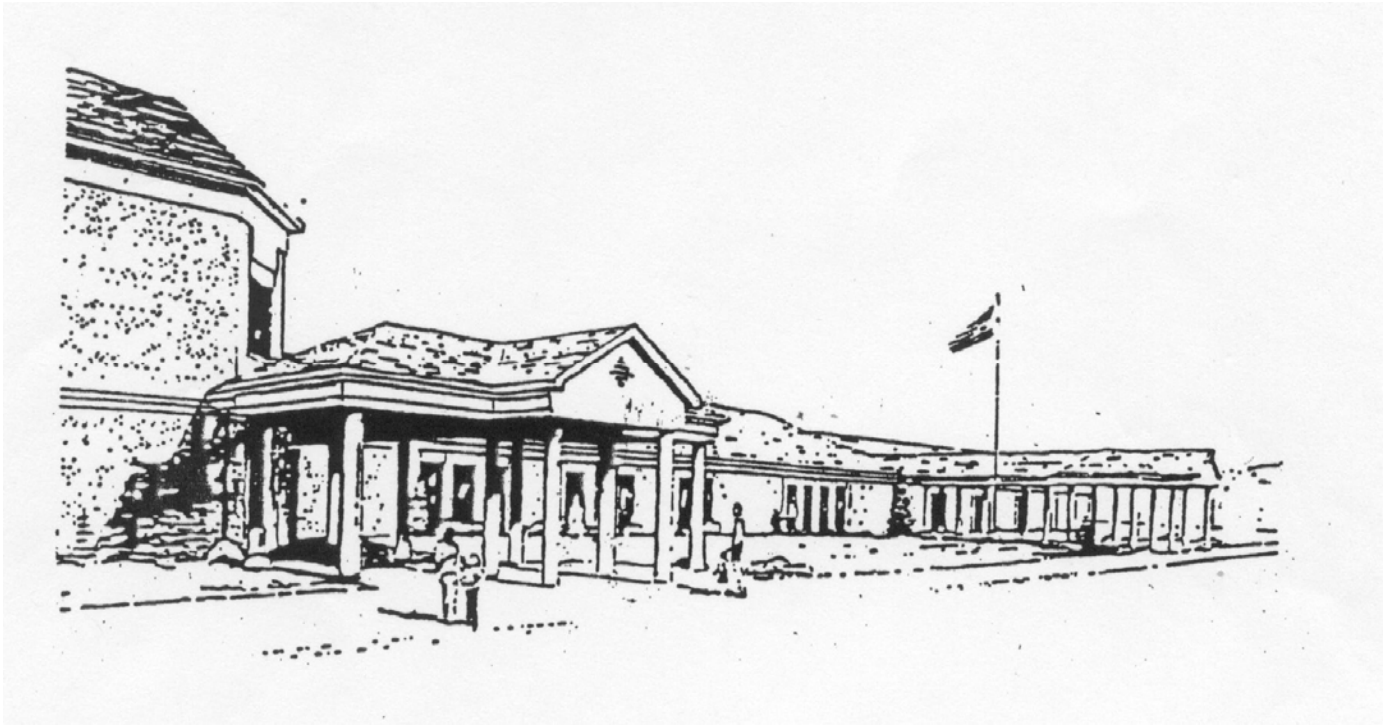


# **PARENT/STUDENT HANDBOOK**



## **STONE SPRING ELEMENTARY SCHOOL**

Harrisonburg, Virginia

**2011-2012**

## **INTRODUCTION**

Welcome to Stone Spring Elementary School. We as a staff are excited about sharing our school with you as we work together to provide the best education possible for your child.

Stone Spring Elementary opened in September, 1993 with approximately 470 students in grades kindergarten through five. We estimate our opening day enrollment for the current year to be approximately 380 students with a professional staff of approximately 42 teachers, 23 paraprofessionals, 10 support staff, and 2 administrators.

Principals serving Stone Spring Elementary School include the following: Bruce Hamilton from 1993-2006; Sandi Thorpe from 2006-2008; and Lynn Sprouse from 2008 to present.

Our school is located just off of Peach Grove Avenue between Port Republic and Stone Spring Roads. It has grounds that include open areas for play; ball diamonds; soccer fields; blacktop areas; a separate preschool and kindergarten playground and two additional playground areas for older students. The building itself is designed around two open courtyards that provide enclosed areas for outdoor classroom activities, as well as allowing all classrooms to have access to natural lighting. In addition to regular and special education classroom spaces, the school has two computer labs, an art resource room complete with a kiln, a resource room for gifted/talented programs, a modern media center, a well-equipped music classroom, a large gymnasium, a well-stocked book and Language Arts materials room, and a sensory room available to all students. Stone Spring also provides instructional programs for several regional special education programs serving students not only from Harrisonburg, but from other neighboring school divisions as well.

We encourage you to review all of the information contained in the following Stone Spring and HCPS handbooks. Please become familiar with all policies/procedures and review the information with your child.

Our school exists for the sole purpose of serving our students and families. We invite you to visit often, to provide your ideas, and to get involved in your child's educational experience at Stone Spring.

## **MISSION STATEMENT**

The Stone Spring Elementary School family will partner with each home and the school community to provide a safe, respectful, and positive learning environment for all students. We will meet each student's learning needs as we inspire them to reach their full potential. We value and celebrate the diversity that each child brings to our school.

Adopted May, 2010

## **SCHOOL VISION**

Celebrating Diversity and Learning for Every Student!

Adopted March, 2010

Revised January, 2011

## STONE SPRING DIRECTORY

Lynn Sprouse	Principal	Jeremy Aldrich	Spanish
Joy Blosser, Sal Romero	Assistant Principals	Susie Dinsmore	Library/Media
Robin Dayton	Secretary	Tonya Doss	Gifted
Judy Gray	Bookkeeper	Michael King	PE
		Dan Long	Guidance
Pam Klein	Preschool	Jerrilyn MacDanel	Music
Lauren Michael	Preschool	Alice Minnis	PE
Donna Trainum	Preschool	Kate Nesmith	Art
		Stacey Penrod	ITRT
		Patricia McPherson	Technology
Kelly Bowman	Kindergarten		
Jessica Gentry	Kindergarten	Anita Allder-Stephens	Preschool Asst.
Allison Turner	Kindergarten	Penny Armentrout	Sp.Ed. Asst.
	Kindergarten	Daniela Beck	Gr. Level Asst.
Dawn Gayhart	First Grade	Rene Beeton	Sp.Ed. Asst.
	First Grade	Hannah Burns	Sp.Ed. Asst.
Melissa Nelson	First Grade	Brigette Conley	Gr. Level, Library Asst.
Bonnie Shoemaker	First Grade		Sp.Ed. Asst.
		Tina Crist	Gr. Level Asst.
Melinda Christian	Second Grade	Michele Dombrowski	Sp.Ed. Asst.
Ashley Coffman	Second Grade	Rachel Hershberger	Sp.Ed. Asst.
Cindy Hardesty	Second Grade	Jeanne Hess	Preschool Asst.
Kim Reed	Second Grade	Kelly Inglett	Sp.Ed. Asst.
		Gail Liskey	Sp.Ed. Asst.
Kate Dougherty	Third Grade	Cindy Pachis	Sp.Ed. Asst.
April Elliott	Third Grade	Nancy Rinaca	Sp.Ed. Asst.
Lynette Latham	Third Grade	Sue Schwartz	Sp.Ed. Asst.
		Denise Sherman	Preschool Asst.
Beth Cruse	Fourth Grade	Carissa Shifflett	Gr. Level Asst.
Nicole Schieck	Fourth Grade	Kristen Shoemaker	Gr. Level Asst.
Michael Yoder	Fourth Grade	Jackie Smith	Sp.Ed. Asst.
		Ryan Smith	Sp.Ed. Asst.
Lori King	ESL	Marla Wilkens	Sp.Ed. Asst.
Marcella Rogers	ESL	Anne Wright	Gr. Level Asst.
Cathy Shirley	ESL/Reading	Open	Gr. Level Asst.
Susan Lawrence	Reading Coach	Open	Sp.Ed. Asst.
Jimmie Murphey	Reading	Open	Sp.Ed. Asst.
Chandra Palmer	Reading	Open	Sp.Ed. Asst.
Wendy Weaver	Literacy	Open	Sp.Ed. Asst.
Sal Romero	Home School Liason 1/2	Jean Serrett	Cafeteria Mgr.
Bette Lam	School Nurse	Amelia Baker	Cafeteria
		Betty Engle	Cafeteria
Michelle Bennett	Special Ed.		Cafeteria
Suzanne Hassler	Special Ed.		Cafeteria
Jill Martorana	Special Ed.		Cafeteria
Melissa Perritt	Special Ed.		Cafeteria
Karen Lindberg	Speech/Language		
Gail Schnider	Speech/Language	Wayne Huffman	Head Custodian
		Robin Falls	Custodian
Morina Lamb	Vision Therapist	Debra Myrick	Custodian
Therese Leigh	Occ. Therapy		
Karen Miller	Phys. Therapy		

## **CITY OF HARRISONBURG SCHOOL BOARD MEMBERS**

Nick Swayne, Chair	<a href="mailto:nswayne@harrisonburg.k12.va.us">nswayne@harrisonburg.k12.va.us</a>
Kerri Wilson, Vice Chair	<a href="mailto:kwilson@harrisonburg.k12.va.us">kwilson@harrisonburg.k12.va.us</a>
Steven Barranco	<a href="mailto:sbarranco@harrisonburg.k12.va.us">sbarranco@harrisonburg.k12.va.us</a>
Greg Coffman	<a href="mailto:gcoffman@harrisonburg.k12.va.us">gcoffman@harrisonburg.k12.va.us</a>
Polly Fravel	<a href="mailto:pfravel@harrisonburg.k12.va.us">pfravel@harrisonburg.k12.va.us</a>
Sallie Strickler	<a href="mailto:sstrickler@harrisonburg.k12.va.us">sstrickler@harrisonburg.k12.va.us</a>

### **ADMISSION OF NEW STUDENTS**

No student entering a public school in Virginia for the first time can be enrolled without a certified copy of his/her birth certificate. The birth certificate number is recorded in the student's cumulative folder. Upon the failure of any person enrolling a pupil to present a certified copy of the pupil's birth record, the principal of the school in which the pupil is being enrolled or his designee shall immediately notify the local law-enforcement agency. The notice to the local law-enforcement agency shall include copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record (§ 22.1-3.1). Parents or guardians enrolling a student must also provide a sworn statement as to whether the student has been previously expelled for offenses involving drugs, weapons, or willful injury to someone else. When the registration results from foster care placement, the information shall be furnished by the local social services agency or licensed child-placing agency that made the foster care placement. (Initial questions regarding the registration and admission of new students should be directed to the HCPS Welcome Center, housed at Stone Spring, at 540-433-3644.)

### **AGE REQUIREMENTS FOR SCHOOL ENTRANCE**

Initial entrance into school shall be based solely upon the age of the child as prescribed by law. A child may enter kindergarten if he/she has reached age five by September 30. A child may qualify for preschool entrance if he/she has reached age four by September 30.

### **ASSEMBLIES**

PTA and other school approved assembly programs are held regularly connecting to extended fine arts opportunities, specific units of study, observance of major holidays, enrichment opportunities, and other extensions of the school instructional program. A monthly calendar of school events is provided. Parents are invited to attend any of these programs. We also invite parents to share any talents they may have.

### **ATTENDANCE PROCEDURES**

Students must be present in the classroom by 8:35 a.m. when the attendance report is completed by the teacher. It is exceedingly important that students be on time and attend school regularly during the established hours to have their instructional needs met and to reduce interruptions to the overall instructional program provided to all students.

We are requesting that parents call the school in the morning by 10:00 a.m. to inform us that your child will not be in school each day he/she is absent unless it is a long-term illness and the school is informed of such. The phone number is 574-1199 or 433-6198 for Spanish speakers. A message can also be left on the school answering machine prior to 8:00 a.m. Please remember that unless you notify the school, we are required by law to make a good faith effort to call you. Your assistance in this matter is appreciated.

The following are guidelines for "excused absences from school":

1. Children who are ill are encouraged to stay at home. A phone call or note to the school is required for the absence to be excused. Extended absence due to illness of more than three days will require a Drs. note;
2. Tardies or early releases (by phone call or note) for reasons such as an appointment with a physician or dentist, etc. are considered excused;
3. Families at times want children to be absent from school to take advantage of special family trips/vacations that will be of educational value. It will be considered an excused absence if prior approval by the school administration is secured and arrangements are made for the child to make up work missed and to complete appropriate work during the absence;

4. Excused and unexcused absences and tardies will be communicated with parents via letters from the school administration on the report card or at parent-teacher conferences.

The following are considered as unexcused absences from school:

missing the bus, parents running late, anything weather related when school is in session, unapproved family trips, family trips on SOL testing dates, not calling the school when your child is absent and school personnel not being able to reach you, etc.

Other important information regarding attendance is provided in the school division portion of this handbook.

### **BICYCLES/WALKING TO SCHOOL**

Due to the increased traffic on Peach Grove Avenue and other highways leading to the school, students are not permitted to ride bicycles to school. Walking to school with a parent/guardian is acceptable as long as safe sidewalks are available. (We are currently working with City of Harrisonburg officials to address the issue of Peach Grove Avenue sidewalks and crossing signals.)

