

# *Augusta County Public Schools Handbook for Parents and Elementary School Students 2023-2024*

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## Introduction

This handbook is designed to be an overview of activities, educational programs, and general policies of the elementary schools in Augusta County. However, it is not inclusive of all rules and regulations that govern the operation of individual schools. The Administrative Policy Manual, as approved by the School Board, is the official document that sets operating procedures. **®A copy of the Augusta County Public Schools Administrative Manual is located in the Augusta County School Board Office and available on the Augusta County Website [www.augusta.k12.va.us](http://www.augusta.k12.va.us). School personnel will provide a copy of any specific administrative policy upon request. The public is encouraged to inspect, review and offer suggestions.**

®As required by Virginia Department of Education, the School Performance Report for each school can be accessed on the individual school's web site. School Performance Reports can also be accessed on the division's web site.

Each elementary school has unique characteristics, but all share the same basic educational goals. Each student is expected to acquire the knowledge, skills, and competencies that will enable him/her to function effectively in a career, as a family member, and as a citizen. Likewise, the intent of each school is to provide a safe and orderly teaching and learning environment where students can achieve their educational goals and realize their intellectual, physical, emotional, and social potential.

**Signature forms are included at the end of this handbook. These signed forms are required to ensure that all parents and students are aware of school regulations including the Code of Conduct and required notices.\*** Please take time to read and review the information in this handbook with your son/daughter and return the signed signature forms to the school. We express appreciation to those parents who are involved and support Augusta County Public Schools (ACPS) and encourage all parents to work with us to create the environment that is necessary to promote learning.

(\*A required notice is designated by ® symbol.)

### ® Non-Discrimination Notice

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The Augusta County School Division is committed to maintaining a working and school environment free from sexual harassment, bullying and discrimination based on race, color, national origin, religion, sex, sexual orientation, marital status, pregnancy, childbirth, disability or related medical conditions including lactation, age, status as a veteran, national origin, or disability. The Augusta County School Division prohibits sexual harassment and discrimination based on race, color, religion, sex, sexual orientation, marital status, pregnancy, childbirth or related medical conditions including lactation, age, status as a veteran, national origin, or disability of any school personnel at school or any school sponsored activity

The Augusta County School Board does not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding non-discrimination policies:

#### **Title IX Coordinator**

**Kelly F. Troxell, Ed.D.**

Executive Director for Personnel  
P O Box 960  
18 Government Center Lane  
Verona VA 24482  
(540) 245-5107

#### **Section 504 Coordinator**

**Douglas W. Shifflett, Jr., Ed.D.**

Deputy Superintendent  
P O Box 960  
18 Government Center Lane  
Verona VA 24482  
(540) 245-5108

## **® Admission Requirements**

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Certain records must be submitted to the school principal in order for a student to be admitted to Augusta County Public Schools. However, a homeless student or a student placed in foster care by a social service agency has a thirty (30) day grace period to produce and/or confirm required documents. The School Nurse will provide a written statement that, to the best of one's knowledge, sets forth the student's age, health status, and they are free from communicable diseases. To facilitate the registration process, please have the following records:

- Verification of residence.
- Physical exam. The exam must follow the guidelines established on the Commonwealth of Virginia Comprehensive Physical Exam report, form MCH-213F. The physical must include a screen for iron deficiency anemia, or hemoglobin, or a hematocrit and a urinalysis.
- Certified copy of the pupil's state birth certificate. **A hospital certificate does not meet this requirement.**
- Child's Social Security Card (optional)
- Record of required immunizations. As of July 1, 2002, all students entering kindergarten for the first time will have to receive the Varicella vaccine for chickenpox or provide a statement from their physician that they have previously had chickenpox. Effective July 1, 2019, all students entering the 7<sup>th</sup> grade must have a tetanus, diphtheria, pertussis (Tdap) booster prior to entering school. **If the immunizations are not completed as required, the child will be excluded from school.**
- Beginning with the 2021-2022 school year, two doses of properly spaced Human Papillomavirus Vaccine (HPV) is required for female and male students. The first dose shall be administered prior to entering the seventh grade. Unlike any other required vaccine, the parent or guardian at their sole discretion, may elect for the child not to receive the HPV vaccine.  
Parents/guardians of rising seventh-grade students are requested to provide the school with documentation of HPV vaccine administration if the student receives the immunization.
- Beginning with the 2021-2022 school year:
  - Two or three properly spaced doses of rotavirus vaccine, depending on the manufacturer, for children up to eight months of age.
  - Two properly spaced doses of hepatitis A vaccine (HAV). The first dose shall be administered at age 12 months or older.
  - Two properly spaced doses of meningococcal conjugate vaccine (MenACWY). The first dose shall be administered prior to entry to the seventh grade. The second dose shall be administered prior to entry to the twelfth grade.
- A dental exam for pre-school is encouraged, but not required.
- Best practice states that a periodic physical exam is critically important for all children, especially those children who do not have primary care providers and ongoing monitoring for their growth and development.

### ®Initial Enrollment Screening

All children at their initial enrollment to a Virginia School Division will be screened in the areas of speech, voice, language, and fine and gross motor functions within the first 60 days of attendance. Students in Pre-K will be screened within 45 days of the start of school. Parents will be notified if the student fails the screening.

## **Attendance**

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**Children learn best when they attend school regularly.** Any student absent a half of day or more, unexcused, will be ineligible to participate in any school sponsored co/extra curricular activity that day.

### Excused Absences

Elementary school personnel will accept a phone call or email from the parent/guardian in place of a written note due to absences. Or the student must bring a written, signed note from the parent/guardian stating the day and reason for the absence. Such notes must be received within three (3) days of a return to school. Absences from school shall be considered excused for the following reasons:

- Personal illness or injury of the student. A doctor's note may be required if absenteeism has become a problem.
- Court subpoena/summons for the student.

- Death or serious illness in the family.
- Absences that are pre-arranged with the principal.
- Emergency extenuating circumstances determined to and appears to be in the best interest of the student and the student family. The parent/guardian will document the rationale for the absence including a Medical Certification of Need form, dates of absences, and siblings attending ACPS for whom the exception will also be requested. For requests of more than 5 days, the request must be endorsed by the Principal and sent to the Deputy Superintendent for consideration and approval by the Superintendent or designee.

#### Unexcused Absences

Absences not covered in the section above or without verifiable written evidence, within three (3) days of a return to school, will be considered unexcused. Out-of-school suspensions will be considered excused absences.

#### Making Up Work

Students are required to make up for credit all class assignments and homework missed because of absence from all or part of a school day regardless of the reason for the absence.

#### Preschool Attendance

The preschool program follows school policy in regards to expectations for attendance. The preschool program generally has an extensive waiting list of children who need preschool experiences. When a child has excessive absenteeism the parents and program staff will develop a plan to address attendance. Should the excessive absenteeism continue a decision can be made to remove the child from the preschool classroom.

#### Chronic Absenteeism

Defined by U.S. Department of Education as missing 10 percent of school days in a school year.

#### Excessive Absences

Excessive absences will be referred to the principal. If attempts to improve attendance have failed, the Principal will refer the student to the Augusta County Juvenile and Domestic Court for further action. Students absent more than ten (10) cumulative days per year may be required to furnish a third party note and/or have a parent conference before readmission.

#### Leaving School Early

Students shall not be permitted to leave school early at the request or in the company of anyone other than a school employee or parent/guardian unless permission of the parent or guardian is first secured. Leaving school early is discouraged because school attendance is important. The student must be properly signed out in the office. Each school has specific procedures for arranging early dismissal.

#### Change of Residence

If a student's residence changes during the school year, the parent must contact the principal and provide verification of new address and phone number. It is a Class-4 misdemeanor for any person to knowingly make a false statement concerning the residency of a child in a particular school division or school attendance zone. Also, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition charges shall be liable to the school division for all tuition charges for the time period in which the student was enrolled.

## **® Compulsory School Attendance**

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#### Excerpts from Virginia School Law § 22.1-254

**Ages of children required to attend.** Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached their fifth birthday on or before September 30 of any school term and who has not passed their eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child.

The School Board will excuse students from compulsory attendance in keeping with provisions stated in the Code of Virginia:

1. Home Instruction Exemption
2. Religious Exemption

The School Board requires the completion of the adopted application form in order to consider requests under these provisions.

Participation in pre-school is voluntary.

Excerpts from Virginia School Law § 22.1-258

**Notification when pupil fails to report to school.** Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent or guardian is aware of the pupil's absence, a reasonable effort to notify by telephone the parent or guardian shall be made by the attendance officer, other school personnel, or volunteers organized by the school administration for this purpose. School divisions are encouraged to use non-instructional personnel for this notice.

Whenever any pupil fails to report to school for three (3) consecutive school days, and no indication has been received by school personnel that the pupil's parent or guardian is aware of the pupil's absence, and a reasonable effort to notify the parent or guardian has failed, the school principal or his designee shall notify the parent or guardian by letter that such parent or guardian is requested to advise the school in writing of the reason for the pupil's absence or to accompany the pupil upon his return to school to explain the reason for his absence. Upon the failure of the parent or guardian to so advise the school or to return the child to school within three (3) days of the date of the notice, the school principal or his designee shall notify the designated school attendance officer or the division superintendent, as the case may be, who shall enforce the provisions of this article.

After a student has accumulated five (5) unverified absences for the school year, principals will make a referral to the designated school attendance officer to obtain an explanation and explain to the parent the consequences of continued non-attendance.

## **® Student Records**

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Scholastic records are kept on each student enrolled in Augusta County Public Schools. Active records are maintained at the building level in a place designed by the principal. Each building principal is responsible for maintenance of these records. Permanent and some specialized records are kept at the School Board Office. The Curriculum Supervisor for School Counseling or designee is responsible for maintenance of these records.

### **Definitions**

“Scholastic records” are those records that are directly related to a student’s educational history and maintained by an educational agency or by a party acting for the agency.

Certain records are not considered scholastic records, should not be maintained in the student’s file, and will not be accessible or disclosed hereunder:

- records of instructional, supervisory, administrative, and ancillary educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute for the maker of the record,
- records of law enforcement unit of an education agency or institution,
- notice of a court disposition if no school disciplinary action is taken or the adjudication or conviction is related to an incident which did not occur on school property or during a school-sponsored activity.

“Active records” are scholastic records which are maintained throughout a student’s enrollment in ACPS and are kept for five (5) years after graduation/completion/transfer/withdrawal.

“Permanent records” are scholastic records kept for a minimum for 75 years after graduation, completion, transfer, withdrawal, or the period designated by the Library of Virginia for retention of such information.

“Parent” means a natural or adoptive parent or a guardian of a child. This term also includes a surrogate parent who has been appointed pursuant to Virginia Special Education Regulations. The term also includes persons who have provided sufficient evidence that they are authorized to act in the place of a parent, such as a grandparent or stepparent with whom the child lives, in the absence of a parent or a guardian.



“Eligible student” means a student who has reached 18 years of age or is attending an institution of postsecondary education. Upon becoming an eligible student, the student has full rights to their own scholastic record, and the parents’ right to access is limited. A parent retains the right of access as long as the eligible student is considered a dependent for income tax purposes unless the principal or designee determines that (1) doing so would pose a safety concern for the student; (2) is prohibited by court order; or (3) for other good cause. An eligible student’s request that ACPS deny the parent access to the student’s records will not be honored unless the exceptions described in this section are found to apply.

“Directory Information” includes student name and address only.

All personnel shall adhere to legal standards of confidentiality relating to student information about a student’s gender status, legal name, or gender assigned at birth.

### **Access to Scholastic Records**

Augusta County Public Schools (ACPS) will permit parents, guardians, or eligible students access to scholastic records in accordance with applicable law. The school division will comply with requests for parental or eligible student access to records within a reasonable period of time not to exceed 45 days from receipt of the request. Parents or eligible students may present themselves in person during regular business hours or request scholastic records in writing.

For students under the Individuals with Disabilities Education Act (IDEA), parents or eligible students have the right to inspect and review scholastic records before any meeting regarding an Individualized Education Program (IEP) or hearing related to the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education.

No fees are charged to parents for copies of student records. In addition, no fees are charged for search, retrieval, interpretation, or reproduction of scholastic records including the Individualized Education Program (IEP).

If any scholastic records include information on more than one student, the parents of a student or eligible student will have the right to inspect and review only the information relating to their child (or the eligible student) or to be informed of that specific information relating to their child (or the eligible student) only.

ACPS will presume that both parents have the authority to inspect and review records relating to the student unless ACPS has been provided with specific evidence that either parent does not have authority to inspect and review (or receive copies) of such information under applicable state law, court order, or a legally binding instrument governing such matters as guardianship, separation, and divorce.

The parent(s) and eligible student have the right to inspect, to review, and to request copies of scholastic records and have the right to receive a response from the school division to reasonable requests for explanations and interpretations of the scholastic records. For students under the Individuals with Disabilities Education Act (IDEA), this includes the right to have a representative of the parent or eligible student inspect and review the scholastic record. The principal or designee will be present for scholastic record interpretation and explanation of the files. For central office records, interpretations and explanations will be provided by the Curriculum Supervisor for School Counseling.

A record of access and disclosures (the Record Data Disclosure Form) will be maintained of all parties obtaining access to or requesting disclosure of personally identifiable information from a student's scholastic record including:

- the name of the party who has requested or received personally identifiable information;
- the agency or institution represented, if any;
- the legitimate interest/purpose of the party in requesting or obtaining the information;
- the date of disclosure;
- any anticipated further disclosure by the identified recipient; and

Upon notification by law enforcement, scholastic records of a missing child must be “marked” immediately and that mark shall be maintained on the file until law enforcement provides notice that the child has been located. If a “marked” scholastic record is requested for any purpose by any school or person (including a request to transfer records to a new school), school officials will notify immediately the Superintendent or designee, who in turn, contacts law enforcement.

### **Authorized Disclosures of Scholastic Records**

ACPS will not disclose any student information from scholastic or education records except as permitted by federal and state law. Directory Information, as defined in this regulation, may be publicly disclosed by ACPS unless the parent,

guardian or eligible student refuses the designation of any or all information identified as Directory Information within fifteen (15) days of student enrollment for each school year. The parent, guardian or eligible student must notify the school in writing of their refusal. Notwithstanding the authority of ACPS to disclose Directory Information, as provided for in this paragraph and federal and state law, ACPS shall not disclose the address, phone number, or email address of a student without first obtaining the written consent of the parent, guardian, or student to such disclosure.

Notwithstanding the foregoing, ACPS may, without the consent of either the eligible student or his/her parent(s), disclose information from a student's scholastic record to the following individuals under the specified conditions:

- when a student transfers from one school division to another, to the school division to which the student transfers upon request from such school division or parent/guardian. The entire scholastic record, including discipline records, will be transferred and permission of the parent, guardian, or other person having control or charge of the student will not be required for such transfer to another school or school division whether within or outside of Virginia.
- to school officials with legitimate educational interest, which may include any person employed by or serving the division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and School Resource Officer (SRO) or law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibility.
- to officials of another school or school division, both within and outside the state, or institution of post-secondary education, in which the student seeks or intends to enroll or is already enrolled.
- to certain officials of the U.S. Department of Education, the Comptroller General, the Attorney General of the United States, and state and local educational authorities. This may include the Virginia Superintendent of Public Instruction or members of his or her staff.
- if disclosure is in connection with the student's request for or receipt of financial aid, provided the information is necessary for determination of eligibility, amount and conditions of the aid or for enforcement of the terms and conditions of the aid.
- to organizations and agencies conducting studies for or on behalf of educational institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, provided (a) the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization; (b) and the information is destroyed when no longer needed for the purposes for which the study was conducted; and (c) the organization or agency enters a written agreement with ACPS that meets the requirements of FERPA.
- to accrediting organizations to carry out their accrediting functions.
- to parents of a dependent student (as defined by the Internal Revenue Code for income tax purposes).
- to comply with a judicial order or a lawfully issued subpoena. In order to release information under this provision, the school division must make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance unless either (a) the court has ordered that the school division not disclose to any person the existence or contents of the order or subpoena or any information furnished in response to the subpoena or (b) the order is an ex parte order obtained by the United States Attorney General as provided in 34 C.F.R. 99.31(a)(9)(ii)(C). This subsection does not apply in cases where the parent, student or eligible student has initiated legal action against ACPS; disclosure of records to the court in that circumstance requires neither order, subpoena nor notice.
- due to a health or safety emergency, where knowledge of each piece of disclosed information is necessary to protect the health or safety of the student or other individuals.
- of Directory Information unless specifically requested not to do so by the student or parent. By federal law, Directory Information (names and addresses) of students as well as student phone number must be disclosed to military recruiters unless an opt-out is filed with ACPS.
- to state or local officials such as a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board seeking information as an officer of the juvenile justice system and for the purpose of ensuring that the system effectively serves the student.
- to employees or officials of a state or local social services agency regarding a student referred to that agency as a minor requiring investigation, supervision or assistance from that agency.
- if approved by the Superintendent in his or her discretion, to the staff of a college, university or educational research and development organization or laboratory if such information is necessary to a research project or study conducted, sponsored, or approved by the college, university, or educational research and development

organization or laboratory and if no pupil will be identified by name in the information provided for research, provided that organization or laboratory complies with (f) above.

