



2016-2017
Parent Handbook

Enrolling Your Student in School:

In order to enroll a child in a public school system in Virginia, state law requires a parent or guardian of a child to provide certain information to the child's school division. The required information is listed below:

1. Birth Certificate

- An official certified copy of the child's birth record must be provided. Please note that a photocopy of the child's birth certificate will not meet this requirement.
- At the time of enrollment, the child must be five years of age or reach his/her fifth birthday on or before September 30th of the school year.
- Information on obtaining a certified copy of a birth certification is available at the Virginia Department of Health website.
- If a certified copy of the child's birth record cannot be obtained, the person enrolling the child must submit a sworn statement setting forth the child's age and explaining the inability to present a certified copy of the birth record.

2. Street Address

- Documentation of the street address or route number of the child's residence must be provided. If no street address or route number exists for the child's residence, a post office box number must be provided.
- If a child has no regular, fixed residence but resides within the school division in a temporary shelter, institution, or place not ordinarily used as a residence, the school division may determine that a street address, route number, or post office box number cannot be provided. The school division may accept an alternative form of address that it considers appropriate.

3. Health Forms and Physicals

- A School Entrance Health Form MCH 213 G, completed by a licensed physician, licensed nurse practitioner, or licensed physician's assistant regarding the child must be presented at the time of enrollment. The four-page form includes Part I - Health Information Form, Part II - Certification of Immunization and Conditional Enrollment and Exemptions and Part III - Comprehensive Physical Examination Report. The exam must be done no longer than one year before entry into kindergarten or elementary school. (Ref. Code of Virginia 22.1-270)
- The School Entrance Health Form MCH 213 G is available from the Virginia Department of Health website. <http://www.vdh.virginia.gov>

- A report of a physical examination is not required of any child if it violates the family's religious beliefs and the child's parent or guardian states in writing that the child is free from any communicable or contagious disease.
- The Certificate of Religious Exemption Form CRE-1 is available from the Virginia Department of Health website.

4. **Immunizations**

- Documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine indicated below for attendance at a public elementary, middle or secondary school.
- Diphtheria, Tetanus, & Pertussis (DTaP, DTP or Tdap). A minimum of 4 doses. A child must have at least one dose of vaccine on or after the 4th birthday. Effective July 1, 2006, a booster dose of Tdap vaccine is required for all children entering the 6th grade, if at least five years have passed since the last dose of tetanus-containing vaccine.
- Hepatitis B Vaccine. A complete series of 3 doses of hepatitis B vaccine is required for all children.
- Measles, Mumps, & Rubella (MMR) Vaccine. A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine (MMR). First dose must be administered at age 12 months or older. Second dose of vaccine must be administered prior to entering kindergarten.
- Polio Vaccine. A minimum of 4 doses. One dose must be administered on or after the 4th birthday.
- Varicella (Chickenpox) Vaccine. All susceptible children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten.
- Human Papillomavirus Vaccine (HPV). Effective October 1, 2008, a complete series of 3 doses of HPV vaccine is required for females. The first dose shall be administered before the child enters 6th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.
- Religious Exemption: The Code of Virginia allows a child an exemption from receiving immunizations required for school attendance if the student or the student's parent/guardian submits an affidavit to the school's admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices. The affidavit must be submitted on a CERTIFICATE OF RELIGIOUS EXEMPTION FORM (CRE-1). The form is available at school, local

health department or local department of social services.

- Medical Exemption: A licensed medical provider or Health Department Official must certify in writing that immunizations would be detrimental to the student's health. (Section II of MCH 213 G)
- Conditional Enrollment: A licensed medical provider or Health Department Official must certify in writing that child has received at least one dose of each of the vaccines required by the State Board of Health for attending school and that the child has a plan for the completion of his/her requirements within the next 90 calendar days. (Section II of MCH 213 G)

5. **Social Security Number**

- The child's federal social security number must be provided upon enrollment or within 90 days thereafter. However, a child may not be excluded from school if a social security number is not provided. The division superintendent or a person acting on his behalf may waive this requirement if he finds that an individual is not eligible to obtain a social security number in accordance with guidelines established by the Board of Education. School divisions may assign a student who receives a waiver an alphanumeric number as a substitute for the social security number.

6. **Expulsion Statement**

- When a student is registered, the parent must provide a sworn statement about whether the child has been expelled. The statement must indicate whether the child has been expelled from attending a private school or another public school in Virginia or a school in another state for an offense involving weapons, alcohol or drugs, or for willful infliction of injury to another person.

7. **Enrollment of Homeless Students**

- Project HOPE ensures the enrollment, attendance, and the success of homeless children and youth in school through public awareness efforts across the commonwealth and sub grants to local school divisions.

8. **Pulaski County Public Schools Initial Enrollment Form**

9. Pulaski County Public Schools Nonresident Application Form - For students residing outside of Pulaski County.

Part One: General Policies and Provisions:

Nondiscrimination (Board policies AC and JB)

The Pulaski County School Board is committed to a policy of nondiscrimination in relation to race, color, sex, age, religion, disability, national origin, gender, ethnicity, ancestry, parental status, or marital status. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals with whom the Board does business.

Equal educational opportunities shall be available for all students, without regard to race, color, national origin, gender, ethnicity, religion, disability or marital or parental status. Further, educational programs shall be designed to meet the varying needs of all students. No student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The Pulaski County School Board maintains procedures for filing formal complaints when a student, parent, Board employee, or community individual or organization believes it has been unfairly discriminated against. Please contact the office of the Human Resources Director at 994-2530 for further information as needed.

Educational Philosophy (Board policy AD)

It shall be the philosophy of the Pulaski County School Board to provide equal opportunity for every student to achieve maximum intellectual, social, emotional, and physical growth; to insure that each individual be equipped to communicate effectively with other people; to be competent both in the work place and in higher education; and to feel confident of the ability to make creative and constructive decisions in his/her life.

Public Conduct on School Property (Board Policy KGB)

All visitors shall register at the school office on arrival.

No one may possess or consume any alcoholic beverages in or on the grounds of any public school during school hours or school or student activities.

In accordance with Policy KGC, tobacco use is not permitted in schools, school vehicles, or on school grounds.

Instructional Goals and Objectives (Board policies AE and IA)

The Pulaski County Public Schools is committed to excellence in education, equality of educational opportunity, and the recognition of each student's individuality. The School Board accepts the overall goals of public education as expressed by the Virginia Stand-

ards of Quality and Standards of Learning. To that end, the schools seek to aid each student, consistent with his/her abilities, to:

1. Develop competence in the basic learning skills;
2. Develop the intellectual skills of rational thought and creativity;
3. Acquire knowledge and process skills of science and technology;
4. Progress on the basis of achievement;
5. Qualify for further education and/or employment;
6. Develop personal standards of ethical behavior and moral choice;
7. Participate in society as a responsible family member and citizen;
8. Develop a positive and realistic concept of self and others;
9. Practice sound habits of personal health and physical fitness;
10. Enhance the quality of the environment;
11. Develop skills, knowledge, and positive attitudes regarding the arts;
12. Acquire a basic understanding and appreciation of democracy and the free enterprise System;
13. Raise student and school achievement in the core Standards of Learning; and
14. Develop proficiency in the use of computers and related technology.

Notification of Learning Objectives (Board Policy IAA)

At the beginning of each school year, each school within the Pulaski County School Division will provide, upon request, to its students' parents or guardians:

1. The learning objectives developed in accordance with the Standards of Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses, and
2. A copy of the Standards of Learning applicable to the child's grade or course requirements and the approximate date and potential impact of the child's SOL testing.

Guidance and Counseling Program

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

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, in order to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying

their child's school in writing, to have their child not participate in personal/social counseling.

- Employment counseling and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary student and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the school board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.

No student will be required to participate in any counseling program to which the student's parents object. Forms are available at each school for the parent to request that their student not participate in any counseling program.

Student Assistance Program (SAP)

The purpose of Pulaski County Public Schools' Student Assistance Program (SAP) is to provide programs and services that address and meet the needs of all students by delivering Pre-K-12 prevention, intervention, and support services designed to reduce student risk factors, promote protective factors, and increase asset development. The nine (9) SAP components set forth by the National Student Assistance Association are endorsed by the Pulaski County School Board as the minimum requirements needed to reduce barriers to learning and ensure student success in safe, disciplined and drug-free schools and communities. Pulaski County Public Schools currently employ SAP Counselors at both our high school and middle schools.

Sexual Harassment/Harassment Based On Race, National Origin, Disability and Religion (Board Policy JFHA/GBA)

I. Policy Statement

Pulaski County Public Schools is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability, or religion. Therefore, Pulaski County Public Schools prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability, or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability or religion by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

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

The school division shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Sexual Harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

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

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

- Unwelcome sexual physical contact, unwelcome ongoing or repeated sexual flirtation or propositions, or remarks.
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic comments about an individual's body, sexual jokes, notes, stories, drawings, gestures, or pictures.
- Spreading sexual rumors.
- Touching an individual's body or clothes in a sexual way.
- Displaying sexual objects, pictures, cartoons, or posters.
- Impeding or blocking movement in a sexually intimidating manner.

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

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

1. creates an intimidating, hostile or offensive working or educational environment; or

2. substantially or unreasonably interferes with an individual's work or educational performance; or
3. Otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

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

- Graffiti containing racially offensive language.
- Name-calling, jokes, or rumors.
- Physical acts of aggression against a person or his property because of that person's race, national origin, disability, or religion.
- Hostile acts which are based on another's race, national origin, religion, or disability.
- Written or graphic material which is posted or circulated and is intended to degrade individuals based on their race, national origin, disability or religion.

