

## **Foreword**

This handbook is intended to provide students with information basic to the understanding of the operation of Galax City Public Schools. Many questions about the operation of the school system may be answered here. Questions which are not answered here should be referred to your teachers or administration.

The section dealing with student Code of Conduct for Galax City Schools is School Board Policy. Many of the items set forth in this section are also Virginia State Laws and School Laws. It is the duty of the administrative and teaching staff to see that the schools operate in accordance with these regulations. Each student is urged to study the handbook and become familiar with its contents.

This Galax City Public Schools Student Parent Handbook includes excerpts from policies adopted by the Galax School Board. It is not intended to be a complete version of the entire Board Policy Manual. This Handbook is based on the Code of Virginia and policies adopted by the Virginia State Board of Education and the Virginia School Boards Association and makes parents aware of the major issues and operational procedures addressed in the policy manual. All regulations, procedures and operations of the school division are detailed in full in the complete Policy Manual available at each school library as well as the school board office.

With continued cooperation on the part of all staff and student body, Galax City Schools will remain a school in which all of us can be proud.

## **Goals of Public Education in Virginia**

The Goals of Public Education in Virginia are to aid each pupil to:

- Develop competence in the basic learning skills;
- Develop intellectual skills of rational thought and creativity;
- Acquire knowledge and process skills of science and technology;
- Acquire broad knowledge and understanding of humanities;
- Progress on the basis of achievement;
- Graduate from high school and qualify for further education and employment;
- Develop personal standards of ethical behavior and moral choice;
- Participate in society as a responsible family member and citizen;
- Develop a positive and realistic concept of self and other;
- Acquire an appreciate for and a sensitivity to people of various races;
- Practice sound habits of personal health and physical fitness;
- Enhance the quality of the environment;
- Develop skills, knowledge, and attitudes regarding the arts; and
- Acquire a basic understanding and appreciation of democracy and the free enterprise system.

- *Cover Art designed by LaShay Hall*

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**I. School Contact Information**

**Galax Elementary School**  
**225 Academy Drive**  
**Galax, VA 24333**  
**276/236-6159**  
**276/236-5839**  
[www.gcps.k12.va.us](http://www.gcps.k12.va.us)

**Galax High School**  
**200 Maroon Tide Drive**  
**Galax, VA 24333**  
**276/236-2991**  
**276/236-5930**  
[www.gcps.k12.va.us](http://www.gcps.k12.va.us)

**Galax Middle School**  
**202 Maroon Tide Drive**  
**Galax, VA 24333**  
**276/236-6124**  
**276/236-4162**  
[www.gcps.k12.va.us](http://www.gcps.k12.va.us)

**School Board Office**  
**223 Long Street**  
**Galax, VA 24333**  
**276/236-2911**  
**276/236-5776**  
[www.gcps.k12.va.us](http://www.gcps.k12.va.us)

## **II. School Board**

Mr. Ray Kohl .....	Chairman
Dr. James G. Adams.....	Vice-Chair
Mr. Larry Spangler .....	Member
Mr. Stewart Merdian.....	Member
Mrs. Helen Kyle.....	Member

### **Board Policy Manual**

The School Board shall be guided by written policies that are readily accessible to the Board, division employees, students, and citizens. All division policies will be reviewed at least every five years and revised as needed.

A current copy of division policies will be kept in the library of each school and in any public library in the division. The superintendent shall ensure that an annual announcement is made in each division at the beginning of the school year and, for parents of students who enroll later in the academic year, at the time of enrollment, advising the public where the policies are available. Principals, attendance officers, and the superintendent shall follow all legal requirements with regard to the compulsory school reporting requirements of state law.

### **GALAX CITY PUBLIC SCHOOLS ADMINISTRATION AND STAFF**

Mr. Bill Sturgill.....	Superintendent
Mrs. Rebecca W. Cardwell.....	Assistant Superintendent
Mr. Bill Sutherland.....	Coordinator of Testing and Assessment
Mr. Jeff Sharpe .....	Support Services
Dr. Frances Horn-Turpin .....	School Psychologist / Student Services
Mr. Jason Kohl.....	School Psychologist
Mrs. Sally Hill .....	Speech Therapy
Mrs. Kara Graham .....	Clerk of the Board
Ms. Kathy Halsey .....	Superintendent's Secretary
Mrs. Cheryl Sizemore.....	Administrative Secretary
Ms. Julia Taylor.....	Administrative Secretary
Ms. Gloria Ashby.....	Administrative Secretary
Mrs. Janice Martin.....	Finance
Mrs. Tabatha Whitehead.....	Finance Clerk
Mr. Matthew Cornett.....	Technology Technician
Mr. Ray Bobbitt .....	Mechanic
Mr. Kenneth Dalton .....	Maintenance Supervisor
Mr. Charlie Daniel .....	Maintenance

## **GALAX CITY PUBLIC SCHOOLS VISION STATEMENT**

Community: My Best For Our Success.

### **Goals of Galax City Public Schools:**

All students will acquire the skills and knowledge necessary to be productive citizens.

- 1) GCPS will implement a comprehensive and sequential assessment program.
- 2) School board, administration, instructional and support staff will provide innovative, quality products and services that support excellence in education.
- 3) GCPS will align resources to ensure students meet state standards.
- 4) GCPS will provide a safe and drug free environment conducive to student learning.
- 5) All stakeholders will be involved in the process of educating our students.
- 6) The Galax City School Board will maintain a commitment to continuous improvement.

### **EDUCATIONAL PHILOSOPHY**

It shall be the Philosophy of the Galax City School Board to provide equal opportunity to achieve maximum intellectual, social, emotional, and physical growth, to ensure 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.

It shall be the policy of the school board to:

1. provide the necessary trained and dedicated leadership, qualified personnel, equipment and materials to assure an appropriate education for every student;
2. treat all personnel equally with the highest degree of respect;
3. appropriate funds fairly and equally; and
4. give attention to schools that have been neglected over a period of years to assure that the property and quality of equipment of said schools may be upgraded, and repaired in order to be comparable to the best schools in the division.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation. If you require this information in alternative format (Braille, large print, audiotape) contact the USDA TARGET Center at (202) 720-2600 (voice or TDD). To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992. TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.





## **IV. General Information:**

### **A. Student Responsibilities**

1. Students are expected to be courteous to all people at all times. Discourtesy in any manner will be dealt with accordingly and flagrant violations will be referred to the office.
2. Students are expected to act in a manner which will reflect credit on themselves, on their parents/guardians, and on their school. No student will take any action which endangers another person, or which disrupts or disturbs a school activity or class.
3. A student whose actions at any school-related activity whether in this school or another, serves to discredit the school and its students, and will be subject to disciplinary action.
4. Students are expected to learn what the expectations of their school are relative to good sportsmanship, and to practice these precepts in all his school-related activities. Failure to do this may result in the loss of participant and/or spectator privileges.
5. Students will be responsible for keeping themselves informed of the school's expectations relative to his behavior in the cafeteria, at school programs, and at ball games. Violations involving danger to others or disruption or disturbances of the activity will result in disciplinary action.
6. Any student is subject to the discipline of any teacher in the system during the school day, to and from school, and at school activities. This regulation applies even in the case that the student and teacher are not in the same grade or school.

### **B. Parental Responsibility and Involvement Requirements**

#### **Virginia School Law, Section 22.1-279.3.**

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (1) a notice of the requirements of this section and (2) a copy of the school board's standards of student conduct.

These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the *receipt* of the school board's standards of student conduct *and the notice of the requirements of this section*. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent to meet with principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

- E. In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
  - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
  - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (1) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (2) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

#### Policy Review

The content and effectiveness of this policy will be evaluated annually with regard to improving the academic quality of the schools receiving Title I, Part A, or LEP funds. This evaluation will identify barriers to greater participation by parents and use the findings to design strategies for more effective parental involvement.

## C. Attendance

### ATTENDANCE REGULATIONS STATE CODE

**Virginia School Law, Section 22.1-254. Ages of children required to attend.** “Every parent, guardian, or other person in the Commonwealth having control or charge [or code in effect] of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in 22.1-254.1.”

### ABSENTEEISM

A direct relationship exists between regular school attendance and academic achievement. Every effort should be made to maximize instructional time. This goal should be shared by school, parent/guardian and student. Parents are responsible for sending children to school. Parents may be charged for truancy violations.

School Board may exempt students from compulsory attendance for bonafide religious belief and/or on recommendations of juvenile domestic court. Compulsory attendance requirements may be met through individualized alternative education programs and/or principal and superintendent recommendations. School Board Policy (JEG).

### GALAX CITY PUBLIC SCHOOL REGULATIONS

#### Types of Absences:

<b>Excused</b>	A parent/guardian note (not to exceed 8 days).
<b>Doctor’s Note</b>	A Doctor’s note (or other professional documentation).
<b>Court Appearance</b>	A note from a court, probation office, or other state agency
<b>Unexcused</b>	An absence for which a student does not have a parent/guardian note - or any absence that exceeds the 8 <sup>th</sup> day from school. Out of school suspension or skipping class/school is also considered an unexcused absence. Students will be allowed to take mid-term and final examinations.

#### **Make-up work Due to Excused Absences**

Make-up work will be assigned for all absences. **Students are responsible for accessing the homework hotline** (<http://www.gcps.k12.va.us>) **or making contact with the teacher on the day they return to class. Students are allowed one day to make up work for each day absent.** Students absent from school and missing a pre-assigned test may be required to take the test upon their return to class.

Students who are tardy to school are responsible for the work missed, and homework will be due the next class meeting. Getting the assignment and completing it is **the student’s**

**responsibility.** Make-up assignments for work missed due to excused absences will be accepted with no penalty. **For the purpose of “Perfect Attendance,” a student must be in attendance for one-half the school day for every day of the school year.**

#### **Late Arrivals and Early Dismissals**

1. Students arriving late or leaving school early must provide a note to the attendance officer from a parent or guardian.
2. Students at Galax Elementary and Middle School must be present ½ day in order to be counted as being present.
3. Tardy admission slips and early dismissal forms will be issued by an attendance officer. Students must sign in and out in the main office. Office staff will validate the disposition of each tardy and dismissal. Notes will be classified and updated according to GCPs procedures.
4. Students signed out are expected to leave school immediately.
5. **Two unexcused tardies to class equals one unexcused absence from that class.** Excessive tardies and absences affect educational objectives and can lead to failure according to absentee regulations.
6. Students dismissed for the remainder of the school day due to illness must have a doctor/administrator written permission to participate in extra-curricular activities.

#### **Class Attendance and Make-up Work**

1. Students must be present at least 30 minutes of each single-period class to be counted present.
2. Students attending school -sponsored activities will be counted present in each class.
3. Students will be allowed one day to make up work missed for each day absent.
4. Class time missed due to disciplinary counseling will count as a class absence.
5. Class time or days missed due to doctor’s appointments and/or court dates will count as absences.