- to an officer or employee of the United States government seeking the information in the course of his or her duties about a student who is a veteran of U.S. military service, or an orphan or dependent of such veteran, or an alien, provided that only the following information is provided about the student: name and address; daily attendance record; grades received in school subjects; parent's name; date and place of birth; and names and addresses of other schools attended.

### **Procedures to Amend Information**

Any parent or eligible student who believes that information in the scholastic record of the student is *inaccurate, misleading or violates the privacy rights* of the student may request that the school division amend the record. The right to request amendment does not extend to or include a right to challenge a student's grade, an opinion, or a substantive decision made by a school about the student or his educational programming. The school division will decide, within a reasonable time after receipt of the request, whether to amend the record as requested. If the school division decides not to amend the record, it will notify the parent or student of the decision and of their right to a hearing to challenge the content of the record on the grounds that specific information is inaccurate, misleading or violates the student's privacy rights.

### **Retention and Destruction of Scholastic Records**

The contents of the active scholastic record will be retained at the school for five (5) years after graduation/completion/transfer/withdrawal. Upon completion of the five (5) years, the contents of the permanent record will be sent to Central Office and kept for a minimum of 75 years.

The permanent record will contain the following items:

- Scholastic Record Folder
- Record Data Disclosure Form
- Registration Form(s)
  - Notice of School Status as Condition of Admission (transfer students only)
  - Release of Directory Information Status
  - Release of College Entrance Test Results on Transcript Status
- Transcripts (preK - 12th)
- Enrollment History
- Test Scores
- Transcript Sent Report(s) (grade 9 - 12)
- Parent Statement on Denied Request to Amend Record (if applicable)
- Immunization Certificate
- Cover page of most recent IEP/504 Plan (if applicable)
- Legal Name Change Documentation (if applicable)

Destruction of scholastic records is the best protection against improper and unauthorized disclosure; however, scholastic records may be needed by parents or students for other purposes. When informing parents or eligible student about their rights under this section, the school officials should remind them that the scholastic records may be needed by the student or the parents for social security benefits or other purposes. If the parents or eligible student do not specifically request that specific information be retained, then the school division will retain only that information identified herein as permanently maintained and/or required to be maintained under applicable law and regulations.

Prior to destruction of data, a reasonable effort will be made to notify parents or eligible students that they have a right to be provided with a copy of the information that will be destroyed. The schools may not destroy any education records if there is an outstanding request to inspect and review the records or litigation currently pending or reasonably anticipated in which the records in question may be relevant.

Upon request parents and eligible student may obtain from each school and/or School Board office policies and procedures regarding rights relative to scholastic records, including but not limited to explanations, interpretations, and inspections, reviews, copies, amendments.

Augusta County Public Schools recognize the right of parents and eligible student to file with the FERPA office a complaint concerning an alleged failure by the school division to comply with the Family Educational Rights and Privacy Act (FERPA).

## **School Lunch / Breakfast Program**

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Augusta County Schools participate in the National School Lunch and Breakfast Program. Monthly menus are available from each school and are on websites. Applications for free or reduced meals are distributed to every student at the beginning of the school year. Applications remain available from the school office throughout the year.

The sale of competitive food items to students shall be prohibited from 6:00 a.m. until the end of the last lunch period. The sale of competitive foods must meet nutritional guidelines required by USDA.

### **School Meal Prices**

Lunch - \$2.45	Reduced Lunch - .40
Breakfast - \$1.35	Reduced Breakfast - .30
Milk - .50	

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

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

### **Meal Accessibility**

- A. Students who qualify for free meals will not be denied a reimbursable meal.
- B. Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal.
- C. Students without funds to pay for a full price or reduced-price meal are allowed to charge Breakfast and Lunch.
- D. Students are allowed to charge but will receive notice of payment due for meal charges.
- E. Students who charge a meal will receive a reimbursable meal.
- F. Students with a negative balance may not purchase á la carte items or extra items.
- G. The denial of a school meal may not be used as a disciplinary action.
- H. Students cannot be required to work to pay for fees.

### **Communicating the Policy**

- A. The written meal charge procedure will be communicated to the household by posting on the Augusta County Public Schools website, included in the student handbook
- B. The written meal charge procedure will be communicated to all division staff.
- C. Child Nutrition Program staff will receive training on the meal charge procedure.

### **Notifying the Household of Low or Negative Balance in Student Cafeteria Account**

- A. The student's household will be notified when a student's cafeteria account falls below \$0.00.
- B. The SFA will notify households of negative balances as follows:
  - The school cafeteria manager will send charge notices home with the students or
  - The cafeteria manager will contact the parents/guardians via phone call or e-mail.
  - If the above steps do not result in collection of the debt cafeteria managers will ask for assistance from the principal or designee to contact the parents/guardians regarding the charges.
- C. Notifications to households will include the amount of unpaid meal charges.

### **Delinquent debt is allowable in the School Nutrition Program and may be carried over to the next school year.**

Bad debt is defined as "delinquent debt that is deemed uncollectible at the end of the school year." Bad debt is unallowable in the SNP and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using SNP funds and must be offset by non-federal sources.

## **Administrative Information**

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### Special Notice to Parents

Parents or other family members who are disabled and require reasonable accommodations while attending school activities are to notify the Principal at least ten (10) days before the activity to explain what accommodations are requested.

### ® Sex Offender Registry Notification

The Augusta County Public School division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the Augusta County Public School division shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes as any school within the division. Such request and notification shall be made according to the procedure established by the Virginia Department of State Police. The Superintendent or designee shall serve as the contact person with the State Police for receipt of registered sex offender information. Additional information about Virginia sex offender registry can be found at <http://sex-offender.vsp.virginia.gov>.

Persons who are convicted of sexual offenses are prohibited from entering and being present upon any property owned by the School Board unless the person is a registered and qualified voter and enters the property solely for the purpose of casting his or her vote or the person is a student enrolled at the school.

A sex offender, as defined in Virginia Code § 9.1-902 (E), shall be prohibited from all school property, school bus and/or school related activities, unless permitted by court order obtained in accordance with Virginia Code § 18.2-370.5.

### Accreditation

The State Board Of Education is the accrediting body for all elementary schools operated by the Augusta County School Board.

### Contact with Teachers

We encourage visits by patrons and others involved in the education of children. There are specific dates set in the school-year calendar for scheduling conferences; nevertheless, talks with teachers can be arranged on any school day so long as they do not interfere with planned daily instruction.

### Fees

K-5 Fine Arts	\$15.00
Technology	\$35.00 (3 <sup>rd</sup> -5 <sup>th</sup> Grades) This does not cover any damages that may occur to the device.

A reduction or waiver of fees will be considered for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them. This shall include, but not be limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; or families that are homeless. An application for reduction or waiver of fees may be obtained at any school.

### Fund Raising

Fund raising involving door-to-door solicitation is prohibited in elementary schools in Augusta County.

### Fund Raising for Non-School Causes

Fund raising or support for non-school causes must have prior approval of the Superintendent. A memo detailing approved involvement must be posted or on file at the local school.

### Textbooks

The Augusta County School Board provides free textbooks. Book contracts are issued to keep track of books and their condition. Parents are responsible for replacement cost of lost or damaged books.

### Valuable Possessions

Elementary children are discouraged from bringing valuable possessions to school. The school will not assume responsibility for damage or loss.

### Visitors

School is a place for learning where interruptions are minimized. All visitors must report to the school office and must understand that while on school property, at school activities, or on school field trips are under the same regulations as the student body. Students are not permitted to bring visitors to school without prior approval from the school administration.

### Emergency Early Dismissal / Delayed Opening

Inclement weather and emergency situations may require notifying parents of early dismissal or delayed opening of school. A phone call message will be sent to parents registered through the student data system. Also, **please listen to local radio and TV stations that will broadcast such time changes regarding school opening or closing.** Please avoid calling the school or school board offices for such opening or closing information since phone lines need to be available for emergency calls. We encourage transportation of children on school buses for safety reasons.

### ® Pledge of Allegiance

As addressed in section 22.1-202 of the Code of Virginia, all students will recite with respect the Pledge of Allegiance daily in a classroom at a designated time. Students cannot be compelled to recite the Pledge if they, their parents, or legal guardian object to the Pledge of Allegiance based on religious, philosophical, or other grounds. Such students should remain seated or stand by their desk without disrupting or distracting other student participants.

### ® Minute of Silence

In recognition of section 22.1-203 of the Code of Virginia, all schools will establish a daily observance of one minute of silence. All students shall remain seated, silent, and make no distracting display throughout this minute. Students may exercise their individual choice to engage in any silent activity, including reflection, prayer, or meditation, which does not distract, interfere, or impede other pupils in their minute of silence.

### ® Student Surveys

The protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  4. Parents will be notified at least 30 days prior to administration of a survey. The notice must inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. The bill provides parents the right to review the questionnaire or survey and to exempt their child from participating in the survey. No questionnaire or survey requesting sexual information of a student may be administered to any student in kindergarten through sixth grade and, unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distributions purposes; and
  3. Instructional material used as part of the educational curriculum.

Augusta County will directly notify parents and eligible students of these policies at least annually. Individual schools will also directly notify parents and eligible students, such as through newsletters, U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

***Before distributing surveys to students, the school will contact the parent/guardian as outlined above.***

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S. W.  
Washington D.C. 20202-4605**

#### ® Asbestos Identification and Notification

In October, 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law. It required the Environmental Protection Agency to develop regulations to provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. Some of these rules require school divisions to inspect for asbestos, develop asbestos management plans, and implement response actions. AHERA also requires an annual letter of notification be sent home to all parents and school employees of the school division regarding the availability of the school's asbestos management plan.

All Augusta County school facilities have been tested for asbestos by accredited engineering firms, BCM Potomac, Inc., Vienna, Virginia and Proactive Indoor Health Inc., Staunton, Virginia, and management plans have been prepared and implemented. Additionally, appropriate response plans are in place at the Augusta County Maintenance Department.

Results of the testing and analysis have shown that minimal asbestos is present on pipes, duct work, boilers, and in floor tile in some school buildings. The Management Plan, which includes laboratory reports, is available in each school affected and shows the location and amount of asbestos present. The detected asbestos is also monitored periodically and is undisturbed to prevent the fibers from becoming airborne. The Management Plans and subsequent updates are available for inspection during normal school business hours.

Augusta County's Management Plan and appropriate data has been filed with the Virginia Department of Energy and Facilities Services, each building's principal, and the Division Superintendent's office.

Questions regarding any of this information may be addressed through a particular school's principal and/or the Maintenance Department office.

## **Special Services**

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### Family Life Education

Augusta County Public Schools provides an age appropriate family life education curriculum that was developed by a broad-based parent/community involvement team and school professionals. A copy of this curriculum is available for review in each school. A parent may opt his/her child out of all or part of the curriculum annually.

### Gifted Education Program

Augusta County Schools identifies students in the following areas for its Gifted Education Program: General Intellectual Ability (GIA), Visual & Performing Arts (VPA): Vocal/Instrumental Music, Visual Art, and Theater. The ACPS Local Plan for the Education of the Gifted has an established screening, referral, identification, and service plan for gifted students identified as GIA and/or a VPA area. ACPS believes that all students have the right to educational experiences commensurate with their abilities and needs. Education of gifted students is viewed as a collaborative effort that is facilitated by the efforts of numerous stakeholders in the schools and community. The goal is to provide instructional,

social, and academic opportunities for gifted students in a variety of settings with students of varying abilities. This goal is met through in-class enrichment, tiered activities, and leveled differentiation, along with unique gifted programs and activities. ACPS encourages gifted students to become independent, self-motivated learners who maximize their potential with the support of the involved stakeholders

#### Special Education

Augusta County provides special education services. Special education teachers provide services for students who qualify under IDEA. If your child is receiving special education services a copy of the Procedural Safeguards are available for you. For more information, contact the school principal or your child's special education teacher.

#### Title I Program

The Title I Program is a federally funded, supplementary, instructional program. Title I schools have resource teachers who provide supplementary instruction to eligible students.

## **Health and Safety**

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#### Emergency Care Information

All students are required to have Emergency Care Information completed annually. For the safety of all students, properly completed forms must be returned by the end of the second week of school. Failure to comply will result in the student being denied class participation and activities. This form provides the school with necessary information in case of an emergency. Please contact the school immediately when information changes.

#### Special Medical Information

If a student has severe reactions to insect stings or bites, food allergies, or medical conditions, indicate that information on the appropriate medical information card. If additional information is needed, specific forms will be sent home. It is the parents' responsibility to inform the school of necessary medical information and to provide necessary medications.

#### Student Illness

If a student becomes ill and needs to go home, school personnel will notify the parents.

#### School Health Services

The School/Community Health Services Coordinator, Regional School Health Coordinators, RNs, LPNs and Clinic Aides work to provide school health services for our students. School Health works in collaboration with the Central Shenandoah Health District, receiving both medical oversight and the assistance of the Public Health Nurses. There is an active School Health Advisory Board composed of health professionals, parents, students and school personnel. Questions regarding Health Services should be directed to the School/Community Health Services Coordinator.

#### ® Health Screenings

In Virginia, vision and hearing screenings are required as follows:

- Component of the School Entrance Health Form: Part II Comprehensive Physical Examination Report (Code of Virginia, 22.1-270)
- Grades 3, 7, and 10. (Code of Virginia 22.1-273) Preschool and Kindergarten are screened at this time as well if not already done with physical examination.
- All students within 60 administrative working days of **initial** enrollment in a public school (See Code of Virginia, 22.2-213)

In Augusta County, fine and gross motor function screenings are required as follows:

- Component of the School Entrance Health Form: Part III Comprehensive Physical Examination Report
- Grades K - 3 are screened at this time if not already done with the physical examination.
- All students K - 3 within 60 administrative working days of initial enrollment in a Augusta County Public Schools if the physical examination is past the 60 administrative working day timeline.
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In Augusta County, a speech, language, voice screening is completed as follows:

- All students K - 3 within 60 administrative working days of initial enrollment.
- Classroom teachers complete the initial screening checklist for speech, language, and voice.



### Scoliosis:

- Educational information will be provided to parents of students in grades 5 through 10 including: Definition of scoliosis, importance of early identification of scoliosis and how to screen for scoliosis in the home.

You will be notified if your child fails any of the above screenings so that you can collaborate with your physician on further evaluation. If you have questions about any of the screenings, please contact the School Community Health Services Coordinator.

In addition, the hearing of each child with a disability shall be tested during the eligibility process prior to being placed in a special education program. (See Code of Virginia 2.2-213).

### Head Lice

It is not uncommon for lice infestations to occur in the schools or anywhere that children gather. If the school suspects lice in your child or any other, specific instructions will be provided to the parents on how to eradicate this problem on the child and in their environment. Lice are a nuisance insect and do not carry disease. A student can return to school the next day once treatment has been given.