III. Complaint Procedure

A. Formal Procedure

1. File Report

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

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

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

2. Investigation

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

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

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred.

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

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated, and recommendations for corrective action, if any. All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within five (5) calendar days of receiving the compliance officer's report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or designee determines that prohibited harassment occurred, the Pulaski County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainants receive counseling.

4. Appeal

If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within five (5) calendar days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within thirty (30) calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant.

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

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

5. Compliance Officer and Alternate Compliance Officer

The Pulaski County School Board has designated the **Director of Human Resources (202 N Washington Ave Pulaski VA 24301, Phone: 540-994-2535)** as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer C/O **Assistant Superintendent (202 N Washington Ave Pulaski VA 24301, Phone: 540-994-2515)**. Note: this individual is of the opposite gender of the Compliance Officer.

The Compliance Officer shall:

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

B. Informal Procedure

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

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein.

The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

V. Right to Alternative Complaint Procedure

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

VI. Prevention and Notice of Policy

Training to prevent sexual harassment and harassment based on race, national origin, disability, and religion should be included in employee and student orientations as well as employee in-service training.

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

VII. False Charges

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

School Year and School Day (Board policies IC/ID and IC/ID-R)

By Virginia state law, Pulaski County Public Schools operate for 180 student days each calendar year. The regular school day, except when shortened by delayed start or early

dismissal due to weather-related or other circumstances, must include at least five-and-a-half hours of actual instructional time, and not more than six-and-a-half hours, each day. These limits do not include lunch, recess, and other breaks. In elementary schools, there must be a daily recess and 75% of the instructional time each day must be spent on the four “core” subjects: English, math, science, and history/social studies. All high school courses which carry credit for graduation, all middle school “core” courses, and all other middle school courses which carry high school credit must meet for a minimum of 140 clock hours. Sixth grade classes may use an alternative schedule as long as they receive at least 560 clock hours in the “core” courses each year. In addition to these regulations, each day must include both a Moment of Silence and a directed time for the Pledge of Allegiance to the Flag of the United States.

Part Two: Academic Policies and Procedures

Promotion and Retention (Board policy IGA-R)

The Pulaski County Public Schools support the findings of educational research which show that grade retention is rarely effective in terms of raising a given student’s academic performance. At the same time, the Pulaski County Public Schools recognizes the need to consider each student’s academic and related progress, along with other factors such as maturity and appropriately assigned grade level, when making decisions about student placement. Finally, the Pulaski County Public Schools are opposed to the practice of “social promotion,” which can result in students being promoted past their academic performance ability level, ensuring academic failure.

Students in pre-kindergarten through second grade can only be retained if their teachers and principals are convinced that they need an additional year of developmental growth and/or maturity. Parents of Pre-K through grade 2 students can override the school’s recommendation and insist that these children be promoted anyway, but if parents choose to do so then a letter outlining the school’s objection will be placed in the student’s file.

Students in third through eighth grades may be retained only for the following reasons:

- a) Failing grades;
- b) Standardized test scores which fall below optimum grade-level parameters;
- c) Evidence of developmental or emotional maturity delay to the point of significant lack of progress toward academic expectations for the student’s grade level; or
- d) Less-than-adequate performance on relevant SOL tests.

High school students are promoted or retained according to the number of course credits earned over the number of semesters attended. Students who are retained in high school are not required to repeat those individual courses which they have successfully passed.

When students in grades Pre-K through 8th are in danger of being retained, parents will be notified at the end of the grading period in which that danger is recognized. Parents of students whose academic performance puts them at-risk for retention by the end of the second grading period will be invited to come for a special conference to try to prevent

retention. Additional review will be conducted after the third grading period and again at the end of the year. Final retention decisions are made by a committee including the student's teacher(s), the principal (or his/her designee), and the guidance counselor using the following criteria:

- a) SOL and other standardized test scores
- b) Teacher-assigned grades
- c) Running record scores
- d) Attendance
- e) Teacher recommendation
- f) Past summer school or remediation
- g) Other pertinent academic history.

Special Curricular Programs (Board policies IGAG, IGAH, and IGAI)

In addition to the core academic areas and traditional electives, the schools are obliged by state law to teach drug education, family life education, character education, first aid for drug abuse, and the public safety hazards and dangers of alcohol abuse, underage drinking, and drunk driving to all students. The family life curriculum is developed in accordance with the state SOL requirements and approved by a curriculum review committee and the superintendent. Parents have the right to inspect all family life curriculum materials prior to instruction, and they have the right to "opt out" of family life instruction if they wish. Parents who wish to exercise this right should complete the designated form at their child's school as early in the school year as possible.

The School Board has endorsed the *Character Counts* program for use in all Pulaski County Public Schools. *Character Counts* is the most widely used character education program in the nation. Each school implements its *Character Counts* Program according to its own plan; parents are encouraged to be involved in the formation of these plans. The basic "Six Pillars of Character" used in the *Character Counts* Program are Respect, Responsibility, Trustworthiness, Fairness, Caring, and Citizenship.

Pulaski County Public Schools also employs science-based programs that use strategies that are backed by research to identify student needs and build on students' strengths in order to assist students in making healthy decisions for themselves and their future. Pulaski County Public Schools will focus on integrating 40 Developmental Assets of the Search Institute as its theoretical, research and strengths-based model. The 40 Developmental Assets of the Search Institute is a framework that lists the internal qualities and external conditions needed for young people to grow up to be healthy, caring adults.

Programs for Students with Special Needs (Board policies IGBA, IGBB, IGBI, IGA-R, IKEB, IGBF, IGBG, and IGBH)

Pulaski County is fully committed to providing the highest quality of educational experiences to all students, including those with special needs. The school division

operates a full program of accommodations along with the regular program of study in each grade and course level for temporarily and permanently disabled students, academically gifted students, non-English-speaking students, and disadvantaged students. Parents who have children who may qualify for these accommodations should contact the Assistant Superintendent of Administration for information on relevant program(s).

Students whose accommodations require alternative instructional methods such as homebound, correspondence, or alternate technological instruction will have IEPs developed to allow them access to full course credit towards graduation wherever the law and current policy allow. Access to such programs, however, is limited to those students who are approved through an extensive review and study process.

Students who are approved for inclusion in the Gifted Education program will be notified of the availability of enhanced programs in the elementary and middle grades and of advanced placement courses and/or advanced and accelerated programs in the high school. Students who qualify for these programs may also qualify for financial assistance to take such classes and/or courses of study. Currently, Pulaski County Public Schools offer special enrichment pull-out grouped instructional opportunities in the elementary grades and recombinant grouping for accelerated instruction in math and English in the middle grades. At the high school level, students who qualify may take advantage of Advanced Placement college prep courses, the Southwest Virginia Governor's School for Science and Technology.

Remediation Programs / Summer School (Board policy IGCA)

The school division operates a full program of remedial and alternative instruction for students who are determined to be at-risk academically. Students who demonstrate consistent difficulty in attaining regular levels of standard academic progress may be assigned to one of these remediation programs. The specific format and program development may vary in each individual school. Remediation programs may include, but are not necessarily limited to, the following formats:

1. After-school small-group or individual instruction;
2. Individual tutoring and/or use of supplemental materials;
3. Special remedial classes scheduled within the regular school day;
4. Summer school.

Generally speaking, any student who does not meet the yearly-established criteria for SOL assessment will be required to attend summer school.

When students are assigned to summer school, the superintendent has the authority to make attendance compulsory according to state compulsory attendance law. In such cases, parents of students who are assigned to attend but fail to do so may be referred to the court in truancy proceedings.

Homework (Board policy IKB-R)

The school division recognizes the inherent worth of homework in terms of its value in helping to train the minds of students, in providing teachers and administrators with a clearer picture of student progress, and in offering students greater opportunities to learn and to explore in greater depth the issues and skills introduced in the classroom. At the same time, the school division recognizes the complexity of the issues surrounding appropriate assignment and use of homework in the larger context of student assessment issues and is committed to establishing and maintaining a comprehensive program of assessment which includes a reasonable approach to the design, assignment, and use of homework.

Definitions

For purposes of this policy and attendant regulation(s), the term “*homework*” refers to assignments given students by classroom teachers which are expected to be completed by the student wholly or mostly away from school, outside school hours, with little or no outside direct assistance other than that which may be stipulated at the time of the assignment (i.e., group project assignments, etc.).

Note: this is in no way intended to prohibit or limit that assistance given by parents/guardians to students while they are working on homework assignments at home.

Except where specifically stipulated by the classroom teacher, long-term research and other recurring projects are *not* subject to the same policy and regulation requirements and restrictions as other “homework.” To protect the integrity of long-term, periodic benchmark assessed projects, teachers are encouraged to provide classroom time and materials for the completion of such projects. All benchmark scoring, as well as final scoring, should be completed through criterion-based rubrics that are available to all students as part of the initial assignment.

Purpose and Usage

In all grades and subjects, the purpose and usage of homework shall be as follows:

1. To diagnose areas of student strength and weakness, allowing teachers to design and deliver instructional activities and learning opportunities which propel students towards desired and designated levels of knowledge acquisition and skill proficiency.
2. To afford students the opportunity to reflect upon, review, and practice that knowledge and those skills introduced, taught, and drilled in class.
3. To provide students study skills that relate to preliminary preparation for classroom subjects and issues upcoming in near future classroom sessions.
4. To give teachers another tool (as one of several) for assessment of student understanding and proficiency in subject-matter knowledge and skills.

