

## **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 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)

**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)

**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
Mr. Matthew Cornett .....	Technology Coordinator
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. 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.

### III. 2015-2016 School Calendar

JULY							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28	29	30
							31						
AUGUST							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29					
30	31												
SEPTEMBER							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30				27	28	29	30	31		
OCTOBER							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30	31	24	25	26	27	28	29	30
NOVEMBER							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5	6	7
1	2	3	4	5	6	7	8	9	10	11	12	13	14
8	9	10	11	12	13	14	15	16	17	18	19	20	21
15	16	17	18	19	20	21	22	23	24	25	26	27	28
22	23	24	25	26	27	28	29	30	31				
29	30												
DECEMBER							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5	6	7	8	9	10	11
6	7	8	9	10	11	12	12	13	14	15	16	17	18
13	14	15	16	17	18	19	19	20	21	22	23	24	25
20	21	22	23	24	25	26	26	27	28	29	30		
27	28	29	30	31									
End of 1st Semester (75 Days Total)							End of 2nd semester (95 Days Total)						
See Student Handbook for complete schedule and release times.							First bell 7:45 am. Classes begin at 8 am.						

## **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. Athletic Eligibility Policy**

To be eligible to represent Galax City Public Schools in any VHSL contest or activity:

1. Student must meet all VHSL requirements.
2. Student must meet all requirements of the GHS Student Athlete Handbook

To be eligible to represent Galax City Public Schools in any GMS contest or activity:

1. Students must follow the GMS Athletic Contract

**I. 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)

**J. Breakfast and Lunch**

Breakfast will be served in the cafeteria from 7:15 a.m. until 7:45 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 Middle and High School**

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

**Galax High/Middle School**

Student Breakfast	\$1.30
Student Reduced Breakfast	\$0.30
Adult Breakfast	\$1.70
Student Lunch	\$1.70
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. **No a la carte items may be charged.**

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

#### **K. 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

#### **L. Display of Posters**

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

#### **M. Eating Disorders Awareness Information**

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

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

If you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse.

## **N. 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.

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

Reference Galax High School Student Athletic Handbook.

## **P. 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.

## **Q. 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).

#### **R. Fundraisers**

All fundraisers must have prior administrative approval.

#### **S. Grading System**

##### **-Middle and High School**

- A (93-100) Excellent
- B (85-92) Above Average
- C (77-84) Average
- D (70-76) Below Average
- F (Below 70) Unsatisfactory

INC – Incomplete  
NE – No effort on exams  
EXP – Exempt from exams  
WF – Withdrawn and failed

Wytheville Community College courses which are taken for dual credit will follow WCC's grading scale. Wytheville letter grades are converted to GHS values.

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

#### **T. 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. The guidance department also administers all standardized testing.

#### **Galax Middle School**

Services include individual, classroom, and small-group counseling sessions. Important issues that are addressed in these sessions include self-esteem issues, interpersonal relationships and communication skills, conflict resolution and coping skills. There is a focus on career awareness at the middle school level. In addition to sessions on career development, all seventh-grade students develop a career plan that will extend through their high school years.



### **Galax High School**

Services are designed to help students develop to their fullest potential. Students are encouraged to make wise choices in the selection of a course of study in which each student can find success and happiness. The guidance department administers state standardized tests as well as college entrance examinations. Other guidance services include help with planning a program of study, advising strategies for study problems, furnishing college and career information, offering job suggestions, and counseling with personal issues.

### **U. 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>.

### **V. 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.

### **W. 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.

TARGET POPULATION	AREAS OF SCREENING	TIMELINES
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

**X. 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.

## **Y. Library**

### **Library Media Center**

The GHS library serves as a media center with a variety of print and non-print resources available to students. One of the major responsibilities of the media center is to assist students in becoming information-literate and technologically proficient.

While students may browse and self-select books and other printed materials for pleasure reading or research, classes often visit the library as part of some research effort or other assignment. Assistance is available to students in locating information using electronic and traditional means.

In addition to being used throughout the school day, the library is opened before and after school for students to use with teacher permission. Library passes are necessary unless the student goes to the library with his or her class.

Library books are loaned for a period of two weeks with a privilege of renewal. Reference books are to be used in the library only. Special permission may be requested for outside use.

### **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.

## **Z. 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.

**AA. 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.

**BB. 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.

**CC. Parent Notification Systems**

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.

**DD. 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.

**EE. Prosecution of Juveniles as Adults**

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

**FF. 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.

**GG. 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.

**HH. 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.

## **II. 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 any time. 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).

#### **JJ. 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.

#### **KK. 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."

**LL. 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.

#### **MM. 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.**

#### **NN. 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 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, 6:30-9:00 a.m. or 2:00-4:00 p.m.

#### **OO. 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.

### **PP. 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).

### **QQ. 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. If a student is using a cell phone and/or iPod during the school day, the phone and/or iPod will be turned into the office and the following consequences will occur:

#### **Galax Middle / High School**

Galax City Public Schools recognize that electronic devices, such as Personal Electronic Devices and cell phones can have an important instructional role within the classroom. Each individual teacher will decide if and when such devices may be used within his/her classroom. Any electronic device that becomes a distraction to the learning environment may be confiscated by the classroom teacher/staff member and turned into the office. Failure on the part of the student to cooperate with the teacher will constitute a discipline violation and may be considered an act of defiance by the student.

Galax High School: consequences relating to an electronic device that is turned in to the office.

1. First offense – electronic device will remain in the possession of the office for 24 hours (1 day).
2. Second offense – electronic device will remain in the possession of the office for 72 hours (3 days).
3. Third offense – student forfeits the privilege to possess electronic devices at school following a parent conference.
4. Fourth offense – suspension pending parent conference

*\*\* Galax High School students may listen to iPods during lunch.*

### **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, and (GHS) 10 day social probation.
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. Skipping Class**

Skipping class is prohibited and will result in Afterschool Detention to make up for the missed class time.