### School Insurance

Augusta County Schools does not carry medical or accident insurance on students. **Therefore, parents/guardians accept full responsibility for the cost of any accidental injury to the student while at school or school-related activities.**

Augusta County School Board will provide information to all parents about an insurance carrier who provides a low-cost accident insurance policy. Parents/guardians may choose to participate and pay such premiums to the vendor for their child(ren). Information about the student accident insurance policy is available on the school division web page at [www.augusta.k12.va.us](http://www.augusta.k12.va.us) under the Resources section.

### ® School Crisis, Emergency Management, and Medical Emergency Response Plan

Each school will develop a written school crisis, emergency management, and medical emergency response plan. “School crisis, emergency management, and medical emergency response plan” means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities.

In addition, the school has:

1. space for the proper care of students who become ill;
2. a written procedure for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and
3. written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

Required drills are held throughout the school year to ensure that all students and personnel are familiar with the proper procedures. Emergency exit routes are posted in each classroom or area. Teachers will explain evacuation procedures to students, and when necessary to exit the building, students will move quietly and remain in the pre-designated location for further instructions. Students are expected to follow the instructions of the teacher at all times during the drills. The teacher will account for each student during these drills

## **® Medication Guidelines**

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Parents/guardians are advised to give medications at home. Students will be given medication at school when the medicine is prescribed or ordered by a physician, when a parent/guardian completes a Medication Permission Form, and if the medication must be given during school hours to maintain sufficient health to participate in the school program. Narcotics will not be given at school. **Failure to adhere to the non-prescription (over-the-counter) medication regulation may be considered a violation of the substance abuse policy.**

## **Prescription Medication**

### **Parent/Guardian Responsibilities:**

- Complete and have physician complete Medication Permission Form.
- Sign the Medication Permission Form **prior** to the administration of any medication.
- Refill/renew medications in a timely manner and keep a check on the expiration date of any medication.
- For the safety and protection of students, all medication must be brought to school by the parent/guardian or adult designee in the original container that is appropriately labeled by the pharmacist. Medication **MAY NOT** be transported on the school bus due to the potential danger of improper use and handling. Medication in plastic bags or other non-original containers will not be accepted.
- Parents/guardians will cut tablets as needed for appropriate dosing.
- When medication is brought to school, the amount of medication in the container should be noted (e.g., the number of capsules or the volume of liquid).
- Unused medication should be picked up by the parents/guardians within two weeks of the last day of school. After this time, the principal or designee will destroy the medication.

### **Student's Responsibility:**

- It is the student's responsibility to remember to take his/her medication. However, if severe consequences might occur without a dose, then every attempt will be made to assure the timely administration of the medication.

## **Non-prescription Medications**

### **Elementary Students:**

- Non-prescription medications are sold directly to someone without a prescription from a healthcare professional. Non-prescription medications are strongly discouraged within the schools. However, if it is deemed necessary for a student to have a non-prescription medication for a specific health problem, a physician can provide an order and complete a MED1:99 or a parent can provide a note with specific directions for the medication administration. The parent will provide and transport an unopened container of the medication and school health personnel will administer the medication following the specific directions provided by the physician or parent.
- Parents/guardians should seek advice from the physician about the possibility of longer acting medications for coughs, colds, pain, etc. so that a dose is not necessary during the school day.
- Parents/guardians may come to the school to administer the medication to their child. They may also authorize an adult other than school personnel to administer the medication through a written note.

## **Instruction**

### **Standards of Learning**

The Standards of Learning for Virginia Public Schools (SOL) describe the commonwealth's expectations for student learning and achievement in grades K-12 in English, mathematics, science, history/social science, technology, the fine arts, foreign language, health and physical education, and driver education. You can access the Standards of Learning (SOL) for your child's grade level at the Virginia Department of Education [www.doe.virginia.gov](http://www.doe.virginia.gov) or contact your school.

Parents may request, and the division will provide, information regarding student participation in any assessments mandated by the state or division. Parents may also receive information regarding the parent refusal of such assessments.

### **Grading Progress/Report Card Marks**

1. Kindergarten & First Grade
  - E – Exceeds Expectations (90-100)
  - S – Satisfactory (75-89)
  - I – Improving/Developing (60-74)
  - N – Not Meeting Expectations (59 and below)
  - NG – No Grade

### **Grading Progress/Report Card Marks**

2. Grades 2 – 5
  - A – Excellent (90-100)
  - B – Good (80–89)
  - C – Satisfactory (70-79)
  - D – Needs Improvement (60-69)
  - F – Unsatisfactory (50-59)
  - NG – No Grade

\*I – In order to reduce the number of failures or to allow extra time for completion of work due to absences, and at the same time maintain high academic standards, teachers are encouraged to use “I” to indicate a grade when student’s work is not completed. (See Regulation 7.140) Incomplete work should be completed within the first 15 days of the following nine-week period, excepting the end of semesters in which case the final grade should be completed by the end of the teacher workdays. Teachers are obligated to specify the work to be required to remove the “INCOMPLETE” grade.

### Grading Scale (Grades K – 5)

A (+) or (-) may be used with letter grades at the discretion of the teacher in grades 2-5.

**Academic Performance Level for K-5:** A mark of (+) Satisfactory or (X) Needs Improvement will be assigned to the specialty areas.

**Academic Performance Level for Elementary 5 C’s:** A mark of (+) frequently demonstrates attributes/skill, or (/) somewhat demonstrates attribute/skill, or (-) rarely demonstrates attribute/skill will in the areas of Citizenship, Collaboration, Communication, Creative Thinking, and Critical Thinking.

### Academic Performance Levels for K-5

The following marks will be assigned to specialty areas:

- (+) Satisfactory
- (X) Needs Improvement

The following marks will be assigned to Citizenship, Collaboration, Communication, Creative Thinking, and Critical Thinking (5Cs):

- (+) Frequently demonstrates attribute/skill
- (/) Somewhat demonstrates attribute/skill
- (-) Rarely demonstrates attribute/skill

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

### Grading Scale (K-1)

E	Exceeds Expectations (90-100)
S	Satisfactory (75-89)
I	Improving/Developing (60-74)
N	Not Meeting Expectations (59 and below)
NG	No Grade

### Grading Scale (2-5)

A+ = 98 – 100	B+ = 88 – 89	C+ = 78 – 79	D+ = 68 – 69	F = 50 – 59
A = 92 – 97	B = 82 – 87	C = 72 – 77	D = 62 – 67	
A- = 90 – 91	B- = 80 – 81	C- = 70 – 71	D- = 60 – 61	

No percentage grade shall be lower than a 50.

Homework will not be factored into content area grades, but will be included in the work habits section of the report card.

Report Cards will be distributed on a nine-week basis for 1-12 grades. Kindergarten students will receive report cards beginning with the conclusion of the second nine-weeks.

### Homework

Homework is an important aspect of your child’s education, because it extends learning opportunities beyond the school day. Teachers assign homework for three purposes: (1) to give students opportunities to practice skills to increase accuracy and/or speed, (2) to prepare students for a new topic by drawing on prior knowledge, or (3) to elaborate on introduced material to extend what they have learned. Teachers will communicate the purpose of the assignment to students so they will see the need for the homework.

Parents can help the homework process by providing the following:

- **A place to do homework.** Find a quiet place that your child can consider his/her homework space.
- **A schedule for completing homework.** Set a homework time that fits in with each week's particular activities.
- **Encouragement, motivation, and prompting.** It is not a good idea to sit with your child and do homework with him/her. Your child needs to practice independently and to apply what s/he has learned in class. If your child cannot consistently complete homework assignments, please notify the teacher. Please continue to read with your child each evening as specified by the teacher.
- **Reasonable time expectations.** If your child is spending too much time each night on homework, please contact the teacher. Homework time should not exceed 30 minutes in grades K-2 or 60 minutes in grades 3-5.
- **At bedtime.** When it is time to go to bed, please stop your child, even if s/he has not finished the homework. In such instances, please notify the teacher of your decision.

(Drawn from A Handbook for Classroom Instruction that Works, Robert J. Marzano, et al., 2001)

#### Incomplete Grades

- a. Missing work must be completed within 15 school days of the end of the nine weeks grading period, excepting the end of semesters when work must be completed by the end of teacher workdays.
- b. The principal may extend this deadline.
- c. If the missing work is not completed, the student will receive zeroes for the missing assignments and the nine-weeks grade will be determined accordingly.

#### Parent-Teacher Conferences

The school calendar provides opportunities for conferences. These conferences are held twice a year. See the School Calendar for the dates of conferences for this year. If you would like to have a conference with a teacher, please call in advance and make arrangements with that particular teacher.

#### Progress Reports

Reports of student progress are available online through the division's student information system. Paper copies of progress reports will be available at the 4.5 week of each nine-weeks grading period for all students in grades 6-12 whose parents have requested hard copies of the progress report. **Parents of students in Grades 2-5 will receive progress reports if receiving grade(s) of D or F or dropping two or more letter grades in a core content subject.** Progress Reports should reflect academic standing and class attendance.

#### ® Promotion, Retention, and Remediation Policy

Retention may be considered for students who are not making satisfactory progress. Parents/guardians are notified by mid-year so that the decision is based on thorough evaluations and focused intervention strategies. The final decision, made by the principal, reflects an attempt to meet the best educational needs of the student. Individual elementary schools may offer before, during, and after school remediation options during the regular school year in grades K-5

Each student shall learn the relevant grade level/course subject matter before promotion to the next grade. No student shall be excluded from membership in a grade, or participation in a course, in which SOL tests are to be administered. Each school shall have a process, as appropriate, to identify and recommend strategies to address the learning, behavior, communication, or development of individual children who are having difficulty in the educational setting.

In kindergarten through eighth grade, where the administration of Virginia Assessment Program tests is required, each student shall be expected to take the tests following instruction. Students who are accelerated shall take the test aligned with the highest grade level, following instruction in the content. No student shall take more than one test in any content area in each year, except in the case of expedited retakes. Schools shall use the Virginia Assessment Program test results in K-8th grade as part of a set of multiple criteria for determining the promotion or retention of students. Students promoted to high school from eighth grade should have attained basic mastery of the Standards of Learning in English, history and social science, mathematics, and science and should be prepared for high school work. Students shall not be required to retake the Virginia Assessment Program tests unless they are retained in grade and have not previously passed the related tests.

In Kindergarten through grade 12, students may participate in a remediation recovery program in English (reading) or mathematics or both.

### Field Trips

All elementary students are provided effective educational field experience opportunities that enhance the instructional program. The purpose of field trips is to provide educational experiences that cannot be obtained from classroom instructional methods. Written parental permission is obtained before a student leaves school grounds. All adults accompanying a school field trip will be considered as a chaperone and must understand that while on school field trips are under the same regulations as the student body. All Augusta County School Board policies and regulations apply during field trip activities.

### ® Character Education

Augusta County Schools in compliance with the Code of Virginia, 22.1-208.01, provides character education intended “to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character.” The basic character traits taught include trustworthiness, respect, responsibility, fairness, caring, and citizenship. Each school’s character education program shall be taught primarily by example, illustration, and participation, and be interwoven into the curriculum, school procedures, and environment in such a way as to compliment the Standards of Learning. The Character Education Program shall also address the inappropriateness of bullying, as defined in the Student Conduct Policy guidelines adopted by the Board of Education pursuant to §22.1-279.6. No character education program shall require or propagate the indoctrination of any particular religious or political belief.

### Universal Screening

All students Pre-K – 5 will participate in assessments selected to assist in academic planning. These assessments will be administered in the Fall, Winter and Spring.

### Student Recognition

Each school develops its own plan for student recognition involving academic performance and curricular participation. Elementary honor rolls are not published in newspapers.

### ® Testing

Third, fourth and fifth grade students are given the Virginia Standards of Learning Test in the spring. Results will be used to determine remediation needs. The Phonological Awareness Literacy Screening (PALS) test is required for K-2 and may be given to students in grades 3-5.

### ® Diploma Options

A tentative program of studies for each student must be completed by the end of the ninth grade.

Diploma options are:

- (1) Standard Diploma/Grade 9 2018-2019 and beyond (22 Standard Units of Credit and Five Verified Credits) – Grade 9 2011 through 2017 (22 Standard Units of Credit and Six Verified Credits)
- (2) Advanced Studies Diploma/Grades 9 2018-2019 and beyond (26 Standard Units of Credit and Five Verified Credits) – Grade 9 2011 through 2017 (26 Advanced Units of Credit and Nine Verified Credits)
- (3) Applied Studies Diploma for Special Education Students (20 Credits)

## **School Counseling Services**

School counselors can answer your questions on schedules, classes, and career planning, and will help with personal issues. The materials used for school counseling programs are open for review. School counselors strive to assure all students a successful future as a result of their educational experiences. The Augusta County Schools' Counseling Program involves:

### **COUNSELING with:**

**Individual Students** to help them express concerns and problems, to respect and better understand themselves and others, and to work toward positive educational, personal and social development.

**Developmental Groups** to help students learn from each other and share common concerns. Growth groups explore feelings, problem solving, attitudes, experiences, decision-making, interrelationships and careers.

**Issue-centered Groups** to deal with concerns that may be interfering with learning: disruptive classroom behavior, inadequate social skills, underachievement, study skills, personal and social issues.

**CONSULTING with:**

**Teachers** to evaluate behaviors and individual needs of students, to assist in enhancing the total development of students, to provide suggestions for behavior management, and to offer in-service workshops.

**Parents** to promote effective parenting skills, to help with problems that may be occurring at home, and to follow up on concerns and progress of the student.

**Specialists** to work cooperatively with school and community specialists to promote maximum development of the student's educational potential.

**Administrators** to provide the most effective learning atmosphere schools can offer.

**COORDINATING with:**

**All Students** to conduct classroom guidance to help students feel good about themselves, and better understand themselves and their world; and to develop positive educational, personal, and social skills, and study habits.

**Teachers** to gain information, to provide curriculum-based classroom guidance activities, and to assist them in guidance activities in the classroom.

**Parents** to promote and encourage positive home/school relationships, and provide parent educational services when appropriate.

**New Students** to orient them to the school.

**Special Services Staff** to better serve students with special needs.

**Community Agencies** to make appropriate arrangements for referrals and follow-up services.

NOTE: If you do not wish your child to participate in any of the counseling programs, please contact and confer with your school's counselor.

## **® Code of Conduct**

The Augusta County School Board expects a high standard of student conduct in an effort to ensure an atmosphere conducive to teaching and learning, free of disruption and threat to person or property, and supportive of individual rights. Students and staff have a primary responsibility for creating a climate of mutual respect, honesty, and trust in each school in order that the dignity of the individual is protected and the potential of each student may be realized.

This Code of Conduct is adopted and enforced in an effort to attain such an atmosphere and also serves to install appropriate social values. These standards will apply to students while on school property, when at school-sponsored activities, and when going to and returning from school. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the safety of the school or the well being of students or staff or adversely affects school environment or discipline.

The principal of the school and those to whom he or she delegates the authority for the discipline of students, including teachers, are responsible for the consistent and uniform application of all School Board policies and regulations, and the rules of the individual school, which together set forth the standards for student conduct.

Principals shall inform, consult with, or refer to the Superintendent's designee any discipline matters that involve situations of extreme danger, acts of violence, threats to the school, and any discipline matters that involve unusual circumstances or need special handling. The principal shall notify the parent or legal guardian of each suspension and may require a conference with the parent or legal guardian prior to readmission. All disciplinary actions shall be taken in accordance with due process requirements.

### **I Overview for Discipline Responsibilities**

#### **School's Responsibility**

Each school is responsible for the establishment of rules of conduct that will provide for the safe and orderly operation of the educational program. The school is responsible for the publication and distribution of these rules and regulations. Each school shall require both students and parents to sign a statement that acknowledges the signer's receipt and review of the school's rules and regulations.

### **Student's Responsibility**

Students are expected to maintain a positive attitude and cooperate with school officials in order to create a safe and harmonious atmosphere that fosters academic achievement and extracurricular enrichment. Students are expected to conduct themselves in an appropriate and acceptable manner at all times.