#### **EARLY DISMISSALS**

Students shall not be permitted to leave school prior to dismissal at the request of anyone other than school employees or parents/guardians and then only after permission to be excused is secured.

All written notes of explanation from parents/guardians requesting that a student be allowed to leave school during the school day shall contain the date of the requested early dismissal and the reason for the early dismissal. The notes will be filed in the student’s attendance file. The principal or his/her designee shall verify any notes of questionable validity. Excessive early dismissals will be investigated and appropriate disciplinary action will be administered. Parents/guardians are expected to notify school officials by written note when dismissals from

school are necessary. **Phone requests to release students will not be honored except for dire circumstances.**

### **ATTENDANCE PROCEDURES**

1. Students who are absent the entire day must, upon their return to school, bring a note to the attendance office stating the date(s) absent and the reason(s) for the absence(s). This must be done before class.
2. Students must drop off their notes to the Attendance Office early enough so that they can arrive in class on time. Students who are late to class will receive an unexcused tardy.
3. Students who do not bring a written note to the Attendance Office will be unexcused regardless of the reason for the absence(s). The student then has one day within which to bring a parent/guardian note or professional appointment card stating the reason for the absence(s). The absence will then be marked appropriately.
4. Students who are 18 years old or older must have parental/custodial notes/permission if they reside with their parents/guardians.
5. Parent/guardian requests for release from school will not be honored via phone message.

### **D. Administering Medications**

Students must deliver prescription and non-prescription medication to the school nurse upon their arrival at school. Failure to do so is a violation of school board policy and state law [sec. 18.2-247]. Students may be suspended for 10 days, placed on social probation and/or expelled from school.

### **E. Administration of Surveys and Questionnaires**

#### **Instructional Materials and Surveys**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum of any federally funded program shall be available for inspection by the parents or guardians.

#### **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 about the student or student's parent concerning:

1. political affiliations or beliefs,
2. mental or psychological problems,
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, or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance

### Surveys Requesting Sexual Information

In any case in which a survey requesting sexual information of students is to be administered, the school board shall notify the parent in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, and how any findings or results will be disclosed.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six and, unless required by federal or state law or regulation, school personnel administering any such survey shall not disclose personally identifiable information.

### Additional Protections

A parent may 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. In addition, surveys containing one or more of the subjects listed above, will protect the privacy of students to whom the survey is administered.

### Physical Examinations and Screenings

Policies regarding examinations or screenings will be developed and adopted in consultation with parents unless required by Virginia law or administered in accordance with the Individuals with Disabilities Education Act.

### Commercial Use of Information

Questionnaires 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 may subsequently result in the sale of personal information regarding the individual student.

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

### Notification of Policies and Events

At the beginning of each school year, the Board shall provide notice of this policy and the dates when the following activities are scheduled or expected to be scheduled. The Board will also allow a student to opt out of the participation in:

1. activities involving the collection, disclosure, or use of personal information collected for the purpose of marketing;
2. the administration of any survey containing one or more items listed in subsection I.B. above; or
3. any non-emergency, invasive physical examination or screening that is required as a condition of attendance;
4. scheduled and administered by the school; and
5. not necessary to protect the immediate health and safety of the student.

## Definitions

**Instructional material:** means the instructional content provided to a student including printed or representational materials, audiovisual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

**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:** includes a legal guardian or other person standing in loco parentis (a person who is legally responsible for the welfare of the child).

**Personal information:** means individually identifiable information including

1. a student or parent's first and last name;
2. a home or other physical address;
3. a telephone number; or
4. a Social Security identification number.

**Survey:** means an evaluation.

## **F. Admission Of Homeless Children**

The School Board is committed to educating homeless children and will coordinate local social services agencies, other agencies and programs to provide services to such students.

The Galax City School District will serve each homeless student according to the student's best interest and will either continue the student's education in the school of origin for the duration of the homelessness or enroll the student in any public school that non-homeless students are eligible to attend if the student becomes homeless between academic years or during an academic year.

In determining the best interest of a homeless student, the Galax City School Board shall:

1. keep the student in the school of origin, if possible, unless it is contrary to the wishes of the student's parent or guardian;
2. provide a written explanation regarding the decision, including a statement regarding the right to appeal; and
3. in the case of an unaccompanied youth, ensure that the district's homeless liaison assists in placement or enrollment decisions.

## Enrollment

The school selected shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, birth records, medical records, proof of residency, or other documentation. The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, birth, or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the district's homeless liaison for assistance.

If the documentation regarding the comprehensive physical examination cannot be furnished for a homeless child or youth, and the person seeking to enroll the pupil furnishes an affidavit stating that such pupil is in good health and free from any communicable or contagious disease, the school division shall immediately refer the student to the local

school division homeless liaison who assist in obtaining the necessary physical examination and shall immediately admit the pupil to school.

### Enrollment Disputes

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

1. the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
2. the parent or guardian of the student shall be provided with a written explanation of the school's decision including the rights to appeal the decision;
3. the district's homeless liaison shall carry out the appeal process after receiving notice of the dispute; and
4. in the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

### Appeal Process

#### Oral Complaint

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

#### Written Complaint

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

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

#### Appeal to Superintendent

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may file a written appeal to the Superintendent. Within five (5) school days of receiving the written appeal, the Superintendent shall provide a written decision to the Complainant including a statement of the reasons therefore.

### Comparable Services

Each homeless student shall be provided services comparable to services offered to other students in the school including:

1. transportation services;
2. educational services for which the student is eligible;
3. programs in vocational and technical education;
4. programs for gifted and talented students; and
5. school nutrition programs.



### Transportation

At the request of the parent or guardian, transportation will be provided for a homeless student to and from the school of origin as follows:

1. if the homeless child continues to live in the area served by the division, the child's or youth's transportation to and from the school of origin shall be provided.
2. if the homeless child's living arrangements in the area served by the division in which the school of origin is located terminate and the child begins living in an area served by another division, the 2 divisions shall agree upon a method of apportion the responsibility and costs for providing the child with transportation to and from the school of origin.

### Definitions:

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

1. children and youths, including unaccompanied youths, who
  - a. are sharing the housing of other persons due to loss of housing, economic hardship, or other causes; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations, or in emergency, congregate, temporary, or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - b. have a primary nighttime residence that is not considered to be regular sleeping accommodations for human beings; or
  - c. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
2. Migratory children who are living in circumstances described above.

The term "migratory child" means a child who is, or whose parent or spouse is, a migratory agricultural worker who has moved from one school district to another to obtain temporary or seasonal employment.

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

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

### **G. Asbestos Notification**

The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act, was passed by Congress in 1986. AHERA requires local educational agencies to inspect their schools for asbestos-containing building material and prepare management plans that make recommendations for the reduction of asbestos hazards.

In accordance with the requirements of AHERA, Galax City Public School Division is notifying all employees, building occupants, and their legal guardian of the availability of the AHERA management plan for public review. The AHERA Management Plan contains documentation of the initial AHERA inspection, 6 month periodic surveillances, triennial re-inspections, employee training, and the Operations and Maintenance procedures. Questions regarding the AHERA Management Plan or this notice should be directed to Galax City Public Schools LEA Asbestos Designee, Jeff Sharpe, Director of Support Services at (276) 236-2911.

**H. Annual Measurable Objectives (AMOs)**

- a. To access the GCPs school report card and the individual school's report card visit- <https://p1pe.doe.virginia.gov/reportcard/>
- b. To access the ESEA Flexibility Request Virginia Department of Education visit- [http://www.pen.k12.va.us/federal\\_programs/esea/flexibility/flexibility\\_request\\_rev\\_jan2013.pdf](http://www.pen.k12.va.us/federal_programs/esea/flexibility/flexibility_request_rev_jan2013.pdf)

**I. Breakfast and Lunch**

Breakfast will be served in the cafeteria from 7:30 a.m. until 8:15 a.m.

Lunch will be served in the school cafeteria. Students are not permitted to leave campus to eat lunch. Students who check out for lunch **will not be permitted to participate in extracurricular activities for that day.** Students who wish to bring their own lunches must eat them in the cafeteria. **Underclassmen may not use to go trays from the cafeteria.** All students must remain in the cafeteria during lunch. Seniors may earn exemption to this rule. **Students must have** administrative approval to leave campus for lunch.

**Galax Elementary School**

The following are the proposed prices for the 2015-2016 school year, all prices subject to change:

<b><u>Galax Elementary School</u></b>	
Student Breakfast	\$1.10
Student Reduced Breakfast	\$0.30
Adult Breakfast	\$1.70
Student Lunch	\$1.45
Student Reduced Lunch	\$0.40
Adult Lunch	\$2.65

Free and Reduced lunch forms are available to all students and can be picked up in homeroom or in the main office.

An adequate nutrition program is essential to a child's growth and development, and influences higher achievement in school. In the belief that every school age child should have an adequate lunch, the School Board will serve free or reduced price lunches to eligible children.

The School Board shall enter into an annual agreement with the State Dept. of Education for the operation of the school lunch program, which obligates the Galax City Public Schools to observe the standards and minimum operating requirements established under the National School Lunch Act.

In accordance with federal law, the School Board will carry out all statutory requirements and accepts responsibility for providing free and reduced price meals to children in the schools.

Any amendments or changes to this policy will be submitted to the State School Lunch Office for approval prior to its effect in the Galax City Public Schools. When changes occur during the school year, parents/guardians and the news media will be notified.

Galax City Public Schools offer nutritious meals every school day. Meals are also available free or at a reduced price for eligible students. Children who are members of food stamp households or who receive Temporary Assistance for Needy Families (TANF) are eligible for free meals regardless of income. Children who are members of households participating in WIC may also be eligible for free or reduced-price meals based on the household's income. To determine eligibility, parents must submit a completed application which is available at each school.

CONFIDENTIALITY AND NOTICE OF DISCLOSURE: School officials use the information on the application to determine if your child is eligible to receive free or reduced price meals and may inform officials connected with other child nutrition, health, and education programs to determine eligibility for those services.

VERIFICATION: School officials may check your eligibility at any time during the school year.

FAIR HEARING: If you do not agree with the decision on your application, you can request a hearing by calling or writing the following official: Jeff Sharpe 223 Long Street Galax, VA 24333 (276) 236-2350

#### **J. Child Abuse Reporting**

Any employee of Galax City Public Schools that suspects a child is being abused or neglected is required to report such suspected cases of child abuse or neglect; and

All persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. Virginia Dept. of Social Services Child Abuse & Neglect Hotline (800) 552-7096

#### **K. Display of Posters**

All poster displays in the school must be approved by the principal or assistant principal.