It is inappropriate to assess homework assignments when the material which constitutes that assignment has not been previously covered in classroom instruction.

Primary Grades (Pre-K-2)

Classroom teachers may assign homework to students in grades Pre-K-2 and use it for student assessment only under the following guidelines:

1. Aggregate homework assignments shall be designed so as to be completed by the majority of students within 20-30 minutes per night total. Additional reading-only assignments may be made, designed not to exceed an additional 20 minutes.
2. Homework assignments must be designed to reinforce and expand upon one or more of the following:
 - previously-taught material
 - academic processes & procedures
 - study skills school-related knowledge separate and apart from subject matter (however, academic subject matter may be used as the medium by which these components are delivered).
3. All homework assignments shall be reviewed in-class within one or two days of their assignment for completion and accuracy. Teachers are encouraged to provide time, individual and/or small group assistance, cooperative peer-tutoring, and/or other differentiation methods to support students who fail to complete and/or reach proficiency on homework assignments.
4. Homework grades may not be used to determine students' overall grading, promotion, or retention.
5. Within each elementary school, teachers of the same grade levels (Pre-K-2) shall work and plan together to establish similar homework assignments.
6. The Department of Curriculum, Instruction, and Assessment shall work with grade-level leaders to establish, implement, and evaluate all school-based homework plans, policies, and practices so that some level of consistency in sound instructional practice and adherence to these division-wide regulations shall be maintained across the division.

Elementary Grades (3-5)

Classroom teachers may assign homework to students in grades 3-5 and use it for student assessment only under the following guidelines:

1. Aggregate homework assignments shall be designed so as to be completed by the majority of students within 30-45 minutes per night total. Additional reading-only assignments may be made, designed not to exceed an additional 30 minutes.
2. Each individual homework assignment must be designed to address one or both of the following:
 - A. *Practice:* assignments which emphasize reinforcement of skills introduced, taught, and drilled in class.
 - B. *Preparation:* assignments which are designed to prepare students to receive and assimilate instruction in specific subject-area concepts, knowledge, and/or skills on the occasion of the next upcoming class period(s). No homework assignments shall be given which require students to work at a higher level than that required for practice and/or preparation.

3. All homework assignments shall be reviewed in-class within one or two days of their assignment for completion and accuracy. Teachers are encouraged to provide time, individual and/or small group assistance, cooperative peer-tutoring, and/or other differentiation methods to support students who fail to complete and/or reach proficiency on homework assignments.
4. Under no circumstances shall a student's aggregate homework grade be counted more than 10% of the final Nine (9) weeks academic grade.
5. Within each elementary school, teachers of the same grade levels (3-5) shall work and plan together to establish similar homework assignments.
6. The Department of Curriculum, Instruction, and Assessment shall work with grade-level leaders to establish, implement, and evaluate all school-based homework plans, policies, and practices so that some level of consistency in sound instructional practice and adherence to these division-wide regulations shall be maintained across the division.
7. Students who fail to complete assignments or who complete them with less-than-satisfactory accuracy will be provided opportunities to complete and/or re-do the assignments until they reach the expected level of proficiency.
8. No homework assignments shall be given which require students to work at a higher level than that required for practice and/or preparation.

Middle Grades (6-8)

Classroom teachers may assign homework to students in grades 6-8 and use it for student assessment only under the following guidelines:

1. Aggregate homework assignments shall be designed so as to be completed by the majority of students within 50-70 minutes per night total. Additional reading-only assignments may be made, designed not to exceed an additional 50 minutes.
2. Each individual homework assignment must be designed to address the following:
Practice: assignments which emphasize reinforcement of skills introduced, taught, and drilled in class.
3. All homework assignments shall be reviewed in-class within one or two days of their assignment for completion and accuracy. Teachers are encouraged to provide time, individual and/or small group assistance, cooperative peer-tutoring, and/or other differentiation methods to support students who fail to complete and/or reach proficiency on homework assignments.
4. Under no circumstances shall a student's aggregate homework grade be counted more than 10% of the final Nine (9) weeks academic grade.
5. Each middle school shall establish policies for the design, assignment, proficiency remediation, and assessment use of homework so that the following conditions are met within that school:
 - A. grade-level teams plan and work together so as not to
 - B. exceed the maximum aggregate homework time constraints; subject-matter teachers design, assign, remediate for proficiency, and assess/grade homework together so that all students receive comparable benefits of the best practices and resource sharing capabilities of the school's staff;
 - C. homework grading is consistent across grade levels, subject areas, and teams in terms of value and relative academic weight.

Such policies shall be submitted and approved annually by the Department of Curriculum, Instruction, and Assessment and shall be published in the school handbook.

6. The Department of Curriculum, Instruction, and Assessment shall work with grade-level and subject-area leaders to establish, implement, and evaluate all school-based homework plans, policies, and practices so that some level of consistency in sound instructional practice and adherence to these division-wide regulations shall be maintained across the division.
7. Students who fail to complete assignments or who complete them with less-than-satisfactory accuracy will be provided opportunities to complete and/or re-do the assignments until they reach the expected level of proficiency.
8. No homework assignments shall be given which require students to work at a higher level than that required for practice and/or preparation.

High School Grades (9-12)

Classroom teachers may assign homework to students in grades 9- 12 and use it for student assessment only under the following guidelines:

1. Homework assignments shall be designed so as to be completed by the majority of students within 30 minutes maximum per course per night, including read-only assignments (see “Definitions” for clarification of the exception regarding long-range project assignments; see also #6 below for exceptions designed to increase flexibility with this requirement).
2. Each individual homework assignment must be designed to address one or both of the following:
 - A. *Practice*: assignments which emphasize reinforcement of skills introduced, taught, and drilled in class.
 - B. *Preparation*: assignments which are designed to prepare students to receive and assimilate instruction in specific subject-area concepts, knowledge, and/or skills on the occasion of the next upcoming class period(s). No homework assignments shall be given which require students to work at a higher taxonomy level.
3. Teachers shall review and assess the accuracy of homework assignments, both graded and ungraded, and return them to students with feedback within 5 school days of their submission.
4. Under no circumstances shall a student’s aggregate homework grade be counted more than 10% of the final Nine (9) weeks academic grade.
5. The high school shall develop internal policies and procedures governing the design, assignment, grading, and use of homework so that:
 - A. The spirit and intent of these regulations are embraced and incorporated into the instructional and assessment practices of all courses and individual classrooms, by all teachers;
 - B. Flexibility may be achieved within and across subject areas where the 30-minute-per-course time maximum is concerned – that is, the overall absolute 2-hour-per-night cap is inviolate, but the configuration of minutes-per-subject within that cap might be flexed according to student course loads;

- C. Student preparation for tests and other major assessment activities (project deadlines, etc.) is supported by internal procedures regulating the scheduling of such activities so that students are not overwhelmed by the “piling up” of several major assessment activities in a short-proximity time period;
 - D. Subject-area teachers shall plan and work together to develop common course syllabi with consistently similar or identical homework design, assignment, and grading practices and procedures.
6. The Department of Curriculum, Instruction, and Assessment shall work with department chairs to establish, implement, and evaluate all school-based homework plans, policies, and practices so that some level of consistency in sound instructional practice and adherence to these division-wide regulations shall be maintained across the division.

Accountability

Principals shall have the responsibility for monitoring and implementing these regulations in each school, in consultation with the Department of Curriculum, Instruction, and Assessment. Teachers and parents shall be afforded the opportunity for periodic review and evaluation of the general policies, practices, and procedures relative to the design, assignment, and grading use of homework in each school.

Standardized Testing Program (Board policy IL)

Pulaski County Public Schools participate in a comprehensive standardized testing program designed to give teachers and administrators a complete picture of students’ academic performance. Although the Virginia Standards of Learning tests (SOLs) possibly carry the most weight in terms of consequences for failure, they are not the only tests used to assess student progress. In addition to the SOLs, Pulaski County Public Schools’ students participate in the SAT and PSAT, and Advanced Placement testing programs, along with numerous local and other state tests as the instructional program may call for.

Virginia state law provides that all students in grades three (3) through eight (8) take the SOL tests for their respective grades, and that the test results become part of a set of multiple criteria for determining promotion and retention. In high school, students who take courses that carry SOL End-of-Course tests are required to take those tests as well, and they are awarded a verified credit towards graduation for all courses they complete successfully with a passing score on the test. Disabled students who are exempt from these tests according to their IEP or 504 plans must demonstrate proficiency on Board-approved alternative assessments in order to receive verified credits.

Students who do not pass the required grade-level and end-of-course SOL tests are eligible to participate in the Remediation Recovery Program, which enables them to re-take previously-failed SOL tests in English and/or mathematics after participation in this structured remediation program.

Graduation Requirements (Board policies IKF and IKF-R)

In order to receive a diploma from Pulaski County High School, each student must demonstrate basic skill competency in each of the following areas:

1. Functional literacy in communication skills including reading, writing, and speaking.
2. Computation skills including the ability to work with decimals and percentages as consumers.
3. A basic knowledge and understanding of history and culture of Virginia and the United States, including the understanding of democratic government and our economic system.
4. The ability to pursue higher education or to secure employment as a result of learned job-entry skill.
5. Critical reasoning skills including problem-solving and decision-making.

Pulaski County Public Schools offers graduating students four diploma options: the standard diploma, the advanced studies diploma, the standard diploma with accommodations, and the applied studies diploma (IEP). The standard diploma with accommodations is designed for students with certain disabilities who are likely to need testing accommodations to meet the credit requirements for the standard diploma. Eligibility for the standard diploma with accommodations is dependent upon the provisions of the student's IEP or 504 plan and the student's ability to meet the accommodated criteria. The applied studies diploma is dependent upon the provisions of the student's IEP plan and must be approved and guided by the student's IEP committee.