## **S. 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. Any shirt with straps must be 2 inches wide at the shoulder, however, **spaghetti straps and tank top shirts are prohibited.**
  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/Jeggins/Yoga Pants 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.**

## **T. 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.

**U. 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.



## **V. 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.

## **W. 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)

## **VII. Galax Middle School**

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

Welcome to the 2015 – 2016 school year at Galax Middle School. I hope that each of you had an enjoyable summer. The faculty and staff of Galax Middle School are excited about the new year and what it holds for 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!

Derrick Spence

Principal

### **B. History of Galax Middle School**

Being renamed Galax Middle School, beginning with the 1991-1992 school year, our school evolved from Galax Combined School which was established beginning with the 1985-1986 school year. From their origins, the combined school and the middle school consisted of grades six, seven, and eight through the 1999-2000 school year. Student enrollment was the catalyst for Galax City Public Schools restructuring process which resulted in changes beginning with the 2000-2001 school year. Galax High School currently consists of grades eight, nine, ten, eleven, and twelve. Galax Middle School serves grades five, six, and seven. Galax Elementary now serves kindergarten through fourth grade. Student enrolment varies from year to year and fluctuates during the school year. Public transportation is available to city resident students.

Galax Middle School renovation and building expansion project was completed in the spring of 2000. The construction included four additional classrooms, a full size gymnasium, administrative offices, restrooms on all three levels, and an elevator to be shared by the middle school and the high school. The elevator enables middle school classrooms to be located in one building, and to be accessible to the handicapped.

Galax Middle School's Program of Studies is designed to help meet students' collective and individual needs. Annual revisions are consistent with the expectations and goals of the Galax City Public School Board, the Virginia Department of Education guidelines and the Standards of Learning. Galax Middle School offers a variety of course selections. In addition to core subjects, students are provided art, music, technology and Spanish. Sixth and seventh grade students also have the option of enrolling in band.

The special education resource teachers provide curricula to accommodate individual student's needs, and which are consistent with each child's individualized education plan (IEP). Curriculum options available to learning disabled students include language arts, mathematics, science, and social studies. Students are mainstreamed in compliance with guidelines specified in each individual's IEP. Mentally handicapped students may be self-contained for language arts, mathematics, science, and social studies; and consistent with each individual student's IEP.

Carroll County Regional Alternative Education is available for students whose success

requires a diverse educational setting. Students who attend the alternative school are transported daily to the school which is located in Carroll County. Other services include occupational therapy, physical therapy, the availability of a school nurse, counseling, sign language interpretation, transportation for the physically handicapped, and tutoring for the limited English proficiency students.

Students participate in a variety of co-curricular and extra-curricular activities. These include band competitions, yearbook staff, National Junior Honor Society (NJHS), Art Club, Just Say No Club, and book clubs. Qualifying students may also participate in the Wytheville Community College Talent Search enrichment program which is coordinated through the guidance department.

Athletic programs including baseball, softball, basketball, volleyball, track, cross country, and cheerleading are available. A wide variety of athletic programs are also offered to Galax Middle School students through the Galax Recreation Center. These include swimming, AAU basketball, football, soccer, softball and tennis.

Galax Middle School has one principal, one assistant principal, one guidance counselor, twenty-four teachers, one resource aide, 2 instructional aides, one secretary/bookkeeper, and two custodians. The student/teacher ratio is seventeen to one. There are four or five home rooms per grade level (as enrollment dictates). An average of five sections per academic subject area is provided at each of the three grade levels. Average daily attendance is consistently around 96.30%.

The school day is 8:15 a.m. to 3:07 p.m. All teachers have one unencumbered planning period as required by State guidelines.

The Virginia Department of Education mandates that all fifth, sixth, and seventh grade students take the Standards of Learning tests. In addition, Stanford 10 Achievement Tests are administered to students in grades 6<sup>th</sup> and 7<sup>th</sup>.

Remediation for students whose educational needs warrant skills reinforcement is provided through individualized instruction, tutoring, before and after-school programs, Saturday sessions, summer school and summer remediation programs. Class offerings include language arts and mathematics. Summer enrichment programs are available to students.

Daily use of video/audio cameras, which are installed in the stairwells and corridors, promote school safety. Galax High School and Galax Middle School share the services of a campus monitor and a resource officer who patrol the campus grounds of each school.

Galax Middle School works with businesses and community organizations to provide educational and social activities for students. Materials are also available from many area businesses and civic organizations. The Twin County Arts Council offers cultural and fine arts programs. Blue Ridge Lanes, Twin County Cinema, Rollerland, and the Galax Recreation Center provide middle school students with reduced rates for special events. The Elks' Lodge also offers its facilities free of charge for students' social functions.

The administration and staff of Galax Middle School are dedicated to unified efforts to seek and utilize methods and strategies designed to continue to provide our students with optimum educational opportunities. Staff members participate in professional development experiences which afford them the knowledge and expertise to address the educational, emotional, and social development of the total child.

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

#### **Vision**

“Preparing our students for tomorrow.”

#### **Purpose**

To achieve this, we will:

- Involve students, parents, faculty, and community in the learning process
- Instill respect and accountability
- Nurture creative thinking and an appreciation for learning
- Create a safe environment that values community and the worth of all its members

#### **Beliefs**

Our staff believes that in order to have responsible, informed citizens education should provide the following:

- a safe learning environment
- the opportunity to achieve success regardless of one's ability/background
- a positive influence in the life of the child
- the nurturing of students' emotional, intellectual, social, cultural, and physical development
- an atmosphere of mutual respect
- the application of taught skills
- experiences that develop skills in problem solving/decision making
- the opportunity to develop one's own individuality and to accept that of others
- the promotion of student responsibility

#### **Desired Learner Results**

Students will demonstrate academic skills which will enable them to succeed at the next level of schooling and in everyday life.