#### **L. Emergency Plans**

##### **Fire Drills:**

Fire drills are held periodically for your safety. Fire drill exit instructions are posted in each room and teachers are asked to explain the procedure thoroughly. **DURING A FIRE DRILL, CLOSE ALL WINDOWS AND DOORS, MOVE QUIETLY, ORDERLY AND QUICKLY, BUT DO NOT RUN.** Once outside, line up silently while the teacher checks the roll and wait for the recall bell. These drills are your insurance against accidents or injury in case of fire (See 8.01 and 8.02).

##### **Tornado Drills:**

A tornado drill will occur during the month of March. Tornado drill instructions are posted in each room and teachers are asked to explain the procedures thoroughly. **DURING A TORNADO DRILL, EXIT THE ROOM QUIETLY, ORDERLY, AND QUICKLY, BUT DO NOT RUN.** Once in assigned location assume the proper position. Sit in fetal position with face and head protected. Cover head with hands with head toward the lockers. Once in proper location

and position, remain silent while the teacher checks the roll and wait for the all clear signal. This drill is your insurance against accidents or injury in case of fire.

### **Lockdown Procedures:**

Lockdowns will be held periodically for your safety. An announcement will be made stating a lockdown or lockdown drill is in progress. This is notification that there is a potential problem. **DURING LOCKDOWN, REPORT IMMEDIATELY TO YOUR ASSIGNED CLASSROOM OR CLOSEST ROOM AVAILABLE. MOVE QUIETLY, ORDERLY AND QUICKLY, BUT DO NOT RUN.** Once inside you'll be designated to a safe area in the classroom, remain silent and wait for the all clear signal. These drills are for your insurance against accidents or injury in case of a potential problem.

### **M. Extra-Curricular Playing and Practicing Policy**

Reference Galax High School Student Athletic Handbook.

### **N. Family Life "Opt Out" Policy**

Parents may exercise the "opt out" procedure for any or all of the family life education curriculum by requesting an "opt out" form from the school. Parents are encouraged to review the content before exercising the "opt out" procedure. If parents elect for their child not to participate, the form should be completed and returned to the school.

### **O. Field Trip Policy**

General rules for activity trips:

1. Permission forms signed by parents or guardians must be secured from each student before the day of the field trip and filed with the office secretary. **NO STUDENT** may take a field trip without the signed permission slip on file with the office secretary for that particular field trip. This form may also be obtained from the office secretary. Field trip permission forms will remain on file for the academic year.
2. Students on trips must be supervised at all times and must remain with the assigned group.
3. No boys in girls' rooms, no girls in boys' rooms at any time. No other student from any school will be in any room or rooms of Galax City School students. Galax City School students are not to be in any rooms of other school's students.
4. Students are not to leave their rooms during the time specified by the head chaperones.
5. All members are to eat at the specified location set up by the head chaperone.
6. All school rules will be **strictly** enforced.
7. Courtesy shall be extended at all times to chaperones and supervising school personnel on trips and at any school function. Violation of this rule will be handled on an individual basis by a conference with the student and his or her parents/guardians, the school administration, and chaperones.
8. Damage will result in cost of damage being paid for by the student and his or her parents/guardians. This covers motel, bus, equipment or uniform damage, or any other damage resulting from misconduct by the student.

9. Whenever possible there will be four (4) students to a given motel room. The chaperone will duly appoint a room captain for each room. The duties of the room captain are as follows:
- a) An obligation to inform the chaperone of any problems in their rooms.
  - b) Assure the orderly conduct of their roommates.
  - c) Make sure the room is kept in an orderly manner.
  - d) To set a good example, field trip participants must notify teachers of classes missed, obtain assignments and be prepared when they return.

Violations of the above rules will result in mandatory school discipline by the school administration. This school discipline will be in accordance with the following state codes:

- a) The chaperone may deny pupil further attendance on any trips (State Code 22-249).
- b) Suspension and/or social probation. Social probation will be for a minimum of nine weeks (45 school days) and may be carried over into the next school year.
- c) Referral to the Division Superintendent following suspension or expulsion. It is the duty of the school board to expel or suspend pupils when the welfare and smooth running of the schools make it necessary (State Code 22-231).

**P. Fundraisers**

All fundraisers must have prior administrative approval.

**Q. Grading System**

**-Elementary School**

The following procedure is to be used in computing averages for grade cards and permanent records and to determine the final letter grade.

The kindergarten and first grade scale is:

O	Outstanding
S+	Above Average
S	Average
S-	Passing
I	Unsatisfactory but Improving
U	Unsatisfactory

The second through fourth grade scale is:

A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70

Specialist grades for all grade levels:

S = Satisfactory

N = Needs Improvement

Report Cards are given out by the homeroom teacher at the end of each grading period. The cards should be returned to the homeroom teacher, signed by the parent, within two days. Mid-term progress reports also go home to keep communication of student progress ongoing. Please contact your teacher if you have concerns.

## **R. Guidance**

The purpose of Galax City School system guidance and counseling program is to provide all students with opportunities to grow academically, emotionally, and socially. We value our relationships with students and parents, as well as others in our community. Together, we can provide quality education and learning experiences for our students.

Guidance services are provided to students in an environment or setting as deemed appropriate for student needs and circumstances. Confidentiality and trust are essential components of any effective guidance and counseling program. Participation in any guidance/counseling program is optional. The Galax City School Board policy regarding personal/social counseling states that parents will notify the school division in writing if the student is NOT to participate in the school's guidance and counseling program.

In addition to individual counseling sessions, classroom and group guidance and counseling sessions will be conducted throughout the school year. Important issues that will be addressed during these sessions include: self-esteem issues, interpersonal relationships and communication skills, conflict resolution skills, as well as coping skills. All schools participate in the Olweus Bullying Prevention Program, a research-based program which targets and eliminates bullying behaviors in all schools. We follow the guidelines but do not actually follow the program. The guidance department also administers all standardized testing.

### **Galax Elementary School**

Services include classroom guidance sessions, small-group guidance, and individual counseling sessions. Student referrals are welcomed and can be initiated by parents, teachers, or students. Guidance materials are located in the guidance department.

Parents may contact the guidance department to review materials used in the program.

## **S. Homework Hotline (On-line)**

The Galax City School System has a communications system to help parents become more involved in their children's education and to help students keep up with their assignments and be better prepared for classes.

After the school website has loaded, one can click on the parents or students tab and select "homework hotline." Here parents and students can find a list of all division teachers and their homework assignments.

Teachers will update their messages daily or weekly.

Students can find for themselves that succeeding in school is as easy as logging on to the school's website <http://www.gcps.k12.va.us>.

**T. Honor Roll**

To recognize students with above average achievement, two honor roll groups will be maintained.

1. All "A" Honor Roll (grades 2-12 ) the student must receive "A's" in all classes.
2. All "A and B" Honor Roll (grades 2-12) the student must receive only grades of "A and B."

In determining our honor roll students, grades from specialist classes will not be included due to the number of times the classes meet during a marking period. In addition, handwriting grades will not be used in determining honor roll. Honor roll eligibility is determined when report cards are issued.

**U. Immunization and Health Screening**

**IMMUNIZATION & SOCIAL SECURITY NUMBER REQUIREMENTS**

All students must satisfy immunization requirements established by law and/or the Virginia Department of Health. Certification of immunizations must be signed by a licensed physician. Failure to complete immunization requirements may result in a suspension from school until all requirements are completed. School Board Policy (JHCB).

All students must secure and present evidence of their social security number to his/her homeroom teacher or guidance counselor.

All students must present a report of comprehensive physical examination. School Board Policy (JHCA).

**SCHOOL HEALTH SCREENING**

All students in Galax City Public Schools will be screened by the school nurse and/or parent volunteers in accordance with the timelines listed below.

<b>TARGET POPULATION</b>	<b>AREAS OF SCREENING</b>	<b>TIMELINES</b>
all children through grade 3	speech, voice, language, fine and gross motor	within 60 days of initial enrollment in public school
all children	vision and hearing	within 60 days of initial enrollment in public school
all children in grades 3, 7, 10	vision and hearing	during school year

1. Screening may take place up to 60 business days prior to start of school, e.g. preschool physical examinations.
2. Written notice of the scheduled screenings and, if child fails the screening, the results of the screening shall be provided to the parents.

3. Children failing any of the screenings may be rescreened after 60 business days if the original results are not considered valid.
4. Children shall be referred to special education administrator/designee no more than five business days after screening/rescreening if results suggest that special education services may be needed.

School Screening Results: Children with Suspected Disability

**V. Insurance**

All students are encouraged to carry the insurance offered through the school. The school insurance applications shall be taken home by the student on the first day of school. The following students are required to carry this insurance or present in writing a statement from home that accident insurance is provided:

1. All athletes (varsity and junior varsity).
2. All students in Industrial Trades classes and Agriculture.
3. All students taking behind-the-wheel driver education.

Current Prices:

School Insurance (Regular).....	\$ 9.00
School Insurance (Twenty-Four Hour).....	\$ 50.00
School Insurance (Football Players Only).....	\$ 48.00
School Insurance (Dental Only).....	\$ 7.00

\*Prices subject to change.

**W. Library**

**Library Media Center**

**Elementary**

All students have access to the library each week. It is a warm and vibrant place to visit and to learn. Encourage your child to bring home his/her borrowed books and to read often. Please see that your child takes good care of the books and that they are returned promptly.

The library and the Galax Elementary PTO sponsor book fairs during the school year. These offer an opportunity to purchase books and to support the library program. Proceeds from the book fair are used to buy books and materials for the library.

**Lost and/or Damaged Books**

Fines will be assessed for overdue and lost or damaged library books. The fine for a lost library book is purchase price.

**X. Limited English Proficient Students**

The Galax City School Board shall provide programs to improve the education of limited English proficient children by assisting the children to learn English and meet Virginia's challenging academic achievement standards. The School Board will annually assess the English proficiency of all students with limited English proficiency.

Notification



The School Board will inform parents of:

1. the reasons for the identification of their child as limited English proficient;
2. the child's level of English proficiency, how that level was assessed, and the status of the child's academic achievement;
3. the method of instruction used in the program;
4. how the program will meet the needs of the child;
5. how such program will specifically help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation;
6. the specific exit requirements for such program;
7. how the program meets the objectives in children with disabilities
8. information pertaining to parental rights including the right to have their child immediately removed from such program upon their request; and
9. assisting parents in selecting various programs and methods of instruction.

For a child who has not been identified for participation in a language instruction education program prior to the beginning of the school year, the School Board shall provide the notice detailed above within 2 weeks of the child being placed in the program.

Students may be accepted and provided English-Second language programs if they entered school in Virginia for the first time after reaching their 12th birthday, and who have not reached age 22 on or before August 1 of the school year. No tuition shall be charged such students, if state funding is provided for such programs.