### **COMMUNICATION**

Regular communication between home and school is essential for our students to be successful. To that end, the following lines of communication are established:

1. Friday Folders will contain important classroom and school information that should be reviewed each week;
2. A monthly calendar of school events will be sent home by the office;
3. A yearly calendar of important school programs will be sent home by September 30;
4. Classroom or grade level newsletters will be sent home at least every month or six weeks;
5. Every Stone Spring teacher and administrator maintains a webpage that contains current information regarding classroom and school events;
6. A school newsletter will be sent home to all families by the office each six weeks;
7. Parents will be contacted by teachers and/or the school administration regarding major student discipline concerns, student injuries at school, and at the middle of each grading period for those students performing below average expectations at that time;
8. Other important written information may be sent home during the week. Please check your child's book bag daily;
9. A school wide e-mail address directory is maintained and will be used to communicate critical information to parents/families. Please send us your e-mail address to be included. Communication with most school parent involvement groups is also handled in this manner;
10. We try to keep the Stone Spring Elementary School webpage current with other important school information;
11. The HCPS communication system (utilizing home/cell phone calls) will be used to communicate important school and/or division information;
12. Student progress reports are sent home at the end of every nine weeks, with required interim reports sent home at 4 ½ weeks;
13. Finally, please make sure that the school has your current phone numbers on file and in our database system. This will ensure that you receive important weather related, school closing, and other important announcements from Harrisonburg City Public Schools.

Please let the school office know if any of these important communication links are not working effectively.

### **COMMUNITY INVOLVEMENT**

Stone Spring Elementary School, with its indoor and outdoor facilities, serves with the City of Harrisonburg Recreation Department's Ramblewood Recreation Area as a focal point for activities in the southwest section of Harrisonburg.

The Community Activities Center (CAC) provides its services to the school by distributing monthly newsletters to all students keeping them informed of regularly scheduled and special activities.

The school facilities can be used by local organizations or groups. Prior to using the school, a "Use of Facility" form should be obtained from the school office, completed and returned to the school for the principal's recommendation and signature. It is then forwarded to the Director of Facilities Management for approval/appropriate fees.

Parents, staff members and community representatives serve with the school administration on the Parent Advisory Committee. This group, with staff input, annually develops, revises and evaluates objectives and strategies for school improvement in line with the school division's Six-Year School Improvement Plan and the school's Annual Improvement Plan. They also make suggestions for school improvement and provide direction in implementing and assessing school programs and provide direction toward allocation of resources in the school budget. PAC meetings are open to all parents and usually include an informational program regarding some aspect of the Stone Spring or HCPS program and an opportunity to share questions/concerns with the school administration.

Our school also encourages and supports the activities and work of a local PTA. (Parent Teacher Association) The Stone Spring PTA was established in 1993 and it holds regular meetings and programs of interest for the school community. In addition, the PTA holds monthly meetings open to all parents with the school administration and a faculty representative to facilitate communication, to support the school, and to plan for programs. Parents are encouraged to join the PTA each school year and to get involved in its worthwhile work supporting the students and staff at Stone Spring. (A list of current PTA officers and other important PTA information can be accessed through the PTA link on the Stone Spring webpage.)

### **CONFERENCES**

Conferences may be initiated by either a parent or a teacher at any time during the school year to discuss a special concern or the student's overall progress. Should a parent wish to schedule an appointment with their child's teacher or the principal they may do so by:

1. calling the school office to arrange an appointment;
2. marking the appropriate space on the report card envelope or interim progress report;
3. writing a note and sending it with the student to your child's teacher.

There are two regularly scheduled parent/teacher conference days in the HCPS calendar published in this handbook. Information regarding specific conference times will be sent home by your child's teacher prior to the scheduled day. We encourage all parents to take advantage of this opportunity to confer with their child's teacher.

You are also invited to visit your child's classroom. Please contact your child's teacher or the office to schedule your visit. Please remember that a class visit should not be considered as a conference time as the teacher cannot provide direction and instruction to the class and also give full attention to a personal conference. Please feel free to observe our instructional program in action as you support your child's educational experience.

### **CURRICULUM/PROGRAMS**

HCPS provides learning objectives and performance targets to be achieved by students successfully at their individual grade levels. The progress of each student in relation to these objectives and the goals of education in HCPS and in Virginia are assessed continuously. HCPS pacing guides in the core areas of Language Arts, Mathematics, Science, Social Studies, and Technology are available on-line through the Harrisonburg City Public Schools webpage.

#### **Language Arts**

Language Arts is the communication of ideas. The integrated Language Arts program provides activities that stimulate the student to develop effective listening, critical thinking and speaking skills as well as learning to read, to write with creative expression, and to develop skills necessary to perform each of these functions. Our program demonstrates to the student that these are the most important tools through which communication takes place. When possible, an uninterrupted block of time (2 to 2 ½ hours) is scheduled for the integrated Language Arts program since the objectives taught in this program are of the greatest importance in the curriculum and in the life of each student.

The purpose of learning in the Language Arts program is to develop the ability to communicate effectively. Learning is a developmental process integrating reading, writing, listening, speaking, and thinking. Reading and writing are viewed as complementary and interrelated processes through which the specific skills of spelling, grammar and usage are taught. The material used to develop these areas is varied and includes child-made and

teacher-made books, as well as commercially produced textbooks, leveled and decodable readers, and literature sets. The best examples of children's literature are used to provide good models for reading and writing. Themes, which center on the student's interest and current focus of study, extend their knowledge in the communication processes as they solve problems and research issues critically. Skills are still taught directly and the sequence depends upon the developmental level of the student and HCPS pacing guides. Skills are taught, as the student needs them to read and write effectively.

At all grade levels, students may use computers for their writing whether it is phrases, sentences, paragraphs and/or story development. Classroom computers as well as computer labs assist in this process. Teachers have guidelines/benchmarks for planning instruction in writing as well as suggested activities to help implement the guidelines. A sample of the student's creative writing for each year first through fourth grade is kept in a writing folder. These illustrate the student's proficiency of the grade level writing benchmarks aligned to the Virginia Standards of Learning.

We believe that all students can and will learn to read and write successfully. Reading is the dynamic interactive process of constructing meaning by combining new information with prior knowledge. The act of writing enhances the understanding of reading and in turn promotes the process of writing. Our goal is for students to become lifelong independent learners who read and write for personal development and pleasure.

The adopted basal textbook for Language Arts is Houghton Mifflin. The adopted programs for Spelling include "Words Their Way" by Pearson Education and "Word Journeys" by Guilford Publishing. Adopted materials for English/Writing include "Write Away," "Write on Track," and "Writer's Express" all published by the Great Source Education Group. Adopted materials for Handwriting include "Handwriting Without Tears" for grades (K-2) and "Loops and Other Groups" for grades (3-4) each published by OT Ideas, Inc. The McKenna/Walpole reading and word study program is also used school wide to establish the critical literacy components of phonemic awareness, word recognition, fluency, comprehension, and vocabulary.

Other activities that students participate in to further strengthen their skills in the area of Language Arts include the school wide Reading Program and other Language Arts enrichment activities, etc. The Standards of Learning for Virginia Public Schools establishes a framework for Language Arts instruction with the following reporting categories: word analysis strategies and information resources; and comprehension of printed materials.

### **Title I Reading**

We are fortunate to have a locally supported kindergarten through fourth grade remedial reading assistance program as well as a school wide Title I federally funded program which serves kindergarten through fourth grade. These programs are designed to improve the academic achievement and Language Arts development of students. These programs concentrate on needs determined by the student's previous experiences in reading and the individual student's assessment levels. The programs are designed to supplement the student's regular classroom instruction in reading. The reading teachers and/or assistants keep in contact with the regular classroom teacher in order to know which area(s) a student is having some difficulty with. Title I reading programs use a pull-out model and a tutorial model as well as reading teachers serving as resources in the classroom. Additional instruction in reading is provided for students at all grade levels who score in the lower quartile on Virginia State Assessment Program or on locally developed reading assessments to reduce the number of students scoring in this category.

In a Title I school wide program, parents may request information regarding the professional qualifications of the student's classroom teachers, which will include, at a minimum, the following:

- whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
  - the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
  - whether the child is provided services by paraprofessionals and, if so, their qualifications.
- 20 U.S.C. 6311(h)(6)

Schools receiving Title I funds must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified, as defined by NCLB 20 U.S.C.6311(h)(6)(B) (ii).

### **ESL**

An English-as-a-Second Language program (ESL) is available at all grade levels in our system to provide for maximum learning and to improve the academic achievement of the Limited English Proficient students served in the program. The Language Support Programs of HCPS serve culturally and linguistically diverse students whose

native language is not English. The objective of the program is to provide students with the English and academic language needed to be successful, active participants in the learning community. Oral language proficiency and vocabulary development are initial goals of the ESL program. As oral language proficiency is achieved, services are also provided to assist students with literacy development in all curriculum content areas. Student progress is measured annually by the state-provided ACCESS assessment. The Imagine Learning program is offered to students developing their oral language and vocabulary skills in grades K-2, plus in our newcomer's classroom.

### **Mathematics**

Math in Focus: (Singapore Math) is the adopted program for our school system. This program has a consistent emphasis on problem solving and model drawing with a focus on in-depth understanding of the essential Mathematics skills. The underlying principle is teaching mathematics concepts from concrete, through pictorial, to abstract strategies. (CPA) The hallmark of this curriculum is the careful guidance of students, done in child-friendly, pictorial language, where students not only achieve technical mastery of concepts, but also a complete understanding of all of the "whys" involved in Mathematics learning. Calendar Math is also incorporated into the Mathematics instructional day as a way to review previously learned basic Mathematics concepts. The Mathematics Standards of Learning objectives as well as the NCTM standards are incorporated into the curriculum in this area of learning.

Since this program is important to apply to every walk of life, 75 minutes is scheduled daily for Math instruction at each grade level. An individual Math folder is kept on each student that monitors their progress and their proficiency of skill objectives taught. Remedial Math instruction is provided for students at all grade levels who score in the lower quartile on Virginia State Assessment Program or on other locally developed or benchmark assessments. The Standards of Learning for Virginia Public Schools establishes a framework for Mathematics instruction with the following reporting categories: numbers and number sense; computation and estimation; measurement and geometry; probability and statistics; and patterns, functions, and algebra.

### **Social Studies, Science and Health Programs**

The Social Studies program is based on prepared units assigned to each grade level kindergarten through fourth grade. The curriculum promotes student awareness and knowledge of community as well as strengthening student knowledge of our state's and nation's history and geography. The students are also taught responsible citizenship. All programs have a high degree of interest and are motivational. Instructional field trips are taken regularly in conjunction with the Social Studies curriculum. Adopted materials include "Our World, Let's Go" for (Kindergarten) by Five Ponds Publishing; "All Together" for (grade 1) by MacMillan Publishing; "People and Places, Then and Now" for (grade 2) by Houghton-Mifflin/Harcourt Publishing; "Exploring Your World, Past and Present" for (grade 3) by Houghton-Mifflin/Harcourt Publishing; and "Our Virginia, Past and Present" for (grade 4) by Five Ponds Publishing. The Standards of Learning for Virginia Public Schools establishes a framework for Social Studies instruction with the following reporting categories: history; geography; economics; and civics.

Science is a changing curriculum area. Through a "hands-on" approach, our Science program develops attitudes and values about the environment, develops skills to seek and evaluate information, and uses experimentation, discovery, and research with a variety of materials to strengthen basic concepts and processes. Our Science program uses a variety of textbooks and materials including those from Newbridge Publishing for grades (K-4), those from Harcourt Brace Jovanovich for grades (K,4), and those from MacMillan/McGraw Hill for grades (2,3). The Standards of Learning for Virginia Public Schools establishes a framework for Science instruction with the following reporting categories: scientific investigation, reasoning, and logic; force, motion, energy, and matter; life processes and living systems; and Earth/space systems and cycles. Sixty to ninety minutes of daily content instruction is provided in Science and Social Studies.

Health is taught through prepared instructional units in general safety, fire safety, bus safety, nutrition, etc. are incorporated into the health program. The Drug Abuse Resistance Program (D.A.R.E.) is taught at fourth grade to all students by a member of the City of Harrisonburg Police Department. Adopted instructional materials include those from Harcourt Brace and Jovanovich for grades (K-4) and those from MacMillan/McGraw Hill for grade (4).

The learning objectives for the Family Life Education Program (F.L.E.) are also implemented as part of the division Health/Guidance curriculum. A locally developed plan and curriculum have been approved by the school board which incorporate the F.L.E. objectives into existing units of study, kindergarten through fourth grade. The plan and the curriculum are available for review in each school library.

### **Physical Education, Music, Art, and Spanish Programs**

A well-rounded program of rhythm, gymnastics, games and physical fitness characterizes our Physical Education program. It provides sequential developmental experiences based on the student's ability and needs. Activities are designed to develop body fitness and attitudes of fairness and sportsmanship. The Physical Education Standards of Learning are incorporated into the curriculum for this area of learning. Students in all grades, preschool through fourth, receive instruction daily. Competitive sports of a varsity nature are prohibited in the elementary schools in Harrisonburg.

The Music program develops an understanding and appreciation of Music through the use of the voice, instruments, and/or rhythm. Students experience making Music, performing, listening, and reading Music. The Virginia Music Standards of Learning are incorporated into the curriculum for this area of learning.

The Art Standards of Learning objectives are incorporated into the curriculum in this area of learning. A wide variety of media is available to provide students with opportunities for self-expression through exploring and experimenting in the areas of drawing, painting, construction, etc. The Virginia Art Standards of Learning are also incorporated into the curriculum for this area of learning.

An elementary Spanish program is also offered weekly to students in grade K-2. The Spanish program's goals are for students who don't already speak Spanish to develop communicative proficiency, and for students who already speak Spanish to enhance their literacy skills. Lessons are content-enriched as students use their new language skills to reinforce and expand upon what they are learning in their grade level classrooms.

The Physical Education, Music, Art, and Spanish programs integrate/reinforce grade level Standards of Learning into their overall programs on a daily basis. Stone Spring currently utilizes a six-day rotating schedule for these curriculum areas that includes two days of Physical Education, one day of Art, one day of Music, one day of Library/classroom Guidance instruction, and one day of Spanish instruction in grade K-2. Grades PK-2 may receive more days per week in each area with a shorter amount of time based on how the school's master schedule is designed to meet the developmental needs of students in these grade levels.