It is our goal that all students develop integrity as part of their character while a part of our school system. It will be the responsibility of every student to remain honest and not to cheat, steal, lie, falsify or plagiarize information. Any student behavior that disrupts the learning atmosphere and/or the orderly operation of the school is a breach of the Code of Student Conduct. Failure to abide by the Code of Student Conduct will result in disciplinary action.

### **Parents'/Guardians' Responsibility**

Parents and guardians are expected to work cooperatively with the school to ensure a safe environment conducive to learning for their child and for all students. By teaching respect for school rules and regulations and by supporting the school's mission parents and guardians set a positive example and reinforce the importance of an education. Parental involvement is important for student success in all areas but it is critical in the area of student conduct.

Parents and guardians have a duty to assist the school in enforcing the standards of conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. (VA Code §22.1-279.3)

Parents/guardians and students must sign and return to school a statement acknowledging the requirements of the School Board's Code of Student Conduct and recognizing their responsibility to assist the school in disciplining the student and maintaining order, and that failure to do so could result in court action.

The school board may proceed in juvenile and domestic relations court against a parent/guardian for willful or unreasonable refusal to participate in efforts to improve the student's behavior.

## **II      ®Violation of Law and School Board Policy Provided to/from Law Enforcement**

Violations of law may be handled by referring the case to law enforcement officials in addition to the use of school disciplinary measures. All incidents involving assault; assault and battery; sexual assault; death; stabbing, cutting or wounding; alcohol, marijuana, controlled substances, imitation-controlled substances, anabolic steroids; threats against school personnel; the illegal carrying, bringing, purchasing, transferring, storing, using or possession of a firearm onto school property; any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, or chemical bombs; or any threats or false threats to bomb will result in referral to law enforcement officials in accordance with the VA Code §22.1-279.3:1. In accordance with Va. Code §22.1-279.3:1 (C), the Superintendent shall report all such incidents to the Department of Education and shall make such information available to the public. The principal or designee also shall notify the parent or legal guardian of any student involved in such an incident regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.

Further, when the superintendent receives a report in accordance with VA Code § 16.1-305.1 that a student who is enrolled in Augusta County Public Schools has been adjudicated delinquent or convicted of a crime involving a firearm; homicide; felonious assault and/or bodily wounding; criminal sexual assault; manufacture, sale, gift, distribution or possession of controlled substances or marijuana; arson; burglary; robbery; or street gang participation, recruitment or activity; the Superintendent shall inform the principal of the school the student attends. The information may further be transmitted to any school personnel who provide direct educational or support services to the student and have a legitimate educational interest in the information. The report will not be a disciplinary record maintained in the student's scholastic file.

Disciplinary action by the school division may result from the receipt of information from law enforcement authorities regarding charges, adjudications of delinquency or criminal convictions of a student if the conduct giving rise to the charge(s), adjudication or conviction occurred on school property, or if the conduct, charge(s), adjudication or conviction negatively impacts the school. If such disciplinary action is taken, the notice from law enforcement regarding the charge, adjudication of delinquency and/or criminal conviction shall become a part of the student's disciplinary record.

**®Laws Regarding the Prosecution of Juveniles as Adults**

Also, § 16.1-269.1 of the Code of Virginia permits a juvenile, 14 years of age or older at the time of an alleged offense is charged with an offense which would be a felony if committed by an adult, to be prosecuted as an adult for specific crimes under certain circumstances. The juvenile court can hold a transfer hearing procedure allowing a transfer of the case to the appropriate circuit court for trial as an adult. The office of the Attorney General requires such notification under § 22.1-279.4 of the Code of Virginia.

**III** **Definitions and Specific Student Conduct Rules:** The Augusta County School Board expects a high standard of student conduct in an effort to ensure an atmosphere conducive to teaching and learning, free of disruption and threat to person or property, and supportive of individual rights. An exhaustive list of disciplinary definitions, rules, and expectations that covers all disciplinary situations is not feasible. The following outline of terms attempts to clarify students' responsibilities while enrolled and participating in events associated with Augusta County Public Schools.

**Aggravating Circumstances** – i. that a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or ii. that a student's presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or iii. a student engaged in a serious offense that is: a) persistent) repeated similar behaviors are documented on the student's disciplinary record), and b) unresponsive to targeted interventions as documented through an established intervention process.

**Alternative Educational Setting (AES)** - An onsite placement for students who require an administrative intervention for certain violations of the Code of Student Conduct.

**Alternative Education Program (AEP)** – An instructional program on school site for students who require an administrative intervention for certain violations of the Code of Student Conduct. This allows for the continuation of the academic program while counseling and/or other interventions may be employed.

**Appeal** - To make a request to a higher authority for the review of a disciplinary case.

**Arson** – Deliberately setting a fire which endangers life, limb, or property is prohibited.

**Assault** – The willful threat or use of physical violence which is intended to result in fear of bodily injury or the use of a dangerous object in an effort to cause fear of bodily injury to an individual is prohibited.

**Augusta County Public Schools Administration Manual (ACPSAM)** – An acronym that designates the Administrative Manual for Augusta County.

**Battery** - Any actual, intentional, physical contact however slight, done to another individual in an angry, rude, or vengeful manner is prohibited.

**Bullying** – A student, individually or as part of a group, shall not harass or bully others. Bullying behavior may be verbal or non-verbal. Bullying behavior includes repeated action of physical intimidation, taunting, name calling and insults; comments regarding the perceived race, color, sex, sexual orientation, gender, religion, physical abilities or characteristics of associates of the targeted individual; falsifying statements about the targeted individual or associates; and inappropriate uses of portable devices or electronic systems include, but are not limited to, cyber-bullying, impersonating another person. Bullying does not include ordinary teasing, horseplay, an argument, or peer conflict.

**Bus Transportation** – Riding a school bus is a privilege. Students who violate the Code of Student Conduct and designated bus rules on a school bus will have the privilege of riding revoked for a specified time or permanently. In addition, other discipline may be imposed. The driver of the bus has the authority and the responsibility to maintain order and provide a safe environment. When the driver requires assistance to resolve a potentially harmful situation on the bus, the principal, or designee, of the school served by the driver will render assistance. Additional information is contained in the Augusta County Bus Drivers Manual and VA Code §§ 22.1-176 through 22.1-187.

**Chronic Absenteeism**

Defined by U.S. Department of Education as missing 10 percent of school days in a school year.



**Co-Curricular Activities** – Activities that enrich the curriculum and provide incentives and motivation to the common core of learning. Co-curricular activities may include but are not limited to such activities as student government, student clubs, music, marching band, forensics, debate, dramatics, vocational organizations and other enrichment programs.

**Contraband** – All substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, and incendiary devices.

**Cursing or Verbal Abuse** - Cursing, threatening, or using abusive language or written remarks, intended to demean or harm a student, staff member, or visitor is prohibited. (VA Code §18.2-416)

**Defamation** – the action of damaging the good reputation of someone; slander or libel.

**Detention** – An intervention employed by any teacher or administrator to keep a student before or after school hours or on Saturdays in hope of correcting inappropriate behavior. Parents must be notified.

**Dishonesty** – Honesty is a characteristic expected of all students. Cheating, plagiarism, forgery (including computer forgery), lying, stealing or any other acts of dishonesty will not be tolerated. Students are expected to return property owned by or under control of the school board and used by the student in the course of his or her studies.

**Disciplinary Review Hearing Officer (DRHO)** – The Disciplinary Review Hearing Officer (DRHO) is the Superintendent's designee. The DRHO coordinates and enforces the school division's efforts to maintain safe, healthy learning environments in each school. The DRHO conducts interviews and hearings that are required due to the severity of a student's behavior.

**Discipline Committee** – A committee designated annually by the Superintendent to hear disciplinary cases recommended for suspension short term, long term, and/or expulsion as provided in the policies and regulations of the School Board. A minimum of two individuals will constitute a committee.

**Displaying Affection** - Holding hands is considered to be an appropriate display of affection between students. All other forms of physical touching are not acceptable. Middle School students may not have any public display of affection including hand holding.

**Disrespect** - Students must show respect for and be courteous to school personnel and other students.

**Dress** - The cooperation of students and parents in the area of appropriate dress will help ensure an environment conducive to learning. Reasonable standards of modesty are expected. All clothing must be of an appropriate length and undergarments must be covered at all times. Students must wear tops that sufficiently cover shoulders, chest and midriff. Clothing must be worn in a conventional manner and not be altered in such a way that is revealing. Exceedingly tight or see-through apparel is also not permitted. Dress that is sexually suggestive or explicit in nature, or promotes or depicts a drug, alcohol, tobacco, gang activity, profanity, or violence is prohibited. Students must wear shoes at all times and must remove hats and head coverings, including caps and hoods, upon entering school. Students in violation of the dress code will be expected to change into appropriate attire. It will be the prerogative of the school administration to judge proper/improper dress beyond that specified above. School administrators will work with families in cases of special circumstances.

**Evidence of Prior Use** - Observable behaviors which are commonly associated with substance abuse which result in impaired mental and physical abilities and/or are developmentally inappropriate. Examples include, but are not limited to, unusual behavior, slurred speech, dilated pupils, staggering, uncontrollable behaviors, noticeable smell of marijuana and/or alcohol, extreme lethargy, sleepiness, lack of coordination, etc.

**Exclusion from Class or Classes** - A student may be removed from a single class or several classes for a set period of time.

**Expulsion** – The termination of a student's privilege to attend school within the school division by a vote of the Augusta County School Board. An expelled student is ineligible for readmission for 365 calendar days, in accordance with the VA Code §§22.1-277 and 22.1-277.07.

**Extra Curricular Activities** - For the purpose of this policy, extra curricular activities are defined as any school activity outside the class day, either before or after school, home or away. That is, the student may attend classes only during the normal class day, when suspended from extra curricular activities. (Refer to ACPSAM Policy 7.600, Student Activities)

**Gambling** - Gambling in any form is prohibited on school property or in association with any school activity.

**Gang Activity** - Criminal street gangs are defined in the VA Code §18.2-46.1. Gang-related activity will not be tolerated in any school or at any school activity and may be subject to disciplinary consequences, to include out of school suspension and a recommendation for expulsion. Symbols of gang membership are expressly prohibited. Examples include clothing that symbolizes association, rituals associated with, or activities by an identified group of students. All suspected gang activity would be reported to the school's resource officer or other law enforcement representative.

**Harassment/Discrimination Based on Gender, Perceived Race, Color, National Origin, Religion, Disability, Gender Identity or Sexual Orientation** - Harassment is illegal behavior that harms the victim and negatively impacts the school system by creating an environment of fear, distrust and intolerance. Augusta County Public Schools is committed to providing a safe, healthy environment for all students and employees that promotes respect, dignity and equality and that is free from unlawful harassment and discrimination. Augusta County Public Schools strictly prohibits all forms of harassment/discrimination on school grounds, school buses and at all school-sponsored activities, programs and events.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment. A student or employee shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

**Prohibited conduct includes, but is not limited to:**

1. Requiring submission to unwelcome sexual conduct or communication as a term or condition, either explicitly or implicitly, of employment or participation in a school program;
2. Submission to or rejection of the conduct or communication by the victim/target is used as a factor in decisions affecting the victim/target's academic or employment success or progress; or
3. Unwelcome sexual conduct or communication has the purpose or effect of substantially or unreasonably interfering with the victim/target's education or employment, or of creating an intimidating, hostile or offensive school or work environment. Conduct substantially or unreasonably interferes with the victim/target's education or creates an intimidating, hostile or offensive environment if it is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the educational program.

Conduct which may constitute sexual harassment includes but is not limited to:

- unwelcome, sexually motivated or inappropriate patting, pinching or other physical contact (other than necessary restraint of students by school personnel to avoid physical harm to people or property);
- unwelcome sexual flirtation or propositions;
- unwelcome sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
- graphic verbal comments about an individual's body, or overly personal conversation of a sexual nature;
- sexual jokes, notes, stories, drawings, gestures or pictures;
- spreading sexual rumors;
- touching an individual's body or clothes in a sexual way;
- displaying sexually suggestive objects, pictures, cartoons or posters;
- impeding or blocking movement.

Harassment or Discrimination based on gender, perceived race, color, national origin, religion, disability, gender identity or sexual orientation consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment; or
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or educational performance; or
- otherwise adversely affects an individual's employment or educational opportunities.

Conduct which may constitute harassment based on race, national origin, disability or religion includes but is not limited to:

- graffiti containing offensive language directed at race, national origin, disability or religion;
- name calling, jokes or rumors;
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion;
- slurs, negative stereotypes and hostile acts which are based on race, national origin, religion or disability;
- written or graphic material containing ethnic comments or stereotypes that is intended to degrade individuals based on their race, national origin, disability or religion.

Augusta County Public Schools will investigate promptly and resolve equitably all complaints of harassment and discrimination. Victims of harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal.

Any student who believes that he or she has witnessed or been subjected to harassment should file immediately a complaint of the alleged act with the building principal or compliance officer designated by Regulation 7.510 in the ACPSAM. The designated person shall investigate the complaint and work toward resolution of the matter in accordance with said regulations. Refusal to put the complaint in writing shall not preclude investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged harassment will be undertaken.

False charges of harassment shall be treated as a serious offense, and those persons making false charges shall be subject to disciplinary action.

**Hazing** - Students shall not participate in the hazing of other students. Hazing is reckless or intentional endangerment of the health or safety or infliction of bodily injury to any student at any school or during any school activity 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, extra curricular activity or athletic program.

Complaints of hazing shall be reported to the building administrator and will be investigated using the same procedures used to investigate harassment. Students found to have engaged in hazing will be suspended out of school. Any student found to be in violation of this policy in a manner that causes bodily injury to another student shall be referred to law enforcement for violation of VA Code §18.2-56. Any student found guilty of hazing by the court system will be long term suspended or expelled.

**Insubordination** - The refusal of a student to obey directives of school personnel.

**Long-Term Suspension** – A disciplinary action whereby a student is not permitted to attend school for a period of more than ten (10) school days but less than 46 days. A long term suspension may extend beyond a 45 school day period, not to exceed 364 calendar days, if the offense involves weapons, drugs, or serious bodily injury or the school board or division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education. Consideration of a student's disciplinary history is required.

Students in preschool (PK) through grade three (3) are prohibited, except for drug offenses, firearm offenses, and certain criminal acts, from being suspended for more than three school days or expelled from attendance at school unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.

**Modified School Day** – The school administrator may recommend shortening a student's day if such a modification is deemed beneficial to the school and/or student.

**Non-School Materials/Literature** - Students are expected to bring to school only appropriate literature and illustrations. Materials or literature which is considered in the discretion of the school administrator, obscene, sexually suggestive, degrading, offensive or distracting will not be allowed. In addition, students are prohibited

from distributing material that expresses libelous, slanderous, defamatory statements or material that includes any request for solicitation. Additional information regarding distribution of non-school materials is contained in Regulation 6.20 of ACPSAM.

**Parent/Guardian** – A parent is considered a natural parent, parent by legal adoption, or court appointed legal custodian. Teachers, counselors, and administrators are expected to make reasonable efforts to contact parents/guardians by phone or letter should their child's conduct result in disciplinary action.

**Portable Electronic Devices** – Only those items that are vital to a student's education shall be brought to school. ACPS is not responsible for the safety or security of any device. Students who are in possession of portable electronic devices, including game, music, and data/voice communication devices (such as cellular phones, iPods, iPads, laptops) on school buses, other school property or at any school-sponsored activity must have these items turned off and properly stored during school hours. Only devices that are approved and configured for use on the ACPS Network and are subject to an executed Personal Electronic Device Agreement can be turned on and/or used at any time on school property, at any school-sponsored activity or on any school bus; such use must be consistent with the PED Agreement. Inappropriate uses of portable devices or electronic systems include, but are not limited to, cyber-stalking, cyber-bullying, impersonating another person as well as any use that violates this policy (i.e. use of an unapproved, unconfigured device), the Student Code of Conduct, the Acceptable Use Policy or any other policy of ACPS or any law. Any student found using any personal electronic device during any testing situation will be considered to be cheating and will have the device immediately confiscated and will face disciplinary action.