#### **Y. Lockers**

Lockers are assigned to individual students, but remain the property of the school division. Lockers may be searched at any time when the administration has reasonable suspicion to do so. All lockers are to be kept closed and clean. Teachers will periodically inspect lockers to assure compliance with this rule. The school provides the lockers for your use, but the school is not responsible for any books or personal belongings which might be taken from your locker.

**SHARING LOCKERS may be necessary due to certain circumstances.** It is recommended that valuable property and money be left at home. A charge of no less than \$5.00 will be assessed for any marking or other damage to lockers.

#### **Z. National Assessment of Educational Progress (NAEP)**

Parents of children selected to participate in any NAEP assessment must be informed before the administration of any assessment that their child may be excused from participation for any reason, is not required to finish any authorized assessment and is not required to answer any test question. 20 U.S.C. §9622(c)(1)(A), 20 U.S.C. § 9622(d)(2).

Parents and members of the public must have access to all assessment data, questions and complete and current assessment instruments of any NAEP assessment except personally identifiable information and questions that may be reused in the future. School divisions must make reasonable efforts to inform parents and the public about their right of access to assessment data. If access is requested in writing, it must be provided within 45 days of the request and be made available in a secure setting that is convenient to both parties.

#### **AA. Parent Notification Systems**

1. Nixle – Is a text based notification system. This will be utilized for cancellations, updates, emergencies, etc... To sign up for this **FREE** notification service, go to [www.nixle.com](http://www.nixle.com) and register.

**BB. Per Pupil Expenditure**

In accordance with Section 22.1-92 of the Code of Virginia, Galax City Public Schools provide a yearly per pupil expenditure report. The report will be posted on the division website each spring.

**CC. Prosecution of Juveniles as Adults**

Please see your school's office or the Galax City Public School's website for further details.

**DD. Release of Student Records**

Galax City Public Schools will release the names, addresses and telephone numbers of secondary students to all military recruiters or institutions of higher education that request them unless the parent/guardian of the student specifically request that this information not be released.

**EE. School and Student Safety - 276-233-9571**

The Galax City Public School System, with the school board's approval, began the Safety Hotline in 1999. A separate telephone number was designated for this purpose and all information is monitored by the Director of Support Services, Mr. Jeff Sharpe.

The school system encourages students and community members to report school safety issues, such as dangerous rumors, drug use, thefts, harassment, gang activities, existence of weapons and vandalism through the Safety Hotline. Tip line users may identify themselves or remain anonymous, and calls are not traced. The Director of Support Services retrieves all safety hotline calls. The information is then distributed to the appropriate school personnel, the Galax City Public School Resource Officer, and/or the Galax Police Department as deemed necessary.

**FF. Sex Offender Registry Notification**

The Galax City school division recognizes the danger that sex offenders pose to student safety. To protect students, each school in the Galax City school division shall request electronic notification of the registration or re-registration of any sex offender in the same zip code.

Annual Notification

At the beginning of each school year, the Galax City school division shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website (<http://sex-offender.vsp.virginia.gov/sor/>).

Dissemination of Sex Offender Registry Information

Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property.

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

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

Use of Sex Offender Registry Information

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

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the Superintendent shall be notified immediately.
2. School Volunteers and Student Teachers. Each staff member shall submit to the Principal the name and address of each volunteer the staff member is or may be using. The Principal will then screen the individual against the registry.
3. Contractors' Employees. The Superintendent shall include the following language in all Division contracts that may involve an employee of the contractor having any contact with a student:  
The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Monthly, the contractor shall check the registry to determine if any employee is registered.
4. School Division Employees. Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the Superintendent and School Board will take the appropriate action to comply with state law which may include termination of employment.
5. Applicants for Employment. Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender.
6. Students and Parents of Students. A sex offender registrant, who is the parent or guardian of a student, shall be permitted to participate in appropriate parent or guardian activities, unless prohibited by court order. Students who are registered sex offenders may not be precluded from attending school.
7. Precautions to Protect Students. When the Superintendent determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect division students.

Anyone requesting registry information from the school division shall be referred to the State Police.

**GG. Special Education Opportunities/Child Find**

Galax City Schools offer a free appropriate education for children, aged 2-21 inclusive, who have been identified as having a disability.

Special education programs and services are provided to students who have developmental delays, mental retardation, learning disabilities, emotional disturbances, visual impairments, hearing impairments, orthopedic impairments, speech/language impairments, other health impairments, severe and profound disabilities, deafness, blindness, traumatic brain injuries, autism, or multiple disabilities.

Programs and services are provided, as appropriate, in a variety of settings and sometimes through cooperative agreements with other agencies. Most services are offered in local schools. Other methods include:

1. Home based and center based instruction for two, three, and four year old children.
2. Homebound services for school age children who are unable to attend school.
3. Regional programs for students with severe and/or multiple disabilities or with serious emotional disturbances. Regional programs, Cooperative Centers for Exceptional Children, are located at the Galax Vocational School and at the Woodlawn School.
4. Related services, including physical and/or occupational therapy are provided at home or school as appropriate.
5. Services for the visually impaired in cooperation with the Department of the Visually Handicapped.
6. Tuition assistance for state approved private day or residential schools when the student's needs cannot be met through local or regional placements.
7. Assessment and placement services in cooperation with the Mount Rogers Community Mental Health and Mental Retardation Services Board, Industrial and Developmental Center, Staunton School for the Deaf and Blind.
8. Vocational assessment in cooperation with the Department of Rehabilitative Services.

Galax City Schools attempt to locate and identify children ages birth through 21 who may need special education programs or services. Services are provided at no cost to parents. Children ages birth to two years are served by the Mount Rogers Early Intervention Program.

Early identification of developmental delays or potential handicapping conditions is essential since the earlier the disability is discovered, the greater the possibility of helping a child overcome it. Referrals are accepted from anyone at anytime. If you have a child, or know of a child with any of the following problems: a very slow rate of development, speech, hearing or visual difficulties, behavior or emotional problems or special health problems, please contact the principal at Galax Elementary School (236-6159) or the Director of Special Education (236-2911).

**HH. Student Course/SOL Information**

Course Syllabi, Learning Objectives, and SOL information are available from the teacher or building Principal. The anticipated SOL testing window is in May.

## **II. Student Records**

### **Content of Records:**

A student education record is maintained for each student attending Galax City Public Schools, and is kept in the school in which the student is enrolled. These records contain identifying data pertaining to the student - name; birth date; social security number, if available; address; citizenship status if other than United States; scholastic work completed (level of achievement and grades); standardized test scores; results of Literacy Testing Program; attendance data; school/community activities and work experience; employment evaluations of cooperative vocational programs; program of studies plan; health and physical fitness data; immunization records; type of diploma awarded; grade point average; rank in class; and disciplinary records. These records also contain the name and address of the parent or legal custodian.

Students with special needs and certain students requiring differentiated programs and/or special services (such as special education) have records related to their educational program which are also maintained in their education record. They may include the following types of information: social histories; legal, psychological, or medical reports; records of sensitive medical problems; verified reports of serious or recurrent atypical behavior patterns; state-required records of evaluations for exceptional education placement and services; reports from institutions and agencies such as juvenile court and social services; counselor or teacher case studies; confidential interviews and/or recommendations; reports of parent conferences and permission for evaluation, placement and release of information; vocational assessment data; eligibility committee minutes; and individualized education programs. All educational record data are maintained together in a single record.

### **Access to Records:**

Federal and state law, and the Virginia Department of Education regulations control access to pupil records. The principal of each school is responsible for the records maintained within that school. Access to student records is limited to those persons having responsibility or legitimate educational interests, including: adult clerical personnel; certain governmental and educational auditors, evaluators, researchers; eligible student; parent; principal, or designee, or school student plans to attend; professional personnel (within school or school division); federal, state and local officials as authorized by law; and others who have the written permission of parent or eligible student. Both natural parents, regardless of custody status, have the right of access to all student records in the absence of a court order to the contrary. Galax City Public Schools forwards education records upon request to a school in which the student seeks or intends to enroll and notifies parents within five days of the transfer of the record.

### **Reviewing, Expunging, and Destruction:**

Records are reviewed periodically to assure accuracy, currency, and completeness. The record data referred to previously is maintained for five years at the school last attended. At that time the records are purged and data which is not required for permanent retention is destroyed. The following education record data is maintained permanently on microfilm: record data disclosure form, name and address of student, birth date, name and address of parent, program of studies plan, scholastic work completed, level of achievement, grades, grade point average,

rank in class, type of diploma awarded, attendance, test data (as required by state and/or local school division) and Literacy Passport Test results, certificate of immunization, social security number, citizenship status if other than U.S., and driver's education records. All other data are destroyed five years after withdrawal or graduation.

Parents or eligible students have the right to be provided with copies of any of the student's education record data prior to their destruction upon written request.

Request for Access, Release:

Eligible persons seeking access to education records should notify the principal of the school attended by the student. Once the student has been out of school for five years the request for records must be sent to the principal of the school last attended. Access will be arranged within five work days from the receipt of the request at the appropriate office. Arrangements will be made for a staff member to be present to interpret the data if necessary; otherwise, records requested are transmitted as indicated in the request. Parents or eligible students who wish to have records released to specified individuals or organizations should request and authorize the release in writing.

Challenge of Content:

Parents and eligible students have the opportunity to challenge the content of the student's record to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Such challenge provides an opportunity for the correction or amendment of inaccurate, misleading, or inappropriate information therein and for the insertion of a written explanation by the parents regarding the content of the records. If a parent believes a record is inaccurate they should request amendment of the record in writing and they have the right to a hearing if the request is denied by the school system. Parents of students may also file a complaint with the Family Educational Rights and Privacy Act Office for failure to comply with 20 U.S.C. 1232g.

Cost of Reproducing Records:

Two transcripts from the education record will be sent to other educational institutions, at the request of the parents or eligible student, at no cost. There may be a nominal charge, not to exceed \$2.00 each, for additional copies of such transcripts and for any other reproduction of the records; however, records access or transfer of records will not be impeded due to any unpaid school fees.

Directory Information:

"Directory Information" such as student names, addresses and phone numbers will not be disseminated other than to military and college officials who have received approval from the Assistant Superintendent for Instruction. However, directory information concerning participation in athletics and other school activities, the winning of scholastic or other honors and awards, and other like information may be disseminated. Parents or eligible students may elect not to have directory information published. To request non-disclosure, notice must be given to the school in writing within 15 working days of receiving this notice.

Policy on Student Education Records:

Parents and eligible students may review and obtain a copy of the written policy on management of student education records at any Galax City School Board Office.

Translations:

This notice is available in the following languages: English and Spanish. Questions regarding translations availability can be directed to the Director of Instruction, Galax City Public Schools, 223 Long Street, Galax, Virginia 24333.