Students may graduate under the **Standard** diploma option by successfully completing the following requirements:

1. Four (4) credits in English, two (2) of which EOC Reading and EOC Writing must be verified credits
2. Three (3) credits in Math, one (1) of which must be a verified credit; courses eligible to satisfy this requirement shall be at or above the level of algebra and shall include at least two courses from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of algebra and geometry.
3. Three (3) credits in Lab Science, one (1) of which must be a verified credit; the three (3) courses must include selections from at least two (2) of the four different science disciplines: Earth Science, Biology, Chemistry, or Physics
4. Three (3) credits in History / Social Studies, 1 of which must be a verified credit; US and Virginia History and Government are required; one (1) World History/Geography course is required
5. Two (2) credits in Health and Physical Education
6. One (1) credit in Economics and Personal Finance

7. Three (3) credits in Foreign Language, Fine Arts or Career and Technical Education.
8. Seven (7) elective credits to include a minimum of two sequential electives as required by the Standards of Quality
9. One (1) additional verified credit by student-selected SOL end-of-course test
10. Earn a board-approved career and technical credential
11. Successfully complete one virtual course, which may be non-credit bearing.
12. Total of 26 credits earned.

Students may graduate under the **Advanced Studies diploma** option by successfully completing the provisions of the Standard diploma PLUS the following additional requirements:

1. One (1) additional credit in math for a total of four (4) with two (2) verified Math credits instead of One (1), with three (3) courses coming from Algebra I or II, Geometry, or a level above Algebra II
2. Four (4) Lab Science credits instead of three (3), with two (2) being verified credits instead of one (1); course selections must be from three (3) of the four (4) disciplines instead of two (2)
3. One (1) additional credit in History/Social Studies for a total of four (4) with two (2) verified History / Social Studies credits instead of one (1)
4. Three (3) credits in Foreign Language, including either three (3) years of one language or two (2) years of two (2) languages
5. One (1) credit in Fine Arts or Career & Technical Education note three (3) are required for a Standard Diploma.
6. Five (5) approved electives (minimum) instead of seven (7)
7. Total of 28 credits earned.

Standard diplomas with accommodations are available to students with specific disabilities which require that their educational programs be accommodated through an Individualized Education Program (IEP) or 504 plan. Basic requirements are the same as the Standard diploma, but modifications are made in keeping with the VDOE requirements.

Applied Studies diplomas are awarded to students with disabilities who successfully complete the requirements of their IEPs but do not meet the requirements for Standard, Standard with accommodations, or Advanced Studies diplomas.

Certificates of Attendance are awarded to students who complete a prescribed program of studies defined by the School Board but do not qualify for a diploma due to failing scores on the VDOE mandated Standards of Learning (SOL) assessments. General Educational Development (GED) certificates are awarded to students who successfully complete the requirements of the Adult Education GED program offered in partnership with the local community college.

Part Three: Attendance Policies and Procedures

Compulsory Attendance and Residency Requirements (Board policies JEA, JEB, JEC, JEC-R, and JECA)

Virginia residents who are five (5) years old on or before September 30th of any given school year are subject to the compulsory attendance laws and must enroll in school that year. Parents who feel their five-year-old children are not yet ready for school may petition the Board for a one-year waiver; if granted, the student may delay school entrance one year.

Students must continue in enrollment and attendance until they graduate from high school or until their 18th birthday. Students may remain in school until their 20th birthday if they are enrolled and attending high school; after age twenty (20), special permission from the School Board is required to continue in school.

Pulaski County residents who fall within these age ranges must attend Pulaski County Public Schools unless they are residing with someone other than parents or legal guardians or unless they have been suspended or expelled from school attendance. Students who are living with relatives, living on their own, or are otherwise residing in the home of someone other than their parents or legal guardians may not be eligible to attend Pulaski County Public Schools. These students should check immediately with their school principal to determine if they meet residence requirements.

Homeless students, international students, students who live with relatives and/or caretakers other than their parents or legal guardians, and students who reside in other school division boundaries may be eligible for attendance in Pulaski County Public Schools as “Nonresident Students” under certain conditions. These students should file a “Nonresident Student Application,” available at any school in the principal’s office.

Under certain circumstances, students may be excused from compulsory attendance for religious, health and safety, or legal/judicial reasons. Students in these categories should check with their assigned school’s principal for further information.

School Attendance Areas and Transfers (Board policies JC, JC-R, and JCA)

All Pulaski County Public Schools students are assigned to attend school at a specific school according to Board-approved attendance zones. Parents who wish for their children to attend a school other than the one assigned may file a Transfer Request. The decision to transfer is the responsibility of the School Board.

Absences, Excuses, and Dismissals (Board policies JED and JEG)

Students are required to attend school every day that school is in session, from the time school begins in the morning until the time school is officially dismissed. Students who are absent from school for all or part of any school day must furnish a signed parent note explaining each absence upon their return. Daily absences from school, including all-day

absences as well as late arrivals and early departures, are considered TRUANT unless they fall into one of these categories:

1. Personal illness, which can be verified (schools may require a doctor's note for excessive use of this excuse)
2. Death in the immediate family
3. Court appearance documented by summons or subpoena
4. Doctor or dentist visit which can be verified
5. Approved school-related activity (must be approved in writing in advance of the absence by the school administrator).

Students may be excluded or exempted from school attendance for a longer term, or permanently, on the basis of religious training or belief, on the recommendation of juvenile and/or domestic relations court, by decision of the Superintendent for certain unusual and special circumstances, by virtue of highly-contagious or other serious and significant health concerns, or because of disciplinary action which results in suspension or expulsion.

Once a student misses five (5) days of school in any given year, the student and the parents may be subject to legal action by the school in accordance with compulsory attendance laws. This action can and often does include filing of a petition against the parents if the school determines that the parents are not making a reasonable effort to get the student to school regularly. Students who miss more than five days for excusable reasons should make every possible effort to communicate with the school so that their absences may be properly coded, preventing automatic investigation under compulsory attendance rules.

Part Four: Student Conduct Policies and Procedures

School Conduct Authority (Code of Virginia 22.1-279.3 and Board policy JFC)

Pulaski County Public Schools' students are under the authority of the Code of Conduct while in school, on school property at any time, in a school vehicle, while participating in or attending any school-sponsored activity or event (even off-campus), and on the way to or from school. Parents of public school students have the legal duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property.

Pulaski County Public Schools Activities Code of Conduct (Board Policies JFC-R5, JFC-R6, JFC-R7, and JFC-R8)

- Pulaski County Public Schools is dedicated to producing competitive, successful, well-behaved, and respected students, coaches, and activity sponsors.
- Extracurricular activity programs are a privilege and are completely voluntary for students. Students participating in extracurricular programs are considered to be in positions of leadership. They represent the school and the community.

This Code of Conduct is designed to establish reasonable, high standards for participants in all extracurricular activities, which are sponsored by Pulaski Middle School, Dublin Middle School and Pulaski County High School. This code is designed to help students choose not to participate in activities, which are illegal or unhealthy. It is also designed to help support parents in their efforts to guide children towards healthy lifestyles. The principal and head coach/ sponsor of each activity are responsible for the enforcement of the provisions for the Code of Conduct.

- All students participating in extracurricular activities shall abide by the following rules at all times, including those activities scheduled during school vacations, weekends, and non-school hours.
- Strict compliance with Pulaski County School Board's policies related to student discipline (JFC, JFC-R).
- No possession or use of tobacco (smoking, chewing, or snuff or other related products), alcohol, or illegal drugs at any time or place. Further, participants shall not engage in behavior that enables others to illegally use these substances.

Good citizenship and conduct at all times as a representative of the school, team, and community. This includes:

- Displaying cordial behavior to opposing teams at all times.
- Displaying good sportsmanship.
- Respecting the integrity and judgment of officials, coaches, and fans.
- Avoiding derisive action or words.
- Avoiding all profanity, vulgarity, rowdiness, obscene gestures, and taunting.
- Conformity to additional rules established by coaches or sponsors.
- Maintain at least a "C" average (middle school*) in all core area subjects. Coaches and sponsors will determine participants' grade averages at the end of each nine week grading period. Students entering the sixth grade for the first time will be considered immediately eligible for participation in school activities.
- Regular and prompt attendance of all practices, games, and activity functions. If it becomes necessary to miss such an activity, prior arrangements must be made with the sponsor/coach. An athlete who has been injured and has seen a physician may not return to activity until a signed release form from a physician is presented to the head coach.
- Regular and prompt attendance of all classes.
- Good standing at the end of the season or school year in order to be eligible for post-season honors or awards.
- Financial responsibility for all athletic equipment and uniforms issued. If any financial obligation is incurred during a season, the obligation must be paid in full by the end of the season.
- Adherence to travel regulations that require participants to travel to and from events via school provided transportation. Exceptions are injury to a participant that would require special transportation, or prior arrangements approved by a building administrator.

Violation of any of the above may result in one or more of the following consequences:

- Detention before, during or after school.
- Disciplinary action by the coach or sponsor of the individual activity.
- Suspension from school.
- Expulsion from school.
- Arrest by local authorities.
- Placement in an alternative school program.

* Pulaski County Public Schools students participating in activities that are sponsored by the Virginia High School League (VHSL) must comply with all VHSL regulations concerning eligibility.

Student-athletes participate under a Student-Athlete Pledge Program where student-athletes pledge to abstain from any drug or alcohol substance that would conflict with Pulaski County Public Schools' policies JFC-R7 and JFC-R8. These policies outline PCPS' student-athlete random drug testing program.