Students will exhibit good work ethics and display the qualities of a responsible and respectful citizen.

Students will see a variety of analytical strategies in problem solving.

Students will develop an understanding for their own uniqueness and the diversity of others.

Students will acquire an understanding of the importance of maintaining a healthy lifestyle.

Students will utilize a full range of technology to enhance learning.

### **D. School Specifics**

#### **i. After School Detention**

Students who miss class time due to discipline issues or excessive tardiness may be required to attend after school detention which lasts until 4:20pm.

ii. **Before and After School Procedures**

**Morning**

Any student arriving at school before 8:00 a.m. must report to the cafeteria. All students are to remain in the cafeteria until dismissed by the duty teacher. When students are dismissed from the cafeteria, or arrive at school after 8:00 a.m. they are to go directly to their homeroom class. Students may eat breakfast in the cafeteria during this time.

**Afternoon**

Middle school students who do not ride a bus home are to exit the building following dismissal from their last class. Students are not to return to their lockers without a note from the office. If a student walks home, he/she is to immediately leave school grounds. Students waiting on rides are to stand with the duty teacher in the parent pick-up area. Middle school students who ride a first load bus are to report quickly and quietly to the bus stop. Students who ride a second load bus are to report immediately to the bus room. This includes all students. Students who have a seventh period class in the high school are to report immediately after class dismissal to the bus room. The duty teacher will accompany all students to the bus room. Any student, who does not report to the bus room with the teacher, must have a note upon his/her arrival.

iii. **Bell Schedules**

<b><u>Regular School Day</u></b>		<b><u>One Hour Delay</u></b>	
Homeroom	8:00 am – 8:10 am	Homeroom	9:00 am – 9:10 am
First Period	8:13 am – 9:11 am	First Period	9:13 am – 10:03 am
Second Period	9:14 am – 10:12 am	Second Period	10:06 am – 10:56 am
Third Period	10:15 am – 11:43 am*	Third Period	10:59 am – 12:19 am*
Fourth Period/ <b><u>Focus</u></b>	11:46 am – 12:17 pm	Fourth Period/ <b><u>Focus</u></b>	12:22 am – 12:41 pm
Fifth Period	12:20 pm – 1:18 pm	Fifth Period	12:44 pm – 1:34 pm
Sixth Period	1:21 pm – 2:19 pm	Sixth Period	1:37 pm – 2:27 pm
Seventh Period	2:22 pm – 3:20 pm	Seventh Period	2:30 pm – 3:20 pm
*Fifth grade lunch 10:43 – 11:13		*Fifth grade lunch 10:59 – 11:29	
*Sixth grade lunch 10:50 – 11:20		*Sixth grade lunch 11:05 – 11:35	
*Seventh grade lunch 11:13 – 11:43		*Seventh grade lunch 11:30 – 12:00	

<b><u>Two Hour Delay</u></b>		<b><u>1:00 Dismissal- No Assembly</u></b>	
Homeroom	10:00 am – 10:10 am	Homeroom	8:00 am – 8:10 am
First Period	10:13 am – 10:53 am	First Period	8:13 am – 8:52 am
Second Period	10:56 am – 12:06 am	Second Period	8:55 am – 9:34 am
Third Period	12:09 am – 12:49 pm	Fourth/ <b><u>Focus</u></b> Period	9:37 am – 9:56 am
Fourth Period/ <b><u>Focus</u></b>	12:52 pm – 1:11 pm	Third Period	9:59 am – 11:08 am
Fifth Period	1:14 pm – 1:54 pm	Fifth Period	11:11 am – 11:50 am
Sixth Period	1:57 pm – 2:37 pm	Sixth Period	11:53 am – 12:32 am
Seventh Period	2:40 pm – 3:20 pm	Seventh Period	12:35 am – 1:10 pm
*Fifth grade lunch 10:45 – 11:15		*Fifth grade lunch 10:00 – 10:30	
*Sixth grade lunch 10:53 – 11:23		*Sixth grade lunch 10:05 – 10:35	
*Seventh grade lunch 11:17 – 11:47		*Seventh grade lunch 10:20 – 10:50	

<b>1:00 Dismissal- Assembly and Incentive</b>	
Homeroom	8:00 am – 8:10 am
<b>Awards Assembly</b>	8:15 am – 8:53 am
Second Period	8:55 am – 9:28 am
Third Period	9:30 am – 10:00 am
Fourth Period	10:02 am – 11:10 am*
Fifth Period	11:12 am – 11:45 am
Seventh Period	11:47 am – 1:07 pm
*Fifth grade lunch 10:00 – 10:30	
*Sixth grade lunch 10:05 – 10:35	
*Seventh grade lunch 10:20 – 10:50	

**iv. Gum Chewing**

Chewing gum is **not** allowed.

**v. House Program**

**What is the GMS House Program?**

Galax Middle School has implemented a program to bring students and faculty together to build school community, create better opportunities for student achievement and success, and foster citizenship skills to prepare our students for their future by reinforcing positive behavior.

**Purpose/Goals**

- Actively engage all students and teachers to build school community while incorporating a character education program to enhance citizenship skills.
- Build stronger relationships between faculty and students
- Lessen the amount of school discipline - office referrals and suspensions
- Improve attendance
- Improve school climate to improve academic performance in the classroom.