Nondiscrimination Statement:

The Galax City Public School shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the board to not discriminate against any employee because of race, color, religion, age, sex, disability, national origin, or marital status. Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors.

"The school board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position or program for which application has been made."

**JJ. Technology – Acceptable Use Policy (Subject to Change)**

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes software, hardware, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system, including the prohibition of illegal material, prevention of access to material that the school division deems to be harmful to juveniles as defined in Va. Code sections 18.2-390 and measures to enforce this policy and regulation including the selection of a technology for the division's computers having Internet access to filter or block Internet access through such computers to child pornography as set out in VA. Code section 18.2-374.1:1 and obscenity as defined in Va. Code section 18.2-372. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

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

The Division Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulation biennially.

All use of the Galax City Public School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and any other internal or external network.

#### Computer System Use-Terms and Conditions:

1. Acceptable Use - Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. Privilege - The use of the Division's computer system is a privilege, not a right.
3. Unacceptable Use - Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:

Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.

- a. Sending, receiving, viewing or downloading illegal material via the computer system.
- b. Unauthorized downloading of software.
- c. downloading copyrighted material for unauthorized use.
- d. using the computer system for private or financial gain.
- e. wastefully using resources, such as file space.
- f. gaining unauthorized access to resources or entities.
- g. posting material authorized or created by another without his or her consent.
- h. using the computer system for commercial or private advertising.
- i. submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- j. using the computer system while access privileges are suspended or revoked.



- k. vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
4. Network Etiquette - Each user is expected to abide by generally accepted rules of etiquette, including the following:
    - a. Be polite.
    - b. Users shall not forge, intercept or interfere with electronic mail messages.
    - c. Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
    - d. Users shall not post personal contact information about themselves or others.
    - e. Users shall respect the computer system's resources limits.
    - f. Users shall not post chain letters or download large files.
    - g. Users shall not use the computer system to disrupt others.
    - h. Users shall not read, modify or delete data owned by others.

**Liability** - The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

**Security** - Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

**Vandalism** - Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

**Charges** - The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

**Electronic Mail** - The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private and may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

**Enforcement** - This procedure and the policy it supports shall be enforced by monitoring information on the School Division's computer system. To protect students, software will be installed on the division's computers having Internet access to filter or block Internet access through such computers to child pornography as set out in Va. Code 18.2-374.1:1 and obscenity as defined in Va. Code section 18.2-372 and may be installed on the computer system to block other obscene/illegal material as well as material that the school division deems to be harmful to juveniles. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

## **KK. Textbooks**

Textbooks are provided at no charge to students. Textbooks are to be kept clean and handled carefully. Students will be charged a fine for abuse, misuse, or lost books. Students who lose their books are not to receive any additional books until those lost are paid for. In case of lost or damaged textbooks, the following charges will be made:

Lost New Books – Full Price

Lost Books (1 year old) – 2/3 Full Price

Lost Books (2 years old) – 1/3 Full Price

Damaged Books – Fine will depend on extent of damage

Students transferring to another school system are responsible for returning all Galax City Public School textbooks and library books. Textbooks are provided to all students free of charge. **Once you are issued books they become your responsibility, and all lost or damaged books must be paid for by the student.**

## **LL. Transportation**

It is the goal of Galax City Schools to provide safe, comfortable and reliable transportation for bus riding school children. This goal is only attainable through the cooperation of parents, students, bus drivers, school personnel, highway department personnel, the motoring public and others. School bus drivers will be licensed by the Division of Motor Vehicles, trained and updated in safe and proper bus and pupil management and examined by a physician annually and prior to operation of the school bus. School buses will be pre-trip inspected monthly by a mechanic and inspected annually by a garage licensed by the Department of State Police.

School bus drivers are to be:

1. On the regular bus schedule daily and refrain from waiting at bus stops for tardy students, except in emergencies.
2. Firm and fair in the enforcement of proper behavior on buses and promptly report recurring misbehavior to principals.
3. Diligent in reporting any vehicle damage to the principal for investigation.
4. Promptly responsive to, and take corrective action en route to stop loud talking, unusual noises, smoking, singing, scuffling, throwing objects or any unnecessary movement that would detract the drivers attention from the road.

Students are:

1. Requested to stay out of the roadway at bus stops for their own protection.
2. Required to be at the bus stop on time so the bus can stay on schedule.
3. Required to board the bus orderly, move promptly to seats.
4. Required to keep heads, hands, and arms inside the bus.
5. To refrain from bringing bulky packages, bottles, unbagged cans and live animals onto the bus.
6. To refrain from eating, drinking, or smoking on the bus.

7. To refrain from loud, abusive, and objectionable behavior that offends other students and distracts the driver.
8. Required to follow the directions of the bus driver.
9. Required to have written permission from parent or guardian, co-signed by the principal, to board a different bus or to get off the bus at any stop other than their scheduled bus stop.
10. Absolutely forbidden to throw things about the bus or out of the bus. Any student proven guilty of having deliberately thrown an object capable of producing an injury will be denied bus riding privileges.
11. To refrain from defacing or damaging the bus. Violators will be assessed repair costs and will be subject to stern disciplinary action.

Parents are:

1. Requested to accompany or send a designee to accompany young children to and from the bus stop.
2. Invited to confer with the school principal if any question arises.
3. Urged to be constantly alert to the actions of school children and school buses along the roads and highways.
4. Ensure that students are watching for their bus 10 minutes prior to the scheduled pick up time.

VIDEO CAMERAS ON SCHOOL BUSES- In order to promote the safety and welfare of school bus passengers in the Galax City School Systems, it shall be the policy of the Galax City School Board to provide video cameras on school buses. The superintendent shall develop procedures to implement this policy.

Galax Combined School – Traffic Pattern:

Students are allowed to enter the Long Street entrance to parking lot from 7:30 a.m. – 4:00 p.m. The area from the gym to the Circle Drive exit is **one-way from 7:30 a.m. – 4:00 p.m.**

1. Parents are not allowed to unload or pick up students at the bus stop in the morning or afternoon.
2. Teachers are on duty at the high school and middle school bus stops and on duty in the student parking lot.
3. Parents are not allowed in the front parking lot in the mornings to unload middle school or high school students.
4. Teachers are assigned parking spaces in front and rear parking lots.
5. Public parking for school activities is on the driver education range and student parking lot.
6. Both high school and middle school students unload and load from the high school bus stop.
7. Parents/Visitors at the elementary school are not to drive through or park in the lot next to the school during the bus hours, 7:00-9:00 a.m. or 2:00-4:00 p.m.

### **MM. School Bus Conduct**

School buses are operated at public expense for the purpose of transporting pupils to and from school. Riding the bus is a privilege which will be revoked when the general conduct is regarded as detrimental to the safety and comfort of those who wish to be transported on the public school bus.

Every bus rider must abide by the following rules:

1. All riders shall remain seated until the bus has come to a complete stop when unloading.
2. All riders shall keep head, hands, and arms inside the bus.
3. Each rider shall remain in the seat assigned to him by the bus driver or principal.
4. Obscene language is forbidden.
5. Bus riders will not litter the bus with food or other debris.
6. Any damage to the bus other than from regular usage will be paid for by the rider or his/her parents/guardians (State Law 22-200).
7. Pupils must be at the loading place at the scheduled time both morning and afternoon.
8. Pupils shall follow the recommended procedure when crossing streets and roadways.
9. Pupils should inform the driver, if possible, when they will be absent from school.
10. Pupils shall cooperate with the driver at all times.
11. The bus driver shall report any misconduct to the respective principals.
12. The bus driver is in complete charge at all times.
13. Parents shall be notified by the principal if misconduct of a student continues. Principals will discipline pupils for misconduct on the bus in the same manner as classroom misbehaving is disciplined.

### **NN. Unscheduled School Closings**

If it becomes necessary to close the school due to emergencies or bad weather, an announcement will be made by the local radio station, TV outlets and through Nixle (see Parent Notification section).

### **OO. Visitors**

Parents are encouraged to visit the school. Parents must sign-in at the office upon entering. All visitors will be issued a pass. Passes must be carried while on campus and returned to the office prior to departure. Visitors are not allowed to attend classes at Galax High School.

## **V. Student Code of Conduct**

### **A. Assemblies**

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to show school spirit, etc. Depending on the purpose of the assembly, there is a specific type of behavior expected for the audience. First and always, the audience should respect the rights of the performers, speakers, or whoever might be presenting the program. There is an obligation of courtesy that students owe other persons in their school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. As students you are expected to:

1. Follow assembly instructions given by your teacher or administrator.
2. Honor and respect the dignity of the program.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate. (Ex. The SCA Installation requires silence; pep rallies require audience participation.) Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
4. Remember, you are not responsible for the ways in which other people treat you, but you are responsible for the ways in which you treat other people.

**B. Bomb Threats, False Fire Alarms, Smoke Bombs and Fireworks**

May be considered criminal offense

False Fire Alarms §18.2-212 of The Code of Virginia states that it is a class 1 misdemeanor if any person who without just cause calls or summons by telephone or otherwise any ambulance or fire-fighting apparatus or maliciously activates a manual or automatic fire alarm in a building used for public assembly or for a public purpose, including public schools, regardless of whether the fire department responds.

Bomb threats (§18.2-83) - This is a reportable offense.

Smoke bombs (§ 18.2-87.1) - A person who willfully and intentionally sets off or causes to be set off any chemical bomb capable of producing smoke in any building used for public assembly or regularly used by the public could be guilty of class 2 misdemeanor.

**C. Bullying**

All schools deal with the issue of bullying. The Galax City Public School System is taking proactive steps to stop and prevent bullying by having adopted the *Olweus Bullying Prevention Program*. This research-based school wide “systems-change” program has been used successfully in schools all over the country and around the world with positive results.

This program is not a curriculum that students participate in for only a few weeks. Rather, it is a coordinated effort by all the adults in the school to supervise and intervene when any bullying happens.