Code of Conduct Infractions (Board policies JFC, JFC-R, and JFC-R4)

Students are expected to abide by school rules at all times and to respect the person, property, and privacy of other students, school staff members, visitors, and guests. Disciplinary actions will be taken against students for violations of the Code of Conduct in the following categories:

Student Dress

Bullying

Excessive absences

Disruptive conduct

Profane, abusive language

Excessive tardies

Threats, intimidation

Gambling

Defiance of authority

Hazing

Interference with educational process

Bus misbehavior

Cheating

Trespassing

Gang activity

Sexual harassment

Communication Devices

Audio and Video Devices

Laser pointers

Internet misuse or abuse

Tobacco possession or use

In addition to the above violations, the following violations will result in both school disciplinary action AND referral to law enforcement authorities for possible prosecution:

Possession or use of alcohol, illegal drugs, paraphernalia, or other controlled substance(s)
Sale or distribution of drugs, alcohol, or any controlled substance(s)
Assault or assault/battery on students, staff members, visitors, or guests
Sexual assault or sexual offenses (indecent exposure, obscene phone calls, molestation)
Arson
Theft, including attempted theft
Intentional injury, including bullying and fighting which results in injury
Bomb threats, including false threats, against school personnel or property
Possession or use of explosives
Possession or use of weapons or firearms, including edged or pointed items
Extortion, blackmail, or illegal coercion
Driving on school property without a license
Homicide
Burglary
Malicious mischief
Shooting, stabbing, cutting, or wounding
Illegal activity involving firebombs, explosive/incendiary devices, hoaxes, chem. bombs
Unlawful interference with school officials, including threats or intimidation
Being an accessory to any of these violations

Acceptable Use of Computer Systems Policy – Board Policy IIBEA-R1/E1:

The Pulaski County Public School District provides students with access to the School District's computer systems and network, which includes Internet access, whether wired or wireless, or by any other means.

Students may only use the school district computers for educational purposes. Access to the school district's computers through school resources is a privilege, not a right. The school district may take away computer access from students and/or take disciplinary action if students violate these policies. The school district will cooperate with local, state and federal officials in any investigation related to the misuse of computers. The school district must protect its computer systems against all threats. Students can play an important role in helping to point out possible problems. Students should immediately report any violations of these policies or suspicious activities to their teacher or principal. The school district has the right to restrict access to any Internet sites or functions it considers inappropriate. Specifically, the school district uses technology protection measures that block or filter inappropriate material on the Internet. The school district strongly encourages parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access.

Use of the school district's computers for illegal, inappropriate, unacceptable, or unethical purposes is prohibited. Students are prohibited from possessing and using personal computers on school district property (including buses and other vehicles), at

school district events, or through connection to the school district computer systems, unless permission has been granted by the Director of Technology or designee.

Users are prohibited from using school district IT systems to:

- Intimidate or harass another individual.
- Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District policies).
- Install, distribute, reproduce or use copyrighted software on School District computers, or copy School District software to unauthorized computers.
- Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on School District computers is restricted to the Technology Director or designee.
- Violate the privacy or security of electronic information.
- Use District systems to post personal web pages or web logs without administrative approval. Students are forbidden from using District systems to post personal information about themselves on dating sites or any other websites.
- Acquire or attempt to acquire passwords of others or giving your password to another.
- Users will be held responsible for any misuse of their username or password, whether intentional or through negligence.
- Use or attempt to use computer accounts of others: These actions are prohibited, even with consent, or if only for the purpose of “browsing.”
- Altering or attempting to alter files, system security software or the systems without authorization.
- Connecting unauthorized hardware and devices to the IT systems. This specifically includes, but is not limited to, flash USB drives or other types of flash memory devices.

School District guidelines on plagiarism will govern use of material accessed through the School District’s IT systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

Consequences of Inappropriate Use

General rules for behavior apply when using the school district computer systems. Users must be aware that violations of this policy or other policies, or unlawful use of the computer systems, may result in loss of computer access and a variety of other disciplinary actions. This policy incorporates all other relevant school district policies.

- The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.

- Violations as described in this policy may be reported to the school district and to appropriate legal authorities, whether local, state, or federal law enforcement. The school district will cooperate to the extent legally required with authorities in all such investigations.
- Vandalism will result in cancellation of access to the school district's IT systems and resources and is subject to discipline.

The complete school district policy covering the use of computer systems can be found in the Policy Manual on the school district's website, in the section titled, "IIBEA: Acceptable Use of the Computers, Networks, Internet, Electronic Communications Systems, and Information Policy."

Each student and parents must sign and return the Acknowledgment and Consent Form before the student will be allowed to use the School District computer system. **This form is available in your registration packets.**

Approved: July 27, 2006

Bullying (Board policy JFC-R4 and JFC-R1)

The Pulaski County Public Schools has enacted a set of policy regulations concerning bullying of students in the schools. Bullying is now a specific Code of Conduct infraction characterized by the following criteria:

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

1. Bullying = aggressive behavior or intentional "harm-doing"
2. Bullying = carried out repeatedly over time
3. Bullying = occurs within an interpersonal relationship characterized by an imbalance of power.

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

Students who bully other students are subject to strict, specific penalties. Students who are targets of bullying should act immediately to report such behavior.

Student Dress Code (Board policy JFC-R2)

The Pulaski County Public Schools' dress code has two specific purposes:

- A. Protection of the integrity of and minimization of distractions to the learning environment; and
- B. Continued safety and welfare of the students and staff members.

To expedite these purposes, the dress code requires the following of all students:

1. All clothing must fit securely enough to be non-revealing; that is, enough to protect the modesty of the wearer when the wearer is engaged in any activity one might reasonably be expected to engage in while at school or when participating in school activities. This includes, but is not limited to, excessively low-cut shirts and/or blouses; inappropriately short dresses, skirts, or shorts; clothing that bares the shoulders, back, or midriff; and clothing that permits a view of undergarments at any time.
2. Shoes must be worn at all times while at school or participating in school activities unless the nature of the activity otherwise specifically supports going shoeless, such as swimming, etc.
3. For prescribed activities such as Physical Education classes, athletics, certain field trips, etc., teachers and administrators may require specific styles of dress and/or footwear, including (but not limited to) designated uniform dress that is generally deemed appropriate for the activity. Students and parents will be informed of such activities' requirements for dress and footwear well in advance of the activity. Failure to comply will result in exclusion from the activity with all applicable penalties for non-participation, if any, applied to the student.
4. No (footwear) spikes, spurs, cleats, or other sole protrusions may be worn inside school buildings at any time.
5. Pants must be worn secured at the waist at all times.
6. Pant-leg hems must be above the sole of the shoe; no tread-upon hems are allowed.
7. No clothing made from spandex or similar skintight material may be worn as outerwear.
8. Clothing made from see-through fabric may only be worn as accessories over other, non-see-through appropriate outerwear.
9. All clothing, particularly pants and shorts, must be worn with all closures closed and secured (including buttons, fly zippers, back zippers, etc.).
10. No head coverings may be worn indoors.
11. No clothing, jewelry, or other accessories may be worn or displayed in any fashion which contains or is imprinted with lettering, slogans, signs, symbols, advertisements, logos, or artistic depictions of any of the following:
 - a) Any controlled substance legally unavailable for sale to minors including, but not limited to, tobacco products, alcoholic beverages, or illegal drugs;
 - b) Vulgarity, obscenity, profanity, pornography, or sexually explicit or suggestive subject matter, including "double entendre" wordplay;

- c) Items, which represent offensive affronts to any segment of the school population on the grounds of ethnicity, race, religion, gender, handicapping condition, or national or geographic origin or residence.
- 12. No gang-related insignia or style of dress is permitted at any time.
- 13. Spaghetti straps and tank tops are not permitted in middle school or high school grades.

Possession of beepers, Cellular Telephones, Personal Digital Assistants (PDAs), Electronic Audio or Video Devices or Similar Devices

School principals have the authority to interpret these regulations in cases where judgment is called for and to enforce compliance with them in accordance with applicable Code of Conduct provisions.

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

Students may possess electronic audio and visual devices to include MP3 players, CD and DVD Players, video game units, cameras, and other similar electronic devices, provided that the device must remain off and out of sight during the school day. However, students may use electronic audio and visual devices for pre-approved academic and extra-curricular activities. Use of these devices on school buses may be permitted if the devices are muted and headphones are used.

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

Pulaski County Public Schools is not responsible for any damaged, lost, or stolen electronic devices

Corrective Actions (Board policies JFC-R, JGD/JGE, JGD/JGE-R, and EEACC)

The following corrective actions are among those available to school administrators for violations of the Student Code of Conduct:

- Counseling
- Detention
- Saturday School
- Recommended expulsion
- Admonition
- Suspension from activities
- Mandatory expulsion by law*

Reprimand
In-school suspension
Evaluation: substance abuse
Loss of privileges
Suspension (short-term)
Intervention program
Parent conferences
Suspension (long-term)
Referral to law enforcement
Behavior contract/probation
Alternative Ed program
Student Assistance Program
Principal-designed tasks or restrictions
Removal from school bus

*Required for weapons, firearms, explosives, bomb threats, and drug violations

Teachers have the authority to remove students from class for disruptive behavior. Once removed, students are then subject to regular disciplinary action by the school administration.