### **Media Center**

The Media Center is the resource center of the school and is open daily from 8:15 a.m. to 3:25 p.m. The Media Center provides a unified program of instruction, activities, and resources for all students and staff. The Media Specialist is involved in reinforcing the school curriculum and keeps a file that reflects curriculum needs. The Harrisonburg City Schools Policy Manual has written policy for the selection, evaluation, and challenge of all instructional materials.

All students and staff members in the school are invited to use the Media Center and to check out materials. No books or materials may be taken from the Media Center without first having been checked out. Our Media Center operates on a computerized catalog and circulation system. All students and staff are issued bar-coded library cards to use when checking out materials.

All students are encouraged to select books, do reference work, read magazines and newspapers, browse materials, study together, or complete a project.

All classrooms have scheduled weekly Library times in which there will be curriculum enrichment activities or Library skills taught, plus a time for book/materials checkout. Students in preschool, Kindergarten and first grade are permitted to check out one book per visit provided their previous book has been returned. (Preschool and Kindergarten students are permitted to bring Library books home when they have demonstrated that they know how to care responsibly for materials. The Media Specialist will send a note home notifying preschool and Kindergarten parents when their students may begin bringing books home.) Students in grades two through four may check out two books per visit if they have returned previous selections. Students are encouraged to visit the Media Center at other times to exchange books; such as before, during and after school. However, they do need to return or renew their books during their scheduled class visit. (Library books may be renewed twice.) Students in grades two through four may check out reference books on an overnight basis. Current magazines do not circulate, but back issues may be checked out to students in grade four.

Using the Media Center is a privilege and responsibility. We stress and encourage the care of books and returning them on time. We do not charge fines as a deterrent for a late book. However, a student will not be able to check out more materials until an overdue book is returned. When a book has not been returned in over four weeks or has been returned damaged beyond reasonable repair, we will ask the student to pay the replacement cost for that title. If Library books are returned without their barcode, students will be asked to pay a \$1 barcode replacement fee. Our goal is for students to use and enjoy our school library in a responsible manner.

### **Gifted/Enrichment Program**

A student may be nominated for the academically and intellectually accelerated enrichment (Gifted) program at any time during the school year by self, peers, parents and/or a faculty member. In addition, each spring, faculty members are asked to submit names of students whom they feel might be candidates for this program. The faculty member making the nomination will complete a checklist of behavioral/academic characteristics for each student nominated in the areas of Language Arts and Mathematics. Parents will also be asked to complete a checklist. The school placement committee for this program will coordinate any additional screening required. They will tally the points a student receives from the teacher checklist, the parent checklist, and from the standardized test data. They will then make the decision as to whether the student is eligible, not eligible, or will be monitored for future placement in the program. The parents of the nominated student will receive a letter indicating the decision of the placement committee. The decision of the school placement committee may be appealed to the school administration. 2<sup>nd</sup> grade students are also annually screened for the Gifted program.

According to state guidelines, children are identified as early as their kindergarten year. This early identification is based on readiness testing, ability testing and teacher recommendation and is done in kindergarten, first and/or second grade. Students identified in kindergarten, first, and second grade will be provided enhanced instruction by the classroom teacher with assistance from the school differentiation specialist.

Students in all grade levels who are found eligible and enrolled in the enrichment program have an opportunity to participate in various Language Arts and Mathematics units offered during the school year by the Differentiation Specialist. This trained Differentiation Specialist also works with teachers serving Gifted students to provide enhanced instructional activities and ideas. Classroom teachers having students in this program have had specific in-service/staff development training and are expected to provide appropriate differentiated learning activities for their students. Each student's needs are met through the challenging instruction provided in this program and through the accelerated core curriculum.

### **Instructional Technology**

Stone Spring has at least one computer in every classroom and two Computer Labs available to our students (with Dell desktop computers). These computers are all networked and have internet access. Teachers use the Labs each week to enrich all curriculum areas. Students work on drill and practice software as well as word processing and simulations. Instruction is provided at all grade levels to help students integrate the Standards of Learning in the area of computers/technology. Keyboarding instruction is also offered at various times of the year.

### **DAILY SCHEDULE**

The school maintains a full-day schedule of 6 hours and 50 minutes for grades kindergarten through four including lunch, specials, recess, and transition times. (The schedule for preschool classes provides for 5 hours and 55 minutes.) This daily schedule provides instructional blocks of time designed to protect instruction from interruptions. Parents should leave items in the office that were forgotten by students so that they can be delivered by the office staff to help further reduce interruptions in the classroom. Please refrain from picking up students before 3:25 p.m. except for scheduled appointments or emergencies.

Please do not drop off your child or have him/her walk to school before 8:00 a.m. The school doors will not be open to students until 8:00 a.m. except for those students participating in scheduled before school programs. (Preschool students arrive between 9:15-9:30 a.m.) In order to avoid confusion, students need to choose to either ride the bus or walk to school on a regular basis not switch from one to the other on a daily or weekly basis. This makes it very difficult for the office staff, teachers, and the Transportation Department to be accountable for their whereabouts on any given day. Children arriving at school between 8:00 and 8:20 a.m. should report to the assigned bus duty area under supervision of teachers assigned to morning duty. Students are not permitted on the playground before the school day begins.

8:00	-	Doors are open for student arrival.
8:20	-	First Bell – students may enter classrooms.
8:35	-	Tardy Bell – classes begin.
9:15-9:30	-	Preschool arrival
3:25	-	Students are dismissed. (all grade levels)

### **DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

Each student “shall be required to reimburse the school board for any actual breakage or destruction of property ... done by such pupil in pursuit of his studies.” School boards can initiate action to recover from parents up to \$2500 for damages for the willful or malicious destruction of school property by their child.

### **DISCIPLINE PLAN**

#### **Stone Spring Elementary School Effective School Wide Discipline Plan**

Stone Spring Elementary School staff will utilize a school wide Eagle Award and ticket system in order to create and maintain a safe and supportive environment that is conducive to learning.

#### **School Wide Respect Expectations:**

I respect you.

I respect me.

I respect my school.

### Eagle Expectations:

1. be safe - I will walk, keep my hands, feet, and objects to myself. I will not place myself or others in danger.
2. be a good listener- I will follow the directions of all staff members.
3. be respectful/kind-I will follow the school wide respect rules. I will use good manners and be polite at all times. I will treat others as I would like to be treated.
4. be responsible- I will be prepared to do my job at school. I will put forth my best effort every day.

### Eagle Award:

During each six weeks, students will have the opportunity to earn Eagle Awards. Each grade level/team will develop a positive reinforcement plan or system centered around the school wide Eagle emphasis or theme. The goals will be to use consistent language and terminology and for the students to have an opportunity to earn something tangible in order to attend the end of six weeks Eagle Activity. Any staff member may present a grade level Eagle reinforcer. Grade level Eagle Plans will be turned into the principal each year for approval.

### Eagle Activities:

At the end of each six weeks we will hold Eagle Activities. These will be rewarding activities for students with good behavior to attend. Students who attend must have met the grade level positive reinforcement criteria. Some Eagle Activities will be planned by the administration and some will be planned by grade level teachers. (A yearly schedule will be developed.) A general rule of thumb to follow is to have as many students as possible earn the end of six weeks Eagle Activity.

Students will earn the right to attend the end-of-six-weeks Eagle Activities per the following criteria:

PK and Kindergarten-	no more than 8 tickets/warnings per six weeks for the 1 <sup>st</sup> semester; no more than 6 tickets/warnings per six weeks for the 2 <sup>nd</sup> semester;
1 <sup>st</sup> and 2 <sup>nd</sup> grades-	no more than 4 tickets/warnings per six weeks;
3 <sup>rd</sup> and 4 <sup>th</sup> grades-	no more than 6 warnings per six weeks or 3 tickets per six weeks.

### Booster Sessions:

Students not earning the privilege of attending the Eagle Activity will be required to attend a Booster Session. Booster Sessions will be planned by the School Counselor initially and then by other resource teachers. Resource teachers and instructional assistants will be needed to help with planned Booster Session activities. Activities will focus on teaching students appropriate behavior choices and skills so that they can earn the Eagle Activity the next six weeks. Repeat offenders to Booster sessions should be referred to the school IST team for discussion/intervention. A reporting form will be turned in each six weeks listing students who did not earn the Eagle Activity and the reason(s) why so that we can plan appropriate activities. In order to staff Booster Sessions appropriately, common times for Eagle Activities will be established each six weeks.

### Tickets:

In order to streamline the communication process, teachers/staff will use a warning form for classroom behavior situations not requiring a visit to the office. The behavior incident(s) and classroom consequences will be summarized on this form. (see example that follows) Before this form is sent or mailed home, the teacher should be in communication with the parent so that everyone works together to solve the issues occurring. The warning system will start over each day and will be used in conjunction with individual classroom management plans.

When more than one warning is given in a day in the classroom, a sequence of consequences will be followed (see below).

### Consequences:

1<sup>st</sup> warning- Warning and apology is given. Warning form is sent home for parent to sign.

2<sup>nd</sup> warning- Time out or a special privilege is lost and apology is given. Warning form is sent home for parent to sign and teacher calls parent.

3<sup>rd</sup> warning- Student is sent to the administration with a ticket for appropriate consequence. Apology is given. Ticket is sent home for parent to sign and administration calls the parent.

When a rule is broken that results in an office referral students will be given a ticket that explain the rule that was broken. The ticket will list students name, homeroom teacher, referring teacher, date, rule that was broken, and comments. It will also have a place for signatures (see example that follows). After meeting with the student, the school administration (or designee) will assign appropriate consequences. Either the teacher or administrator will also call the parent before the ticket is sent or mailed home. Any staff member may give a ticket when a rule is broken. When a ticket is given, one copy goes to the student/parent to take home to be signed, one copy goes to the homeroom/referring teacher, and one copy stays with the administration.

Teachers are asked to reward classes on Friday for overall good weekly classroom behavior.

### Straight to the Office:

The following behaviors result in an automatic referral to the office, with a ticket completed by teacher/staff and sent with child to the office.

blatant disrespect, alcohol violation, bullying, drug violation, extortion, fighting (with or without injury), gang activity, profane/obscene behavior, sexual harassment, technology misuse, threats, tobacco violation, or weapon violation.

### EARN THOSE EAGLE ACTIVITIES!

#### Eagle Expectations- Classroom

Show respect.  
Ready to learn.  
(Teacher and student develop the rest.)

#### Eagle Expectations- Cafeteria

Walk at all times.  
Hands and feet to myself.  
Talk quietly.  
Raise hand for help.  
Lights off means silence.  
Listen to staff.  
Good table manners and clean-up.

#### Eagle Expectations- Playground

Safety at all times.  
Walk around all equipment.  
No hurting of any kind.  
Line up quickly to come inside.  
Have fun☺

#### Eagle Expectations- Restrooms

Walk at all times.  
Hands and feet to myself.  
Flush toilets and urinals.  
Leave area clean.  
In and out quickly.

#### Eagle Expectations- Assemblies

Enter and leave quietly.  
Sit criss-cross applesauce.  
Hands and feet to myself.  
Listen to speaker.  
Applaud politely.

#### Eagle Expectations- Hallways

Walk quietly in line.  
Walk on right side.  
Hands and feet to myself.  
Respect property.  
Litter free!

#### Eagle Expectations- Bus Hall

Walk and quiet at all times.  
Sit in my area.  
Litter free!  
Straight to classroom in morning.  
Straight to bus or car in afternoon.

#### Eagle Expectations- Field Trips

Sit and talk quietly on the bus.  
Hands and feet to myself.  
Walk and stay with group.  
Listen to the speaker.  
Follow all directions.

Students can expect: to have an opportunity to know the school expectations/procedures; to be informed what expectation has not been met; to be able to present information in their defense; and to be informed of any disciplinary action being imposed upon them. (due process rights)

Teachers will establish expectations for their classrooms and will review these with students at the beginning of the school year. They will also work with students with the goal of overall classroom behavior improvement. Teachers will seek the assistance of parents as a part of this goal. Since teachers and parents must work together as partners in this effort, parents should confer with teachers when they have questions about classroom management procedures. Appeals and questions are welcomed by the school administration after the teacher and parent have attempted to work together. In the event of serious and/or continuous issues, teachers will seek the assistance of the administration. After consulting with the student, witnesses, and other staff members involved, the administration may impose the following corrective disciplinary action according to student conduct policy guidelines:

- Admonition and counseling
- Parent/pupil conference
- Modification of student classroom assignments or schedule
- Student behavior compact
- Referral to student support services
- After school detention
- In-School detention
- Suspension of student privileges for a specified period
- Removal from class
- Initiation of child study process
- Referral to in-school intervention, mediation, or community services program
- Short-term suspension
- Long-term suspension
- Recommendation for expulsion
- Mandatory expulsion

**CLASSROOM WARNING**



**STUDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**HOMEROOM TEACHER:** \_\_\_\_\_

**REFERRING TEACHER:** \_\_\_\_\_

**SCHOOL RULES:**

\_\_\_ **BE SAFE**    \_\_\_ **FOLLOW DIRECTIONS**    \_\_\_ **BE RESPECTFUL**    \_\_\_ **BE RESPONSIBLE**

**TEACHER COMMENTS:**

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**TEACHER SIGNATURE:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**White Copy: Parent**

**Yellow Copy: Teacher**

**STUDENT TICKET**



**STUDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**HOMEROOM TEACHER:** \_\_\_\_\_

**REFERRING TEACHER:** \_\_\_\_\_

**AUTOMATIC OFFICE REFERRAL OFFENSES:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Alcohol Violation           | <input type="checkbox"/> Fighting (with injury)   | <input type="checkbox"/> Threat            |
| <input type="checkbox"/> Bullying                    | <input type="checkbox"/> Gang Activity            | <input type="checkbox"/> Tobacco Violation |
| <input type="checkbox"/> Drug Violation              | <input type="checkbox"/> Profane/Obscene Behavior | <input type="checkbox"/> Weapon Violation  |
| <input type="checkbox"/> Extortion                   | <input type="checkbox"/> Sexual Harassment        |  |
| <input type="checkbox"/> Fighting (minor; no injury) | <input type="checkbox"/> Technology Misuse        |  |

**OTHER REPORTED OFFENSES:**

- |   |   |
|---|---|
| <input type="checkbox"/> Altercation        | <input type="checkbox"/> Offensive Touching |
| <input type="checkbox"/> Cheating           | <input type="checkbox"/> Other Violation    |
| <input type="checkbox"/> Disruptive Conduct | <input type="checkbox"/> Theft              |
| <input type="checkbox"/> Electronic Device  | <input type="checkbox"/> Vandalism          |
| <input type="checkbox"/> Harassment         |   |

(See offense definitions on the back of this form.)