Possession of any such devices on school property or at school sponsored events or activities constitute consent for and authorize a school official to confiscate and search such devices. In addition, any school official may confiscate the device and review or search the contents and activity on the device if reasonable suspicion exists that the device has been used or is being used in violation of ACPS policies, including but not limited to the Student Code of Conduct, the Acceptable Use Policy and any PED Agreement, or in violation of any law.

Improper use of any such devices may result in confiscation of the device by school personnel and/or other appropriate disciplinary action. Any student who uses these devices in violation of law or policy while on school property (including buses) or while attending any school function or activity will be subject to disciplinary action which may include suspension or expulsion and may be reported to law enforcement.

An elementary school student may not possess a personal electronic device, other than one approved, configured and subject to a PED Agreement, while on school property or on the school bus.

**Reasonable Suspicion** - A belief based upon objective facts and the rational inferences that may be drawn from such facts or based on direct or reported observation that a student may be in possession of or using of possible contraband. Specific rational inferences may be drawn from instances including but not limited to, a tip from a reliable source or suspicious behavior. Factual foundations may include, but are not limited to, observation of the student's behavior, appearance or performance such as bloodshot eyes, dilated pupils, staggering, odor of alcohol and/or marijuana, erratic behavior or other behavior uncharacteristic of the student, agitation, explosiveness, altercations or violence, excessive absenteeism and tardiness, lethargy, or apparent consumption of alcohol or controlled substances.

**Restitution** – The replacement of or payment for property taken, damaged, or destroyed will be required.

**School Days** - Refers to days that school is actually in session and shall not include days when schools are closed, workdays or other days when the instructional program is not in session.

**Search and Seizure** – School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol and other "contraband" in violation of school policy or state law. Lockers and computers are school property and can be searched at any time. Also, school officials may search a student's locker, desk, personal belongings such as a book bag, clothing, pocketbook, etc., and a student's vehicle on school property when reasonable suspicion exists that there is a violation of school rules or evidence of unlawful activity. By parking or operating a vehicle on school property, by permitting one to be parked or operated there, or by permitting a cellular phone to be possessed by a student on school property or at any school sponsored events or activities, the person responsible for the vehicle is deemed to have consented to a search of that vehicle or device. In addition, schools may utilize canines to assist with contraband searches.

**Selling** - Students shall obtain administrative approval before selling or offering to sell any item on school buses or property at any time.

**Sexting or Other Inappropriate Use of Portable Devices or Electronic Systems** – “Sexting” is the act of requesting or of sending sexually explicit messages or photos electronically. Other inappropriate uses of portable devices or electronic systems include, but are not limited to, cyber-stalking, cyber-bullying, impersonating another person.

Sending, sharing, viewing or possessing pictures, text messages, e-mails or other material of a sexual nature (whether or not such material constitutes “pornography” under criminal laws) or engaging in stalking, bullying or impersonating in electronic or any other form on a computer, cell phone or other electronic device on school grounds is prohibited and violates the ACPS Code of Conduct. Receipt of and either forwarding or failing to report such information likewise may violate the Code of Conduct. Sexting or other inappropriate electronic behavior violates ACPS Code of Conduct if it occurs at school, on any school property or at any school event; causes a disruption at school; or injures anyone at school; whether or not the behavior occurred on a private portable device, a home computer or hardware or software that belongs to the school division. Sexting or other inappropriate electronic behavior may violate ACPS Code of Conduct even if it was initiated “consensually” or “voluntarily,” and, in the case of photos, whether or not the subject of the photos is a sender or recipient of the electronic file. Sexting or other inappropriate electronic behavior will be reported to parents and, in appropriate cases, to law enforcement authorities for possible prosecution and/or social services.

**Short-Term Suspension** – A disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten (10) school days.

**Slander** – the action or crime of making a false spoke statement damaging to a person’s reputation.

**Substance Abuse®** - A substance abuse offense is a serious infraction of the Augusta County Public Schools’ Code of Student Conduct and the VA Code. Students shall not possess, use, buy, sell, transmit or be under the influence of any nonprescription drug (including alcohol in any form, caffeine pills or anabolic steroids), controlled substance, marijuana, “look-alike” substance or drug paraphernalia on a school bus, other school property or at any school activities.

Disciplinary procedures applicable to a violation of the policy are represented by “actions” which are listed below. Procedures for disciplinary action are indicated under each specific substance abuse area.

**Action A**

The parent and/or guardian and the student voluntarily agree to accept a designed disciplinary plan that was developed by the principal and DRHO. Suggestions for inclusion in the plan, although not exhaustive, include a meeting with the SRO; referral to a school counselor; public service work at school (perform simple jobs at school); completion of an educational component (independent research paper) designed and approved by principal; and/or sessions with a substance abuse counselor at parents expense.

**Action B**

- a. suspend for a minimum of five (5) school days;
- b. suspend from participation in, or attendance at, school sponsored co/extra-curricular activities up to a maximum of one hundred eighty (180) days.

**Action C**

- a. suspend for a minimum of ten (10) days from school attendance;
- b. suspend from participation in, or attendance at school sponsored co/extra-curricular activities for a minimum of ninety (90) school days and up to a maximum of one hundred eighty (180) school days\*\*\*;
- c. schedule a Discipline Committee\* hearing; and
- d. notify SRO.

Action D

- a. suspend the student out-of-school for a minimum of five (5) school days;
- b. suspend from participation in, or attendance at, all co/extra-curricular activities in any Augusta County School for a minimum of sixty (60) school days;
- c. student will be evaluated and will enroll and complete the VASAP\*\* substance or alcohol abuse program in accordance with VA Code §22.1-277.2:1; and
- d. notify SRO.

Action E

- a. suspend for a minimum of ten (10) days from school attendance;
- b. suspend from participation in, or attendance at school sponsored co/extra-curricular activities for a minimum of ninety (90) school days and a maximum of one hundred eighty (180) school days\*\*\*;
- c. schedule a Discipline Committee\* hearing; and
- d. student will be evaluated and will enroll in and complete any recommended VASAP\*\* substance or alcohol abuse program in accordance with VA Code §22.1-277.2:1; and
- e. notify SRO.

Action F

- a. suspend for a minimum of ten (10) days from school attendance;
- b. suspend from participation in, or attendance at school sponsored co/extra-curricular activities for a minimum of ninety (90) school days and a maximum of one hundred eighty (180) school days\*\*\*;
- c. schedule a Discipline Committee\* hearing;
- d. assign to an Alternative Education Program (AEP);
- e. student will be evaluated and will enroll in and complete any recommended VASAP\*\* substance or alcohol abuse program in accordance with VA Code §22.1-277.2:1 after successfully completing the AEP requirements; and
- f. notify SRO.

**\* The DRHO will review the action taken by the school and, if School Board action is necessary for the proposed or modified disciplinary action, make a recommendation to the Augusta County School Board. The DRHO may modify disciplinary actions and/or recommend either long term suspension or expulsion. Suspension from co/extra-curricular activities for ninety (90) days or less is not subject to an appeal.**

**\*\*Footnote: During the second semester, the VASAP option is no longer available to seniors. Any senior who violates the substance abuse policy during the 2<sup>nd</sup> semester will receive a minimum ten (10) day out-of-school suspension; appear before the Discipline Committee; and be suspended from attending and participation in all co/extra-curricular activities in any Augusta County School.**

**\*\*\*Parent or guardian may appeal the loss of co/extra-curricular privileges beyond the ninety (90) school days by contacting the building principal in writing on or after the 80<sup>th</sup> day of the loss of privilege period.**

**The Discipline Committee will review the written request/appeal; consider the recommendation from the building principal, student's attendance, discipline record, academic achievement, and completion status of stipulations set forth previously by the Discipline Committee; and make a decision on the written appeal. The Discipline Committee's decision on the appeal is final.**

**Note: A senior may participate in the graduation ceremony even if the ceremony falls during the sixty (60), ninety (90) or one hundred and eighty (180) day loss of all co/extra-curricular activities period unless the student is suspended out of school during the graduation time frame and/or the administration deems the student to not be in good standing.**

1. **“Alcohol”** – means ethyl or grain alcohol and includes but is not limited to any distilled spirits, wine, malt beverage, beer or other liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed by a human being.

- Elementary First Violation: Whether the violation is for possession, distributing, use, or under the influence the student and parent/guardian have a choice between Action A or Action B.
- Elementary Second and Subsequent Violations: Refer to Action C
- Middle and High School First Violation: Whether the violation is for possession, distribution, use, or under the influence, the student and parent/guardian have a choice between Action C or Action D.
- Middle or High School Second or any Subsequent Violation: Refer to Action E.

2. **“Anabolic Steroid”** means any drug or hormonal substance, chemically and pharmacologically related to testosterone, other than estrogen, progestin and corticosteroid that promotes muscle growth.

First and/or Subsequent Violation: Whether the offense is a first or subsequent violation for possession, distribution, use and/or under the influence the student will be expelled. In accordance with VA Code § 22.1-277.08, the DRHO will conduct a preliminary review of the incident and may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action is appropriate. Nothing herein shall prohibit the permanent expulsion of such a student.

- Elementary First Violation: Whether the violation is for possession, distributing, use, or under the influence, the student and parent/guardian have a choice between Action A or Action B.
- Elementary Second and Subsequent Violation: Action C
- Middle School First Violation: Action E
- Middle School Second or any Subsequent Violation: Action E that includes long-term suspension up to 365 days
- High School First Violation: Action F
- High School Second or any Subsequent Violation: Action F that includes long-term suspension up to 365 days

3. **“Controlled Substance and/or Prescription Medication”** – means any drug, substance or immediate precursor to any such drug or substance which is listed in and regulated pursuant to the Drug Control act, VA Code §54.1-3400 *et seq.*

Whether the offense is a first or subsequent violation for possession, distribution, use and/or under the influence the student will be expelled. In accordance with VA Code § 22.1-277.08, the DRHO will conduct a preliminary review of the incident and may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action is appropriate. Nothing herein shall prohibit the permanent expulsion of such a student.

If and only if special circumstances are deemed to exist by the DRHO in his/her sole discretion, the following disciplinary actions will apply instead of mandatory expulsion:

- Elementary First Violation: Whether the violation is for possession, distributing, use, or under the influence, the student and parent/guardian have a choice between Action A or Action B.
- Elementary Second and Subsequent Violation: Action C.
- Middle School First Violation: Action E
- Middle School Second or any Subsequent Violation: Action E that includes long-term suspension up to 365 days
- High School First Violation: Action F
- High School Second or any Subsequent Violation: Action F that includes long-term suspension up to 365 days

4. **“Drug Paraphernalia”** – means all equipment, products and materials of any kind which are either designed for use or intended to be used in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body marijuana or controlled substances. Drug paraphernalia includes but is not limited to the items defined or listed in VA Code §18.2-265.1, which is incorporated herein by reference.

- Elementary First Violation: Whether the violation is for possession, distributing, use, or under the influence, the student and parent/guardian have a choice between Action A or Action B.
- Elementary Second and Subsequent Violations: Action C
- Middle School First Violation: Action E
- Middle School Second or any Subsequent Violation: Action E that includes long-term suspension up to 365 days
- High School First Violation: Action F.
- High School Second or any Subsequent Violation: Action F that includes long-term suspension up to 365 days

**5. “Imitation Controlled or (Look-alike Substance)”** – means a pill, capsule, tablet or substance in any form whatsoever that is not a controlled substance and which either (1) appears, due to its color, shape, size, marking and packaging or by representations made, to be or could be mistaken for a controlled substance, unless such pill, capsule, tablet or substance was introduced into commerce prior to the initial introduction into commerce of the controlled substance which it is alleged to imitate; or (2) is represented, either expressly or implicitly, as having the same stimulant or depressant effect on the central nervous system and is not commonly used or recognized or approved by the United States Food and Drug Administration for any purpose other than such stimulant or depressant effect.

Whether the offense is a first or subsequent violation for possession, distribution, use and/or under the influence the student will be expelled. In accordance with VA Code § 22.1-277.08, the DRHO will conduct a preliminary review of the incident and may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action is appropriate. Nothing herein shall prohibit the permanent expulsion of such a student.

If and only if special circumstances are deemed to exist by the DRHO in his/her sole discretion, the following disciplinary actions will apply instead of mandatory expulsion:

- Elementary First Violation: Whether the violation is for possession, distributing, use, or under the influence, the student and parent/guardian have a choice between Action A or Action B.
- Elementary Second and Subsequent Violation: Action C
- Middle School First Violation: Action E
- Middle School Second or any Subsequent Violation: Action E that includes long-term suspension up to 365 days
- High School First Violation: Action F
- High School Second or any Subsequent Violation: Action F that includes long-term suspension up to 365 days

**6. “Inhalant”** - Any substance not prescribed by a physician and inhaled as a vapor, gas, or mist. Inhalants may include, but are not limited to adhesives, aerosols, solvents and gases, cleaning agents, and room deodorizers. Whether the offense is a first or subsequent violation for possession, distribution, use and/or under the influence the student will be expelled. In accordance with VA Code § 22.1-277.08, the DRHO will conduct a preliminary review of the incident and may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action is appropriate. Nothing herein shall prohibit the permanent expulsion of such a student.

- Elementary First Violation: Whether the violation is for possession, distributing, use, or under the influence, the student and parent/guardian have a choice between Action A or Action B.
- Elementary Second and Subsequent Violation: Action C
- Middle School First Violation: Action E
- Middle School Second or any Subsequent Violation: Action E that includes long-term suspension up to 365 days
- High School First Violation: Action F
- High School Second or any Subsequent Violation: Action F that includes long-term suspension up to 365 days



7. **“Marijuana”** – means any part of a plant of the genus *Cannabis* whether growing or not, its seeds or resin; and every compound, manufacture, salt, derivatives such as THC oils or edibles, mixture or preparation of such plant, its seeds or resin.

Whether the offense is a first or subsequent violation for possession, distribution, use and/or under the influence the student will be expelled. In accordance with VA Code § 22.1-277.08, the DRHO will conduct a preliminary review of the incident and may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action is appropriate. Nothing herein shall prohibit the permanent expulsion of such a student.

If and only if special circumstances are deemed to exist by the DRHO in his/her sole discretion, the following disciplinary actions will apply instead of mandatory expulsion:

- Elementary School Violation: Action C
- Middle School First Violation: Action E
- Middle School Second or any Subsequent Violation: Action E that includes long-term suspension up to 365 days
- High School First Violation: Action F
- High School Second or any Subsequent Violation: Action F that includes long-term suspension up to 365 days

8. **“Nonprescription and/or Over-the-Counter (OTC) Drug”** – By definition OTC is considered nonprescription medication.

- As a matter of routine, OTC, homeopathic, and herbal medications will not be administered by school personnel at any time. A parent may come to their student’s school and administer it themselves or the middle/high school student may self-administer these substances following the guidelines for self-administration of non-prescription medications.
- Failure to adhere to the OTC regulation may be considered a violation of the substance abuse policy. (See ACPSAM, Regulation 7.700)

**Suspension from School** - A student may be suspended from school for violation of a regulation as set forth in the VA Code §§22.1-277, 22.1-277.04, and 22.1-277.05. A student shall not be permitted to participate in any school-sponsored activities while suspended. The principal may impose up to a ten-day suspension as deemed appropriate. A recommendation for suspension of ten days or more or expulsion will be forwarded to the DRHO or Discipline-Committee. Regularly scheduled school days that have been cancelled by the Superintendent due to unforeseen circumstances do not count toward completing the assigned out-of-school suspension.

**Suspension of Computer Privileges** – Prohibition on access to computer networks and server resources.

**Technology for Students** - Augusta County Public Schools strives to provide equitable access and encourages the use of technology, whenever possible and appropriate, to support the curriculum and student learning objectives. Technology includes but is not limited to computers, other hardware, electronic devices, software, Internet, Intranet, E-mail, and all other networks.

