. Fighting

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

14. Gambling

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

15. Gang Activity

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

16. Harassment

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

17. Hazing

Students shall not engage in hazing.

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

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

18. Internet Use

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

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. Other Conduct

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

21. Possession or Use of Weapons or Other Dangerous Articles

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

22. Profane, Obscene or Abusive Language or Conduct

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

23. Reports of Conviction or Adjudication of Delinquency

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

24. Stalking

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

25. Student Dress

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

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

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

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

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

26. Theft

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

27. Threats or Intimidation

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

28. Trespassing

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

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

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

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

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

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

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

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic

athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

30. Vandalism

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

CORRECTIVE ACTIONS

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

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

20. Evaluation for alcohol or drug abuse

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

Adopted: June 4, 2008

Revised: April 8, 2015

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

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

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

Cross Ref.:	CLA	Reporting Acts of Violence and Substance Abuse
	ECAB	Vandalism
	GAB/IIBEA	Acceptable Computer System Use
	GAB-R/IIBEA-R	Acceptable Computer System Use Regulation
	GBECA	Electronic Cigarettes
	IEA	Pledge of Allegiance
	IGAG	Teaching About Drugs, Alcohol and Tobacco
	JED	Student Absences/Excuses/Dismissals
	JFC	Student Conduct
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JFCF	Drugs in School
	JFHA/GBA	Prohibition Against Harassment and Retaliation
	JGA	Corporal Punishment
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students With Disabilities
	JGDB	Discipline of Students With Disabilities for Infliction of Serious Bodily Injury
	JHCD	Administering Medicines to Students
	JN	Student Fees, Fines and Charges

BULLYING

1. Purpose

The School Board of Greene County, Virginia, is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

2. Definitions

A. "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.

Bullying may involve, but is not limited to:

- 1) **Verbal:** Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- 2) **Nonverbal:** Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- 3) **Physical:** Hitting, punching, pushing, shoving, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.
- 4) **Emotional (psychosocial):** Rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- 5) **General.** Hazing, taunting, teasing, confinement, assault, demands for money, extortion, theft of valued possessions, ridicule, slurs, jokes, innuendos, demeaning comments, and ostracism.

It is further defined as any unwanted and repeated purposeful gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e.; internet, cell phone or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, ethnicity, color, religion, ancestry, national origin, gender, sex, sexual orientation, gender identity and expression, marital status, socio-economic background, social/family background, linguistic preference political beliefs, or a mental physical, or sensory disability, difference, or impairment; or by any other distinguishing characteristic or because of one's association with a particular person or group of persons.

Bullying involves actions that are carried out repeatedly; or are sufficiently severe and persistent or pervasive; or are systematically and chronically abusive.

Bullying occurs when the actions:

- 1) create an intimidating, hostile, threatening, abusing, or offensive educational or work environment;
- 2) cause long term damage;
- 3) cause discomfort or humiliation;
- 4) unreasonably interfere with the individual's school performance or participation;
- 5) place the individual in reasonable fear of harm or damage to a person's property; or,
- 6) have the effect of substantial, negative impact on the person's emotional or mental well-being.

B. "Cyber bullying" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, "sexting", instant messaging, or video voyeurism.

C. "Cyber stalking" means to engage in a course of conduct to communicate or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

D. "Prohibited Harassment" includes, but is not limited to, oral, written, psychological, physical (both climate and contact), and other demonstrative actions with regard to race, creed, ethnic origin, religious preference, gender, disability, or sexual orientation that is harassing.

E. "Accused" is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

F. "Complainant" is defined as any individual who has a complaint or concern.

G. "Victim" is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the District, who is reported to have been the target of an act of bullying during any educational program or activity conducted by GCPS.

3 **Expectations**

The Board expects students and staff to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the

rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for the school and community property.

Since bystander support of bullying can support these behaviors, GCPS prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The school district upholds that bullying of any student or employee is prohibited:

- A. During an education program or activity;
- B. During any school-related or school-sponsored program or activity;
- C. On a school bus or going to and from school;
- D. Through the use of data or computer software that is accessed through a computer, computer system or computer network; or
- E. Any instance that occurs outside of school but causes a disruption during the school day.

4. **Procedures to Address Bullying**

The following actions will be taken when bullying is reported:

A. **Investigate** - Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School Resource Officer, school counselors, school psychologist and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

B. **Notify** - At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

C. **Concluding the Investigation** – Absent extenuating circumstances, the investigation should be completed within ten school days from the date of the report; however, the principal or designee shall take additional time if necessary to complete a thorough

evaluation. The principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Office of Student Achievement and Accountability for data collection and reporting purposes.