Implementing the *Olweus Bullying Prevention Program* is a long-term commitment to making Galax City Public Schools a safer, more positive place to be. Listed below is a Pledge that all students and parents need to uphold throughout the school year to take the first step in “Breaking the Bully Cycle” in Galax City Public Schools

**GCPS’s Anti- Bullying Rules**

1. I will not bully others
2. I will try to help students who are bullied
3. I will try to include students who are left out
4. If I know that somebody is being bullied, we will tell an adult at school and an adult at home

**GCPS’s System-wide Consequences**

1<sup>st</sup> Offense – Verbal Reprimand and Parent Conference

2<sup>nd</sup> Offense – Lunch Detention and Parent Conference

3<sup>rd</sup> Offense – After School Detention and Parent Conference

4<sup>th</sup> Offense – ISS (minimum 1 day) and Parent Conference

5<sup>th</sup> Offense – OSS and/or Alternative placement and Parent Conference

#### **D. Drugs/Alcohol**

##### **Use or Possession of Drugs**

###### 1. Definitions

For the purpose of this policy, the following definitions will apply:

- a. Drugs - any beverage containing alcohol, any prescription or non-prescription medicine used for any purpose other than its intended or prescribed purpose, and any other chemical used to modify physical or physiological behavior.
- b. Drug Possession - having drugs on the person, within the personal belongings of an individual, inside individual lockers or inside an automobile parked on the school grounds.
- c. Drug Distribution - tendering drugs to any individual, whether accepted or not.
- d. Using Drugs - the induction of any drug into the body by any method.
- e. Being Under the Influence of Drugs - acting in a manner that would indicate a physiological or behavioral change as a result of having used drugs.
- f. Social Probation - should the student become involved in any social misconduct he/she will be placed on social probation which means that should the student become involved in any other social misconduct, he/she will then be denied the right to attend or participate in any extra -curricular activity for the remainder of the school year.
- g. Indefinite Suspension - the student will be suspended until readmitted by the Superintendent of Schools. The Superintendent will make a decision after a conference involving himself, the principal, the student, the parents/guardians of the student, and if the student has been found guilty in court of the related incident, a representative of the court will also be present.

###### 2. Students believed to be on drugs will:

- a. Be seen by the counselor and asked about the problem with concern, empathy, etc.
- b. Be referred to the principal if they do not recognize the problem. The principal will counsel the student. The parents will be notified that the school is concerned that their child has a problem and that resources are available to help him/her.

#### **E. Cell Phones, iPods**

Students are permitted to have Personal Electronic Devices and / or cell phones on school property. However, they are the responsibility of the student and are not allowed to be on or used during the school day.

#### **F. Cheating Policy**

Cheating is defined as the giving or receiving of academic material in a manner not permitted by the teacher. For instance:

1. Copying involves the use of the following during any **testing** period:
  - a. One's own material
  - a. Another's material

- b. Cheat notes
  - c. Textbooks
  - d. Class notes
2. Working with other people while taking a test, quiz, or exam; or when writing a report or other kind of paper; or when doing homework or laboratory work.
  3. Giving or receiving specific information on a test that has already been given or that is about to be given.
  4. Use or possession of any electronic device, cell phone, or camera that might be used to record and/or transmit information about any graded content.

The teacher will notify the principal in writing of the incident.

**Penalties:**

1. Zero for work on which cheating was performed (with an opportunity to review the material with the teacher) and a parent conference.
2. Second occurrence of cheating in the same class: Student can receive a grade of no higher than a 69 (F) on the six weeks and a parent conference.
3. Third occurrence of cheating in the same class: Student will be withdrawn from the course and receive a final grade of "F" for that course following a parent conference.

Other consequences for cheating in any class:

Second offenders will be placed on social probation for a minimum of one six weeks.

Third offenders will be placed on social probation for a minimum of 12 months from the date of the offense.

Fourth offenders will be placed on social probation indefinitely.

\*Social probation does not allow a student to participate in any after school activities, including extracurricular activities, sporting events, dances, and club activities. This includes any event involving Galax High School, home or away.

**NOTE:** Denial of privilege to represent the school may be carried over to the next year.

**THE ABOVE PENALTIES WILL APPLY IF ANY NOTES, BOOKS OR MATERIALS OF ANY TYPE ARE FOUND IN THE STUDENT'S POSSESSION, IN OR ON THE STUDENT'S DESK. NO EFFORT WILL BE MADE BY THE TEACHER OR ADMINISTRATION TO PROVE THAT SUCH NOTES OR BOOKS WERE USED FOR CHEATING PURPOSES. IT WILL BE THE STUDENTS RESPONSIBILITY TO SEE THAT HIS OR HER DESK HAS BEEN CLEARED OF ALL MATERIAL PRIOR TO MAKING A QUIZ, TEST OR EXAM.**

Special Note for National Honor Society Members: Cheating as defined by this handbook, may result in removal from the National Honor Society as determined by the Galax High School Faculty Council.

**G. Corrective Actions Available**

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions. School Board Policy (JFC - R)

1. Counseling
2. Admonition

3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Tasks or restrictions assigned by the principal or his designee
7. Detention after school or before school
8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
9. In-school detention
10. Out-of-school suspension
11. Social probation
12. Referral to an alternative education program
13. Notify legal authority where appropriate
14. Recommendation for expulsion
15. Mandatory expulsion for firearm possession or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and 18.2-247 of the Code of Virginia, on school property or at a school sponsored activity.

#### **H. Expectations**

All parents are expected to assume responsibility for student's behavior and assist the school in enforcing the Standards of Student Conduct. School Board Policy (JFC).

GCPS believes that to create a safe and orderly environment all staff and students must act in a respectful manner. Treating others with respect is the cornerstone of a safe and orderly school. GCPS will seek to provide character education for our students. A specific character word will be focus of each six weeks. Teachers will incorporate these elements of character into their lessons and students will have opportunities to exercise each of the different pillars of character.

#### **The pillars of character are:**

- |                            |                 |
|----------------------------|-----------------|
| 1 <sup>st</sup> Six Weeks: | Trustworthiness |
| 2 <sup>nd</sup> Six Weeks: | Respect         |
| 3 <sup>rd</sup> Six Weeks: | Responsibility  |
| 4 <sup>th</sup> Six Weeks: | Fairness        |
| 5 <sup>th</sup> Six Weeks: | Caring          |
| 6 <sup>th</sup> Six Weeks: | Citizenship     |

Students are expected to be courteous to all people at all times. Discourtesy in any manner will be dealt with accordingly and flagrant violations will be referred to the office.

Students are expected to act in a manner which will reflect credit on themselves, on their parents/guardians, and on their school. No student will take any action which endangers another person, or which disrupts or disturbs a school activity or class. A student involved in any such action will be removed from the situation until some workable understanding is reached. A student whose actions at any school-related activity whether in this school or another, serves to discredit the school and its students, and will be subject to disciplinary action.



Students are expected to learn what the expectations of their school are relative to good sportsmanship, and to practice these precepts in all his school-related activities. Failure to do this may result in the loss of participant and/or spectator privileges.

Students will be responsible for keeping themselves informed of the school's expectations relative to his behavior in the cafeteria, at school programs, and at ball games. Violations involving danger to others or disruption or disturbances of the activity will result in disciplinary action.

Any student in the Galax City Public School system is subject to the discipline of any teacher in the system during the school day, to and from school, and at school activities. This regulation applies even in the case that the student and teacher are not in the same grade or school.

State laws relative to fireworks, firearms, and weapons must be strictly observed.

Gambling of any kind is prohibited on school property and on the school bus.

All members of the school community are bound by all Virginia Laws and School Laws whether or not the item is explicitly delineated in this document.

Any student throwing objects shall be subject to detention or suspension.

Each student is expected to show due respect to other students, to teachers, and to all school employees.

#### **I. Fighting**

Fighting will not be tolerated. All students involved in a fight will receive the same consequences, without differentiating between who started the fight. Fighting will result in suspension or referral to juvenile authorities.

Consequences are:

**First Incidence:** Suspension /Parent Notified

**Second Incidence:** Three to five days of Out-of-School Suspension /Parent Notified

Subsequent incidents will result in more serious consequences, including long-term suspension, recommendation for expulsion, and court referral.

#### **J. Hazing**

Non-school organizations and secret societies are prohibited from in-school operation.

Students involved with hazing activities or inducting initiation for non-recognized organizations are subject to disciplinary penalties.

#### **K. Gang Activity**

Galax City Schools recognize street gangs as a problem in our community. Gangs are defined as an ongoing organization, association or group having common characteristics, including but not limited to initiation practices, hand signals, structured style of dress, specific geographic territorial claim or identifiable leadership and consisting of two or more individuals.

Gang activity is defined as:

1. Wearing or distributing any clothing, jewelry, emblem, drawing, bandana, symbol, sign, display of a tattoo, or other thing that is evidence of membership or affiliation in any gang:
2. Committing any act or omission, or using speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in any gang:
3. Committing any act in furtherance of the interests of any gang, including, but not limited to:
  - a) Soliciting, hazing, initiating others for membership in a gang,
  - b) Requesting any person to pay protection or otherwise intimidating or threatening any person,
  - c) Committing any other illegal act or other violation of the student code of conduct and
  - d) Encouraging other students to act with physical violence;
4. Any inappropriate behavior and/or activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

Consequences:

Any observed activities that are deemed to be potentially gang related will be turned over to the school resource officer (SRO). Upon the collection of a preponderance of information that demonstrates involvement in a gang, a parent conference will be required. The principal shall inform parents of the possible consequences of gang involvement and offer any available options to the parents of the student for consideration.

Serious violations of the student code of conduct and/or the Code of Virginia in conjunction with gang activity may result in out-of-school suspension for up to five (5) days, or recommendation for suspension for any length of time, or recommendation for expulsion.

**L. Items not to be brought to school**

1. Weapons - weapons include firearms, other instruments designed to propel a missile of any kind, knives, dirks, bowie knives, switchblade knives, razors, slingshots, and other such items. Expulsion-365 days. School Board Policy (JGD/JGE/JFCD)
2. Explosives - Explosives include fireworks, dynamite caps, and other explosive substances. Expulsion-365 days.
3. Laser Pointers **ARE NOT** permitted on the school grounds.
4. Students should not bring large amounts of cash to school.
5. Students should not bring to school any illegal drugs, prescription drugs, or over the counter drugs.

(Also see School Board Policy JFCD)

**M. Leaving school Without Permission**

GCPS schools are a closed campus. Once students come onto school property they must remain on school grounds until regular dismissal time. Leaving school property without permission is a violation of the GCPS discipline policy.

If a student leaves school without permission, the student will be suspended and readmission will occur only after a parental/guardian contact.

Consequences are:

**First Incidence:** Suspension, Parent Notified

**Second Incidence:** Three days of OSS, Parent Notified

**N. Public Display of Affection**

IN THE INTEREST OF GOOD TASTE AND COMMON SENSE, PUBLIC DISPLAYS OF AFFECTION WILL NOT BE PERMITTED AT SCHOOL, ON SCHOOL BUSES, OR AT ANY SCHOOL SPONSORED ACTIVITY.

The following action will be taken if violations occur:

1. First Offense: Warning to both parties, parent notification
2. Second Offense: One day of in-school detention
3. Third Offense: Subsequent offenses will result in serious administrative response.