**Character Counts Purchase List**

**Cost**  
**Tide Tokens**

5  
5  
10  
15  
15  
15  
20  
20  
25  
25  
25  
30  
40  
50

**Items to be**  
**Purchased**

Pass the Lunch Line  
No Running Pass in Gym  
Sit in an Assembly with Friends  
Homework Pass  
Sit with Friends During Class  
No Dressing Out Pass in GYM  
Drop Lowest Homework Grade  
Football/Athletic Pass  
Outside Lunch  
Choose Focus for the Day  
Technology Free Day Pass  
Drop Lowest Quiz Grade  
Drop Lowest Test Grade  
Choose Your Focus Class for a Six Weeks

**vi. Promotion/Retention Policy**

Regulations for promotion, retention, and remediation of middle school students will be the same as for elementary students. In addition, the promotion policy of Galax Middle School requires that a student must pass four subjects, two of which must be English and mathematics, in order to be promoted to the next grade. They must also pass reading, if offered as a separate class. Specialties/P.E. will not be considered as a basis for promotion. A student who fails two subjects in a given grade will be reviewed for retention.

**vii. Summer School**

A student who fails math, reading, or English class for the year is required to attend and successfully pass the failed subject(s) in summer school. A student who fails all of the SOL tests that he or she takes will be required to attend summer school. 100% attendance is mandatory for promotion to the next grade. Only absences verified by a doctor or court excuse will be considered.

**viii. Second Chance Saturday School**

Galax Middle School offers a second chance for students who have fallen behind with missing assignments and/or work due to absences, behavior, and/or failing to complete assignments. If a student has fallen behind with their academics, then they will be notified along with parents prior to Saturday School so everyone can make arrangements to attend.

**ix. Social Functions/dances/Fieldtrip Participation**

If a student chooses to do so, he/she may come to any social function at Galax Middle School. If a student uses or is under the influence of drugs/alcohol, and/or causes trouble, he/she will have his/her privilege revoked. If under the influence of drugs/alcohol, the resource officer or police will be called to investigate. All contrabands will be turned over to the proper authorities for identification. Also, in accordance to school board policy, a recommendation will be made to the superintendent of GCPS.

**Students who have experienced the following problems during the year will not be allowed to participate on field trips:**

1. Excessive discipline problems – to be determined by GMS administration
2. Ten or more unexcused absences or twenty or more total absences

**Note:** Social probation may be carried over into the next school year.

All social events must be approved by the faculty and the administration must adhere to the following procedures:

1. The club members must secure permission from sponsors
2. Permission is then given by the administration and a date is placed on the school calendar in the principal's office
3. Sponsors will then meet to draw up the forms
4. Final permission is given to the sponsors based on the forms completed
5. At least two members of the sponsoring organization must be present at each social event.

## **Dances**

1. All dance plans must be brought before the faculty two weeks before the dance date.
2. Decorating hours will be determined by the club sponsors with the approval of the administration.
3. There should be four adult chaperones at each dance. At least one male and one female faculty member should be present. The other chaperones may be faculty members and/or parents. If, for any reason, the above specified chaperones are not available, the dance will be cancelled.
4. The time for dances will be set by the administration.
5. Arrangements for paying for the band/DJ will be the responsibility of the sponsoring group.
6. At least two of the social committee members of the sponsoring group must attend the dance.
7. No one will be permitted to leave the dance and re-enter unless there is an emergency. In case of emergency, the person will get permission from the head sponsor before leaving the dance.
8. There will be no use of drugs and/or alcohol before or after the social function.
9. Should a social function be cancelled due to inclement weather, an announcement will be made by the local radio station and Nixle.
10. Any student on social probation will not be allowed to attend the dance.
11. Only Galax Middle School students are allowed to attend Galax Middle School social functions.

## **VIII. GALAX HIGH SCHOOL**

### **E. Principal's Message**

On behalf of the faculty and staff of Galax High School, I would like to welcome you to our School. Our mission is to maximize your opportunities and your potential. We seek to draw on the resources of our community to provide you with the skills, knowledge, and character necessary to become responsible and productive members of society. I am certain you will find that our administration and staff that are ready, willing, and able to help you accomplish this task.

The information contained in this handbook will explain to you the rules, regulations, and expectations necessary to make your high school years a success. All students are expected to abide by the Galax High School Student Handbook, and all the policies of the Galax City School Board which pertain to students. This handbook serves as a guide. It does not cover every situation in detail but gives essential information to plan your activities. In the absence of specific instructions, comply with the spirit of good citizenship and when in doubt ask your teachers.

As a community of learners, the faculty and administration of Galax High School, your parents, and the Galax City School Board are committed to providing you with the best educational opportunities possible. We wish you the best of luck for the 2015 - 2016 school year.



## **F. History**

There has been growth within the Galax City Public School System since the original promoters of the town allocated ten acres of pine grove for public school purposes. The first public school offered a two-year high school program and had six graduates in 1909. In 1912 it became a four-year high school with five graduates. A new and separate high school building was begun in 1953. Improvements continued at intervals with the cafeteria, auditorium, and gymnasium being added in the late 1960's and early 1970's. Our most recent renovation, completed in the Spring of 2009, included new windows and doors, a new heating and cooling system, and an upgrade to the electrical systems. Today's facility consists of three buildings which house the high school, the middle school, and the career and technical education complex.

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

The primary purpose of Galax High School is the education of young people so that they may contribute to society as worthy citizens of the home, school, and community. The school should strive to develop within every pupil a command of the fundamental process of learning. The school should also work toward developing ethical character, physical and mental health, and respect for the property and rights of others.

The school strives to help students develop their talents and identify limitations so that students may make educational, vocational, personal, and social choices which lead to a happy fulfilled life.

Each student should contribute significantly to and benefit from the total school program. Curricula should be diversified so that any student can satisfactorily complete a program of training or study which prepares them for a useful and satisfying future.

Instruction should aim to meet the physical, social, and emotional needs of the individual student and should be relevant to the student's environment and interests. It is the teacher's responsibility to motivate learning by creating the proper atmosphere, by guiding constructive learning experiences in and out of the classroom, and by evaluating student performance and teacher effectiveness. An attitude of cooperation and mutual respect among teachers, students, administrators, and citizens of the community is to be fostered.