D. Discipline - Upon confirming that bullying has occurred, the accused student should be given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. The principal shall convene the school's Intervention Team (IT) for the purpose of developing a plan of action/interventions for the victim and/or perpetrator, even if the investigation concludes that the conduct did not rise to the level of bullying under this policy.

E. Follow Up - Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

5. **Confidentiality**

To the greatest extent possible, GCPS shall respect the privacy of the complainants, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

6. **Appeals Process**

If the Intervention Team and administrator determine that no bullying occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the Superintendent or designee within 5 calendar days of receiving the decision.

Adopted: February 8, 2012

SUBSTANCE ABUSE – DRUGS AND ALCOHOL

All students must have an orientation (commensurate with their level of understanding) of the procedures and penalties regarding substance abuse in the Greene County Public Schools. Additionally, excerpts of the information in this administrative regulation will appear in the Student Code of Conduct.

Definitions:

The following words, when and wherever used in this regulation, will have the following definitions:

1. **Drugs:** Any and all substance, which are classified as “scheduled” or “controlled” substances by the Code of Virginia, 1950, as amended, and to expressly include anabolic steroids, prescription medication for which a student has no legitimate prescription, alcohol in any form, and any other substance such as “Liquid Paper”, cough syrup, over-the-counter preparation, look-a-likes, or other materials when used, distributed or undoubtedly possessed for the purpose of intoxication by inhalation or ingestion. In addition, any substance which is distributed as though it were a “drug” as herein defined, even if analysis shows that it is not, will also be deemed a “drug” for purposes of this policy. This also includes the intent to purchase and/or distribute drugs as herein defined. If the principal has reasonable suspicion to believe that a student is guilty of possessing, using, selling, or distributing drugs, alcoholic beverages or a controlled substance or that the student’s behavior, without benefit of any tests, is clearly consistent with being under the influence of any drugs, to expressly include alcohol, as herein above defined, he/she will immediately contact law enforcement personnel and seek their advice for subsequent action. In addition, he/she has the responsibility of informing the parent or guardian.
2. **Distribution:** The act of attempted act of passing a “drug”, as herein above defined, from one person to another, including, but not limited to, sale, attempted sale, gift, attempted gift, purchase, and attempted purchase, whether or not the facts and circumstances clearly establish a “hand-to-hand” transfer.

Student Possession or Use of Controlled Substances on School Property or during School-Sponsored Activities:

- A. When a student is found to have controlled substance or look-alikes (or drug paraphernalia) in his/her possession and/or use the same on school property or during a school-sponsored event, the following actions will be taken if this possession is a **FIRST OFFENSE**.
 - a. The principal will be notified immediately.
 - b. The principal will notify the Superintendent. The Superintendent will notify the School Board.
 - c. The principal will contact the parent(s) or guardian.
 - d. The principal will notify the sheriff’s department. This behavior will warrant a minimum out of school suspension of ten (10) days.

- e. The student will be referred through the parent(s) or guardian for a substance abuse assessment. The student will be allowed to return to school after:
 - i. The assessment is completed and
 - ii. Verification by the assessing individual or agency has been provided to the principal or assistant principal.If the assessment is not completed within ten (10) days, the case is referred to the Discipline Committee.
 - f. The student will not be allowed to attend or participate in any extra-curricular activities. If the student fails to comply with the recommendations of (A)(e) above, the principal or assistant principal may reinstate social probation for a period of time established by that principal.
 - g. If it is determined that the student is in possession of a controlled substance with the intent to distribute, the student will be referred to the School Board with a recommendation for expulsion. The student will be suspended until the School Board meets.
 - h. The school may follow additional guidelines for disciplinary action.
- B. When a student is found to have a controlled substance in his/her possession and/or use the same on school property or during a school sponsored event, the following actions will be taken if this possession is a SECOND OFFENSE.
- a. The principal will be notified.
 - b. The principal will notify the Superintendent. The Superintendent will notify the School Board.
 - c. The principal will contact the parent(s) or guardian.
 - d. The principal will contact the sheriff's office.
 - e. The student will be referred to the School Board with a recommendation for expulsion.
 - f. The student will be suspended from school until the School Board meets.
 - g. If the student is in treatment, the treatment provider will be notified immediately.