**INCIDENT DATE:** \_\_\_\_\_

**INCIDENT CONTEXT (1, 2, 3)** \_\_\_\_\_

- (1) During school hours
- (2) Outside school hours during school sponsored activity
- (3) School sponsored transportation

**INCIDENT LOCATION (1, 2)** \_\_\_\_\_

- (1) School grounds- on campus
- (2) School sponsored activity- off campus

**ACTION SETTING (where incident took place)** \_\_\_\_\_ **SED.** \_\_\_\_ **RED.** \_\_\_\_

**REASON FOR CURRENT REFERRAL/DESCRIPTION OF INCIDENT:**

\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATIVE ACTION/COMMENTS:**

- Verbal Warning
- Administrative Time-Out
- In-school Suspension
- Out-of-school Suspension

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATOR SIGNATURE:** \_\_\_\_\_ **PARENT SIGNATURE:** \_\_\_\_\_

White Copy: Parent

Yellow Copy: Teacher

Pink Copy: Office

## **DRESS CODE**

Students are expected to exhibit cleanliness and good taste in their dress and appearance. How students dress and appear often influences their behavior and attitude. Good learning situations are dependent upon the best possible behavior and attitude of the students.

When the weather warrants it, students may wear suitable warm-weather clothing that is sensible, is in good taste and is in keeping with the dress code policy. However, halter tops, short shorts, bike pants/shorts, bare midriff exposures, and flip flops for girls and short shorts, bike pants/shorts, cut-off or mesh shirts, muscle shirts, and flip flops for boys are unacceptable. General rules of thumb are that too much skin and undergarments should never be shown at school with clothing that is worn. Students should not wear “wheelie” tennis shoes to school. All hats and head coverings should also be removed when entering the school building, with the exception of those connected to religious beliefs, etc.

Items of clothing bearing advertisements for alcoholic beverages, tobacco products or suggestive/obscene or violent slogans or pictures are not acceptable dress for school. Any clothing promoting gang activity of any type is also not permitted at school.

Students may be asked to change clothes at school or may be sent home to change clothing that draws undue attention and/or causes a disruption to the instructional program. They also may be asked to remove inappropriate amounts of make-up or any piece of jewelry that draws undue attention and/or disturbs the class.

Students should also consider safety issues when dressing for school. Clothing should allow students to move safely when taking part in physical education or music classes or while at recess. Flip flops, sandals, jellies, etc. are not safe footwear during these activities.

The administration will make the final decision in all cases related to the dress code.

## **EMERGENCY EVACUATIONS**

An emergency evacuation will be used in any instance where the school must be evacuated in abnormal emergency situations. (i.e. emergency in certain area of the school, blockage of normal exits, weather-related conditions where students cannot stay outside, etc.) In the event of emergency evacuation, parents will be instructed through the HCPS communication system as to where students may be picked up and when. (This information will also be communicated through various media outlets.) Various emergency evacuation drills are conducted throughout the school year. (fire, tornado, intruder, off site, etc.)

## **EMERGENCY SCHOOL CLOSING**

School closings and early dismissals due to weather conditions will be announced on local radio and television stations. Please do not call the school, teachers, or the radio-television stations for this information. (These closings are also communicated through the HCPS notification system.) It is advisable to have a predetermined plan for your child to follow in the event of any early school closing because at times after-school care providers will close as well due to inclement weather conditions.

## **FIELD TRIPS**

During the course of the year, grade levels take trips to places of educational interest to gain first hand experiences connected to learning occurring in the classroom. A notification letter and permission form must be completed/signed/and returned to the teacher before a student may take part in the trip. According to school division insurance regulations, preschool children are not allowed to go on field trips with parents who are chaperoning. Likewise, family members and friends not approved are not allowed to go on the trip either. CHAPERONES ARE EXPECTED TO SUPERVISE A GROUP OF STUDENTS ON FIELD TRIPS. TOBACCO AND ALCOHOL USE ON SCHOOL APPROVED FIELD TRIPS IS PROHIBITED.

### **Field Trip Guidelines for Parents**

1. Some field trips require an abundance of chaperones; others cannot handle but a certain number. We ask that parents understand that there are times when the number of chaperones must be limited. On all trips, there should be a ratio of 1 adult to 5 students in grades (PK-2) and 1 adult to 10 students in grades (3-4). On field trips where there are more chaperones wishing to attend than the trip can accommodate, parents will be chosen on a rotation basis. Those parents not able to attend one field trip will be provided preference on the next trip.

2. Parents are welcome to drive to the field trip sites providing the program and space can accommodate them. Again, preschool children may not be taken to the field trip destination due to division insurance regulations. We prefer that Stone Spring students travel to field trips on the arranged school buses.
3. Parents may take their child only home from longer field trips with the permission of the classroom teacher. Please make sure that the teacher knows when you are taking your child.

Please work with us to ensure that all planned field trips are safe, fair, and enjoyable experiences for all involved.

### **GUIDANCE AND COUNSELING PROGRAM**

The Elementary Guidance and Counseling Program is designed to serve the needs of all elementary children at each stage of their development. The focus will be on the developmental needs of children in order to enhance healthy social, emotional, and educational growth. The objectives of this program are to help children better understand themselves and others and to prepare them to make choices and decisions that will lead to effective functioning as students and worthwhile individuals.

All schools are required to have character education programs. Referencing the character traits and connecting them to discipline and student achievement is important. Our character education program also addresses bullying and cyberbullying.

In an effort to fulfill the purpose of this program, the counselor, in cooperation with parents, teachers and other adults, will provide leadership in the three areas of the effective counseling: academic guidance, career guidance, and personal/social counseling. Parents may contact the school counselor at any time to review materials used in the Elementary Counseling Program. Questions or concerns about your child's participation in the Elementary Counseling Program should be directed to the school counselor or the principal. (Please read additional information related to the Guidance and Counseling Program in the HCPS Parent/Student Handbook.)

### **HOMEWORK GUIDELINES**

Homework is a means of strengthening and enriching skills and understanding gained in the classroom. It shall be evaluated properly with recognition being given for students' efforts. It shall be assigned in such a manner that meets one or more of the following conditions:

1. Contributes to the ongoing work of any specific class in which the work is required or assigned;
2. Promotes research efforts on the part of individual students;
3. Basic skill reinforcement (Reading and Math practice, etc.)

Parents are encouraged to monitor their child's homework, provide instructional assistance and provide a place conducive to completing assigned work. Students are responsible to complete homework and to turn assignments in at school. Various assignment notebooks and planners are used across grade levels to assist students in keeping up with homework assignments.

On-going communication between the school and family is essential for successful homework completion. Should you have an occasional situation where it becomes difficult for your child to complete their homework assignments for reasons beyond their control, please communicate this with the teacher. Also, if your child spends time beyond that recommended in the HCPS Parent-Student Handbook, please contact the teacher.

When requesting homework assignments for a student who is out of school, PARENTS MUST NOTIFY the school office of such request by 10:00 a.m. so that assignments may be gathered and ready by 3:25 p.m. to be picked up in the school office. A form is available for parents to provide homework requests to teachers.

### **ILLNESS AT SCHOOL AND HEALTH SERVICES**

If a student becomes ill or injured at school, he/she will be taken to the office where a decision will be made as to what procedures need to be followed. If the child is too ill to remain at school, the parents will be notified and asked to come for the child. Students leaving early should be checked out by using the computer located in the front office. If we are unable to contact the parent(s), we will then call the person so designated in case of an emergency (sitter, neighbor, etc.). This same procedure will be used if a child is injured. If a serious injury occurs, parents will be notified and students will be transported to the hospital emergency room. (A school administrator will accompany them there to meet the parents.) Accident reports are completed and filed in the office. IT IS IMPORTANT TO KEEP THE SCHOOL INFORMED OF ANY CHANGE OF WORK/HOME PHONE, SITTER, OR EMERGENCY CONTACT PERSON.

Parents should be aware of School Board Policy 11-56 which has procedures to be followed for infectious or communicable health conditions.

School bus illnesses and injuries will be handled in a reasonable, prudent manner as they arise. The bus driver will handle each case to the best of his/her ability and will return ill or injured students to the school if this is appropriate. Parents and school officials will be notified of illnesses or injuries, which would require a change in the usual manner that a child would return home and/or arrive at school.

Occasionally, a child who returns to school after illness or injury needs to stay inside during outside activities or refrain from physical activity for a period of time. If this is the case, please notify your child's teacher and the physical education staff in writing. Also notify the teachers when a child may return to normal activity. In case of prolonged injury or physical condition, please send a note to school from your physician.

A clinic area, which includes two cots and a restroom, is available in the school.

Home based instruction is available to students who are confined for periods that would prevent normal educational progress. (Please contact the school principal for additional information.)

The Harrisonburg City Schools work jointly with the health department in providing health services to students. A School Nurse is available at school and their schedule is posted in the front office.

### **KINDERGARTEN**

The Kindergarten program offers a wide range of activities and experiences designed to help each student grow socially, intellectually, physically and emotionally. The state Standards of Learning for Kindergarten are taught. (Language Arts, Mathematics, Science, and Social Studies) Teachers provide appropriate activities to help students master these objectives according to the maturity and readiness levels of each student. Language experiences and a variety of unit studies are important instructional tools to help students master these objectives. Instructional assistants are employed to serve the kindergarten students and help provide reinforcement/remediation in all areas of the kindergarten curriculum. There is no planned nap time in the Kindergarten daily schedule.

### **LOST AND FOUND**

Each year a considerable quantity of unclaimed clothing and articles accumulate in the lost and found department. After a period of time items which are not claimed are donated to local charity organizations. If your child has lost an item, please encourage them to check with the office immediately. If the lost item has been turned in, it will be gladly returned.

To assist us in doing a more efficient job in returning lost items, all articles such as books, purses, clothing, lunch boxes, etc. should be marked plainly with your child's name. This will be a great help to us in identifying and finding the proper owner.

### **MONEY IN SCHOOL**

Students should only bring money to school for breakfast, lunch, field trips, or the school store. The school will not be responsible for lost or stolen money and/or property not permitted at school.

### **NONCUSTODIAL PARENTS**

Unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school activities. Non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent-teacher conferences, and extracurricular activities. In fact, the law states that non-custodial parents should be allowed to participate in any activity that is supported or encouraged by school policy.

In addition, under State Board of Education regulations concerning management of student scholastic records, it clearly states that data contained in the student's record ...shall be disclosed to the parent or guardian of the student including a noncustodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access until the student is 18 years of age or is enrolled in an institution of post-secondary education.

### **PARTIES AND HOLIDAYS**

Celebrations of individual and group accomplishments contribute to the development of positive self esteem in everyone. Effort is made to balance celebrations such as birthdays within the school instructional day. Recognition is also provided for cultural celebrations, such as local, state, national, and international holidays. Such

recognition is intended to promote student awareness and understanding of various cultures. At all times, we do not endorse, support, sanction, or promote any specific religion or cultural belief. We also work with families whose beliefs do not allow students to participate in certain holiday/party events. Food sent in for school celebrations should be nutritious in nature, with the overall health of all students in mind, and follow the HCPS Wellness Policy.

### **PERMISSION TO GO HOME WITH ANOTHER STUDENT**

Written permission is required from a parent of both families. Please notify the office in advance if arrangements of this nature are to be made. Students will not be allowed to call at the last minute in order to make after-school arrangements.

### **PHYSICAL EXAMINATIONS/IMMUNIZATIONS**

A child entering school in Virginia for the first time is required to have proof of a complete physical examination from a physician. This examination must be dated no earlier than 12 months prior to the date the child enters school and it must be received by the school before the child can be admitted to school the first day. (Code of Virginia 22.1-270)

The minimum immunization requirements include vaccination against diphtheria, tetanus, pertussis (DTaP), haemophilus (Hib), polio, MMR (measles, mumps, rubella), Hepatitis B, and Chicken Pox (varicella). A second dose of the varicella and mumps vaccines are now required before Kindergarten. Please contact the school nurse or your family physician for dosage requirements or with questions related to any of the above immunizations.

### **PRESCHOOL**

Three preschool programs are offered at Stone Spring with a modified school day schedule that provides developmental Literacy, Mathematics, and Social instruction to identified students. A student must be four years old by September 30 to be considered and screened for this program. Instructional assistants are also employed to serve the preschool students and to help provide reinforcement/remediation in all areas of the preschool curriculum. The current preschool instructional day runs from 9:30 a.m.- 3:25 p.m. and does include daily snack and rest times.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students at Stone Spring Elementary are recognized and rewarded for good citizenship and for academic achievement at the classroom and school-wide levels. The school-wide plan includes the following recognition and reward programs for all students in keeping with our school system's and school's philosophy to create a positive learning environment.