Because all co-curricular and extra-curricular activities have intrinsic value, they should be considered an integral part of the educational program. These activities provide students the opportunity to develop creative initiative, special interests, leadership, occupational skills, and self-direction.

By effecting this philosophy, our school will help each student find a constructive and satisfying role in our democratic society.

The Galax High School faculty and administration are committed to the following goals for 2015-2016:

1. Achieve full accreditation status with 90% SOL pass rate in all content areas.
2. Increase daily average membership to 96.5%.
3. Continue in-service training relevant to "No Child Left Behind" standards.
4. Emphasize and track
  - a) individual staff development initiatives

- b) content skill integration
  - c) active student learning
5. Achieve 100% senior class compliance with verified credit diploma requirements.

#### **H. School Specifics**

##### **x. Attendance**

- Absences

- a. Parents will receive a phone call each day a student is absent. Only 8 parental excuse notes will be accepted for absences, and 5 for tardies.
- b. 3 day absence = Additional phone call home and documentation
- c. 5 day absence = Letter sent home, required meeting to formulate a plan to improve his/her attendance
- d. 8 day absence = Additional phone call home and documentation
- e. 10 day absence = Letter sent home and required meeting with the Academic Support Team
- f. 10 unexcused absences = a student will be placed on \*Social Probation for a period of six weeks.

**Tardies-** Students who arrive late to school must have a note from a parent, Doctor's office, or Court official. Only 5 parental notes will be accepted. Students who receive unexcused tardies will receive the following consequences.

- g. 3 Unexcused Tardy = Office Visit & Warning
- h. 4 Unexcused Tardy = 1 Day After School Detention
- i. 6 Unexcused Tardy = 2 Days of After School Detention
- j. 9 Unexcused Tardy = 3 Days of After School Detention
- k. 10 unexcused tardy = a student will be placed on \*Social Probation for a period of six weeks.

\*Social Probation is defined as no extracurricular activities, such as participating in sports, band, dances, events, etc...

- a. Student athletes are expected to be in school on time all day every day. Students who are absent for any part of a day may not take part in any extra-curricular activity for that day unless they have secured permission for participation from the principal or assistant principal. Students who check in late or leave school early may not participate in extra-curricular activities that day unless they have written permission from the principal or his designee. Routine doctor's appointments and certain family related absences are examples of absences that will be allowed.
- b. Any student who does not maintain good attendance will be suspended from play. An attendance meeting between the student, the student's parents and the principal/designee will be called to work out an attendance improvement plan. The student will be returned to play when the principal is satisfied that the goals of the plan are being met. Good attendance is defined as no unexcused absences and 95% attendance in each of the student's classes.

**Early Dismissals-** Notes for early dismissal will only be accepted prior to the 8:00am tardy bell.

**xi. Bell Schedules**

**REGULAR SCHEDULE**

7:55	First Bell
8:00-8:57	First period
9:02-9:55	Second period
10:00-10:53	Third period
10:58-11:51	Fourth period
11:56-1:21	Fifth period
	11:51-12:21 ..... <i>First Lunch</i>
	12:21-12:51 ..... <i>Middle Lunch</i>
	12:51-1:21 ..... <i>Second Lunch</i>
1:26-2:19	Sixth period
2:24-3:20	Seventh period

**AFTERNOON ASSEMBLY/CLUB DAY SCHEDULE**

7:55	First Bell
8:00-8:40	First period
8:45-9:24	Second period
9:29-10:08	Third period
10:13-10:52	Fourth period
10:57-11:36	Sixth period
11:41-12:20	Seventh period
12:20-1:50	Fifth period
	12:20-12:50 ..... <i>First Lunch</i>
	12:50-1:20 ..... <i>Middle Lunch</i>
	1:20-1:50 ..... <i>Second Lunch</i>
1:55-3:20	Assembly/Club

**TWO HOUR DELAY SCHEDULE**

9:55	First Bell
10:00-10:35	First period
10:40-11:13	Second period
11:18-11:51	Third period
11:56-1:21	Fifth period
	11:51-12:21 ..... <i>First Lunch</i>
	12:21-12:51 ..... <i>Middle Lunch</i>
	12:51-1:21 ..... <i>Second Lunch</i>
1:26-2:00	Fourth period
2:05-2:40	Sixth period
2:45-3:20	Seventh period

**1:00 PM CLOSING**

7:55	First Bell
8:00-8:35	First period
8:40-9:13	Second period
9:18-9:51	Third period
9:56-10:30	Fourth period
10:35-11:50	Fifth period/
	10:35-11:00 ..... <i>First Lunch</i>
	11:00-11:25 ..... <i>Middle Lunch</i>
	11:25-11:50 ..... <i>Second Lunch</i>
11:55-12:25	Sixth period
12:30-1:00	Seventh period

**ONE HOUR DELAY**

8:55	First Bell
9:00-9:42	First period
9:47-10:25	Second period
10:30-11:08	Third period
11:13-11:51	Fourth period

Regular schedule for the remainder of the day

**xii. Examination Policy**

Examinations will be held at the end of each semester. Examinations are course requirements and must be taken in order to receive credit for a course. Exams will count as 25% of a student's semester grade.

## Mid-Term Exam Policy:

### Galax High School Mid Term Exam Schedule

No student is exempt from mid-term exams.

Students may only check out after their 5<sup>th</sup> Period exam on the final exam day by checking out with their 5<sup>th</sup> Period teacher. Students must present a parent-signed checkout note with a current contact number to their exam teacher before signing out of school. Students must leave school after checking out.