Augusta County Public Schools allows students to access electronic information systems while safeguarding students from potential hazards by filtering objectionable sites. Students are allowed access to Internet resources with the understanding that some material may be inaccurate or objectionable. The use of inappropriate resources is not permitted. Augusta County Public Schools does not endorse and is not responsible for content associated with links outside of the Augusta County Public Schools’ network. Augusta County Public Schools reserves the right to block downloading from specific file extensions or specific sites. Students using Augusta County Public Schools’ electronic information systems are subject to monitoring by Augusta County Public School personnel. Students must sign an acceptable use agreement annually.

**Threats** – Students are prohibited from making threats against any school employee or student. A threat includes but is not limited to any oral, written or physical expression of intimidation or intent to cause harm including those posted on social media platforms. A threat may result in disciplinary action by the school and charges being placed with law enforcement authorities.

**Tobacco Products** - The use, distribution or possession of all tobacco products and imitation, “look alike” tobacco products, nicotine vapor products, or electronic cigarettes on school buses, other school property, travelling in school transportation, or at school activities are prohibited by students, staff, and visitors.

Disciplinary actions applicable to a violation of this policy are as follows:

First Offense:	Suspend student for three (3) days; warn about legal consequences for further violations; have a parent conference.
Second Offense:	Suspend student for five (5) days; refer to law enforcement authorities for violation of VA Code § 18.2-371.2; have a parent conference.
Third Offense:	Suspend student for ten (10) days; refer to law enforcement authorities for violation of VA Code §18.2-371.2; and refer to Discipline Committee for action.
Fourth offense:	Suspension for a minimum of ten days and may include a recommendation for extended suspension or expulsion.

**Trespassing** – It is unlawful for any person to enter upon or remain upon any school property in violation of (a) any direction to vacate the property by a person authorized to give such direction, such as a principal or his or her designee; or (b) any posted notice which contains such information and is posted where it can reasonably be seen. Trespassing includes unauthorized use of school facilities or equipment. Students who have been suspended or expelled from school will be trespassing if they are present on school property during the term of the suspension or expulsion and may be so charged. (See VA Code §18.2-128)

**Truancy/Tardiness** - Students are expected to be in their assigned classes and on school grounds during the entire school day. Students who are not in their assigned class and do not have permission to miss the assigned class are skipping, will be assessed an unexcused absence and may be disciplined.

Students must have permission from the principal or his designee to leave the school grounds during the school day. If a student leaves school during the school day without permission, parents will be notified of disciplinary actions and a conference may be required for readmission.

Students are expected to plan a daily routine (use of lockers, rest rooms, etc.) that ensures punctual attendance in each class. Teachers will record unexcused tardies in each class. Disciplinary action will be taken for habitual tardiness.

**Valley Alcohol Safety Action Program (VASAP)** – VASAP is an alternative substance abuse educational program designed to educate drug or alcohol offenders. The program consists of a weekly class at the VASAP location. VASAP personnel provide the curriculum, instruction and administration of the program. Augusta County is responsible for the costs of initial intake (service fee), initial drug screening, VASAP Curriculum (class fee), and random drug screening(s). Parents will bear all other costs, including but not limited to the costs of transportation to and from the classes, all re-starting class fees, and the costs or fees associated with additional treatment options, if any.

**\*\*Footnote: During the second semester, the VASAP option is no longer available to seniors. Any senior who violates the substance abuse policy during the 2<sup>nd</sup> semester will receive a minimum ten (10) day out-of-school suspension; appear before the Discipline Committee; and be suspended from attending and participation in all co/extra curricular activities in any Augusta County School**

**Vandalism** - Students shall not maliciously or willfully deface or destroy school property, or the personal property of others. (VA Code §18.2-138)

**Video Recording Classroom Lessons** - Video recording classroom lessons taught by student teachers or teachers in Augusta County Public Schools is used to improve instruction and evaluation skills of the student teacher/teacher. Although the video will focus on the instructor, it is possible that some students may appear in the recording. In addition to use of the video within ACPS, the video recording may be shared with and reviewed by the student teacher's college or university (typically but not limited to UVA, JMU, EMU, Bridgewater, Radford, or Mary Baldwin) for evaluation purposes of the student teacher. Parents' or guardians' written consent must be obtained for each student who may appear or speak in the video prior to any recording that will be used for student teacher/teacher instructional or evaluation purposes. The video recordings generally are not educational records of any student, will be kept confidential at all times, and will not be made public in any way.

**Video Surveillance** - As a component of a comprehensive safe school plan, video surveillance, with or without audio capability, may be conducted by the School Resource Officer (SRO) in the common areas of certain schools and on school buses to maintain the security of students, staff members and visitors. Surveillance equipment may or may not be monitored at any time. Video recordings are created for law enforcement purposes and will be maintained by the SRO in his discretion but may be used for disciplinary purposes. By agreement with the Sheriff's Office, only school officials may view video recordings. Requests to view the video surveillance footage cannot be granted by ACPS.

**Violence** - Students shall not fight or display or contribute to aggressive behavior that is disruptive or dangerous while under school authority. Students are prohibited from intentionally or knowingly causing injury to others on school property, or during school related activities on or off of school property. Intentional injury includes but is not limited to injury that results from or is related to, any or all of the following: bullying, fighting, physical or sexual assault, hazing, hate crimes and verbal, physical, or sexual harassment. (See VA Code §§18.2-56 and 18.2-57)

**Warning and Counseling** - Warning and counseling are used where appropriate to assist a student to understand that his or her conduct interferes with the educational process, threatens the rights of others, or is contrary to school policy or regulations and needs to be corrected.

**Weapons** - Carrying, bringing, purchasing, transferring, storing, using or possessing any firearm, dangerous device ammunition or weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity is prohibited. This prohibition applies to private vehicles parked on school property with or without permission. Weapons possessed in violation of this policy are subject to seizure by school officials. Any incident involving weapons as defined in this policy will be reported to the Superintendent or his designee. Students in violation of this regulation will be subject to immediate disciplinary action. (VA Code §§18.2-308; 18.2-308.1; 18.2-308.7)

Possession of a firearm on school property or at a school-sponsored activity will result in mandatory expulsion for at least one (1) year in accordance with VA Code §22.1-277.07. In addition, it is a Class 4 felony to discharge a firearm on school grounds or within 1000 feet of any school (See VA Code §18.2-280).

“Weapons” shall include, but is not limited to guns, firearms, blank guns, starter guns, pellet guns, air guns, toy guns, tear gas guns, chemical weapons, knives, metallic knuckles, blackjacks, explosive devices, joined rings, and other objects which may be used as weapons or imitation weapons.

#### IV

##### **Disciplinary Actions and Procedures**

Violation of rules, policies, or regulations outlined in this Policy will result in referral for disciplinary action.

##### A. **Due Process Procedures**

Students referred for disciplinary action will be (1) notified of the facts that form the basis for the referral and/or proposed disciplinary action and provided an opportunity to explain their version of the facts; (2) notified of the proposed disciplinary; and (3) afforded the opportunity to appeal the discipline decision through the proper channels as set forth in this Policy.

##### B. **Disciplinary Action**

Disciplinary actions vary according to the severity and frequency of the violation. Specific consequences shall be determined by school authorities according to guidelines authorized by the School Board. Violations of the Code of Student Conduct may result in any one or more of the following actions being taken:

- Disciplinary action at the discretion of the principal;
- Contact with parent or guardian;
- Detention;
- Denial of privileges;
- Removal or withdrawal from class;
- AES;
- Suspension from school or extra/co-curricular activities;
- AEP;
- Appearance before the Augusta County Discipline Committee or DRHO;
- Expulsion; and
- Referral to law enforcement authorities.

The principal will notify parents of any Code of Student Conduct violation which could result in a suspension or expulsion, whether or not such disciplinary action is imposed. The notice shall state the date and particulars of the violation; the obligation of the parent to take action to assist the school in improving the student's behavior; and if the student is suspended, that the parent may be required to accompany the student to meet with school officials. The principal will schedule all ten (10) day suspension hearings with the DRHO and notify student and parents of time, date, and location.

C. Discipline Committee and Disciplinary Review Hearing Officer (DRHO)

The Superintendent's designee, Deputy Superintendent, is the designated DRHO for Augusta County Public Schools. If necessary, the Deputy Superintendent shall designate an alternate DRHO to serve in his absence.

Annually the Superintendent will designate a Discipline Committee. The Discipline Committee will hear all cases recommended for suspension in excess of ten (10) days; may hear appeals of suspensions for ten (10) days or less as provided in the policies and regulations of the School Board; and may recommend to the School Board suspensions in excess of ten (10) days, expulsions or placement in an alternative program in appropriate cases.

D. Incident Reports

When a student's behavior violates School Board policy or regulations or applicable laws and/or disrupts or obstructs the learning environment, a teacher or school administrator shall document the behavior in writing by creating an Incident Report. A copy of the Incident Report shall be provided to the school administrators, the student and the parent(s)/guardian(s) of the student. The teacher shall notify the student and parent(s)/guardian(s) of the opportunity to meet with the teacher to discuss the behavior and the possible consequences if the behavior continues.

Written documentation shall be kept of all communications with the student or parent(s) relating to the incident or withdrawal and of all requests and encouragement of the student's parent(s) to meet with the teacher or school administrators. The notice and documentation shall be maintained together with each Incident Report and shall be provided to school administrators.

E. Removal and Withdrawal from Class

1. Removal

A teacher and/or school administrator may remove a student from class when the student violates School Board policies or regulations or applicable laws in a manner that interrupts or obstructs the learning environment. Upon removal from class, the student shall be referred in writing to a school administrator. The school administrator may impose additional discipline consistent with applicable policies, regulations and laws.

2. Withdrawal

A teacher may withdraw a student from class for repeated violations of School Board policies or regulations or applicable laws. Prior to removal from class, the teacher must determine that (1) the student's behavior violates a School Board policy, regulation or other applicable law; (2) unless the immediate incident is severe, at least three (3) written Incident Reports from the teacher relating to the student have been filed in accordance with IV(D) of this policy; (3) withdrawal is necessary to preserve or restore a learning environment free from disruption or obstruction; and (4) classroom and administrative interventions have been attempted and failed to end the disruptive or obtrusive behavior. Also prior to withdrawal of a student, the teacher shall confer with the principal, and with the Director of Student services in the case of a student with a disability.

The teacher shall file a request to withdraw the student with the school administrator and shall provide documentation to support the withdrawal, including but not limited to the three (3) Incident Reports.

3. Alternative Assignment and Instruction of Withdrawn or Removed Students

The principal shall determine an alternative placement of a withdrawn student appropriate to ensure the opportunity for continued education of the withdrawn student. Placement of such students may include but is not limited to one or more of the following options:

- Assign the student to an alternate program or course in the school;
- Assign the student to another class in the school;
- Assign the student to an alternate setting or study hall in the school, and require the teacher to provide appropriate make-up work for the student;

- Suspend or refer the student to the Discipline Committee for other discipline; or
- Return the student to class in accordance with the procedures set forth below.

#### 4. Returning a Withdrawn Student to Class

The principal shall determine, after consultation with the teacher, the duration of the student's withdrawal from class. The principal shall notify the teacher when the student will be returned to class and shall explain why the student will be returned to class and any special behavior issues pertaining to the student. The teacher and principal shall develop a written plan to address the student's behavior.

#### F. Short-Term Suspensions

A student may be suspended for not more than ten (10) days by either the school principal or any assistant principal. The principal or assistant principal will, prior to imposing the suspension, give the student and parent(s) the following information:

1. oral or written notice of the basis for the discipline;
2. facts known to school personnel that justify the suspension; and
3. the opportunity for the student to present his or her version of what happened.

Any oral or written notice to the parent(s) of a student who is suspended for ten (10) days or less shall include:

1. length of the suspension;
2. availability of community-based educational programs, alternative education programs or other educational options;
3. the student's right to return to regular school attendance upon the expiration of the suspension;
4. notification as to how the suspension can be appealed through proper channel; and
5. a statement that the costs of any community-based education program or other alternative educational program or option which is not part of the educational program offered by the school division shall be borne by the parent(s) of the student.

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

The student and/or parent(s) may appeal the decision to suspend by filing a written notice of appeal within five (5) working days of the notice of suspension. The suspension shall continue in effect notwithstanding any appeal. The DRHO shall review the information provided by the principal or assistant principal who imposed the suspension; review any information provided by the student or parent(s); gather additional information if the DRHO deems such action necessary; conduct a closed hearing if in the DRHO's discretion such a hearing is necessary; and render a decision confirming, disapproving or modifying the suspension.

The DRHO may inquire about other suspensions, behavior, grades, attendance or other areas of concern. The decision of the DRHO shall be final.

The student or parent(s) may request in their written notice of appeal that the appeal of the short-term suspension be heard by the Discipline Committee instead of the DRHO. If the student or parent(s) so request, the Discipline Committee hearing shall be held within a reasonable period of time. The suspension will continue in effect notwithstanding any such request that the hearing be conducted by the Discipline Committee. The hearing will include the student, parent(s) and school officials. All hearings shall be closed to the public. The decision of the Discipline Committee shall be final.

#### **Emergency Suspension**

Any student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be promptly removed from school immediately. The notice, explanation of facts, and the opportunity to present his or her version required under Short-Term Suspension shall be given as soon as practicable thereafter.

**G. Long Term Suspensions**

Upon recommendation by a principal, the Discipline Committee may suspend a student from attendance at school for more than ten (10) days. The principal shall make a reasonable effort, by telephone or personal contact, to inform the parent(s) of the proposed suspension before the suspension occurs.

Written notice of the proposed long term suspension shall be provided to the student and parent(s), which notice shall state:

1. the length of suspension and the reasons for the suspension;
2. the student is eligible to return to regular school attendance upon the expiration of the suspension;
3. the procedures by which the suspension can be appealed to the School Board;
4. information about the availability of community-based educational, alternative education, or intervention programs and that the costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during suspension shall be borne by the parent(s) of the student.

The Discipline Committee hearing shall be held within a reasonable period of time. The following procedure will apply:

1. The hearing will include the student, parent(s) and school officials.
2. All hearings shall be closed to the public.
3. The principal will present in writing the facts underlying and/or reason for the suspension and a recommendation to the Discipline Committee.
4. The student will be given an opportunity to present his or her version of the facts concerning the suspension.
5. The Discipline Committee may ask questions about the suspension, behavior, grades, attendance or other areas of concern. The Discipline Committee will determine the facts in the case and whether the suspension, or further/other disciplinary action, is warranted.
6. The Discipline Committee will determine when sufficient facts have been presented to enable the Committee to render a decision.
7. The Discipline Committee Chairman will report the decision of the Committee to the parties, together with an explanation of the basis for the Committee's decision.

The student or parent(s) may appeal the decision of the Discipline Committee to the School Board by filing a written notice of appeal within five (5) working days of the Discipline Committee's decision. The suspension will continue in effect notwithstanding any such appeal. The School Board shall review and decide the appeal within thirty (30) days of the date the written notice of appeal is received by the School Board.

The DRHO will document the action taken at the Discipline Committee hearing and will send a report to the parents, the school and to the student's probation officer, if applicable. If the student or parent(s) appeal the decision of the Discipline Committee to the School Board as permitted above, the DRHO's report shall be transmitted to the School Board.

**H. Discipline of Students with Disabilities**

For purposes of this regulation, a student will be considered disabled if identified as disabled by the Eligibility Committee and not subsequently terminated from the special education program or if, prior to the date on which the misconduct occurs, the school division had knowledge that the student was a student with a disability.

**1. Short-Term Suspension**

A student with disabilities may be suspended out of school for up to ten (10) consecutive days or ten (10) cumulative days in accordance with regular suspension procedures. The imposition of any additional short-term suspension after the first ten days cumulative in a school year must be reviewed to determine whether it will result in a change in placement. If it is found to result in a change in placement, then the discipline procedures for a suspension of greater than ten (10) days must be followed.