Board Policy JFCR3/JFCFR/JFCIR/ and JGD/JGER2: Disciplinary Actions for Controlled Substances Offenses: Pulaski County Public School's Counseling and Preventative Services (CAPS) Program

Purpose:

The purpose of the Pulaski County Public Schools substance use policy is to ensure a safe and secure environment to create a productive learning climate. Furthermore, it is designed to establish guidelines in accordance with the No Child Left Behind Act of 2001 and the Commonwealth of Virginia Board of Education Comprehensive Plan for developing and supporting policies and programs that emphasizes prevention and the creation of a positive school environment.

Definitions and Clarifications:

- A. Under the influence means when a student's comportment, behavior, condition, speech, or appearance is affected by or evinces prior use of alcohol, controlled substances, other substances and/or inhalants.
- B. Alcoholic beverage shall include alcohol, spirits, wine and beer, and any one or more of such varieties containing one-half of one percent or more of alcohol by volume, including mixed alcoholic beverages, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed by a human being.

- C. Controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, designer drugs, and other controlled substances as defined in the Drug Control Act of Chapter 15.1 of Title 54 of the Code of Virginia and as defined in schedules I through V of 21 USC & 812.
- D. Imitation controlled substance shall mean a pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, marijuana, or any of those substances commonly referred to as designer drugs but which by overall dosage unit appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such pill, capsule, tablet or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.
- E. Other substances include, but are not limited to, prescription medications and/or over-the-counter drugs which may not or may contain a combined dosage of caffeine and ephedrine hcl, herbal stimulants, herbal euphoriant, ephedra or ma huang such as Magnum 357, Mini-Thin, Max Aler, Perk Mini-hearts, Bidis, Beedees, No-Doz, Jimson Weed, cold medications and cough syrups such as Robitussin or drugs manufactured using such DXM or other over-the-counter drugs not taken in accordance with the medication policy.
- F. Inhalants include 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 (freon and butane); cleaning agents; and room deodorizers.
- G. Anabolic steroids include natural synthetic compounds ingested for the purpose of enhancing physical strength but which have detrimental effects on the healthy growth and development of students.
- H. Drug paraphernalia shall include, but are not limited, those items defined in Section 18.1-265.1 of the Code of Virginia.
- I. An offense is the violation of any rule or combination of rules as defined in the Student Conduct Code.
- J. To be in possession of means to have alcoholic beverage(s), imitation and/or controlled substances, other substances, inhalants, anabolic steroids and/or drug paraphernalia on one's person, or in one's personal property, automobile, or other vehicle, or locker, desk or other school-provided storage area.
- K. Possession with the intent to sell, give, or distribute means to have alcoholic beverage(s), controlled substances, other substances, inhalants, anabolic steroids and/or drug paraphernalia, and it is determined by the evidence of the packaging, amount, etc. that the intent was to sell, give or distribute.

- L. Distribution means to pass, give or sell alcoholic beverage(s), imitation and/or controlled substances, other substances, inhalants, anabolic steroids and drug paraphernalia.
- M. Unlawful manufacture means the illegal act of producing or assembling alcoholic beverage(s), controlled substances, other substances, inhalants and/or drug paraphernalia.
- N. Where and when policy violations occur includes school property, in a school vehicle, at any school-sponsored event, going to and from school or while participating in school-sanctioned activities. It also extends to off school property, if the acts committed are either detrimental to the interest of the school or adversely affect school discipline.

Possession/Distribution

In accordance with the No Child Left Behind Act of 2001, to maintain safe and drug free schools, the possession, distribution, dispensation, use, and/or being under the influence of any form of alcohol, anabolic steroid, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance (as defined in the Drug control Act of Chapter 15.1 of Title 54 of the Code of Virginia and as defined in schedules IV of 21 USC *182), imitation controlled substance, or drug paraphernalia (as described in *18.2-265.1 of the Code of Virginia) is prohibited within any Pulaski County Public School or its property to include school vehicles, at any school-sponsored event/trip, going to and from school, or while participating in school-sanctioned activities. Furthermore, in handling such violations the school board authorizes the superintendent who may authorize a designee to conduct a preliminary review of substance use policy violations to determine whether a disciplinary action other than expulsion is appropriate.

Substance Abuse Violations:

A. Selling and Distributing

Students who are found to be in violation of the school division's controlled substance abuse policies and procedures with regard to selling, distribution, or possession with intent to distribute shall be subject to immediate long-term suspension or expulsion in accordance with Board policies and regulation JFC, JFCR, JGD/JGE, and JGD/JGER.

First Offense: Parent/guardian(s) will be contacted immediately upon verification of the violation, and the student is referred to the appropriate law enforcement agency. The student will receive an out-of-school suspension for ten (10) days and recommended for a disciplinary hearing. The hearing officer can recommend to the Superintendent the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, loss of driving

privileges, and/or participation in a substance abuse treatment program at the parent/guardians expense.. The student will be referred to the appropriate law enforcement agency.

However, the building administrator **may** reduce the twelve (12) month loss of attending or participating in extracurricular activities to thirty (30) calendar days and the loss of parking privileges for up to thirty school days if:

- The student and parent/guardian agree to participate in the Board-approved Counseling and Preventative Services (CAPS) Program and follow the recommendations made by the SAP core team for up to one year.
- Upon return, the student is required to attend after-school AE sessions every day until all work missed during the suspension period is made up. Returning middle school and elementary school students are required to make up all work missed during the suspension period within 15 school days, making use of all after-school and other “extra-help” sessions available to him/her.
- The returning student will be placed on a strict improvement plan upon his/her return.

Violation of these provisions or any other provisions included in the student’s improvement plan can result in a ten (10) day suspension and recommendation for a disciplinary hearing. The hearing officer can recommend to the Superintendent the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, and loss of driving privileges.

Second Offense: If the student violates the substance use policy within forty-eight (48) calendar months of the previous violation, the event will be considered a second offense. Upon verification of the violation, parent/guardians and law enforcement will be contacted, and the student will be suspended for ten (10) days. The superintendent or designee will be notified and a disciplinary hearing will be held within ten (10) school days of the incident. The hearing officer can recommend to the Superintendent any of the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, loss of driving privileges, and/or participation in a substance abuse treatment program at the parent/guardians expense. The student will be referred to the appropriate law enforcement agency.

B. Possession and/Or Use

Students who are found to be in violation of the school division’s controlled substance abuse policies and procedures with regard to possession and/or use of said substances on school property or while engaged in school activities and events off school property,

including being under the influence of controlled substances while at school or engaging in school activities or events, shall be immediately suspended and recommended for long-term suspension or expulsion. The Principal shall have the authority, at his/her discretion, to waive a recommendation of long-term suspension or expulsion for first-time offenders only, in favor of participation in the Board-approved Student Assistance Program.

First Offense: Parent/guardian(s) will be contacted immediately upon verification of the violation, and the student is referred to the appropriate law enforcement agency. The student will receive an out-of-school suspension for ten (10) days and recommended for a disciplinary hearing. The hearing officer can recommend to the Superintendent the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, loss of driving privileges, and/or participation in a substance abuse treatment program at the parent/guardians expense. The student will be referred to the appropriate law enforcement agency.

However, the building administrator may reduce the twelve (12) month loss of attending or participating in extracurricular activities to thirty (30) calendar days and the loss of parking privileges for up to thirty school days if:

- The student and parent/guardian agree to participate in the Board-approved Counseling and Preventative Services (CAPS) Program and follow the recommendations made by the Student Assistance Program core team for up to one year.
- Upon return, the student is required to attend after-school AE sessions every day until all work missed during the suspension period is made up. Returning middle school and elementary school students are required to make up all work missed during the suspension period within 15 school days, making use of all after-school and other “extra-help” sessions available to him/her.
- The returning student will be placed on a strict improvement plan upon his/her return.

Violation of these provisions or any other provisions included in the student’s improvement plan can result in a ten (10) day suspension and recommendation for a disciplinary hearing. The hearing officer can recommend to the Superintendent the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, and/or lose of driving privileges.

Second Offense: If the student violates the substance use policy within forty-eight (48) calendar months of the previous violation, the event will be considered a second offense. Upon verification of the violation, parent/guardians and law enforcement will be contacted, and the student will be suspended for ten (10)

days. The superintendent or designee will be notified and a disciplinary hearing will be held within ten (10) school days of the incident. The hearing officer can recommend to the Superintendent any of the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, loss of driving privileges, and/or participation in a substance abuse treatment program at the parent/guardians expense. The student will be referred to the appropriate law enforcement agency.

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

Counseling and Preventative Services (CAPS) (Board policy JFC-R3)

Students who are guilty of possession or use of illegal drugs or alcohol at school or in connection with school activities or events may be referred to the Counseling and Preventative Services (CAPS). This program is offered only once to any student, on the occasion of the student's first offense of this kind.

CAPS participants that are given an out of school suspension, are required to make up all work in after-school detention upon their return and must have enrolled in the CAPS program in order to return to school. Repeat infractions may result in expulsion or long-term suspension.

Search and Seizure (Board policies JFC and JFC-R)

Student lockers and desks are the property of the school. School authorities and officials have the authority to search students, student lockers, computer and computer files, and student automobiles. Any illegal, unauthorized, or contraband materials or devices found during a search may be confiscated without the owners' consent. The student's individual right to privacy and freedom is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community.

Suspension and Expulsion (Board policy JGD/JGE and JDG/JGE-R)

When students are suspended or expelled from school, the principal or his/her designee will schedule a conference with the parent(s) to explain all procedures and expectations. Suspensions may be made by the principal or his/her designee for up to 10 school days at a time. In the case of serious infractions requiring further time out of school, the principal must recommend long-term suspension or expulsion to one of the Hearing Officers of the School Board, who will determine the appropriate assignment.