<u>Exam Day 1</u>		<u>Exam Day 2</u>	
Exams 1 and 7		Exams 2 and 6	
1 <sup>st</sup> Period Exam	8:00-10:00	2 <sup>nd</sup> Period Exam	8:00-10:00
Break	10:00-10:10	Break	10:00-10:10
7 <sup>th</sup> Period Exam	10:10-11:51	6 <sup>th</sup> Period Exam	10:10-11:51
1 <sup>st</sup> Lunch	11:51-12:21	1 <sup>st</sup> Lunch	11:51-12:21
5 <sup>th</sup> Period	12:26-1:21	5 <sup>th</sup> Period	12:26-1:21
Middle Lunch	12:21 – 12:51	Middle Lunch	12:21 – 12:51
2 <sup>nd</sup> Lunch	12:51-1:21	2 <sup>nd</sup> Lunch	12:51-1:21
5 <sup>th</sup> Period	11:56-12:51	5 <sup>th</sup> Period	11:56-12:51
2 <sup>nd</sup> Period	1:26-2:19	3 <sup>rd</sup> Period	1:26-2:19
6 <sup>th</sup> Period	2:24-3:20	4 <sup>th</sup> Period	2:24-3:20
 <u>Exam Day 3</u>		 <u>Exam Day 4</u>	
Exams 3 and 4		Exam 5	
3 <sup>rd</sup> Period Exam	8:00-10:00	5 <sup>th</sup> Period Exam	8:00-10:00
Break	10:00-10:10	Break	10:00-10:10
4 <sup>th</sup> Period Exam	10:10-11:51	1 <sup>st</sup> Period	10:25 – 11:05
		2 <sup>nd</sup> Period	11:10 – 11:51
1 <sup>st</sup> Lunch	11:51-12:21	1 <sup>st</sup> Lunch	11:51-12:21
5 <sup>th</sup> Period	12:26-1:21	5 <sup>th</sup> Period	12:26-1:21
Middle Lunch	12:21 – 12:51	Middle Lunch	12:21 – 12:51
2 <sup>nd</sup> Lunch	12:51-1:21	2 <sup>nd</sup> Lunch	12:51-1:21
5 <sup>th</sup> Period	11:56-12:51	5 <sup>th</sup> Period	11:56-12:51
2 <sup>nd</sup> Period	1:26-2:19	3 <sup>rd</sup> Period	1:26-2:19
6 <sup>th</sup> Period	2:24-3:20	4 <sup>th</sup> Period	2:24-3:20

## Final Exams:

### Galax High School Final Exam Schedule

#### Seniors (Day before exams begin)

Underclassmen have a regular schedule.

Seniors take the 5<sup>th</sup> Period Exam during regular class period

#### Students may not check out until after an exam period has ended.

**Students must present a parent-signed checkout note with a current contact number to their exam teacher before signing out of school. Students must leave school after checking out.**

<u>Exam Day 1</u>		<u>Exam Day 2</u>	
Exams 1, 2, and 7		Exams 3, 4, and 6	
1 <sup>st</sup> Period Exam	8:00-10:00	3 <sup>rd</sup> Period Exam	8:00-10:00
Break	10:00-10:10	Break	10:00-10:10
2 <sup>nd</sup> Period Exam	10:10-11:50	4 <sup>th</sup> Period Exam	10:10-11:50
1 <sup>st</sup> Lunch	11:50-12:20	1 <sup>st</sup> Lunch	11:50-12:20
5 <sup>th</sup> Period	12:25-1:20	5 <sup>th</sup> Period	12:25-1:20
Middle Lunch	12:20 – 12:50	Middle Lunch	12:20 – 12:50
2 <sup>nd</sup> Lunch	12:50-1:20	2 <sup>nd</sup> Lunch	12:50-1:20
5 <sup>th</sup> Period	11:55-12:50	5 <sup>th</sup> Period	11:55-12:50
7 <sup>th</sup> Period Exam	1:25-3:20	6 <sup>th</sup> Period Exam	1:25-3:20

#### Exam Day 3

Exam 5

5 <sup>th</sup> Period Exam	8:00-10:00
Break	10:00-10:10
6 <sup>th</sup> Period	10:10-11:50
Lunch	11:50-12:20
6 <sup>th</sup> Period	12:25-1:00

The final exam will consist of two parts: a student portfolio and a high stakes test. The high stakes test will either be the state Standards of Learning test, or a teacher identified final test. The student portfolio and the high stakes test will each count as 50% of the final exam grade.

Example:	Part I Student Portfolio	=	50 points
	Part II <u>High Stakes Test</u>	=	<u>+50 points</u>
	Total Exam Points	=	100 points

## Part II: High Stakes Test (50% of the Final Exam Grade)

Students in non-SOL classes will take a teacher identified final test that will count as ½ of the final exam grade. The portfolio will count as the other ½ of the grade.

Students in SOL classes will take the state Standards of Learning assessment (the SOL test) that will count as ½ of a student's final exam grade in the course for which the test was given (if results are available).

Please refer to the chart below for how SOL scores will count toward the final exam grade. Any student who does not earn a passing score on the SOL test will be required to take a teacher identified final test.

400 – 412	= 42.5	500 – 512	= 46.5
413 – 425	= 43	513 – 525	= 47
426 – 437	= 43.5	526 – 537	= 47.5
438 – 450	= 44	538 – 550	= 48
451 – 462	= 44.5	551 – 562	= 48.5
463 – 475	= 45	563 – 575	= 49
476 – 487	= 45.5	576 – 587	= 49.5
488 – 499	= 46	588 – 600	= 50

### NON SOL Classes:

Students in non-SOL classes will take a teacher identified final exam during the regular exam schedule.

### SOL Classes:

Students who take and pass an SOL test do not have to attend school during that SOL class exam period, **only if their portfolio is complete.** Students who do not pass the SOL test must take the final exam during the regular exam time.

### Exam copies:

A copy of each teacher's exam will be turned in to the office before exams begin.