- (a) The principal is to keep a tally of the total number of days of suspension received by each disabled student. When a student has accumulated more than ten days of suspension in any single school year, the principal must refer the student to the designated administrator of special education in the school

for a review of the student's educational program and to consider whether the suspensions have effected a change in placement. More than ten cumulative days of short-term suspensions in a single school year may be a change in placement. This change of placement may require a manifestation determination review, functional behavior assessment, behavior intervention plan, reevaluation, and procedural protections. A student with a disability may be removed from the student's current educational setting for a period of time that cumulatively exceeds ten school days in a school year for separate incidents of misconduct as long as the removals do not constitute a pattern. Isolated short-term suspensions for unrelated instances of misconduct may be considered a pattern. Factors to consider in determining whether a change in placement has occurred are the length of each suspension, the proximity of the suspensions, and the total number of days suspended in a single year. If it is determined that this suspension would result in a change in placement, then the procedures in Section 2 for Long-term Suspension and Expulsion must be followed. In any case, once suspensions have totaled ten days in a single school year, the administrator of special education in the school shall convene an Individualized Education Program (IEP) committee meeting to develop a functional behavioral assessment plan, create a behavior intervention plan, and determine if any modifications in the special education program or updated evaluations are required. Federal procedures for notice of evaluation and of the IEP meeting, including procedural safeguards, must be followed.

- (b) Suspension from the bus may count as a day of suspension if the student does not receive the services specified in the IEP during the suspension.
- (c) Placement in any (AES) may count as a day of suspension if the student is not allowed the opportunity to continue to participate in the general curriculum, continue to receive the services and modifications including those described in the student's IEP that will enable the child to progress toward meeting the IEP goals, and participate with non-disabled students to the same extent.

The student and/or parent(s) may appeal the decision to suspend by filing a written notice of appeal within five (5) working days of the notice of suspension. The suspension shall continue in effect notwithstanding any appeal. The DRHO shall review the information provided by the principal or assistant principal who imposed the suspension; review any information provided by the student or parent(s); gather additional information; conduct a closed hearing if in the DRHO's discretion such a hearing is necessary; and render a decision confirming, disapproving or modifying the suspension.

The DRHO may inquire about other suspensions, behavior, grades, attendance or other areas of concern. The decision of the DRHO shall be final.

## **2. Long-term Suspension and Expulsion**

If it is proposed that a student with a disability be expelled or receive a single suspension of more than ten days at a time, the following procedures must be followed in addition to the regular suspension and expulsion procedures:

- (a) The principal shall notify the Superintendent's designee immediately of the proposed disciplinary action.
- (b) Because long-term suspensions and expulsions are a change in placement, notice of the contemplated disciplinary recommendation, the reasons for the disciplinary action, and procedural safeguards must be given to the parent or legal guardian the same day as the recommendation for discipline is made. The notice will be considered as given if mailed first class postage prepaid on the date the recommendation for discipline is made. The assigned administrator responsible for sending the suspension letter is responsible for seeing that these notices are included.
- (c) A Manifestation Review Committee composed of the members of the IEP Committee and other qualified individuals including the School Psychologist must be convened within ten school days of any recommendation for a long-term suspension or expulsion. The committee should be composed of members familiar with special education and/or the student. At least one or more members of the committee must be knowledgeable about the student. In general, the following serve as members of the committee and additional members may be appointed by the Administrator for Special Education or their designee:
  - principal
  - student's special education teacher

- school psychologist
- parent or legal guardian
- student's general education teacher
- student, if appropriate

The parent or legal guardian is to be notified of the manifestation review meeting and invited to participate. The Special Education case manager shall be responsible for notifying the parent or legal guardian of the time, date, place, and purpose of the meeting and must identify the individuals who will be attending the meeting. Accommodations in the scheduling should be made to permit the parent or legal guardian to attend, although timelines must be met. Documentation of efforts to notify the parent or legal guardian shall be maintained. If the parent or legal guardian declines to attend or fails to attend after having been given notice, the committee may meet without them. The parent or legal guardian may have representation during the meeting at his or her own expense, if desired.

The committee is to consider all relevant information including evaluation and diagnostic results, information supplied by the parents, observations of the student, the student's IEP, placement, and records. The committee will then decide whether the misconduct is a manifestation of the disability.

Minutes of the meeting shall be maintained. The minutes shall include those attending, the information considered, the consensus of the committee and the rationale for the decision.

The Special Education case manager shall give written notice to the parent or legal guardian of the committee's decision and of procedural safeguards including the right to contest the committee's decision through a due-process hearing.

The student may not be suspended from school for more than ten days while the manifestation committee process is being followed unless the parent or legal guardian gives permission in writing for a longer suspension or for a change in placement that may be home instruction. In the absence of parental consent, authorization for a longer suspension or change in placement may be sought from the court or from a hearing officer. Students with disabilities who (1) bring weapons to school or possess weapons on school premises or at a school function; (2) knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance while at school or a school function; or (3) inflict serious bodily injury if the injury is extraordinary may be removed from school for 45 calendar days and placed in an Interim Alternative Education Program (IAEP) without parental consent and regardless of whether the misconduct is a manifestation of the student's disability. This unilateral authority to remove the child from their IEP placement does not limit the authority of the administrator to recommend appropriate discipline.

While proceedings are pending to contest the imposition of discipline, and except as provided above, the student must remain in his or her current educational placement which is the IAEP.

If the committee determines that the behavior that is the basis of the proposed suspension is not a manifestation of the student's disability, the student may be considered for a long-term suspension or expulsion through regular disciplinary procedures. The student still must be provided with a free appropriate public education, although in another setting.

If the committee determines that the behavior that is the basis of the proposed suspension is a manifestation of the student's disability, the student may not receive a long-term suspension or expulsion. The student may still be suspended for a maximum of ten days for this offense by following the short-term suspension requirements for students with disabilities.

- (d) If the behavior that is the basis of the proposed suspension was a manifestation of the student's disability, a functional behavior assessment plan must be developed or reviewed at an IEP meeting. A behavior intervention plan is developed or reviewed as soon as practicable after the completion of the functional behavior assessment. If an evaluation is required to conduct the functional behavior assessment, written permission from the parent or legal guardian will be required. The timeline for concluding the functional behavior assessment should be established during the IEP meeting.
- (e) Students Not Yet Eligible: If prior to the misconduct occurring there is knowledge by the school that the student has a disability but has not yet been identified, the student is entitled to assert the



protections afforded to identified students with disabilities. Circumstances that constitute knowledge are (1) The parent has expresses concern in writing to administrative personnel of the school division or to a teacher of the student that the student is in need of special education and related services; (2) The parent requested an evaluation to determine if the student qualifies as disabled and such evaluation has not been completed; or (3) The teacher of the student or other school personnel expressed specific concerns about the pattern demonstrated behavior directly to the Director of Student services or other supervisory personnel.

Even if the circumstances described above exist, the student will not be entitled to the protections of IDEA's disciplinary provisions if (1) The school division conducted an evaluation and determined that the student did not have a disability or (2) The parent refused an evaluation.

A student, who is referred for identification as disabled after disciplinary measures are taken and for whom there was no knowledge of a disability prior to the misconduct occurring, is subject to the same disciplinary procedures as students without disabilities. The student is entitled to an expedited evaluation. Special Education and related services will be provided if the student is found to be eligible.

The manifestation review decision and the educational services provided to a student with disabilities while disciplined may be challenged in a due process hearing under IDEA.

## **I. Alternative Education Program**

In accordance with VA Code §22.1-277.2:1, a student may be required to attend an alternative education program if the student is:

- (i) charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies on weapons, alcohol, drugs or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of §16.1-260;
- (ii) found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol or drugs or of a crime that resulted or could have resulted in injury to others or of an offense that is required to be disclosed to the Superintendent under VA Code 16.1-260(G);
- (iii) found to have committed a serious offense or repeated offenses in violation of School Board policies;
- (iv) suspended for more than ten (10) days;
- (v) expelled from school; or
- (vi) released from a correctional center and identified by the Superintendent of the Department of Correctional Education and the Augusta County Public Schools Superintendent as requiring an alternative education placement.

Written notice of the specific recommended alternative education program and the basis for the recommendation shall be provided to the student and his or her parent(s)/guardian(s). The notice shall provide an opportunity for the student and parent(s)/guardian(s) to participate in a hearing before the Discipline Committee regarding the alternative education program.

The Discipline Committee may require a student to attend an alternative education program upon finding that the student falls within one of the categories (i) through (vi) listed above. The Discipline Committee shall maintain records of the recommendation, hearing and its decision.

The decision of the Discipline Committee is final unless, within five (5) working days after the Discipline Committee's decision, the student and/or parent(s)/guardian(s) file a written notice of appeal to the School Board. If a notice of appeal is timely filed, the School Board shall review the record relating to the alternative education program and shall notify the student and parent(s)/guardian(s) of its decision no later than thirty (30) days after the notice of appeal was received by the School Board. The alternative education placement shall continue in effect notwithstanding any appeal.

If an alternative education placement continues for more than one school year, the Discipline Committee shall assess the placement on an annual basis for the purpose of evaluating whether the student can be transitioned back to regular education programs.

**J. Expulsion**

The Discipline Committee may recommend to the School Board that a student be expelled from attendance at school. Prior to making such a recommendation, the Discipline Committee shall provide written notice of the proposed action to the student and parent(s). The following procedure will apply:

1. The written notice shall state the reasons for the proposed expulsion and shall advise the student and parent(s) the date on which the expulsion will be reviewed by the School Board.
2. The written notice shall state whether, and if so when, the student is eligible to return to regular school attendance or to attend an appropriate alternative educational program approved by the School Board during or upon the expiration of the expulsion.
3. If the student is eligible to return to regular school attendance, the notice shall state the terms and conditions applicable to the student's readmission.
4. If the student is not eligible to return to regular school attendance or to attend an alternative education program in the school division, the notice shall advise the parent(s) of the expelled student that the student may petition the School Board for readmission to be effective one (1) calendar year from the date of the expulsion and any conditions under which readmission may be granted.
5. The School Board can permit or require expelled students to attend an alternative education program provided by the School Board during the term of any expulsion.
6. The notice also shall provide information to the parent(s) concerning the availability of community-based educational, training and intervention programs and shall inform the parents that the costs of any community-based educational, training or intervention program the student may attend during or after the expulsion that is not provided by the school division shall be borne by the parent(s) of the student.

The School Board hearing shall be held within a reasonable period of time. The hearing shall include the student, parent(s) and school officials. The School Board will determine the facts in the case and whether the expulsion, or further disciplinary action, is warranted. The School Board will either confirm or disapprove the expulsion.

**K. Discipline Records**

Written documentation for all disciplinary action is maintained by school administrators and becomes a part of the student's scholastic record. Discipline records include but are not limited to documentation of incidents which involve violent behaviors including weapons, alcohol or drugs and/or incidents which involve discipline by the

Discipline Committee. Tardiness, talking, and other similar incidents are not included in this definition of discipline records but may be kept as anecdotal records.

Criminal reports should be included as disciplinary/scholastic records if the school has disciplined the student for the act that was the basis for the criminal record, whether the act happened on or off campus, even if the criminal report arrives after the disciplinary action is taken and is based upon a referral from the school. VA Code § 22.1-288.2

Whenever a pupil transfers from one school division to another, a copy of the scholastic record shall be transferred to the school division to which the pupil transfers upon request from such school division. Permission of the parent, guardian, or other person having control or charge of the student shall not be required for transfer of such scholastic record to another school or school division within or outside the Commonwealth.

A school responding to a request for the transfer of the scholastic record need not provide written notice of the transfer of the record, including the identity of the requester, to the parent, guardian, or other person having control or charge of the student, or to a student who is eighteen years of age or older, if the school has previously provided notice that Augusta

County Public Schools forwards such records to such requesting school divisions.

**L. Confidentiality**

Confidentiality of information in a student's scholastic record must be maintained under state and federal law. It is a Class 3 misdemeanor for school personnel to unlawfully disclose information regarding scholastic records.

**M. Statement Regarding Student's Prior Discipline Record at Time of Enrollment**

Prior to admission to any Augusta County public school the parent, guardian, or other person school coaving control or charge of a child of school age must provide a sworn statement or affirmation (1) indicating whether the student has been expelled or suspended from school attendance for more than thirty (30) days at a private school or in any public school division of the Commonwealth or in another state for an offense in violation of applicable laws or school board policies or regulations relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person or for destruction of school property or privately-owned property located on school property; and (2) indicating whether the student has been adjudicated delinquent or found guilty of any offenses involving the following offenses, or any substantially similar offenses under the laws of any state, the District of Columbia or the United States or its territories: firearms; homicide; felonious assault and/or bodily wounding; criminal sexual assault; manufacture, sale, gift, distribution or possession of controlled substances or marijuana; arson; burglary; or street gang participation, recruitment or activity.

It is a Class 3 misdemeanor to make a materially false statement or affirmation regarding a student's prior discipline record as required by this subsection.

The statement regarding expulsion or suspension of the student shall be maintained as a part of the student's scholastic record. The statement regarding the student's criminal record shall be maintained separately from other records pertaining to the student and shall not become a part of the student's disciplinary record except in accordance with VA Code § 22.1-288.2.

The student will not be allowed to attend classes or activities unless these statements are completed.

**N. Exclusion**

A student who has been expelled or suspended from attendance for more than thirty (30) days from a private school, or any public school division of the Commonwealth or another state for an offense in violation of applicable laws or school board policy or regulations related to weapons, alcohol, drugs, or assaults may be excluded from attendance upon a finding that the student presents a danger to other students or staff of Augusta County Public Schools.

Prior to excluding a student, the Superintendent, or DRHO shall provide written notice to the student and parent(s) or guardian(s) of the proposed exclusion, the reasons therefore and the right to a hearing with the Superintendent or designee regarding the proposed exclusion. After the hearing, the Superintendent shall provide written notice to the student and parent(s) that a hearing of the case has been conducted in accordance with this policy; that the student is or is not excluded; the duration of the exclusion, which in the event the exclusion is based upon a suspension shall not exceed the duration of the suspension; and procedures and/or conditions applicable to readmission. A record of the hearing will be created and maintained by the Superintendent or designee.

The student and parent(s) may appeal the decision to exclude to the School Board by filing a written notice of appeal within five (5) days of the Superintendent's notice of exclusion. The School Board shall review the record and notify the student and parent(s) of its decision in writing no later than thirty (30) days after the student's or parents' notice of appeal was received by the School Board. The student may petition for re-admission at a date determined by the School Board.

See VA Code § 22.1-277.2 (B)

Legal Reference: Code of Virginia, Section 16.1-305.1, Sections 18.2-56, 265.1, 308.1, 371.2;

Sections 22.1-277, 277.01D, 277.04-08, 279.3:1

Code of Virginia, Drug Control Act of Chapter 15.1 of Title 54

Schedules I through IV of 21 U.S.C.81

921 of Title 19 U.S.C.

## School Bus

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

Riding the school bus is a privilege. Should that privilege be abused, it may be revoked for a specified period of time, or permanently. The safety and well being of students cannot be jeopardized for any reason. All school rules and regulations are in effect while students are being transported on a school bus. Each principal is responsible for carrying out a school bus safety program and has jurisdiction over the conduct of students while they are being transported. Students must be made aware of the school bus safety procedures.

**Students who wish to get off the bus at any other stop other than their usual stop or need to ride another bus must have a note from parents that has been approved by an administrator and given to the driver.**

**The School Board require adult supervision, hand to hand, for Pre-K and Kindergarten students.**

### Bus Suspension

Since misbehavior on the bus may endanger lives, such action may result in suspension of the student's privilege to ride a bus. If a student is suspended from the bus, he/she must furnish his/her own transportation to and from school. Failure to attend school because of bus suspension is not excusable and is classified as an UNEXCUSED absence. The importance of safety and proper behavior cannot be overemphasized.