**O. Search of Students, Desks, Lockers, and Automobiles**

The principal or designated person or persons may search a student, his personal belongings, desk, locker, or automobile (when parked on school property), under the following circumstances:

1. When the student has been informed in advance that under School Board Regulations, a student, his desk, locker, and automobile may be inspected if the administration has reason to suspect the presence of stolen property or the presence of materials, or items detrimental to the best interest of the school.
2. When the administration suspects the presence of drugs or other harmful substances which are likely to pose a threat to the maintenance and order of the school.
3. When a witness is present.
4. Police drug dogs may be brought in from time to time for searches.

**P. Sexual Harassment**

It is the policy of the Galax City School Board to prohibit any sexual harassment in the Galax City Public Schools. It is illegal for any student, male or female, to harass another student by (i) making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature, or (ii) creating an intimidating, hostile or offensive environment by such conduct.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged act immediately to the building principal. A thorough confidential investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment shall be undertaken immediately.

The Administration and Faculty of GCPS commits to the support of School Board Policy (JFHA/GBA). Through the investigation of formal complaints of discrimination, intimidation, violence, or threats of violence.

**Q. School Property**

Respect for public and private property is demanded of each student. Therefore:

1. Any serious damage to school property will result in disciplinary action. This includes damage to desks and furniture or any other school equipment. Restitution for damage will be required. Teachers will check furniture and equipment daily.

2. Windows, window shades, and other school equipment are not to be handled by students unless assigned or permitted by a teacher.  
VA. Code §18.2-60  
VA. Code §8.01-43 - Destruction of Property

### **R. Student Dress**

We feel that it is a parental/custodial responsibility to see that students are dressed appropriately. Any form of dress which is considered distracting or disruptive in appearance, unsafe, and detrimental to the purpose or conduct of the school will not be permitted.

1. Midriffs must be covered.
2. Shorts and skirts must extend beyond the finger tips when standing upright.
3. Clothing designed to be used as sleepwear is prohibited.
4. Clothing containing vulgar or inappropriate language and/or messages regarding weapons, tobacco, alcohol and drugs will not be worn.
5. Underwear must not be visible.
6. Spaghetti straps and tank top shirts are prohibited. Any shirt with straps must be 2 inches wide at the shoulder.
7. Gang colors, gang slogans, or dress promoting gang membership or mission is prohibited.
8. Clothing and accessories that may be used as a weapon (i.e. chains, spikes, etc.) are prohibited.
9. All students must wear soled foot apparel.
10. In the case of clothing, inappropriate dress would be apparel with vulgar, suggestive, illegal, or otherwise offensive slogans; and clothing which is too revealing.
11. Other specific apparel may be required for health reasons in shop, home economics, driver education, science, etc.
12. There may be specific standards of grooming required of athletes, or other students who are representing Galax City Public Schools in an official capacity.
13. Hats and other head apparel shall be removed upon entering any school building. Head apparel shall be stored in lockers during the school day.
14. Leggings/Spandex will not be permitted unless shorts or a skirt that comply with length standards are worn over top.

\* **The school administration reserves the right to judge appropriate appearance.**

### **S. Suspension**

The following school violations may result in a suspension:

1. Use of profanity
2. Disrespect to other students and school personnel
3. Threatening behavior, physical or verbal
4. Fighting
5. Use or possession of tobacco on school grounds
6. Use or possession of alcohol and/or other drugs
7. Disobedience
8. Continuous disruption (class or elsewhere)
9. Stealing
10. Destruction of property

11. Gang activity
12. Other behaviors which the administration feels out of school suspension is needed
13. OFF SCHOOL PROPERTY:
  - a. Adjudication of delinquency listed in 16.1 - 305.1 of the code of Virginia: weapons, homicide, felonious assault, criminal sexual assault, burglary and/or a charge that would be a felony if committed by an adult. School Board Policy (JFC/JGD/JGE)
  - b. Any student who steals any article or intentionally damages property at this school or at any other place while representing this school will, in addition to being suspended, **NOT** be allowed to represent the school in any activity for a specified period of time.
  - c. No suspended student shall be readmitted until a parent conference has taken place. School Board Policy (JFC).

Consequences are:

In School Detention and Out of School Suspension

**NOTE:** Length of detention or suspension will be according to the nature of the offense. For example, an indefinite suspension could be assigned for a first-time offender.

**NOTE:** Any student suspended during the last ten (10) days of school is subject to having the remainder of the suspension carried over into the next school year. In School Detention begins when the assigned student arrives on campus. Before-school and after-school detention may be assigned. Lunch detention may also be assigned.

While suspended, students will be responsible for all class/homework. Credit for work while suspended will be determined by the teacher and administration.

Any student who has been suspended from school cannot be on Galax City School property or at any school sponsored activity during the suspension period. This simply means the suspension is in effect 24 hours a day to include both home and away school-sponsored activities.

Any student who faces suspension or who is being disciplined for violating any school policy has the following rights:

1. Student will be given oral or written notice of the charges.
2. Student will be given an opportunity to present his/her side of the story.
3. Student and his/her parent/guardian may appeal any administrative decision concerning suspensions to the Superintendent and School Board. Further appeal may be made and will be explained at the parent's/guardian/s request.

#### **T. Threats Against Persons or Property**

Va. Code 18.2-60 - if the threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his/her family, it is a Class 6 felony. If the communication is oral and contains a threat to kill or do bodily harm to any elementary, middle, or high school employee and occurs on a school bus, school property, or during a school-sponsored activity, it is a Class 1 misdemeanor.

#### **U. Tobacco Policy**

It is illegal for any person under the age of 18 to purchase or possess any tobacco product. Any individual violating this law is subject to a civil penalty not to exceed fifty dollars. The school resource officer may issue a summons for such violation.

Students shall not possess, consume or use tobacco products in any form while on school property during regular school hours. Student activities such as band practice, club meetings, athletic events, and other off-site school sponsored activities will be considered as part of the regular school day and will be under jurisdiction of this regulation.

"Regular school hours" referred to in the regulation shall extend from the time one boards a school bus or arrives at school by some other means until such time as one arrives at home by school bus or departs school by some other means (JFCH[GBEC]).

The punishment of students for violations of this policy will be as follows:

**First Offense:** Punishable by a one (1) day in-school detention. Writing assignments on the "Hazards of Tobacco Use" may be issued. Also court referral for misdemeanor violation.

**Second Offense:** Punishable by a three (3) day in-school detention and court referral for misdemeanor violation.

**Third Offense:** Subsequent offences will result in serious administrative response.

#### **V. Trespassing**

Students are not to be on school property after 4:00 P.M. unless attending a school function under supervision. No students, including athletes, are to be in the halls during or after practice. Books and personal belongings to be taken home must be carried to the locker room, prior to practice, as students will not be allowed in rooms or in halls after 4:00 P.M. unless in case of emergency, so approved by the high school administration.

State Law 18.1-128 reads as follows and will be enforced: It is unlawful for any person, whether or not a student, to enter upon or remain upon any school property in violation of (i) any direction to vacate the property by a person authorized to give such direction or (ii) any posted notice containing such information.

Any person violating the provisions of this section shall be guilty of a trespass and upon conviction shall be fined not less than five nor more than twenty-five dollars.

(Code 1950, 18-231.1, 1952 c. 219:1960, c.358)

## **VI. Galax Elementary School**

### **A. Principal's Message**

Welcome to the 2015 – 2016 school year at Galax Elementary School. I hope that each of you had an enjoyable summer. The faculty and staff of Galax Elementary School are excited about the new year and what it holds for you. I, personally, am excited to be back at Galax Elementary School and working with each of you.

Our vision at Galax City Public Schools is “My Best...for our Success!” We are a community of learners who will work together over the course of this year to nurture creative thinking and an appreciation for learning. We understand the importance of involving students, parents, faculty, and the community in the learning process. Together we can make certain you are happy and successful.

We also believe that ongoing communication between the home and school is essential. My door is always open to discuss your concerns and celebrations. I look forward to the opportunity to work with you this school year!

Best wishes for a successful year!

Kristina C. Legg  
Principal

### **B. Vision, Mission, and Goals**

#### **Beliefs**

Students learn best when actively involved and provided with a variety of instructional strategies.

Each student is valued as an individual with diverse needs.

Student performance is enhanced by high expectations.

Parents, students, school personnel and the community share the responsibility for education.

Supportive and effective school leaders improve teaching and student performance.

#### **Mission**

The mission of Galax Elementary School is to provide our students with a variety of stimulating learning experiences that will foster a lifelong desire to learn and encourage the development of responsible citizens who will contribute successfully to a global society.

#### **Vision**

My Best...for our Success!

#### **Desired Learner Results**

Learning Area: Reading

Expectations for Student Learning

- Students will be able to read fluently for their appropriate level.

- Students will comprehend written text.
- Students will know appropriate vocabulary.

Learning Area: Math

Expectations for Student Learning

- Students will demonstrate accurate computational skills.
- Students will demonstrate problem solving skills.
- Students will demonstrate an understanding of math vocabulary.

Learning Area: Higher Order Thinking Skills

Expectations for Student Learning

- Students will demonstrate higher order thinking skills in the content area.

Learning Area: Character Development

Expectations for Student Learning

- Students will understand the value of trust, respect, responsibility, fairness, caring, and citizenship by demonstrating behaviors of each trait.

Galax Elementary School is a school with exceptionally high standards. We are very proud of our outstanding academic achievements and our commitment to strong character development. We wholeheartedly believe that the children of Galax City have more potential than that of any generation throughout history. The world as we know it is quickly changing and our children, have the limitless possibility to achieve great things and bring positive change to our community. The vision of Galax Elementary School is to shape the future of our students by providing a desire for lifelong learning and to develop responsible, compassionate individuals who have a respect for the diverse culture in which they live. We strive to truly know each one of our students. We work hard to celebrate their individual strengths and to develop the integrity, work ethic, creativity, and character of every child. It is important that we provide for them a place that will stimulate their mind and will ensure their physical and emotional safety. In order to achieve success, students need to be able to demonstrate and apply reading and mathematical skills, higher order thinking skills, and at the same time, build a sense of self efficacy.

These current expectations for students are aligned with our school's mission statement as well as our state and local school system's expectations.

Reading, mathematics, higher order thinking skills, and character development are the focus of accountability requirements for our school.

*Rationale for Learning Areas and Expectations*

The vision and mission of Galax Elementary School is to shape the future of our students by providing a desire for lifelong learning.

In order to achieve success, students need to be able to demonstrate and apply reading and mathematical skills, as well as, higher order thinking skills.



These current expectations for students are aligned with our school's mission statement as well as our state and local school system's expectations.

Reading, mathematics, and higher order thinking skills are the focus of accountability requirements for our school.

### **C. School Specifics**

#### **i. PARENT CONFERENCE**

Parents are encouraged to schedule conferences concerning the progress of their children with school personnel. Request for appointments should be made by telephone or letter at least one day in advance.