### Attendance:

Attendance will be taken at the beginning of the early morning exam. Exam teachers need to send a list of absent students to the office. Exempt students should be counted present by the early morning exam teacher. This policy only counts for final exams. **All students are required to be present for mid-term exams.**

### Checkouts:

Students may not check out during an exam period. Students may checkout between exams if they do not have an afternoon exam scheduled. **Students must present a parent signed checkout note to their exam teacher before class begins.** Students must leave school after checking out.

**Cell Phones:**

Students are not permitted to use cell phones during or after exams have concluded.

**Cheating:**

Consequences: A zero on the exam and parent notification.

**Lunch:**

A lunch schedule will be provided for the exam schedule.

**Early Exams:**

No students will be allowed to take exams early unless approved by the principal or assistant principal.

**xiii. GHS Challenge-Reward**

This reward is for students with perfect attendance including no school tardies or early dismissals. A school-sponsored reward will be planned for the end of the year.

**xiv. Grade Level Classification**

Students will be placed in grade levels according to the following:

Grade 8	Promoted
Grade 9	Passes 5 courses, 2 of which must include English 8 and Math
Grade 10	Earned 7 credits to include 2 ninth grade credits
Grade 11	Earned 12 credits
Grade 12	Be enrolled in courses that will lead to fulfillment of graduation requirements in Spring or Summer

**xv. Grade Point Totals**

Grade Point Totals will be used to determine class rank. Grade Point Totals are accumulated from a maximum of 7 courses taken at Galax High School during the school day. Courses taken outside of the school day require prior administrative approval. Grade points are awarded according to the weight of the class. These credits are simply added together. The GPT will enable students to see where they are in relation to past achievement and future goals. The information will also be used for instructional planning.

**GPT** will be calculated by including

- 1 high weight course for Freshmen
- 3 high weight courses for Sophomores
- 4 high weight courses for Juniors
- 4 high weight courses for Seniors

**xvi. Middle School**

No high school student is to be anywhere in the middle school, classroom, or playground areas at any time before, during, or after school, unless the student has permission from the administration or a faculty member.

**xvii. Participation in Graduation**

In order to participate in the graduation ceremony, students must be able to complete course work requirements during the summer and be in good standing with Galax High School. Students must lack no more than 2 verified credits of the required number to earn a Standard Diploma to be eligible to participate in Graduation.

**xviii. Prom/Homecoming and other Dances**

- a. Junior Class Committee Members are responsible for the prom.
- b. **Non GHS dates must be approved by the administration and must be younger than 21.**
- c. Students must be in attendance at one half day of school on the day before prom.
- d. Eighth grade students are not allowed to attend the prom.

**xix. Promotion/Retention Policy**

If a student passes a course and passes the SOL test for that course, a verified unit of credit will be awarded. If, in the future, SOL test results are available prior to exams, the student will be given the option of taking or not taking the final exam as well as having five points added to the final coverage for that course.

If a student fails the course and fails the SOL test, no credit will be awarded and the student may either attend summer school or repeat the course during the next school term. The SOL test must be retaken.

If a student fails the course and passes the SOL test, the course must be retaken and passed either in summer school or the next school term to receive credit for the course. The SOL test will not be retaken.

If a student passes the course and fails the SOL test, the student must receive remediation before retaking the test. Remediation may occur after school or during the summer. The SOL test must be retaken and passed before verified credit can be awarded. Students who miss 10 or more classes in a subject should attend a remedial program.

**xx. Ranking**

Students will be ranked by grade level according to their grade point total. This and all other student information is confidential and will be kept in the guidance office. A student or his parent or guardian with the assistance of a counselor may view a student's permanent record upon request. Final rank is calculated at the end of the first semester of a student's senior year using full credit (one Carnegie credit) values in grades 9-11, and first semester value in grade 12.

Class valedictorian shall be the student with the highest GPT. The salutatorian shall be the student with the second highest GPT. The valedictorian and salutatorian must have been enrolled in Galax High School for seven (7) consecutive semesters. Other remaining students, including transfer students, in the top ten percent of the class will be named honor graduates. In case of ties, all students with identical scores will receive the appropriate honor ranking.

**xxi. Requirements for Graduation**

Please see 2015 - 2016 Program of Studies available in the Guidance Office.



**xxii. Schedule Changes**

No schedule changes will be made during the first four days of school, except for obvious error. Changes may be made during the 5th through the 16th day of school.

Dropping a course requires the following:

- (a) Conference with a counselor
- (b) Teacher recommendation
- (c) Parental approval
- (d) Principal approval

If a course is dropped after the last drop day, a grade of WF (withdrawn and failing) is recorded on the scholastic record. A WF is computed as 0 points toward the grade point total. A course dropped before the deadline is not recorded on the scholastic record. The principal may change a schedule after the drop date if extenuating circumstances exist.

**xxiii. School Seal**

A school seal, including the school motto, was adopted by the high school faculty and student body in 1951. The idea of a school seal was initiated by the Senior Class of 1952 and sponsor, Mrs. Joe Moore, and designed by Bob Hash and Dick Wilson.

The seal is made up of emblematic figures, some of a local nature, others with a general meaning. Within an outer circle is written the name of the school, the school motto - EVER UPWARD -and the date of the founding of the school, 1905. Inside a second circle is a Galax Leaf which is divided into four sections, each containing a symbol of learning and achievement. To the lower right is an open book indicative of knowledge and wisdom. The burning candle in the lower left represents light, or enlightenment, and essential to progress and happiness. Across the center of the leaf are mountain peaks such as those surrounding Galax and found throughout the Mountain Empire. The mountains suggest difficulties to be overcome and heights to be obtained. Soaring over the mountain tops is the American eagle, a symbol of strength, courage, and freedom.

The true interpretation of the seal should encourage each student to seek enlightenment and to acquire wisdom with which to overcome fear, hate, prejudice, and like the eagle soar EVER UPWARD to great achievements in freedom, love, and happiness.