#### **Student of the Six/Nine Weeks** (Stone Spring Stars)

Grades PK-4

One student in each classroom and resource area is selected by the teacher and/or students. The student selected has displayed positive behavior and good citizenship throughout the six/nine weeks in regards to specific behavior targets.

Students are recognized and rewarded as Stone Spring Stars over the intercom at the end of the six/nine weeks. Each student recognized receives a certificate and a special award for this honor. They are also recognized on a special bulletin board at the school.

#### **Honor Roll**

Grades 3-4

Each six weeks, all students who receive all A's and/or B's (no C's) in academic content report card areas qualify for the school Honor Roll.

Students are recognized and rewarded by receiving a special certificate, a business partner award, and their name is placed in a drawing for lunch with the principals.

#### **The Principal's List**

Grades 3-4

Each six weeks, all students who receive a B average and who are not on the Honor Roll qualify for the Principal's List.

Students are recognized and rewarded by receiving a special certificate, and their name is placed in a drawing for something special!

### Perfect Attendance

Grades PK-4

The school presents awards to students who have perfect attendance for the six/nine weeks and for the entire year. For the six/nine weeks and end of year Perfect Attendance award, there shall be no more than two tardy days. Students must be present at 8:35 a.m. each morning when the attendance report is completed in order to be marked present or not tardy. They also must be in attendance at school for at least two hours of the school day. The principal's decision and School Board policy will guide all matters pertaining to perfect attendance.

### Good Attendance

Grades PK-4

A good attendance award will be presented at the end of the school year to those students who have not missed more than three school days. To qualify for this award, a student also must not have been tardy more than two times during the school year.

\* Teachers are also encouraged to send students to visit with the school administrators for encouragement/praise for improved and/or exceptional work, effort, or behavior. A special "Principal Pride" note is then sent home and principal prizes are always involved☺

### **RETURNED CHECKS**

A service charge of \$10.00 is imposed on all checks returned to us by the bank for insufficient funds.

### **SAFE SCHOOL PLAN**

A plan of action for a variety of emergency situations has been developed for use by the Stone Spring staff. Copies of the plan are available throughout the school. Parents are welcome to review the Safe School Plan and offer suggestions at anytime. Please contact the schools' Safe School coordinator if you need additional information. A Safe School Committee meets regularly during the school year to address any additional school safety concerns. This committee includes teachers, administrators, parents, students, law enforcement, and community representatives.

### **SAFETY CONSCIOUSNESS AT SCHOOL**

Policies and procedures are in place at our school to help everyone-students, staff and parents-be aware of safety and security issues in the building and on the grounds. Please support us in the following procedures that have been implemented to help keep our school a safe and secure learning environment.

1. Visitors sign in! We ask that all visitors sign in at the office and put on a badge to signify that you have signed in; (The new computer sign-in system and camera should be used.)
2. Buddy system: No student is in the hallways alone, another student will accompany a student to any area within the building;
3. Doors locked! Most outside doors will be locked at 8:45 a.m. Parents visiting the school after 8:45 a.m. should enter using the main entrance next to the office. (Please report any other outside doors left or propped open to the front office;)
4. Students dropped off after 8:35 a.m. should be escorted to the office by their parent;
5. All staff members will wear identification badges at all times to help students, parents and visitors identify them as members of our faculty/staff;
6. At no times should parents post pictures of students other than their own on the Internet or on networking sights like Facebook , etc.
7. Please report any observed safety concerns to the front office immediately.

We appreciate your cooperation with the above areas to allow us to better protect your child at school. Your input and ideas are always invited and welcome.

### **SCHOOL INSURANCE**

School accident insurance is available by making application directly to the insurance company approved by the school board. This insurance covers injuries caused solely by accidents while the students are on the school grounds, on a field trip, or going to and from school. A 24-hour policy is also available.

The school does not file claim forms. It is the parents' responsibility for completing and forwarding claim forms, medical bills, etc. to the insurance company. School insurance forms are sent home at the beginning of each school year.

### **SCHOOL NUTRITION PROGRAM**

Our school cafeteria serves a well balanced breakfast and lunch to students each day through the National School Lunch and Breakfast Programs. We have been working diligently to include more fresh fruits and vegetables, whole grains, and locally grown and produced items on our menus. Our goal is to offer nutritious meals that are acceptable to students at a reasonable price for parents. A la carte milk is available for purchase on a daily basis and ice cream is sold to students once each week.

Prices:	Student	Adult
Lunch:	\$1.50	\$2.75
Lunch (reduced)	\$0.40	
Breakfast:	\$0.75	\$1.50
Breakfast (reduced)	\$0.30	
Milk	\$0.50	
Juice	\$0.35	
Ice Cream:	\$0.75	

We have a computerized accounting system for breakfast and lunch money. Students should bring money to the cafeteria in the morning before school to be put in their account for breakfast, lunch, milk, or ice cream. Each child is assigned a unique PIN number to be used throughout their school career. Students should not share their PIN numbers.

A student who does not have money in his or her account will not be denied meals. Their account will be charged for the cost of the meals. Any meal charges should be repaid to the cafeteria as soon as possible. To assist students and parents in being responsible for their account, a reminder note is sent home with the student when the account is out of funds. You may call the cafeteria manager at any time to find out the balance on your child's account. If a parent desires a refund of money from their child's account, a note must be sent to the cafeteria manager to request the refund. Student balances will be transferred when students moves from an elementary school to a middle school. Applications for free or reduced price meals are sent home with all students each school year. To qualify, families must meet certain income guidelines and must reapply each school year. Applications may be completed at any time during the school year.

Menus are posted in each room, are sent home monthly, and are also available on the HCPS and individual school websites. Additional nutrition related information is available on the School Nutrition web link at [www.harrisonburg.k12.va.us/Departments/School-Nutrition.aspx](http://www.harrisonburg.k12.va.us/Departments/School-Nutrition.aspx). Andrea Early, MS, RD is our School Nutrition Program Director and she coordinates the buying, menu planning and accounting for the Harrisonburg City Schools. She can be reached at 437-3300.

#### **Cafeteria Procedures**

1. Enter and leave the lunchroom in an orderly manner.
2. Bring only your money or lunchbox to the cafeteria.
3. Talking should be done in a quiet manner.
4. Practice proper use of trays and utensils at all times.
5. Leave food you do not want unmixed and on your tray/no trading of food.
6. Food spilled must be cleaned up at once to avoid accidents.
7. All paper is to be kept on your tray until thrown away at the proper time.
8. All food is to be eaten in the cafeteria.
9. Treat instructional assistants supervising cafeteria with respect and follow their directions.
10. Students who pack their lunch should not bring carbonated drinks in their lunch.
11. For students, only lunch prepared at home or at school is permitted on school grounds.
12. One hour school delay- breakfast served. Two hour school delay- breakfast not served.
13. Students with special dietary needs or those with allergies require an annual physician's statement.
14. Cultural/ethnic dietary considerations are taking into account in planning and serving meals to students.
15. Guests are welcome anytime! Simply call the school by 10:00 a.m. to let us know you are coming so that adequate food amounts can be prepared.

## **SCHOOL OFFICE**

The school office is open Monday through Friday from 8:00 a.m. - 4:15 p.m. The school telephone number is 574-1199. Spanish Speaking families may call 433-6198.

Parents are urged to call and leave messages for their children only when necessary. The office will deliver important messages left for students. (Students will not be called to the phone.) Students must have permission from the classroom teacher to use a school telephone.

## **SEX OFFENDERS ON SCHOOL PROPERTY**

Current law prevents a person convicted of a sexually violent offense from being on school grounds with one exception. An amendment to § 18.2-370.5 in 2010 allows an adult convicted of a sexually violent offense to petition the circuit court for permission to be on school grounds. In addition, the individual must also obtain permission from the school board for entry within all or part of the scope of the ban. An amendment in 2011 expands the prohibition on entry onto school grounds by any adult convicted of a sexually violent offense to include any school bus as defined in § 46.2-100 and any property, public or private, during hours when such property is being used solely by a public or private elementary or secondary school for a school-related or school-sponsored activity. The penalty is a Class 6 felony.

## **SPEECH AND HEARING SCREENING**

Each year, all students in Pre-K, Kindergarten and third grade have their hearing screened by speech therapists and the teacher of the hearing impaired. All new students entering the system receive both hearing and speech screenings. The screening takes place during the first two weeks of the school year. Parents will be notified if their child fails any of the screenings and then follow-up assessments with the child will be completed with parent permission.

If you do not wish your child to be screened, you must contact the school office at 574-1199 within two days after school starts or within two days of the enrollment date.

## **STANDARDS OF LEARNING (SOL) TESTING**

In grades 3 and 4 students will take SOL tests during the time frame of mid to late May each school year as mandated by the Virginia Board of Education in the Regulations Establishing Standards for Accrediting Public Schools in Virginia. The exact dates will be communicated to parents when the school division schedule is set by the Virginia Department of Education.

Students must take and pass the SOL tests in the four core academic disciplines of Mathematics, English/Reading, Science and History/Social Sciences. Certain students with disabilities and/or students identified, as Limited-English Proficient may be provided assessment accommodations or may be exempt from participating in SOL testing. The student's test results will be used as one of multiple criteria developed by the Harrisonburg City School Board to determine promotion or retention at grades 3 and 4. Family trips, etc. must be avoided during the extremely important SOL testing window. Students should be at school on all SOL testing dates, unless unavoidable illness or emergencies arise.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

### **S.C.A.**

The S.C.A. (Student Council Association) is a student organization that works in close harmony with the administration and staff of Stone Spring Elementary School. Annual elections for leaders and selection of classroom representatives are held each fall. This group endeavors to contribute to the overall improvement of the school. Serving in this organization, students have an opportunity to share in planning activities for the school through the school store, landscaping, flag patrol, trash patrol, recycling, and other special projects, and special school spirit days.

### **Safety Patrol**

The school Safety Patrol is comprised of third and fourth grade students who provide supervision and leadership in school hallways/corridors during both morning and afternoon arrival/dismissal times. Safety Patrol members learn responsibility and to develop leadership abilities as they protect the safety of other students. Safety Patrol members are selected on the basis of maturity, leadership, dependability, and with the consent of parents. The

duties of patrol members are described fully during training at the beginning of the school year and members are recognized for their service.

#### Clubs

Stone Spring's staff strives to help meet the special needs of our students. One way to meet those needs is through activities offered before or after school. Activities are sponsored by one or more faculty members and include:

Eagle Singers  
Early Bird Chorus  
Drama Club  
Art Club  
Good Start  
24 Math Club  
Eagle Club  
Various other before and after school programs

#### **STUDENT BIRTHDAYS**

Teachers and staff are not allowed to provide student names and addresses for birthday invitations. In addition, we ask parents not to send birthday invitations to be passed out. The PTA does provide an annual directory for this purpose.

#### **STUDENT PLACEMENT AND PROMOTION**

It is the purpose of Harrisonburg City Public Schools to meet the educational needs of all students. It is recognized that each child is unique and that all students learn and progress at different rates. Standards of Learning, PALS, and other assessment accountability have to be considered, though, in student promotion/retention decisions. Students who do not achieve grade level standards will have difficulty in the next grade, particularly students below grade level in Reading. Students who do not pass grade 3-4 SOL assessments in Reading/English, Mathematics, Science, and Social Studies will also be considered for grade level retention.

An extensive Summer School program is offered each year to assist students below grade level in Reading and Mathematics and those who are having difficulty with grade level Standards of Learning in grades 3-4. During the school year remediation and after-school tutoring in grades 3-4 are also offered by trained specialists. After school Reading and/or Math tutoring may also be provided in other grade levels as needed. Parents are encouraged to take advantage of these opportunities to help their child succeed.

Students will be retained in a grade when it is determined by the teacher, parents, and principal that retention is in the BEST INTEREST OF THE CHILD. All aspects of the child's development are considered when making promotion/retention decisions. "Since the placement of students is a function of the school administration, the principal shall make the final decision about the promotion/retention of students."

#### **STUDENT PROGRESS REPORTS**

Parents will receive reports on their child's progress at the end of each reporting period. Kindergarten through fourth grade students will receive reports each nine weeks. Report cards are issued one week following the end of the reporting period. (Interim reports will be issued at the end of 4 ½ weeks to all students.) Preschool report cards are likewise sent home on a regular basis.

Parents are urged to examine the report carefully and indicate by their signature on the envelope that the report has been examined. The signature is not an indication of satisfaction, but informs the school that the parent has examined the report. The envelope should be returned to the school.

Beginning, midyear, and end of year assessment results on various Reading/Literacy and Mathematics assessments and on grades 3 and 4 SOL practice tests are also shared with parents. SOL end of year reports are mailed home after they are received during the summer.

#### **TARDY/LEAVING EARLY**

When a student has acquired ten or more tardies or has left prior to the 3:25 dismissal time ten or more times, a conference will be set up with the parents. The principal or his/her designee will set up an appointment time over the phone followed by a letter home as a reminder of the meeting date and time. During this meeting the principal, teacher, parent, and student (if appropriate) will develop a plan to improve the student's arrival and

dismissal times at school. If the student continues to be tardy or to leave school early, the parents will be required to attend another meeting at school to which the school division attendance officer will be invited.

### **TEXTBOOKS**

Students are provided textbooks free of any rental charge. Textbooks belong to the public schools of Harrisonburg and should be handled with the same care as one would handle their own. If lost, mistreated, or unduly worn or damaged, a proportionate part of the cost of the book will be charged to the student. (see HCPS policy manual for replacement %'s) Textbooks are adopted and purchased by the school division every six years per curriculum content area.

### **TOBACCO/DRUG/ALCOHOL/WEAPON FREE SCHOOL ZONE**

Stone Spring Elementary School has been designated as an Alcohol and Drug Free School Zone and a Weapon Free School Zone. Persons in possession of alcohol, drugs, or weapons 1000 feet or closer to the building are subject to stiff jail terms and/or fines if convicted.