Student Use or Suspicion of Use of Controlled Substances Prior to coming onto school property or attending school-sponsored events

In the event of use or suspicion of use of alcohol or controlled substances prior to coming onto school property or to participating in a school-sponsored event, the following actions will be taken if this use or suspicion of use is a:

FIRST OFFENSE

1. The principal will be notified
2. The principal will notify the Superintendent. The Superintendent will notify the School Board.
3. In the event of suspicion, if use is not founded, the matter is dropped, and no further action is taken. If use is founded the following actions will be taken.
4. The principal will contact the parent(s) or guardian. This behavior will warrant a minimum out of school suspension of ten (10) days.

- a. The student will be referred through the parent(s) or guardian for a substance abuse assessment. The student will be allowed to return to school after:
 - b. The assessment is completed and
 - c. Verification by the assessing individual or agency has been provided to the principal or assistant principal. If the assessment is not complete within ten (10) days, the case is referred to the Discipline Committee.
5. The student will not be allowed to attend or participate in any extra-curricular activities for nine weeks. If the student fails to comply with the recommendations of (A)(e) above, the principal or assistant principal may reinstate social probation for a period of time established by that principal.
 6. The school may follow additional guidelines for disciplinary action.

In the event of use or suspicion of use of alcohol or other controlled substance prior to coming onto school property or to participating in a school sponsored event, the following actions will be taken, if this use or suspicion of use is a:

SECOND OFFENSE

1. The principal will be notified.
2. The principal will notify the Superintendent. The Superintendent will notify the School Board.
3. In the event of suspicion, if use is not founded, the matter is dropped, and no further action is taken. If use is founded, the following actions are taken:
4. The principal will contact the parents.
5. The student will be suspended from school until the next School Board meeting.
6. The student will be referred to the School Board with a recommendation for expulsion.
7. If the student is in treatment, the treatment provider will be notified immediately.

Adopted: July 14, 2004

TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

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

For purposes of this policy:

1. "School property" means:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
 - c. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings.

Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: March 14, 2001
Revised: August 13, 2014

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 15.2-2820, 15.2-2824, 15.2-2825, 15.2-2827, 22.1-79.5, 22.1-279.6.

Cross Ref.:	CLA	Reporting Acts of Violence and Substance Abuse
	GBEC	Tobacco-Free School for Staff and Students
	GBECA	Electronic Cigarettes
	JFC-R	Standards of Student Conduct
	KG	Community Use of School Facilities
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises

School Meal Information

Meal Prices (Effective School Year 2018/2019)

Breakfast

Students \$1.50; Adults \$1.80

Primary and Elementary Lunch

Students \$2.70; Adults \$3.75

Middle and High School Lunch

Students \$3.00; Adults \$3.75

See What Is On The School Menu Today: <http://greene.schoolwires.net/Page/445>

Three Ways To Purchase School Meals

1. On-line <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>
 - **No Fee Charged For Transactions**
2. Check
 - Make checks payable to “(School Name) Cafeteria” and deliver to the Cafeteria Manager. The student name and ID number are required in the memo section. The entire check must be put on the student account. No change will be given.
3. Cash
 - Cash may be brought to the Cafeteria Manager for deposit on account or students may pay cash for meals on a daily basis.

Returned Check Policy

If the School Nutrition Program receives check/s for school meals that have been returned for insufficient funds, there will be a **\$32.00** service charge on each check.

Charge Policy

<https://va01918659.schoolwires.net/Page/1146>

Parent Portal

Parent Portal is a way for parents to check their child's grades online. Parents will be able to sign up and get their access cards at Back to School Night or at any time in the Main Office. *Please note that parents will need to show photo identification to pick up their access card.*

How to Create a Parent/Guardian Account: Use this procedure to create a new parent/guardian account. In order to create an account you must have the *Access ID* and *Access Password* for each student you have enrolled in school. You will then associate each child to your parent/guardian account using the individual Access IDs and Passwords. The Access IDs and Passwords are assigned by the school.