Long-term suspensions and expulsions may be appealed through the Superintendent to the School Board. Students wishing to return to school after an expulsion may petition the Board.

Recommendations for Parents Regarding Student Discipline

The following is a list of recommendations and strategies for preventing problems from occurring, and understanding the process once your student violates policy.

Preventing problems. . .

- As a parent, you are your child's first teacher. Build a sound foundation for responsible behavior by requiring your child to follow rules at home and in other places.
- Find out who your school board member is and support your school's efforts to provide a safe, orderly environment conducive to learning for your child and all students. Stay in touch with your child's teachers and administrators so that you are aware of his or her behavior in school.
- Read carefully the school division's Student Code of Conduct. If something is unclear or concerns you, be sure to talk with your child's principal.
- Review the Student Code of Conduct with your child to ensure that he/she understands the rules and consequences for breaking them. It is important to talk with your child about making good decisions.
- Read carefully the school division's notices to you about your rights and responsibilities as a parent. If something is unclear or concerns you, talk with your child's principal.
- If your child has been found guilty or "not innocent" of breaking a law, you must inform the school. If your child has a history of problem conduct (or poor academic performance), work closely with school personnel to select classes/programs where your child has the best opportunity for success.

If problems arise . . .

- Be alert to any indication that your child may be having difficulties and find out what is going on. If your child is being bullied or made to feel threatened by another student, help your child to develop strategies that will enable him/her to avoid getting in trouble. Report the situation to your child's principal so that it can be addressed.]
- If your child breaks a rule and is disciplined, talk with your child to learn his or her version of what occurred. Meet with the teacher and school administrator immediately to talk about the incident and to develop strategies for preventing a reoccurrence.
- Remember, the goal of school discipline is not to punish, but to *correct* behavior. Work with your child's school to achieve the goal of responsible behavior.

- Be an advocate for your child by seeking other types of intervention, if needed. Disciplinary action alone may not address some problems contributing to misconduct.

If your child is suspended. . .

- As the parent of a child suspended from school, it is important to understand both the disciplinary process and the roles and responsibilities of the persons having authority in the process.
- Review the Student Code of Conduct and written policies for disciplinary actions.
- Read carefully and keep any written notices you receive; the notices will contain important information about the process and the names/titles of persons having authority in the process.
- Make sure you understand the following: - The specific offense for which your child is suspended - The length of the suspension - The procedure for having the suspension reviewed or appealed

If something is not clear, ask for an explanation.

Preparing for a discipline hearing. . .

A discipline hearing is an opportunity for a review of facts known about an incident. It is an opportunity to learn more about the incident and about the school and to challenge any claims that you or your child think are not accurate. Even if your child admits the wrongdoing and no facts are in dispute, the hearing can be used to help make sure that the corrective disciplinary action is appropriate.

Some strategies for preparing for a discipline hearing are as follows:

- Read carefully all notices and related information that have been sent to you. If anything is unclear, be sure to ask for a clarification before the hearing.
- Know the specific offense your child is accused of committing and how the school defines the offense.
- Think about where you agree and disagree with the school. - Do you agree with the facts being presented? Is there another explanation of what happened?
- Do you agree with the appropriateness of the recommended disciplinary action? If not, what do you think are appropriate disciplinary consequences?
- If you have documents to share with the hearing officer, be sure to bring copies so that both you and the hearing officer will have copies.

Finally. . .

Understand that Virginia law gives your local school board and/or the Superintendent final administrative authority in all discipline matters.

Part Five: Student Records (Board policy JO)

Pulaski County Public Schools maintain records on every student in attendance at the students' assigned schools. We are responsible for notifying parents and eligible students each year of their rights under the state guidelines as addressed in the document Management of Student Records in Virginia Public Schools (Revised 2004). Please note:

Scholastic Records - Scholastic records are maintained in a single file that includes the following student data.

Cumulative Data: Record Data, Disclosure Form, name, address, birth date, parents name and address, programs of study, scholastic work completed, levels of achievement, type of diploma, attendance, test data, health records, immunization, social security number, birth certificate number, student conduct statement and all other information required for student transcripts.

Specialized Data: Records of referral, assessment, psychological assessment, sociological assessments, permission for testing, parent conference, eligibility minutes, annual reviews, IEP, gifted records, court records, legal documents, disciplinary records and other specialized information.

Disciplinary and Attendance Data: Attendance and disciplinary data on each enrolled student is kept as an electronic record in each school's computer system, catalogued and recorded in SASI, the school's educational management software system. These records are available in hard copy separately from each student's cumulative and/or specialized records data.

Generally speaking, each school utilizes a designated space within either the office or counseling suite for the permanent location of student records. In larger schools, specialized records such as Special Education folders, etc., may be in the possession of the school's Special Education department chair in a separate secure filing area to facilitate ease of access by the teachers who work directly with the student(s). Each building level principal is responsible for maintenance of scholastic records and protection of confidentiality.

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may

- ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student 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 an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. **NOTE:** FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Pulaski County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pulaski County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Pulaski County Public Schools to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

- Name of student
- Current age
- Attendance
- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Participation in sports/ Sports activity sheets (such as for football), showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want Pulaski County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing before September 1st. Pulaski County Public Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

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

1.These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Disclosure of Protected (non-Directory) Information

Parent requests for disclosure will be reviewed within five (5) working days. Requests should be made to the principal. If more time is needed, seven (7) more days may be taken upon written notification to the parent by the principal.

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

Data may be disclosed under specific conditions without parent consent to:

Parent, Guardian	School Officials
Financial Aid eligibility	Eligible Student
Principal/Designee	Colleges/Universities
State Superintendent	Educational Research
Accrediting Agencies of the State	Law Enforcement
Health or Safety Issues	Department of Social Services
Emergency Situations	
Governmental and Educational Auditors, Evaluators	

When a student leaves Pulaski County and enrolls in a school in another state, school division, or private school, complete copies of all student records will be forwarded at the request of the receiving school. No additional parent consent shall be required beyond the act of enrollment in the other school and/or school division.

In all circumstances, requests for disclosure will be logged and conditions for disclosure will be followed as in the Revised 1998 standards.

School officials -- including principals, psychologists, teachers and other professional contract personnel, clerical personnel, counselors, superintendent and professional School Board Office staff -- may review records if they have a legitimate educational interest, such as working with the student, providing information to another approved agency, or supervisory responsibility for relevant educational programs affecting the student(s).

Records will be reviewed and evaluated by the principal or designees every three (3) years. Records and data which are no longer relevant will be expunged in accordance with state guidelines.

Parents and eligible students who wish to review student records should submit a written request to do so to the school principal identifying precisely the records they wish to inspect. The principal will make arrangements for records access as promptly as possible and will notify the parent or eligible student of the time and place where the records may be inspected within fourteen (14) days of the request.

Although parents and eligible students have the right to review their records, the school division is under no obligation to provide copies of the record(s) unless failure to do so

effectively prevents the successful review of those records. In cases where copies are necessary, the school is authorized to charge 10 cents per page plus any applicable additional postage, etc. There is no charge for copies of student IEPs (released to parents) or copies of verbatim records of hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia. Once records go to microfilm upon graduation or by withdrawal there is a \$3.00 fee per request.

Administration of Surveys and Questionnaires (Board Policy KFB)

1. Instructional Materials and Surveys

- A. Inspection of Instructional Materials- All instructional materials shall be available for inspection by the parents or guardians of a student in accordance with Policy KBA. These also include: teacher's manuals, films, tapes and any supplementary materials which will be used as part of the curriculum or in connection with any survey, analysis or evaluation as part of any federally funded program.
- B. Participation in Surveys and Evaluations - No student shall be required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning: (1) Political affiliations or beliefs of the student or the student's parent, (2) Mental or psychological problems of the student or the student's family, (3) Sex behavior or attitudes, (4) Illegal, anti-social, self-incriminating, or demeaning behavior, (5) Critical appraisals of other individuals with whom respondents have close family relationships, (6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers, (7) Religious practices, affiliations, or beliefs of the student or student's parent, or (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
- C. Additional Protections - A parent or emancipated student may, upon request, inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA. In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by: (1) Students will be given the opportunity to "opt out" of the survey. (2) Students will not be required to provide a name, address, social security number or student number. (3) Students are guaranteed that their responses will be kept confidential.

2. Physical Examinations and Screenings - If the Pulaski County Public School Division administers any physical examinations or screenings

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

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

This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: college or other postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literary products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by students of products or services to raise funds for school-related or education-related activities; and student recognition programs.

4. Notifications

Notification of Policies -The Board shall provide notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board will also offer an opportunity for the parent (or emancipated student) to opt the student out of participation in activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); the administration of any survey containing one or more items listed in subsection I.B. above; or any non emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and Not necessary to protect the immediate health and safety of the student, or of other students.

Notification of Specific Events - The Board will directly notify the parent of a student, in a timely manner as information is available, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled: activities involving the collection,

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

5. Definitions - Instructional material: the term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
Invasive physical examination: the term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

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

Personal information - the term "personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or A Social Security identification number. N Survey: the term "survey" includes an evaluation.

Notification of Rights under PPRA

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning "protected information." - If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories: Political affiliations; Mental or psychological problems of the student or student's family; Sexual behavior or attitudes; Illegal, antisocial, self-incriminating, or demeaning behavior; Critical appraisals of student's family members; Privileged or similar relationships recognized by law, such a with attorneys, doctors, and ministers; Religious practices, affiliations, or beliefs of the student or student's parents; or

Income other than that required by law to determine program eligibility. A survey that concerns any of these points is called a “protected information survey.”