All Harrisonburg City Public Schools have also been designated as "Tobacco Free Zones". The possession or use of any tobacco product by students on school grounds or the use of tobacco products by anyone on school grounds is prohibited.

### **TOYS**

Toys may be brought to school for sharing time in preschool through second grade with the teacher's permission. After sharing time, they will be put away and taken home at dismissal. No toys or items such as sports/fantasy cards will be permitted to be brought to school in any grade level unless requested by the teacher. The same applies to any music/gaming devices/equipment. The school is not responsible for the loss or damage of any toys, cards, or equipment brought to school in violation of this policy.

### **TRAFFIC PATTERNS**

In an effort to insure the safety of our students, we are asking that all parents and visitors follow these before and after school procedures.

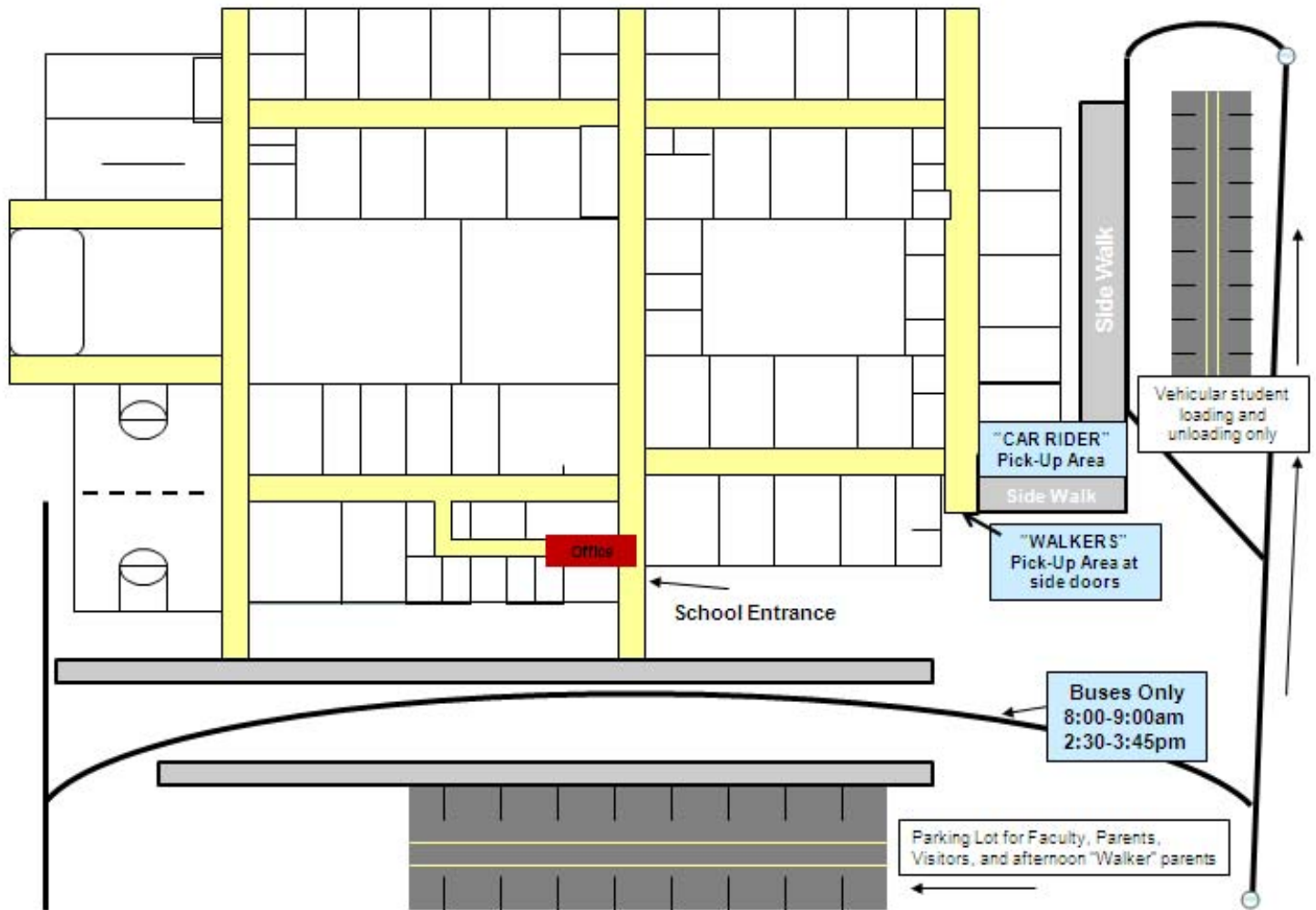
If dropping off students in the morning, please follow the traffic pattern in the following diagram. Please note that if you wish to park and accompany your child into the building you should use the main parking lot in front of the building.

If you are picking up a student in the afternoon you may:

1. Go to the office and wait for your child;
2. Report to the office and sign your child out (for an appointment) at which time a member of the office staff will either call your child's classroom or will bring your child to the office for dismissal at 3:25 p.m.;
3. Report to the office, sign in and get a visitor's pass if you wish to be in the building prior to dismissal at 3:25 p.m.; or
4. You could wait in your vehicle until your child is dismissed and comes to the side parking lot. School staff will then dismiss students to parents waiting in the designated parking circle. You are required to have approved yearly pickup tags to participate in this dismissal procedure.

Please observe the posted traffic patterns and avoid using the bus loop between the hours of 8:00-9:00 a.m. and 2:30-3:45 p.m. when visiting or dropping off/picking up students. It is against Virginia State Law to pass a school bus when loading/unloading when its red lights are flashing. This applies to highways and also to parking lots on school grounds.

Your cooperation in these matters is greatly appreciated.



New legislation provides that a person driving a motor vehicle shall stop his vehicle when approaching, from any direction, any school bus that is stopped on any highway, private road, or school driveway for the purpose of taking on or discharging children, etc., and remain stopped until all the persons are clear of the highway, private road, or school driveway and the bus is put in motion and that failure to do so is reckless driving.

### **TRANSFERRING STUDENTS**

Students transferring to another school are expected to notify their teachers so that appropriate paper work can be completed. Student records will not be sent with the pupil or parents to the next school. The receiving school will request the records from Stone Spring. Your child's records are available for you to review or make copies of at any time.

### **TRESPASSING**

No one shall be in the school building during or after school hours unless they are on official school business regarding a student, participating in a supervised school activity, authorized by the school administration, or a spectator at an activity open to the public. All unauthorized persons shall be deemed trespassers and may be reported as such under Virginia School Law. Unauthorized persons loitering on school property shall also be treated as trespassers.

### **VISITOR POLICY**

All visitors must report to the front office and sign in as soon as they arrive on school grounds. Visitors will be issued a visitor pass or other appropriate pass depending on the nature of the school visit. School staff has been instructed to send any unauthorized visitors back to the office. Please assist us when visiting our school by maintaining a safe environment for our students.

## **VOLUNTEER PROGRAM**

Volunteers are an integral part of the school program. We encourage mothers, fathers, grandparents, and other community members to assist us in providing supplemental and enriching activities. We also encourage volunteers to provide supportive services to our teachers. Volunteer activities include:

1. Instructional- work directly with students in the classroom to reinforce skills and concepts taught by the teachers;
2. Library - assist with the library program and materials;
3. Clerical - assist by typing materials for teachers and preparing resource materials for classes, such as bulletin boards, laminating, etc.;
4. Office- assist with making copies and in getting important information out to staff;
5. Field trips- serve as a chaperone on various grade level or school-sponsored trips;
6. Special school events- volunteer to assist with events such as Field Day, end-of-year celebrations, etc.

Persons interested in volunteer work at school should contact the school at 574-1199, or the PTA Volunteer Coordinator.

## **TITLE I SCHOOL WIDE PARENT INVOLVEMENT POLICY** **STONE SPRING ELEMENTARY SCHOOL** **2011-2012**

### *Statement of Purpose*

Stone Spring Elementary School is committed to providing quality education programs and establishing high levels of performance for all children. Title I law requires that each school develop jointly with parents a policy which describes how the school intends to comply with the requirements of this law. The following policy was developed by the school's Parent Advisory Council and will be distributed to all parents in a language they can understand. Currently our policy is translated in Spanish, Russian, Arabic, and Tigrinya. The policy is revised annually based on the results of the Title I Survey done each spring. Because parent involvement and support are essential components for each child to be successful, the school is committed to establishing a home-school partnership to ensure academic success for every child.

### *Part I: Policy Involvement*

Stone Spring Elementary School will:

- Hold an annual meeting no later than October 31, 2011 to review school-wide Title 1 services, the Division Parent Involvement Policy, the school's Parent Involvement Policy, and the school's School/Parent/Student Compact.
- Involve the PTA, parents, volunteers, faculty, and students in planning the event to maximize attendance.

Offer flexible meeting times and varied activities designed to support and encourage the involvement of all parents; To ensure the involvement of all parents Stone Spring Elementary School will offer the following activities during the school year:

- Homework Help Sessions for parents
- Evening literacy events
- Multicultural Nights
- Parent Conferences
- Student Performances
- School-Wide Reading Program – Take Home Book Program
- School Website Access
- Teacher Webpage Access

Involve parents in planning, reviewing, and improving the Title I program, including the School and District Parent Involvement Policy;

Stone Spring Elementary School will involve parents in this process by;

- Encouraging participation in the yearly Title 1 Evaluation/Survey
- Reviewing and revising Title I plans and policies based on survey results
- Encouraging participation on the Parent Advisory Council
- Encouraging participation in the Annual Title I Meeting

Provide timely information about the Title I Program, the academic curriculum, assessments used to measure progress, grade level expectations, and opportunities to interact with teachers regarding the education of their children;

Stone Spring Elementary School will communicate with parents in a timely manner by providing;

- School and class newsletters – School and classroom newsletters should provide parents with a preview of core curriculum that will be covered during the next six weeks.
- Report cards and mid-term reports for all students
- Parent Conferences
- School Website Access
- Teacher Webpage Access
- Parent Advisory Council Membership
- Email
- Parent Mentors
- Home-School Liaisons
- HCPS Curriculum Pacing Guides online
- Friday Folders
- AMIGOS – Bilingual parents are available at each grade level to answer questions from non English speaking parents
- All Pro Dads
- Positive Parent Communications
- School Communication Phone System

Inform parents if their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by the Title I law;

It is the responsibility of the Director of Human Resources for Harrisonburg City Public Schools to inform parents in writing if this situation occurs at Stone Spring Elementary School or any school in the division.

#### *Part II: Shared Responsibilities for High Student Academic Achievement*

Stone Spring Elementary School will:

Develop jointly with parents and teachers a School/Parent/Student Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high academic achievement.

Stone Spring Elementary School's School-Parent-Student Compact is developed by the Parent Advisory Council (PAC). It is reviewed and revised annually based on the Title I Survey results. The compact is included in the Parent/Teacher Handbook and will be explained to parents at the Fall Title 1 meeting. It is also available on the school website.

#### *Part III: Building Capacity for Involvement*

Stone Spring Elementary School will:

Provide information and assistance to parents regarding the state and local academic standards and assessments; To ensure that parents are informed Stone Spring Elementary School will do the following:

- Send SOL results to parents
- Send PALS results to parents
- Hold Parent Conferences
- Send ESL Proficiency Levels to ESL parents
- Send Parental Information Letters prior to testing
- Provide access to the VADOE link to the school report card
- Share other assessment results with parents as appropriate

Provide materials and training to parents;

Stone Spring Elementary School provides parents with the following materials and opportunities for training;

- Parents as Educational Partners Program (PEP)
- Kindergarten Parent Involvement Notebook
- Family Literacy Nights

- Take Home Reading Materials (curriculum related)
- Summer Reading Programs
- Bagged Book Reading Program
- School-wide Reading Incentive Program

Educate the academic community regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs;

Stone Spring values parent involvement and parents are always welcome in the school. In addition Stone Spring will;

- Encourage parents to volunteer in the classrooms and in the school
- Invite parents to attend field trips
- Provide communications in the parents' native language
- Advertise PTA and school volunteer opportunities
- Hold volunteer appreciation events
- Encourage parent participation in after school events as volunteers

Coordinate parent involvement activities with other programs in the school such as Virginia Pre-School Initiative and Head Start;

At Stone Spring Elementary School the preschool and regional programs are a part of all school activities.

Inform parents of school and parent programs in a timely and practical format in a language they can understand; To ensure that all parents are informed Stone Spring will;

- Translate all communications into native languages to the extent possible
- Provide access to Home School Liaisons

Provide opportunities for parent involvement activities requested by parents;

All parents are invited to attend and participate in PTA (Parent Teacher Association) and PAC (Title I Parent Advisory Council).

Provide Title I funds for parent involvement activities;

The Title I Coordinator allocates money from the division Title I budget to Stone Spring for Parent Involvement. The funds are used to support all parent activities.

Establish a school Parent Advisory Council;

The Home School Liaison/Title I Parent Coordinator contacts each classroom teacher to provide recommendations for parents to serve on the PAC. Teachers are asked to consider the diversity in their classroom when selecting parents to represent them on the council. The coordinator contacts recommended parents. Parents can also volunteer to serve on this council.