Follow these steps to create your Parent Single Sign-On account:

1. Navigate to the PowerSchool Parent Portal as you already do: www.greenecountyschools.com, then to the drop down under Parents and select Parent Portal, or <https://greene.powerschool.com/public>.
2. Click "Create Account".
3. Fill in the required information in all the boxes as follows;
 - a. First Name – Your First Name
 - b. Last Name – Your Last Name
 - c. E-Mail – Your e-mail address - The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
 - d. Desired User Name – Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
4. Password – Enter the password you will use when logging into the PS Parent Portal. The password must be unique and a minimum of 6 characters.
5. Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the Password field.
6. Link Students to Account Section.
 - a. Student Name – Your child's first and last name
 - b. Access ID – The confidential Access ID you have been issued for this student's account.
 - c. Access Password – The password you have been issued for this student's account.
Please note: ID and password must be typed in as printed on your letter
 - d. Relationship – **Your relationship to the child** (mother, father, etc...)
 - e. You can add up to 7 children from this screen. If you have more than 7 children, or if you didn't add all your children on this screen, you can add them later by clicking the "Account Preferences" – "Students" icon.

When you have filled in all the information and added all your children click “enter,” then log in with the new account you just created.

Once you complete the new account set-up and add all your children you can access the various account settings for email notices, etc. by clicking the “Account Preferences” icon found on the top navigation menu.

Rules and Regulations Governing Use of Greene County Public School Facilities

The Greene County School Board recognizes the value of allowing the use of property for worthwhile local community and civic purposes. The School Board also recognizes the necessity of making the facilities available for school-related organizations. Other local non-service organizations and non-school related groups may be allowed to use the school facilities but will be charged a rental and/or service fee as listed below.

Regulations

1. Applicants shall be responsible for any damage to school property during the agreed upon rental period.
2. All outdoor facilities used for practices must be vacated by dusk on all days.
3. In the event of inclement weather, it will be the judgment of the Activities Director or designee to decide whether or not the facilities may be used. This decision may be rendered 24 hours in advance.
4. Any organization wishing to host a tournament must have a facility supervisor on site. This supervisor will make any determinations about cancelling the event due to poor field conditions or handle any facility issues that may arise. This supervisor will not be responsible for gym set up, field preparation or tournament supervision.
5. Prior to any field preparations (lining/markings) permission must be granted from the Activities Director or designee.
6. The concession stand will only be operated by school staff and is not part of the rental agreement. Any groups operating the concession stand are required to have a Custodian for a minimum of two hours.
7. All tournament schedules must be provided with application. No softball/baseball games should start prior to 9 a.m. and all games should be scheduled so that game play is completed before dusk.
8. The Batting Cage located at the Middle School Gym is not available for rental.

Application Procedures

1. Applications are available at all Schools and Central Office.
2. Completed applications for all facilities with the exception of Athletic Fields should be submitted to the building Principal thirty (30) days in advance of requested usage.
3. Athletic Facility Request should be submitted to the Activities Director thirty (30) days in advance of requested usage.
4. One person shall personally assume responsibility for representing the organization or club in working out the details for the use of facilities with the Principals, Activities Director and/or Central Office staff.
5. Once the application has been approved by the Principal, Activities Director and/or School Board, you will be notified and all rental, services fees and deposits that must be paid in full ten (10) day prior to the scheduled event at Central Office.
6. The refundable deposit for the Key Fob will be \$40 made payable to Greene County School Board .
7. Any group, organization or individual interested in an In-Kind agreement in lieu of facility rental and services fees needs to make arrangements through the Activities Director and Central Office staff. All In-Kind services such as ticket takers, game management, facility maintenance, etc. will be based on an hourly rate of \$20.00 per person provided.
8. Non-payment of rental and/or service fees will result in denial of future request.

Dear Parent/Guardian:

The Greene County School System is making every effort to provide the best educational experience for your child. To that end, the system works very hard to recruit and employ the best teachers for your children.

You, as a parent or guardian of a child in the Greene County School System, have a right to know the professional qualifications of the teacher(s) your child works with each day. You have a right to request the following information regarding a teacher

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.

In addition, if your child is provided services by a paraprofessional, you may request information regarding that person's qualifications as well.

If you are interested in obtaining the above information, you may make a written request to:

Bryan Huber, Assistant Superintendent
Greene County Public Schools
40 Celt Road
Stanardsville, VA 22973

This information will be forwarded to you in a timely manner.

We look forward to working with you now and in the future to make our schools the best they can be.