## ® School Bus Safety and Discipline

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### General

Parents or their designee are encouraged to accompany their young children to and from the bus stop. Students are to ride the same bus mornings and afternoons. **No change in buses may be made without written request from the parent and approved by the school principal.** Additional bus stop locations cannot be established for special permission transportation. Riding a school bus is a privilege. Should any child be reported to the school principal, the principal will be responsible for the disciplinary action including loss of the privilege of bus transportation until the parents and principal can arrive at an understanding. The rules and regulations listed are for your information and your child's benefit. Bus drivers are instructed to report to the school principal any infraction of these rules and regulations.

If we can be of any help to you with problems related to the transportation of your child, please feel free to contact the school principal or transportation department. Your cooperation and suggestions will be appreciated.

### Meeting the Bus

1. Students need to be on time.
2. Students must stay off the roadway and not sit on curbs.
3. **DO NOT** trespass on private property or loiter.
4. **DO NOT** play in the roadway or street.
5. **DO NOT** run toward a moving bus as it approaches the bus stop or loading zone at the school.
6. Preschool children are to be put on the bus and taken off the bus by a parent, guardian or person approved to get the child on and off the bus.

### Boarding the Bus

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

### Conduct on the Bus

1. Students should not talk to or attempt to distract the driver except in the case of an emergency.
2. Remain seated until the bus reaches its destination and comes to a complete stop.
3. Improper language, excessive noise, and putting head, arms, or legs out of windows are not permitted.
4. Keep the aisle clear of feet, arms, and other objects.

5. Band instruments and science projects that are too large to be kept on lap or at the feet of a student will not be permitted on the bus.
6. Glass containers/objects or live animals will not be permitted on the bus.
7. Selling any commodity and eating or drinking on the bus is prohibited.
8. Throwing objects on the bus or out bus windows is not permitted.
9. Students must never mar or deface the bus. Willful or careless damage must be paid for by the pupil performing act.
10. Students may be required to sit in seats assigned by the bus driver and/or school administrator.
11. The bus driver has the right to refuse transportation to any student who has an unsafe object in his/her possession.
12. Students must give courteous and prompt responses to the driver's directions.

#### Leaving the Bus

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

### **® Terms and Conditions for Use of Augusta County Public Schools Network**

Students, Employees, Student Teachers, and Practicum Students:

The Augusta County Public Schools Network was established to support research and education for the faculty, employees, students, and administrative staff of Augusta County as part of its curricular program. The "Network" includes all computer hardware or equipment owned or used by the Augusta County Public Schools, all peripherals, databases, files, software, user accounts, and applications owned or used by the Augusta County Public Schools, and all access by any user of any of the above. Privately-owned Chromebooks must be enrolled through the ACPS Technology Department for access and support.

The following guidelines have been established to make each user aware of the responsibilities that are an essential part of the privilege of access to the Network. If a user violates any of these provisions, the user's accounts and/or access may be restricted, suspended or terminated, future access may be denied, and/or disciplinary action may occur (which may involve termination or expulsion and monetary charges to correct any damaged components of the Network or its system(s)). In appropriate cases user activity might also be reported to law enforcement. The student's and parent's, or employee's signatures on the Acceptable Use Policy (AUP) affirm the parties who have signed have read the terms and conditions carefully and agree to adhere to these terms.

No person who uses the Network has any right or expectation of privacy with respect to his or her use thereof. All data, email and other items composed, transmitted, received or retrieved via the Network are considered part of the official records of Augusta County Public Schools and are subject to monitoring, review and search. The Network and all files on this system are the property of Augusta County Public Schools, and by using the Network, each user agrees that his use and the contents of files created by him are subject to review, monitoring and search for any reason. Uses of the Network and files on the system also may be subject to the Freedom of Information Act.

Augusta County Public Schools makes a reasonable effort to filter Internet content in accordance with local, state, and federal law and policy governing appropriate content for minors, but does not guarantee that an individual user will not access inappropriate, offensive or illegal materials. Augusta County Public Schools may monitor and review the online activity of particular individuals. Further, Augusta County Public Schools requires all students to participate in an Internet safety program at the elementary, middle, and high school levels.

#### **ACCEPTABLE USE:**

1. All use of the Network account must be in furtherance of education, communication and research and consistent with the educational objectives, curriculum and policies of Augusta County Public Schools- including but not limited to the Student Code of Conduct, this Acceptable Use Policy. All use must also be consistent with local, state and federal law.

2. All account users are responsible for their own use of the Network and for all activities under their accounts or through their Personal Electronic Devices (PEDs). Users should not share their account information (usernames and passwords), personal information or devices with anyone. Users shall log off the Network if they will be leaving equipment unattended for any period of time. Users shall not attempt to gain unauthorized access to any other account or any program or data and shall not misrepresent their identity through the Network.
3. Any Augusta County Public Schools Network user's traffic that traverses another network is subject to that Network's Acceptable Use Policy (AUP).
4. All users are expected to abide by the generally accepted rules of network etiquette as spelled out in the division's Internet safety program.
5. Security and appropriate use is the responsibility of all users. Users must notify a faculty member or an administrator of any irregularities in or inappropriate uses by others of the Network or any component thereof and of any malfunction of or damage to any Network component.
6. The components and software (including Internet filters) of the Network remain at all times the property of the Augusta County Public Schools and may not be modified, altered, compromised, abused, or destroyed in any way. Modifying, disabling or otherwise altering filters violates this policy.
7. Students, Employees, Student Teachers, and Practicum Students are permitted to use the Network to download programs, software, games, etc. for school related applications and use.
8. Students and faculty may share and publicly display electronic media portraying other students or faculty members on school property, at school events or engaged in school-related activities with the approved Media Release Agreement.

#### UNACCEPTABLE USE:

1. Any attempted or actual use of the Augusta County Public Schools Network for any purpose other than transacting Augusta County Public Schools business, such as for commercial or personal gain or for any non-school purpose, including but not limited to social networking, dating, issue or candidate advocacy is prohibited.
2. Any attempted or actual use of the Augusta County Public Schools Network for illegal, inappropriate, profane, vulgar, or obscene purposes or in support of such activity is prohibited. Actions prohibited under this section include but are not limited to cyberbullying; sexting; cheating; gambling; creating, accessing, viewing or transmitting pornography or sexually explicit materials; intentional or reckless vandalizing of computer systems; introduction of viruses; corruption of files and resources installing any hardware, device, software or application not approved in advance; hacking or in any way violating the privacy of others; jeopardizing the health and/or safety of students; creating or transmitting libel; plagiarizing the work of others or otherwise violating any laws regarding intellectual property; creating a disruption of school activities; or engaging in any activity that is contrary to the goals, objectives and mission of Augusta County Public Schools.
3. The unauthorized or attempted unauthorized or illegal copying or downloading of documents, software, or other materials is prohibited, including but not limited to copyrighted works such as music and videos.
4. Creating, sending, knowingly receiving, viewing, storing, printing, or downloading material or attempting to do any of the foregoing via the Network that might reasonably be determined unlawful or inappropriate, including but not limited to vulgar, profane, obscene or pornographic materials, is prohibited. The Network, as well as the Internet, may not be used to make or disseminate hate mail, threats, personal attacks, defamatory statements, harassment, or discriminatory remarks; to violate any person's rights of privacy; or to engage in similar conduct. Harassment or discrimination means conduct that is intended or has the effect of identifying or affecting another person in an unfavorable way on the basis of race, sex, age, religion, national origin, or disability.
5. No user may access or attempt to access the Network (or the Internet) through any account, password or device but the one assigned to and/or configured for the user. Attempts to log onto the system as any other user, or otherwise gain unauthorized access to network resources or entities, could result in restrictions or cancellation of user privileges and/or disciplinary action.
6. Students are not permitted to use the Network to visit or participate in non-educational chat rooms, blogs or social networking sites. This does not preclude teachers from assigning students to participate in state or division approved educational sites that use these technologies.
7. Students are not permitted to use the Network to use or access email accounts not provided by Augusta County Public Schools and shall not send or post instant messages, chain letters or anonymous emails or emails purporting to be from anyone other than the user who created the message.

#### **Electronic Mail**

Electronic mail (email) is provided to the staff and students through Google Workspace for Education only in support of the instructional program and its support services. Acceptable use of email is based on common sense, common decency and civility as applied to all communications within the electronic environment. Student teachers and practicum students will receive a Google Account but NOT an Augusta County Public Schools email account.

In addition to the acceptable and unacceptable uses listed above, the following unacceptable uses of email are specifically delineated:

- Sending harassing, abusive, or offensive material to or about others
- Intercepting, altering, or disrupting electronic mail systems and/or messages
- Introducing messages to email systems with the intent to cause network congestion

Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When using or storing messages on the network, the user should consider both the personal ramifications and the impact on the school system should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the network as its confidentiality cannot be guaranteed. Messages sent to the wrong address could be used inappropriately, and the receiver could save the information indefinitely. **Employees and students should not consider email conducted through the Network as private and should recognize that email may be subject to monitoring, review, searching, restriction and possible public disclosure.**

#### **TERMS AND LIMITATIONS:**

Any student or employee of the Augusta County School system may be provided access to a Network account. Such access may include, but is not limited to, an Active Directory account and a Google Workspace for Education Core Services account. The Google Workspace for Education Core Services include Gmail, Assignments, Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Jamboard, Keep, Meet, Sheets, Sites, Slides, Tasks, Vault, and Chrome Sync.

The Acceptable Use Policy form for a Network account by Augusta County students is provided in the student handbook and also located on the ACPS Webpage. All students and parents will sign this AUP.

Staff members will sign this AUP agreement as part of their contracts or letters of agreement as appropriate. All users are subject to the terms of this document and may have their accounts restricted, suspended or terminated by the user's home school, the Augusta County Public School Superintendent (or designee) or the Augusta County School Board with or without notice at any time for any reason.

The Augusta County Public Schools network is not intended to replace any commercial Internet access. The Augusta County Public Schools network makes no warranties of any kind, whether expressed or implied, for the service it is providing. Augusta County Public Schools will not be responsible for any damages suffered by any person using or obtaining any information through the Network. This includes loss of data resulting from delays, non-deliveries, or service interruptions no matter the cause. Use of any information obtained via the network is at the user's own risk. This AUP is in compliance with state and national telecommunication rules and regulations.

**ELEMENTARY STUDENT PACKETS  
PARENT/GUARDIAN/STUDENT SIGNATURES NEEDED  
AND RETURNED TO SCHOOL**

**AUGUSTA COUNTY SCHOOLS**

**® PARENT SIGNATURE FORM**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

We have received a copy of the Augusta County Elementary School Handbook and have reviewed the contents, including the required notices pertaining to student records, compulsory school attendance, Standards of Learning, medication guidelines, educational and health screenings, and school bus safety and discipline with my son/daughter. We understand that violations related to the Code of Conduct may cause school officials to suspend my son/daughter. Receipt of this handbook does not waive, but expressly reserves, the parent's rights protected by the constitutions or laws of the United States or Commonwealth and that parents have the right to express disagreement with a school's or school division's policies or decisions.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Student Signature

<b>Kept at the Student's School</b>
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**(This form is to be completed for all students in Augusta County Schools)**



**® TERMS AND CONDITIONS FOR USE OF  
AUGUSTA COUNTY PUBLIC SCHOOLS NETWORK**

**ACCEPTABLE USE POLICY FORM PAGE**

All students and parent/guardian of a child entering kindergarten, 6<sup>th</sup> grade and 9<sup>th</sup> grade will sign this AUP upon entrance to Augusta County Schools, and all students transferring into Augusta County school division for the first time. All higher education student teachers and practicum students accepted into an ACPS will sign this agreement.

**DIRECTIONS:** After reading the Terms and Conditions for Augusta County Public Schools Network, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is required. Please return the contract to your ACPS administrator. This is a legally binding document and will be kept on file at the school.

***ACKNOWLEDGEMENT AND CONSENT FORM***

**As a student enrolled or a teacher or practicum student placed in an Augusta County Public School,** I have received, read, understand and will abide by the Guidelines for Acceptable Telecommunications and Internet Use. I understand that any violation of the Augusta County Public School policies or the Guidelines may result in my access to the Network being suspended, restricted and/or terminated and that disciplinary action and/or appropriate legal action also may be taken. I also acknowledge that Network access is a privilege as opposed to a right or entitlement and may be restricted, suspended or terminated at any time.

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Students, Student Teacher, or Practicum Student Printed Name:

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Students, Student Teacher, or Practicum Student Signature:

Date: \_\_\_\_\_ Expected year of graduation from the 12<sup>th</sup> grade: \_\_\_\_\_

Placement Information if Student Teacher or Practicum Student (if applicable):

Location: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**PARENT OR GUARDIAN:** As the parent or guardian of this student, I have read the Terms and Conditions for the Augusta County Public Schools Network. I understand that this access is designed for educational purposes and that the administrators of the Augusta County Public Schools Network have taken reasonable precautions to filter controversial material and to educate my child about Internet safety. However, I also recognize it is impossible for the Augusta County Public Schools Network to restrict access to all controversial materials and I will not hold them responsible for materials accessed by my child's use of the Network. I accept responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue a network account for my child and certify that the information contained on this form is correct.

Parent or Guardian Printed Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Kept at the Student's School</b>
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# Directory Information



Transforming K12 Education®



## Parents & Students, classroom information is now at your fingertips.

### Access on the Web: Campus Portal

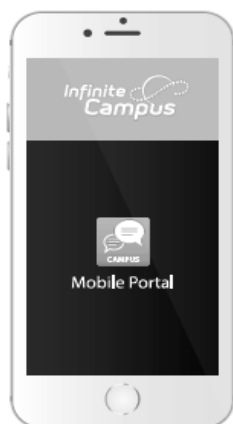


Campus Portal is a confidential and secure website that provides parents/guardians and students with real-time access to the following information to better understand, monitor, and participate in the educational process.

- > Calendar
- > Schedules
- > Attendance
- > Grades
- > Assignments
- > Reports
- > Academic Planner
- > Graduation Progress
- > To Do Lists
- > Assessment Scores
- > Demographics
- > District/School Notices

OR

### Access on Your Mobile: Download the Mobile App



#### Daily Planner

View today's schedule and assignments due for each class.

#### Assignments

Browse assignments by specific class or due date.

#### Attendance

Review attendance events in summary and detail form.

#### Grades

Know grades now. Forget about end-of-term report cards.

#### Schedule

Review schedule from anywhere, at any time.

#### Food Service

View account balance at any time.

The Infinite Campus Mobile Portal App can be downloaded through the Apple App Store, Google Play Store or Amazon Appstore.



Learn more at [www.infinitecampus.com/parents-students](http://www.infinitecampus.com/parents-students)

INSIDE BACK COVER

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Augusta County School Board Office  
P O Box 960  
18 Government Center Lane  
Verona, Virginia 24482  
Telephone: (540) 245-5100  
Fax: (540) 245-5115  
[www.augusta.k12.va.us](http://www.augusta.k12.va.us)

Hugh K. Cassell Elementary School  
1301 Rockfish Road  
Waynesboro, Virginia 22980  
Telephone: (540) 946-7635

Churchville Elementary School  
3710 Churchville Avenue  
Churchville, Virginia 24421  
Telephone: (540) 337-6036

Edward G. Clymore Elementary School  
184 Fort Defiance Road  
Fort Defiance, Virginia 24437  
Telephone: (540) 245-5043

Craigsville Elementary School  
100 East First Street  
Craigsville, Virginia 24430  
Telephone: (540) 997-9184

North River Elementary School  
3395 Scenic Highway  
Mt. Solon, Virginia 22843  
Telephone: (540) 350-2463

Riverheads Elementary School  
239 Don Hanger Circle  
Staunton, Virginia 24401  
Telephone: (540) 337-2535

Stuarts Draft Elementary School  
63 Schools Blvd.  
Stuarts Draft, Virginia 24477  
Telephone: (540) 337-2951  
(540) 946-7621

Guy K. Stump Elementary School  
115 Draft Avenue  
Stuarts Draft, Virginia 24477  
Telephone: (540) 337-1549

Wilson Elementary School  
127 Woodrow Wilson Avenue  
Fishersville, Virginia 22939  
Telephone: (540) 245-5040  
(540) 245-5041