2. Opt out of certain surveys and exams - Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them: Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others; Any protected information survey, regardless of funding; and Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Inspection of certain material - Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
 - Protected information surveys of students (including any instructional materials used in connection with the survey);
 - Documents used to collect personal information from students for any of the above marketing, sales, or other distributions purposes; and
 - Instructional material used as part of the educational curriculum.
4. Receive notification of district policy.
 - The Pulaski County Public schools has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Pulaski County Public Schools will directly notify parents and eligible students of this policy at least annually at the start of each school year and after any substantive changes are made.
5. Report violations
 - Parents and 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 Ave SW
Washington, DC 20202-4605

Challenging Contents on File/Appeal

Parents and eligible students may challenge the content of their educational records by following this process:

1. File a written request with the principal specifying the record, in total or in part, to be amended, expunged, or attached.
2. Within fifteen (15) days the principal will respond in writing agreeing or disagreeing with the request.
3. If the request is denied, the parents or students have the right to appeal to the Student Services Coordinator.
4. Appeal hearings will be held within ten (10) days of the request.
5. The Student Services Coordinator shall make a decision in writing within five (5) days.
6. Any record amendment, purge or change will be made in compliance with the Revised 1998 Standards.

Parents and eligible students have the right to challenge the content of scholastic records and to file with the Family Educational Rights and Privacy Act Office a complaint concerning an alleged failure by Local Education Agency to comply with 20 U.S.C. 123g.

Right to Obtain Copy of Local Policy on Management of Student Records

Requests for local policies may be made to the Office of the Assistant Superintendent for Administration, Pulaski County School Board, 202 North Washington Avenue, Pulaski, Va. 24301 (540-994-2515).

Part Six: Guidelines for Medication Administration

Whenever possible, medications – including both prescription and over-the-counter medications – should be given to the student at home. If medication must be given during the school day the following procedures must be followed:

Parent Responsibilities

1. The Authorization for Medications form must be completed in full and signed by the physician and parent.
2. A physician must specifically prescribe any medication that is to be taken at school. This policy includes all over-the-counter medications.
3. Parents or other adults must deliver any medications to be taken by any student to the school.
4. All medication must be provided in the original pharmacy container labeled with the name, dosage, and prescription information of the medication.
5. Parents are responsible for picking up unused medication. Any medication not claimed by a parent within two weeks after completion of the physician's orders or at the end of the school year will be destroyed.

School Personnel Responsibilities

1. School personnel will be required to complete a medication administration safety course and post test, developed by the Board of Education, in cooperation with the Board of Health, prior to administering medication to students.
2. All medication must be administered as ordered by physician.
3. Physician must be notified of any request to withhold, discontinue, or change the dose or schedule of a medication.
4. School personnel receiving prescription medication must count it in the presence of the parent/responsible adult delivering the medication. The date and amount of medication received must be documented on the individual's student medication log and cosigned by the receiving staff and parent/responsible adult.
5. Medications administered at school must be stored in a secure, locked, clean container or cabinet.
6. All medications have the potential for causing side effects. School staff should observe student's response to medication and report to parents, school nurse or physician any changes in behavior, awareness, rash, or other complaints.
7. All medication not picked up at the end of the school year will be destroyed one week past the last day of school. When medication is destroyed the amount destroyed and the method of disposal must be documented on the student's medication record. The individual destroying the medication and a witness must co-sign.

Student Accident Insurance

The Pulaski County School Board has added a valuable benefit for both parents and students for the new school year. All students of Pulaski County Schools are now covered under a student accident insurance program offered by the Virginia School Boards Association and administered by AIG Insurance/The Maskin Group.

The policy is full excess meaning that benefits are payable to the applicable maximum for covered expenses that are in excess of other valid and collectible insurance. The maximum benefit is \$25,000 per accident. The policy covers K-12 students from doorstep to doorstep including: to and from school, fieldtrips, athletics, gym class, on and off-site dances, off-site vocational projects, walking to and from class, and all other school-related extracurricular activities.

In case of a student accident, notify the school immediately. Claim forms may be obtained from the school and must be completed by both a school officer and the parent. Medical treatment must commence and the claim form must be sent within 90 days from the date of injury to be eligible for benefits.

Pulaski County School Nutrition Program: Goals for our Local Wellness Policy

BREAKFAST:

1. Breakfast meals are prepared and served in accordance with all dietary regulations of the National School Lunch Program.

2. ALL students have access to the breakfast meal. If students arrive on late buses, they receive a “Grab & Go” breakfast.
3. All cereals and toast served will be whole grain products.
4. Students have a choice of 100% juice or canned or fresh fruit each day.
5. Students have at least 10 minutes to eat breakfast. This does NOT include time waiting in line or walking to class.
6. Low-fat milk, 1% or Skim, is offered daily.

LUNCH:

1. Lunch meals are prepared and served in accordance with all dietary regulations of the National School Lunch Program.
2. All students have access to the lunch program.
3. Students have a choice of a canned or frozen fruit and a fresh fruit each day.
4. Foods containing whole grains will be served at least 3 times weekly.
5. Students have at least 20 minutes to eat lunch. This does NOT include time waiting in line or walking to and from class.
7. Low-fat milk, 1% or Skim, and flavored Skim are offered daily.
8. Low-fat dressing offered each day.

A LA CARTE SALES AND VENDING:

1. All vended food or beverages are sold in compliance with USDA regulations.
2. All items sold a la carte be menu meal items or items containing no more than 30% of calories from fat, no more than 10% of calories from saturated fat per serving and have no more than 35% by weight sugar per serving.
3. No carbonated drinks sold.
4. No vending machines other than ones in cafeteria are operating from 6:00 AM until 3:30 PM daily.
5. Vending machines in cafeteria contain only menu items, unflavored spring water, 100% fruit juices, low-fat milk choices and daily products containing less than 30% of calories from fat, no more than 10% of calories from saturated fat and have no more than 35% weight sugar per serving

School menus will be posted on the website monthly. Also available on our website will be a list of products served and the amount of fat and carbohydrates in each.

Parents will no longer to be allowed to bring “fast food” meals to children during breakfast or lunch time. Principals are in agreement with this and policy will be stated in Student Handbook.

Policy on Food Allergies

Guidelines for Managing Students with Food Allergies:

- Parent must notify the school nurse of the child’s allergies and schedule a meeting with the school nurse to discuss and develop a plan of care that accommodates the child’s needs throughout the school including in the

classroom, cafeteria, during school-sponsored activities including field trips, and on the school bus.

- Provide the school nurse with written medical documentation, instructions, and medications as directed by a licensed health care provider using the Food Allergy Action Plan. (Food Allergy Action Plan may be downloaded from website www.pcva.us or from school nurse). The Food Allergy Action Plan will be on file with the Cafeteria Manager and School Nurse. The School Nurse will discuss food allergy with all staff that interact with the student on a regular basis to help them understand the student's food allergy and be prepared to handle a reaction.
- Parent must provide the school with any needed medication and/or supplies needed for Food Allergy management.
- Students should not share or trade food with others.
- Students should not eat anything with unknown ingredients or known to contain allergen.
- Student should notify a school staff member immediately if he/she eats something he/she believes may contain the food to which he/she is allergic to.
- School Nurse will provide training for staff members to administer emergency medications during the school day and school-sponsored activities.
- If epinephrine (Epi Pen) is administered, 911 must be called to transport the student to the hospital. Parent will be notified.

The School Nutrition Program is committed to offering Pulaski County students healthy, nutritious meals that comply with USDA Federal Dietary Guidelines. The meals served must meet protein, fruit and vegetable, grain and fiber and calcium requirements, while offering students items that are appealing and acceptable to their tastes.

Several students within the county have food allergies. The SNP works with parents and physicians and must make reasonable accommodations for these allergies. Each dietary request must be supported by a medical statement signed by a recognized medical authority.

The medical statement must include:

- ✓ an identification of the medical or other special dietary condition which restricts the child's diet (School Nurse will provide a copy of Food Allergy Action Plan that documents food allergy)
- ✓ the food or foods to be omitted from the child's diet; and
- ✓ the food or choice of foods to be substituted.

Allergy to peanuts and peanut products is a growing concern in our school system. In order to make reasonable accommodations for students with this allergy and also to offer all students good healthy choices, the School Nutrition Program would like to make the following recommendations for handling these situations.

- ✓ Schools attended by students with severe peanut/peanut products allergy will not cook any foods containing peanut or peanut products.
- ✓ Parents will be sent home monthly menus to inform them of days when the cafeteria is serving peanut products. They will also have access to monthly menus on our school system website.
- ✓ Students will have access to the “peanut safe” environment within the cafeteria. Special tables will be available for these students on days peanut products are available. These tables will be thoroughly cleaned before and after each lunch period. Students choosing peanut products will not be allowed to eat at the “peanut safe” tables.
- ✓ When peanut products are offered, they will be served in a closed sandwich bag or container.
- ✓ Students with allergies will not dispose of their food trays at the trash cans where others students are using. This will help prevent from coming into contact with peanut products.

No Child Left Behind - Teacher Quality:

At the beginning of each school year, a school division that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds (Targeted Assistance or School wide) that they may request, and the school division will provide in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, whether or not a teacher is funded by Title I.

If your child attends a Title I school, parents have the right to know:

- If your child’s teacher is qualified and certified to teach a certain grade or subject
- The teacher’s level of education (such as a bachelor’s or master’s degree)
- What the teacher’s course of study or major was
- If your child’s teacher is teaching under emergency or provisional status through which state qualification or licensing criteria have been waived

If you would like to request this information, please contact your child’s school administrator.