Greene County Public Schools

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parent if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations
 2. Mental and psychological problems potentially embarrassing to the student and his/ her family
 3. Sex behavior and attitudes
 4. Illegal, antisocial, self-incriminating and demeaning behavior
 5. Critical appraisals of other individuals with whom respondents have close family relationships
 6. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call 202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 202-5920

Greene County Public Schools

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Parental Responsibility

Pulled from the Code of Virginia (1950), as amended 22.1-2793 Parental responsibility and involvement requirements:

- A.** Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons/property, and supportive of individual rights.
- B.** A school board shall provide opportunities for parental and community involvement in every school in the 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 the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.
- D.** The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.
- E.** In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such a violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F.** No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G.** Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior as follows:
 - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may (i) order the student or his/ her parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his/ her parents to be subject to such conditions and limitations as the court deems appropriate for the supervision, care and rehabilitation of the student or his/her 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 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 subsection 3 of subsection G. Upon failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city or town shall enforce the collection of such civil penalties.
- I.** All references in this section to the juvenile and domestic relations court shall also be deemed to mean any successor in interest of such court.

School Buses

Transportation: Greene County Public Schools offer transportation by school bus to and from each school. If your child will be riding the bus to and from school, please provide the office with the following information: the bus number and physical address to the stop. The bus number information and pick up/ drop off times can be obtained by calling our Transportation Department at 434-939-9000 or looking online at <http://greenecounty.va.schoolwebpages.com/>

These regulations apply to all students who ride Greene County Public School buses to and from school, on fieldtrips, and on extracurricular trips. Parents/Guardians and students are required to read this information and sign the *Acknowledgement Form* in this handbook.

ON THE BUS

The bus is considered school property and students shall follow all rules and policies as recorded in the school handbook

The bus driver is the authority on the bus, obey them and be courteous – the driver has the authority to assign seats to maintain order and promote safety

Any student who damages or defaces the vehicle, will be responsible for any costs of required parts, repairs, and labor to repair the vehicle

Students should go directly to their seat and remain seated unless directed to do otherwise by the driver

Students shall speak appropriately – no profanity, yelling, inappropriate conversations or talking to the driver unless it is an emergency

Students are not to tamper with emergency exits, fight with other students, extend body parts outside of the bus, throw objects, have unsafe objects or glass containers, or cause any disturbance to distract the bus driver from safely driving the bus

If possible, avoid bringing oversized objects on the bus that could block the aisles or exits

Glass items and balloons are PROHIBITED

Drugs, Alcohol, Tobacco, and Weapons are PROHIBITED

Students may use electronic devices, but the driver has the authority to prohibit them if they become a distraction or safety issue

When it is time to exit the bus, please remain seated until it comes to a complete stop and leave in an safe and orderly manner

GENERAL INFORMATION

Parents/Guardians are “strongly” encouraged to accompany elementary age students to and from the bus stop

Please arrive at the bus stop at least 5 minutes before regular pick up time; buses will not wait on students

When waiting at the “bus stop”, it is considered school property, and students should behave in accordance to school rules If a student needs to cross the road in order to board or leave the bus, they must wait for the driver’s signal to know that it is safe to cross in front of the bus – always cross at least 10 feet in *front* of the bus; never behind the bus

Students should immediately report any injuries sustained on or around the bus to the bus driver or school staff

Students must have a written request from Parent/Guardian to ride a different bus, approved by a school administrator

Changes to bus routes and bus stops will only be made with approval from the Transportation Office

These regulations are designed to keep our students safe. Any student who fails to follow the above rules will be subject to disciplinary action to include suspension of bus riding privileges. Instances where a student losses their bus riding privileges, parents/guardians will be responsible for providing transportation for their child to or from school, and any extracurricular activities.



Greene County Public Schools
Student Transportation Release Form
2018 - 2019

Greene County Public Schools Policy prohibits primary and elementary students 5th grade and younger from being released from the school bus/car unless a parent/guardian is present to meet the child. The only exceptions to this policy are listed as follows.

Preschool age students must have a parent/guardian present at designated bus stops prior to the students release. No exceptions.

1. The student has a family member that is in 6th grade or higher that can meet or escort the student home.
2. A parent or guardian has signed and dated the request of release form below that requests the driver to release their child without a parent/guardian meeting the bus/car.

Student's Name (Print)

Bus/Car #

School / Grade

Physical Address/Intersection of Stop

Teacher

I, _____ request that Greene County Public Schools
Parent or Guardian Name (Print)

release _____ unsupervised at the address location

(Print Student Name)

listed above without anyone visibly present at the bus stop. By signing below, I agree to hold Greene County Public Schools and all its employees harmless and NOT-LIABLE for any situation that may occur with my child being released unattended at the bus/car stop.

Parent/Guardian Signature

Date