#### *Part IV: Accessibility*

Stone Spring Elementary School will:

Make parent involvement accessible to all parents including parents of ELL, children with disabilities, and migratory children;

Stone Spring will make parent involvement accessible to all parents by providing the following:

- Interpreters
- Welcome Center – Registration facility for all students new to HCPS
- Accommodations for students with disabilities
- Invitations/Communications in native languages when at all possible

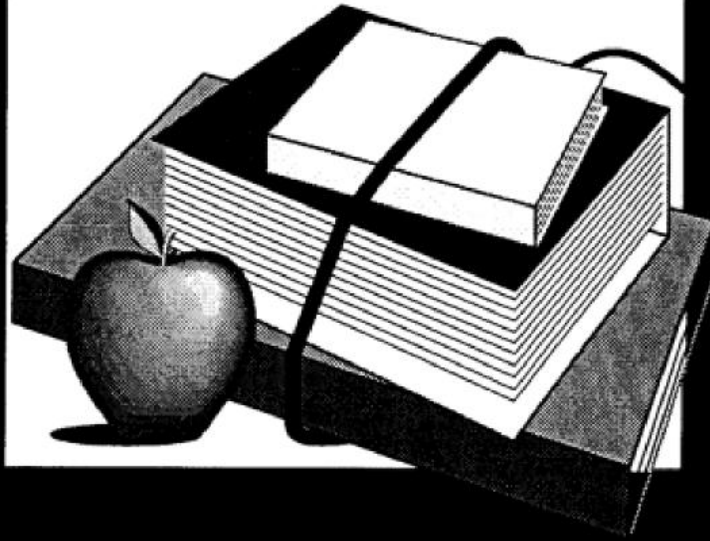
This policy was developed and adopted by the Parent Advisory Council April 7, 2011 and will be in effect for 2011-2012. The policy will be distributed to the entire parent population at Stone Spring Elementary School by October 31, 2011.

Lynn Sprouse - Principal - Stone Spring Elementary School  
Joy Blosser - Assistant Principal - Stone Spring Elementary School  
Joyce Barranco - Parent  
Gwynn Harrison - Parent  
Marybeth Clarke - Parent  
Kayode Ola - Parent  
Carmen Moreno - Parent  
Amanda Horne - Parent  
Scott Moomaw - Parent  
Amy Harlow - Parent  
Joyce Rodriguez - Parent  
Vincent Capaccio - Parent  
Wanda Hamilton - Title I Coordinator  
Susan Lawrence - Literacy Coach - Stone Spring Elementary  
Sal Romero - Home School Liaison/Title I Parent Coordinator

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*Motivate  
Educate  
Celebrate*



# **HARRISONBURG**

## **City Public Schools**

**STUDENTS, PARENTS, THE SCHOOL:  
A Partnership in Responsibility**

Handbook

2011-2012

# Harrisonburg City Public Schools

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## *Students, Parents, the School: A Partnership in Responsibility*

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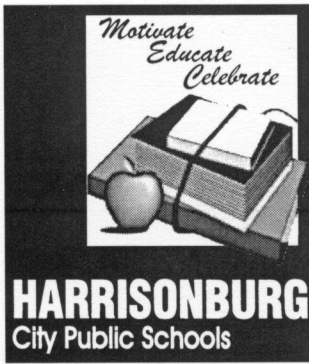
# *Code of Virginia*

## Section 22.1-279.3. Parental responsibility and involvement requirements.

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons 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 (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

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 requirement 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 the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.
- E. In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
  - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet: or
  - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) 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 (ii) 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 the subdivision 2 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.



Scott R. Kizner, Ph.D.  
Division Superintendent

317 South Main Street  
Harrisonburg, Virginia 22801-3606  
540-434-9916 • Fax 540-434-5196

July 2011

Dear Parents:

Welcome to the school system-wide *Student Handbook*. This is an important publication that we believe will help foster better understanding and communication with our parents about the policies and procedures that govern our school system. Although we tried to cover all of our policies and procedures in this handbook, there may be times when an administrator will be required to use his/her best professional judgment to address an issue or concern that might develop and is not clearly defined in this handbook. Furthermore, based on new school board policies that might be approved after this handbook goes to publication, we might at times amend, remove or write a new policy and procedure that we will communicate on our website and other communication tools.

Continuing focus on academic rigor requires that our schools be purposeful places of learning. To that end, we believe that all children can learn at high levels and have the capability to understand and follow school rules and procedures. In order for students to be successful learners our schools must be safe and free from distractions that interfere with teaching and learning. The Harrisonburg City Public Schools *Student Handbook* was created with the aim of defining expectations, rules and procedures that apply to all students across all school programs. In addition, the *Student Handbook* lists numerous programs and services available within our school system to assist students who may be experiencing social, emotional, or behavioral problems that may interfere with their learning.

As your superintendent, I strongly encourage you to review this *Student Handbook* with your child (children) and reinforce our efforts to promote an excellent learning environment for all students. As you review these pages, I trust you will appreciate the thoughtfulness of this document and the commitment to common sense and respect for all children. Since we will update this book annually, I encourage your comments and suggestions. Every parent must sign the form at the end of the handbook stating that they have received the *Student Handbook* and return it as soon as possible.

The coming year will be an exciting one I am sure. I look forward to working with you to make this a wonderful year for your child (children). Please don't hesitate to call me at 540-434-9916 with any questions or concerns.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Scott Kizner".

Scott R. Kizner, Ph.D.  
Superintendent of Schools

# HARRISONBURG CITY PUBLIC SCHOOLS

## Members of the School Board

Mr. Stephen Barranco  
Mr. Greg Coffman  
Mrs. Polly Fravel  
Mrs. Sallie Strickler  
Mr. Nick Swayne  
Mrs. Kerri Wilson

## Administrative Staff

Scott R. Kizner, Superintendent  
Michael C. Loso, Asst. Superintendent for Federal Programs and Assessment  
D.D. Dawson, Executive Director of Finance and Technology  
Andrea Early, Executive Director of School Nutrition Programs  
Krista Hogan, Director of Exceptional Student Services  
Patrick Lintner, Executive Director of Instruction  
Craig Mackail, Executive Director of Operations & Community Outreach  
Shawn Printz, Executive Director of Human Resources  
Jeremy Aldrich, Foreign Language Coordinator  
Nathan Barge, Welcome Center Coordinator  
Karen Campbell, Instructional Technology Supervisor  
Wanda Hamilton, Instructional Supervisor for Language Arts, Title I & ESL  
Andrew Jackson, Science Coordinator  
Anne Loso, Mathematics Coordinator  
Pam Mason, Health & PE Coordinator  
Kirk Moyers, Social Studies Coordinator  
Amy Sabarre, Advanced Learning & Innovative Programs Coordinator  
J.R. Snow, Fine Arts Coordinator  
Kathy Stevens, Career and Technical Education Coordinator  
Sandi Thrope, Coordinator of Exceptional Student Services  
Ethan D. Zook, Student Services Coordinator  
  
Reggie Smith, Director, City Transportation Department (432-0492)  
(School bus contact)

### Main Central Office/School Board (434-9916)

Superintendent	Human Resources	Technology
Operations and Community Outreach		Finance and Payroll

### Harrisonburg Public Safety Building

Instructional Services (434-5730)  
Exceptional Student Services (434-2752)  
School Nutrition (437-3300)

### Welcome Center (433-3644)

(Thomas Harrison Middle School Lower Level)

Harrisonburg City School system does not discriminate on the basis of sex, age, race, color, religion, handicapping conditions, or national origin in employment or educational programs and activities.

# HARRISONBURG CITY PUBLIC SCHOOLS

## Schools

Harrisonburg High School - Grades 9-12  
1001 Garbers Church Road  
Harrisonburg, VA 22801  
540-433-2651

Thomas Harrison Middle School -Grades 5-8  
1311 West Market Street  
Harrisonburg, VA 22801  
540-434-1949

Skyline Middle School – Grades 5-8  
470 Linda Lane  
Harrisonburg, VA 22802  
540-434-6862

Keister Elementary School - Grades K-4  
100 Maryland Avenue  
Harrisonburg, VA 22801  
540-434-6585

Smithland Elementary School – Grades K-4  
474 Linda Lane  
Harrisonburg, VA 22802  
540-434-6075

Spotswood Elementary School - Grades K-4  
400 Mountain View Drive  
Harrisonburg, VA 22801  
540-434-3429

Stone Spring Elementary School - Grades K-4  
575 Peach Grove Avenue  
Harrisonburg, VA 22801  
540-574-1199

Waterman Elementary School - Grades K-4  
451 Chicago Avenue  
Harrisonburg, VA 22802  
540-434-8352

## Administration

Tracy Shaver, Principal  
TBA, Associate  
Michael Eye, Assistant  
Sonya Bullard, Assistant

Elisabeth Dunnenberger, Principal  
John Shipley, Assistant  
Kathleen Taylor, Assistant

Joseph Glick, Principal  
R. Jay Supko, Assistant

Anne Lintner, Principal  
Tracey Long, Assistant

Gary Painter, Principal  
Mark Miller, Assistant

Ann Conners, Principal  
Chad Burk, Assistant

Lynn Sprouse, Principal  
Joy Blosser, Assistant

Jeremy Weaver, Principal  
Thomas Matteson, Assistant

Section 504 coordinator is Dr. Krista Hogan. Title IX coordinator is Shawn Printz. Should you have any questions, please contact Dr. Hogan at (540) 434-2752 or Mr. Printz at (540) 434-9916.

# **Nondiscrimination Notice**

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The Harrisonburg City School Board does not discriminate on the basis of race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. The Harrisonburg City School Board has designated [Shawn D. Printz](#), Director of Human Resources, 317 South Main Street, Harrisonburg, Virginia 22801 (540) 434-9916 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer, [Dr. Krista Hogan](#), Director of Exceptional Student Services, 101 North Main Street, 4th Floor, Harrisonburg, Virginia 22801 (540) 434-2752.

## **Student Rights and Responsibilities**

### **Guaranteed Right and Responsibilities**

The rights of all students as guaranteed by the Constitution of the United States and the Commonwealth of Virginia and applicable federal, state, and local statutes are recognized and protected.

1. **Title IX Student Complaints**: As required by Title IX of the Educational Amendments of 1972, the Harrisonburg City Schools adhere to the policy that “No person shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under and education program of activity...”
2. **Complaint Procedure**: Should a student or parent believe or have evidence of some form of sex discrimination and should this person want to present a complaint based upon this belief or evidence then this person should contact his/her teacher, the building principal, the Assistant Superintendent, Superintendent of Schools or the Title IX Compliance Officer.
3. **Complaint Process**: The division employee receiving the complaint will advise the student or parent of the next steps to be taken. Forms for filing an official complaint are available from the school principal, Title IX Compliance Officer or from the HCPS website Policy #437.

## **Introduction**

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This booklet fulfills the requirement of the Standards of Quality for Public Schools in Virginia, that “...standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights (22.1-253.13:7 D, July 1997....)” be so stated in a policy manual.

The legal responsibilities and rights of students in the public schools of Harrisonburg City and the rules of conduct and disciplinary procedures applicable to students are explained in this booklet and in the additional published rules made by each of our schools. This booklet represents a condensed version of the policies set forth by the Board regarding student conduct. For the complete text, see [Policies and Regulations, Harrisonburg City Public Schools](#).

<p>A copy of the school division’s policy manual is available on our website at <a href="http://www.harrisonburg.k12.va.us">www.harrisonburg.k12.va.us</a> and at the Harrisonburg City Public Schools Administrative Office at 317 South Main St., Harrisonburg, VA.</p>
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## **Parent Responsibility and Involvement Requirements**

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Note: As used in this booklet, the term parent shall be interpreted to include the student’s parent, legal guardian, or other adult in loco parentis to the student.

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.

All parents are expected to assume responsibility for the students' behavior and assist the school in enforcing the Standards of Student Conduct. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and **bring to the attention of the school authorities any problem that affects his/her child or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious educational difficulties.**

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

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 (**Code of Virginia, Section 22.1-279.3**).

**Sex Offenders on School Property:** Amendment states that every adult convicted on a sexually violent offense is prohibited from entering and being present on school property during school hours and "during school-related and school-sponsored activities" (HB567). Additional legislation on this topic prohibits adults convicted of certain sex offenses after July 1, 2008, from living within 500 feet of a public park owned by a county, city or town that shares a boundary line with a school and which is regularly used for school activities (HB622).

## **Standards of Student Conduct**

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All students attending Harrisonburg City Public Schools have the right of fair access to an education that is "...conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights"....22.1-253.13:7, SOQ, 1997.

This booklet defines the Standards of Student Conduct for all Harrisonburg City Public School students. Rules apply when students are on school property, while traveling to or from school, to or from and while at the bus stop, while riding in school board vehicles, while in attendance at school or at any school sponsored activity. Rules also apply off school grounds at any time when the offense involves weapons, drugs or alcohol, or intentional injury in accordance with Sections 22.1-277.1 or 22.1-277.02 of the Code of Virginia. Rules are enforced when the student's conduct interferes with or obstructs the orderly operation of the school system or the safety or welfare of students or employees. Guidelines and procedures related to disciplinary actions outlined in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia and Section 504 of the Rehabilitation Act of 1973 will be implemented.

All students are expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur. **Students who observe or who are subjected to behaviors as described in the Standards are expected to report such incidences to their bus driver, teacher, coaches, adult supervisors, or school administrators.**

### ***Changing Address and Telephone Number***

Students who change their residence, mailing address, or telephone number after enrolling in the school division must report the change promptly to the attendance office so that records can be corrected and kept current.

## **Search and Seizure**

When enforcing these standards, a student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has individualized, reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Metal detectors and other types of surveillance equipment may be used in the schools and at school activities for both random searches and when reasonable suspicion is present. Detection dogs will be used on school property to detect the presence of drugs and other contraband.

Lockers are assigned to individual students, but lockers remain the property of the school division. Lockers may be inspected in order to ensure proper maintenance. Each student has the responsibility to secure his/her locker and to not provide the combination to any other students. Lockers may be searched at any time when the school administration has reasonable suspicion to do so.

The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. **The interiors of student vehicles may be inspected whenever a school authority has individualized, reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant (School Board Policy 419).**

**Any contraband material found will be retained for the police for appropriate disposition (School Board Policy 414).**

Searches and seizures of students' cellular phones and laptops are permitted when there is a reasonable suspicion that the student is violating the law or the rules of the school. School officials should not share explicit materials depicting minors with other school personnel, but rather the material should be brought to the attention of the appropriate law enforcement agents.