#### **ii. PARENT PICK-UP**

PRE-K students will be dismissed from their classrooms at the 3:25 bell. They may be picked up on Academy Drive or the lower parking lot. Due to safety concerns, we request that you wait for your child in the front entrance lobby area. This will keep our hallways clear and safe. Students will no longer be released at 3:20 to wait on parents in the cafeteria. All parents must enter the main entrance.

#### **iii. PARKING**

The parking area adjacent to the school is reserved for the loading and unloading of buses and for teacher parking. We ask strict attention be paid to the parking facilities as all safety measures must be taken for the welfare of our children. Parents and visitors are asked to use Academy Drive in front of the school for day time parking and for picking up and dropping off children. **NO VEHICLES, OTHER THAN THOSE OF STAFF MEMBERS OR SCHOOL BUSES, ARE ALLOWED IN THE PARKING LOT BETWEEN THE HOURS OF 7:00 TO 9:00 A.M. AND 2:00 TO 4:00 P.M.**

#### **iv. PROMOTION/RETENTION**

Promotion from one grade to the next will be based on mastery of skills and content for particular grade levels.

The following criteria will be given consideration in determining whether a child should be promoted, retained, or accelerated:

1. Classroom achievement
2. Results of Standards of Learning and MAP test
3. Teacher/Counselor recommendation
4. Attendance
5. Current IEP or 504 Plans

Decisions regarding promotion may be delayed until results from summer school are obtained. Parents or guardians will be included in the process and encouraged to share in the responsibility for the student's education including any remedial programs that may be deemed necessary.

Remedial programs will be offered to students who have:

1. Not successfully mastered the appropriate grade level skills
2. Failed a component of the SOL tests
3. Scored in the lower quartile of the MAP test
4. Ten or more absences for a year

Students who fail core area SOL tests will be required to participate in a remedial program. Remedial instruction will be available during the school day, during intersession, and in the summer.

**v. REMEDICATION**

Students who do not master appropriate grade level skills, or do not meet SOL testing requirements, or do not score above the 25th percentile on the MAP test, or who have excessive absences may be required to participate in the following remedial activities:

1. Remedial Intersession
2. Summer School
3. Title 1 Math
4. Alternative instruction in the regular classroom

Other remedial activities may be available through the use of adult volunteers, technology (remedial programs), peer tutoring, small group instruction, and teacher aides.

**vi. SCHOOL HOURS**

Class hours are from 7:45 a.m. until 3:15 p.m. Students are **NOT** to be on school grounds before 7:30 a.m.

**vii. S.T.P.O.**

The S.T.P.O. is a parent-teacher organization dedicated to offering support and service to Galax Elementary School. It serves as a communication link between parents and the school. Joining the S.T.P.O. is an excellent way to show you care about your children's education.

S.T.P.O. general meetings will be held on the fourth Monday of each month, beginning in September. S.T.P.O. meetings are not scheduled for the months of December and January.

**viii. TARDINESS**

**The tardy bell rings at 8:00 a.m. and all students should be in the classroom before this time. Tardiness is a form of absenteeism. Be at school and in class on time. If you arrive late, you must check in through the main office and obtain a pass to be admitted to class. You are considered tardy to class if you do not arrive with your textbooks or other required material at the time the class starts. Teachers have the responsibility of dealing with tardiness to class. If tardiness becomes habitual, teachers may refer the case to the office. **Any student having three or more unexcused tardies in a grading period will not be eligible for perfect attendance awards or recognition.****

**ix. VISITORS**

All visitors are to **check in** at the office and **obtain a visitor's pass**. Parents are always welcome at the school. However, due to the large enrollment, we are unable to accommodate **student** visitors. The parking lot adjacent to the school is reserved for the buses, teachers and staff parking. Parents, visitors, etc. are asked to use Academy Drive in front of the school for day time parking and for picking up or dropping off children.

The main entrance at the front of the building is the only accessible entrance during school operating hours. Visitors must ring the buzzer and inform the office as to the nature of the visit. All school personnel, volunteers and visitors are required to wear I.D. badges or passes in order to ensure the security of the school.

**x. VOLUNTEERS**

Galax Elementary School encourages all parents to volunteer their time and talents to the school. Parent volunteers will be utilized in the classrooms, with activities, and in maintaining the security and safety of the students. Volunteer assignments will be coordinated through the S.T.P.O., school administration, and the teaching staff. Volunteers will be given identification tags designating them as parent volunteers.

**IX. EQUAL EDUCATIONAL OPPORTUNITIES / NON-DISCRIMINATION**

**Policy Statement**

Equal educational opportunities shall be available for all students, without regard to race, national origin, gender, ethnicity, religion, disability or marital or parental status. 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 School Board shall:

1. provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons;
2. provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;
3. not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical programs; and
4. not discriminate against qualified disabled persons in the provision of health, welfare or social services.

## Complaint Procedure

### 1. File Report

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination within fifteen (15) school days of the occurrence to one of the compliance officers or to any other school personnel. Further, any student or employee who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the compliance officers or to any school personnel.

The reporting party should file complaints with the building principal. However, oral reports shall also be accepted. The complaint, identity of the complainant, and of the persons allegedly responsible for the discrimination will not be disclosed except as required by law or policy.

### 2. Investigation

Upon receipt of a report alleging prohibited discrimination, an investigation will be conducted by school personnel or a third party. The investigation shall be completed as soon as practicable, which should generally be not later than 14 calendar days after receipt of the report.

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.

### 3. Action by Superintendent

Within 5 calendar days of receiving the compliance officer's report, the superintendent shall issue a decision what action, if any, should be taken. If the superintendent determines that prohibited discrimination occurred, the Galax City School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence.

### 4. Appeal

If the superintendent determines that no prohibited discrimination occurred, an appeal can be filed with the School Board within 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 who shall make a decision within 30 calendar days of receiving the record.

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

### 5. Compliance Officer and Alternate Compliance Officer

The Galax City School Board has designated Rebecca W. Cardwell, Assistant Superintendent Galax City Public Schools, 223 Long Street, Galax, VA 24333 (276) 236-2911 as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance

Officer, Bill Sturgill, Division Superintendent, Galax City Public Schools, 223 Long Street, Galax, VA 24333 (276) 236-2911.

6. Retaliation

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited and appropriate action will be taken against any student or employee who retaliates against another student or employee.

7. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination.

8. Prevention and Notice of Policy

This policy shall be displayed in prominent areas of each division building, included in the student and employee handbooks, and sent to parents of all students. All students and their parent/guardian shall be notified annually of the names and contact information of the compliance officers.

9. False Charges

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

**X. No Child Left Behind Parent Notification Letter**

August 06, 2013

Dear Parent,

On January 8, 2002, the *No Child Left Behind Act of 2001* (NCLB) was signed into law. Section 1111(h)(6)(A) states that as a parent of a student in Galax City Public Schools, receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Rebecca Cardwell, Assistant Superintendent, either by phone at 276-236-2911, or in writing at 223 Long Street Galax, VA 24333.

Sincerely,

Rebecca Cardwell  
Assistant Superintendent

**XI. Handbook Contract/Statement of Understanding**

This form must be signed by parent/guardian and the student and returned to school to be kept on file.

I have read the Student/Parent Handbook and understand that my child will be subject to the policies and procedures outlined while attending GCPS.

I have read the Student/Parent Handbook and understand that I will be subject to the policies and procedures outlined while attending GCPS.

\_\_\_\_\_  
Parent/Guardian's Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PARENT STATEMENT OF RECEIPT OF NOTICE OF REQUIREMENTS OF VA. CODE 22.1-279.3 - STANDARDS OF STUDENT CONDUCT AND VA. CODE 22.1-254 - COMPULSORY SCHOOL ATTENDANCE**

I am the parent of the above named child and, by my signature, I acknowledge that I received a copy of Section 22.1-279.3 of the Code of Virginia entitled, "Parental Responsibility and Involvement Requirements" (See p.17 of the Student/Parent Handbook) and a copy of the Galax High School's Student Handbook. The handbook includes the Standard of Student Conduct and the Compulsory Attendance Law.

If you would like a copy of section JFC and JFC-R (Student Conduct), or a copy of the Compulsory Attendance Law, please contact the principal.

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

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

Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_

**XII. Acceptable Computer System Use Agreement & Science Lab Participation**

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

Prior to signing this Agreement, read The Galax City Public Schools Policy and Regulation IIBEA, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact you supervisor or your student’s principal.

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

Student/Employee Signature\_\_\_\_\_

Date \_\_\_\_\_

I have read Galax City Public School’s Acceptable Computer System Use Policy. I understand that access to the computer system is intended for educational purposes and the Galax City School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my student.

I grant permission for my student to use the computer system and for the School Division to issue an account for my student. In addition, I grant permission for my child to engage in instructional laboratory activities as deemed appropriate. I understand alternatives to animal dissection are available.

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

Parent/Guardian Name (Please Print)\_\_\_\_\_

Date\_\_\_\_\_

# Galax City Public Schools

223 Long Street, Galax, VA 24333

276/236-2911

276/236-5776

## XIII. Attendance Policy Amendment-

Please note effective January 2008 the attendance policy was amended by the Galax City School Board.

1) Student's absences will be excused with a parent note for up to 8 days a school year. Upon the 9<sup>th</sup> day of absence, a doctor's note will be required for the absence to be excused. If there are extenuating circumstances, you may appeal to the assistant principal.

2) If your child has excused absences, you will receive a letter from the schools when your child has missed 3 days of school and then again after the 5<sup>th</sup> day of absence. After the 8<sup>th</sup> day of Absence, parents will receive a letter reminding them that the next absence must be verified by a doctor's note. Each report card will have a label updating the student's absences and tardies.

3) Being tardy affects student academic performance and is also a form of absenteeism. If your child has five (5) tardies to school, you will receive a letter from the school. When your child has accumulated 10 tardies, the school will take action equivalent to your child having three (3) unexcused absences from school. These actions include the following:

- After 3 unexcused absences - a family visit will be scheduled at school
- After 4 unexcused absences - a home visit will be scheduled
- After 5 unexcused absences - a parent conference will be scheduled to develop a plan to improve attendance
- After 6 unexcused absences - referral to a community support team for assistance
- A court referral will be made only if the above interventions are not successful in encouraging students to regularly Attend school.

It is the policy of Galax City Schools to help and assist parents and students who are having a difficult time with school attendance. When a student has received six (6) unexcused absences, the school will seek to use community resources to help the family find solutions to the attendance problem.

By signing this attendance policy I \_\_\_\_\_ agree to allow Galax City Public  
Parent's Name

Schools to share and exchange information with the Galax City Community Support Team. Members of this committee include The Galax Department of Social Services, Juvenile and Domestic Relations Court Services, Mount Rogers Mental Health, and Galax City School Attendance Officers.

\_\_\_\_\_  
Parent Signature