**xxiv. School Song**

Onward we march together, faithful may we ever be:  
No thought of time or weather, hearts filled with hope and ecstasy.  
Bravely we fight our battles, happily we meet success;  
But the things for which we strive are honor and happiness.  
Hep! Hep! Hep! Three cheers for Galax High, voices ring.  
Hep! Hep! Hep! Just see our colors fly while we sing.  
Forward march, let this our motto be. Victory! Through all kinds of weather, we will jog along together - - - true and loyal may we ever be.

**xxv. School Spirit Song**

Onward we march together. Faithful may we ever be.  
Overcoming, our opponents, As we strive for Vic-to-ry.  
Bravely, we fight our battles. No foe can beat the best.  
But, the things for which we strive are, Honor and great success.

CHORUS

GO TIDE GO, three cheers for Galax High  
GO FIGHT WIN!

GO TIDE GO, just see the Maroon and White,  
GO FIGHT WIN!

Forward march let this our motto be,  
VIC-TO-RY!

Through all kinds of weather, we will march along together,  
True and loyal to the TIDE we'll be.

**xxvi. Senior Privileges**

Seniors may earn certain school privileges as an indication of their advanced standing and maturity. This practice will continue as long as the necessary responsibilities are demonstrated to justify the privileges.

Senior privileges are listed below:

1. Exemptions from first semester exams are allowed if exam exemptions guidelines are met.
2. For certain assembly programs seniors will gather in the cafeteria and enter the auditorium to their reserved seats after the remainder of the school has been seated. Underclassmen will rise as seniors enter.
3. Seniors may eat their lunch in the courtyard.
4. Seniors may be released to lunch (up to 3 minutes) early (Teacher discretion).
5. Seniors will receive preferred parking.

**xxvii. Social Functions**

All social events must be approved by Galax High School administration.

**xxviii. Special Programs**

- a. Southwest VA. Governors school
- b. Crossroads Entrepreneurial School
- c. A. Linwood Holton Governors School

**xxix. Student Activities**

The Student Activities Program at Galax High School provides opportunities for students to develop mentally, physically, and socially. It is designed to supplement the curriculum and to allow each student an opportunity to become an integral part of the school community. To participate in any GHS sponsored organization, students must be considered in good standing with the staff and administration of Galax High School.

**xxx. Student Council Association**

The S.C.A. or the Student Council Association is the only organization in our high school to which every member of the student body belongs. It is therefore a channel through which all student activities and organizations can operate to promote a cooperative, unified spirit within the school.

Although a large part of the work of the S.C.A. is performed by the representative council, it acts upon the desires of the entire student body, this way students have a direct influence on the success or failure of the S.C.A. It is up to the individuals to express their opinions and desires to do everything possible to make the S.C.A. beneficial to themselves as well as their fellow students.

The purpose of the S.C.A. is to promote cooperation between the students and faculty, to promote a better understanding of Galax High School among the students, and to bring the students closer together in a cooperative spirit.

We urge you to help us fulfill these purposes. Take advantage of every opportunity. Consider your membership in the S.C.A. a learning experience which will prepare you for your future years as a responsible citizen.

**xxxi. Student Evaluation**

Report cards are sent to the parents each six weeks. Three six weeks periods constitute one semester of work. To calculate semester grade, three six weeks grades and a semester examination grade are averaged. Semester averages and the final grade are recorded on the student's permanent record. The final grade is determined by averaging the two semester grades.

**xxxii. Student Incentives**

In August, 1991, through the efforts of interested parents, citizens, and faculty, Galax High School launched the Academic Boosters' Club and Tide Pride project to assist the school in giving positive recognition and rewards to both students achieving academically and those demonstrating improvement in work habits. Contingent upon funding the incentive levels are as follows:

**AWARDED Each Grading Period:**

**GOLD CARD** - Criteria

All "A's", no more than one (1) absence, no administrative referrals.

**MAROON CARD** - Criteria

All "A's" and "B's", or all "B's", no more than three (3) absences, no administrative referrals.

**WHITE CARD** - Criteria

- No grades lower than "C", no more than three (3) absences,
- No more than one (1) administrative referral.

**xxxiii. Student Parking**

Students who drive to school and wish to park on school grounds must obtain a parking permit from the office. To obtain a parking permit a student must have a valid driver's license. Parking permits can be obtained in the office for \$10.00. Seniors will receive preferential parking.

Juniors and sophomores will park in the lower lot. Students are not permitted to walk to any vehicle during the school day. Students may not drive from one lot to another during the school day.

**xxxiv. Summer School**

Galax High School offers summer instruction for students through a regional summer school with Carroll County and Grayson County. Students may take one new class (totaling a minimum of 140 hours) or two repeat classes (totaling a minimum of 75 hours each). Tuition is required. Summer School usually begins one week after the close of the regular school year. Students may take one summer school class or one independent study to afford the student with seven credit opportunities. Grades received in summer school will have standard weight.

**xxxv. Weighting of Grades**

The purpose of weighting grades is to ensure that students receive a point value for grades earned that is equal to the academic rigors of the course. The point value is then used in determining a student's grade point total. For a list of courses and the detailed policy, please see The Program of Studies book available in the Guidance Office.

**xxxvi. Withdrawal or Transfer**

Students who withdraw from school or transfer to another school must obtain a withdrawal form from the guidance department. This form must be completed and returned to the guidance office prior to leaving school.

**xxxvii. Work Permits**

Work permits for students engaging in outside employment, are issued by the C.T.E. Coordinator in accordance with the rules and regulations of the Virginia Department of Labor. Questions concerning Child Labor Laws should be directed to the C.T.E. Coordinator.

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**(Print)** Student's Last Name

First Name

Please direct any inquiries to the Assistant Superintendent.

Galax City Public School  
223 Long Street  
Galax, VA 24333  
(276) 236-2911

## **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