## **Due Process**

An administrative hearing will be held with the student prior to a decision to suspend the student from school attendance, except in emergency situations. Va. Code 22.1-277 provides the following requirements for suspensions:

- a) the student is provided with oral or written notice of the charges
- b) an explanation of the facts and the opportunity for the student to present his/her version is offered
- c) notification of the facts in writing by the administrator to the division superintendent or designee and to the parent(s)
- d) if requested by either party, the superintendent or designee will review the facts of the case to "confirm or disapprove" the action
- e) superintendent's decision may be appealed to the school board

## **Procedure for Appealing Out-of-School Suspensions**

A decision to suspend a student may be appealed by the student's parents. An appeal of a suspension shall not delay the suspension. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A parent may appeal a suspension to the principal of the school, then to the superintendent or his designee in the following manner:

- a) A parent/guardian shall submit a written letter of appeal to the superintendent within three (3) calendar days of notification of the suspension. The superintendent or his designee shall review the suspension and all the evidence, and render a decision.
- b) To appeal further, the parent shall submit written notice to the superintendent, within three (3) calendar days of the decision to uphold the suspension, requesting that the superintendent forward the letter of appeal to the school board for review. The school board shall review the information, gather additional information, and/or conduct a hearing if necessary, and render a decision. The decision of the school board is final.
- c) In any case in which a student has had his/her suspension extended by the superintendent, the

student and his/her parent, guardian, or person having control or charge of the student may appeal the decision to the school board. Such appeal must be in writing and must be filed with the superintendent within three (3) calendar days of the decision on the appeal. The appeal should state in detail why the decision should be overturned and supply all supporting documents. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal (**School Board Policy 423**).

**Closed Campus:** All Harrisonburg City Public Schools maintain a closed campus which means that once students come on school grounds, they must remain on school grounds until their regular dismissed time. Leaving school grounds at any time without permission is a violation of discipline policy.

### **Exclusion of Certain Expelled Students**

When a student has been expelled or suspended or had admission withdrawn from a private or public school, the student may be excluded from attendance in the Harrisonburg school division (**School Board Policy 423**).

### **Violations of Law**

Violations of law may be handled by referring the case to law enforcement officials in addition to the use of other disciplinary measures. All incidents involving the death, shooting, stabbing or intentional cutting or wounding of another person, involvement with drugs or alcohol, or the possession of weapons on school property will result in referral to law enforcement officials in accordance with the Code of Virginia 22.1-280.4.

#### *Felony Charges*

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

**Major categories of behavior are outlined in the following Standards of Student Conduct with consequences which may occur as a result of misconduct. In determining the disposition for a specific violation, the student's past history is considered.**

## **Attendance**

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- A. Students shall attend school in the attendance area in which they reside and to which they are assigned.
- B. Compulsory School Attendance Ages - Reach 5th birthday on or before September 30 of any school year and have not passed 18th birthday.
- C. Students are expected to arrive at school and all classes on time every day. Student attendance is a cooperative effort, and the school board shall involve parents and students in accepting the responsibility for good attendance.
  1. Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under the provision of the law.
  2. A reasonable effort will be made to contact a parent/guardian of each absent student every day, and a log will be kept of call attempts.
  3. Students who are absent must bring a valid note stating the reason for absence upon return to school unless prior notification of reason by parent/guardian has been received. Unexcused absences are a violation of School Board Regulations.
  4. Students shall attend school for a full day unless otherwise excused. Exceptions to a full day schedule must be approved on an individual basis (**School Board Policy 408**).
  5. Unexcused Absence or Tardiness - Students shall not be absent from or report late to class or school without appropriate parental permission, school permission, or an otherwise valid excuse.
- D. Dismissal Precautions - students will not be released during the school day to any person not

authorized by the parent/guardian to assume responsibility for the student. **The burden of proof is on the requesting party (School Board Policy 402, 402R, 404, 408).**

## **Truancy**

### **Consequences of Habitual Truancy**

- A. A student over the age of 14 can be sent to Juvenile Detention for truancy for as much as 10 days per each day missed from school following their first appearance in court. Students under the age of 14 are not sentenced to detention but charges are filed against their parents.
- B. Parent of ALL truant students can be charged with Failure to Send Child to School, or Contributing to the Delinquency of a Minor. Fines as well as jail time could be punishment for not sending a child to school. Student nonattendance is a problem that extends much further than the school. It affects the student, the family, and the community.

## **School Attendance Law**

§ 22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.

- A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge 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](#).

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational prekindergarten program, including a Head Start program, or in a private, denominational or parochial educational prekindergarten program.

Instruction in the home of a child or children by the parent, guardian or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § [22.1-253.13:1](#) and in § [22.1-254.01](#). However, the requirements of this section shall not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

- B. A school board shall excuse from attendance at school:
  1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and
  2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's

reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; and
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

D. Local school boards may allow the requirements of subsection A of this section to be met under the following conditions:

For a student who is at least sixteen years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

1. Career guidance counseling;
2. Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such GED preparatory program or approved alternative education program to such principal or his designee;
3. Counseling on the economic impact of failing to complete high school; and
4. Procedures for reenrollment to comply with the requirements of subsection A of this section.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

E. A school board may, in accordance with the procedures set forth in § [22.1-277](#) and upon a finding that a school-age child has (i) committed an offense in violation of school board policies, (ii) been charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person, or (iii) been expelled from school attendance pursuant to § [22.1-277.01](#), require the child to attend an alternative education program as provided in § [22.1-209.1:2](#) or § [22.1-277.1](#).

F. Whenever a court orders any pupil into an alternative education program offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime which resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ [18.2-77](#) et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ [22.1-277](#), [22.1-277.01](#), and [22.1-277.2](#). As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

- G. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.
- H. The provisions of this article shall not apply to:
1. Children suffering from contagious or infectious diseases while suffering from such diseases;
  2. Children whose immunizations against communicable diseases have not been completed as provided in § [22.1-271.2](#);
  3. Children under ten years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
  4. Children between the ages of ten and seventeen, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
  5. Children excused pursuant to subsections B and C of this section.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

## **Homeless Children In Harrisonburg City Public Schools**

### **Definition of Homelessness**

According to the McKinney-Vento Homeless Assistance Act, students are considered homeless if they lack a fixed, regular and adequate nighttime residence, even if the temporary residence is outside the city of Harrisonburg. Students living under the following conditions are considered homeless—

- Living with friends or relatives due to loss of housing, economic hardship or similar reason
- Living in motels, hotels, or trailer parks used to house homeless families
- Living in an emergency shelter or transitional housing
- Living in camping grounds
- Living in cars, parks, public spaces, abandoned buildings, buses or train stations
- Foster children awaiting foster care placement.

### **What do I need to enroll my child in school?**

Your child has the right to be enrolled in school without delay. You will need to complete a registration packet, available at any Harrisonburg City Public School, or by calling the Student Services Office.

You will need to provide the following documents either while or after enrolling your child—

- School records
- Immunization records
- Birth Certificate
- Guardianship papers, if applicable.

Do not delay in enrolling your child in school. If you do not have these documents, we can help you get them. Each school has a Homeless Liaison who will assist you in obtaining the necessary documents.

Your child should receive lunch the first day and is automatically eligible for Free and Reduced Meals. Upon your request, the Homeless Liaison will arrange for ongoing meal benefits. The school will provide you with information on other programs for which your child is eligible.

### **Important Contact Information**

Harrisonburg Local Liaison  
Ethan Zook  
Student Services Coordinator  
540-434-9916  
Fax: 540-434-5196  
[www.ezook@harrisonburg.k12.va.us](http://www.ezook@harrisonburg.k12.va.us)

Virginia State Department of Education  
College of William & Mary  
School of Education  
P. O. Box 8795  
Williamsburg, VA 23187  
757-221-4002  
[www.wm.edu/hope](http://www.wm.edu/hope)

## **Weapons in School**

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### **General Prohibitions**

All weapons whatsoever, including, but not limited to, fireworks, ammunition, stun weapons, firearms, explosives, destructive devices, and any other items which in the circumstances may be or are intended as instruments of offensive or defensive force, are forbidden on all school grounds, in the school building, on school vehicles, and at school-sponsored or school-connected activities. Any attempt to bring a weapon onto school grounds or school vehicles, into the school building, or to school-sponsored or school-connected activities is also prohibited. Toy guns and look-alike guns, weapons and destructive devices are likewise prohibited.

### **Violations**

#### Disciplinary Action

1. Violations of this policy will result in an out-of-school suspension for up to ten (10) days and may be referred to the Superintendent or designee for consideration of additional disciplinary action, up to expulsion.
2. Any student found to have brought, or attempted to bring, any of the following weapons, including toy guns and look-alike guns or weapons, onto school property or to a school-sponsored or school-connected activity will be removed from school attendance for a period of not less than 365 calendar days; any stun or laser weapon; any pistol, revolver, or other weapons designed or intended to propel a missile of any kind, including but not limited to a "BB gun" or pellet gun; any knife, including but not limited to a dirk, bowie knife, switchblade knife, ballistic knife, or razor; any slingshot, spring stick, metal knucks, blackjack, or any flailing or disc instrument, which may be known as a nun chuck, fighting chain, throwing star, or oriental dart; any weapon, including a starter gun, which may readily be converted to expel a projectile by the action of any explosive or other propellant, or the frame or receiver of any such weapon; any firearm muffler or silencer; or any air rifle. In such cases, another disciplinary action or term of removal may be imposed only as appropriate under case-specific circumstances.
3. Any student found to have brought, or attempted to bring, a destructive device, or a look-alike destructive device, onto school property or to a school-sponsored or school-connected activity will be removed from school attendance for a period of not less than 365 calendar days. In such cases, another disciplinary action or term of removal may be imposed only as appropriate under case-specific circumstances. "Destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, or other weapon which will or may readily be converted to expel a projectile by the action of any explosive or other propellant, or any device or combination of parts designed or intended for use in converting any device into any destructive device; it does not include any device not designed or redesigned for use as a weapon, or which has been redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.

The Division Superintendent shall have the authority to develop regulations and/or directives for the implementation of this policy, including the establishment of an exemption for law enforcement or similar officers. **(School Board Policy 440)**.

# Controlled Substance, Imitation Controlled Substance, or Marijuana

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- A. A student shall not possess, use, and/or distribute alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, inhalants, or anything else covered by the Drug Control Act. Restricted substances include any abusable glue, paint and similar materials, anabolic steroids, and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package **and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.**
- B. A student shall not possess drug paraphernalia to include all equipment, products, and materials of any kind, and the constituent parts thereof, that either are designed for use or intended by the student for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or any other controlled substance.

*NOTE:* See Student Health Services & Requirements in reference to inhaled asthma medications.

## Procedure for Handling Substance Abuse Violations

- A. In the event of reasonable suspicion of use, possession, or distribution of any controlled substances:
  - 1. The principal or his/her designee may search a student, a student's personal effects, locker, desk, student-driven vehicle on school property (and off school property when vehicle is used in relation to any school activity), or other vehicles or containers on school property where there is individualized, reasonable suspicion that drugs or other prohibited substances or drug paraphernalia are present. By operating a vehicle to or on school property, the student and any other person implicitly grants consent to any such vehicle search.
  - 2. Any contraband material found is to be retained for the police for appropriate disposition.
- B. If it is determined that a student has engaged in any form of substance abuse, the procedure shall be as follows: the Harrisonburg Police Department and the superintendent/designee shall be notified immediately. The student's parents or guardians shall be notified immediately thereafter.

## Penalties

- A. First violation of use or possession of a controlled substance or other substance defined in this policy:
  - 1. **Grades K-4:** The principal or his/her designee will hold a conference with the student and parent(s). Out-of-school suspension and/or other appropriate action will be taken.
  - 2. **Grades 5-8:** A first violation shall result in an out-of-school suspension for 10 school days and suspension for at least 30 school days from all school activities (teams, clubs, and all other school-sponsored activities); all violations resulting in out-of-school suspension will be reported to the school board. The student and his/her parent or guardian must agree to and subsequently participate satisfactorily in an appropriate substance abuse prevention follow-up activity approved by the principal or his/her designee. Also, the student may be assigned to the alternative CORE program.
  - 3. **Grades 9-12:** A first violation shall result in an out-of-school suspension for 10 school days and suspension for at least 30 school days from all school activities (teams, clubs, and all other school-sponsored activities); violations will be reported to the school board. The student and his/her parent or guardian must agree to and subsequently participate satisfactorily in an appropriate substance abuse prevention follow-up activity approved by the principal or his/her designee.
  - 4. **Notification:** The principal or principal's designee shall immediately notify the parents or guardians of the suspension, of any alternative placement, of possible available community resources, and of the duration of the suspension. **The student and parent or guardian shall be requested to sign a statement that they have been informed of the consequences of any subsequent violations (School Board Policy 414).**

5. In situations where the student in violation of this policy represents a serious threat to the safety or health of himself/herself or others, or where the conduct would likely result in school disruption, the board may expel a student even for a first offense.
- B. Second and subsequent violations of use or possession of controlled substances or other substances defined in this policy:
1. **Grades K-4:** The principal or his/her designee will hold a conference with the student and parent(s). Out-of-school suspension up to 10 days and/or other appropriate action will be taken, with additional suspension days beyond 10 imposed by the superintendent, if necessary.
  2. **Grades 5-8:** A second violation will result in an immediate out-of-school suspension, and expulsion shall be recommended to the school board. The first 10 days of the immediate out-of-school suspension shall be imposed by the principal. The superintendent shall then extend such suspension, if necessary, until the next meeting of the school board.
  3. **Grades 9-12:** A second violation will result in an immediate out-of-school suspension, expulsion shall be recommended to the school board. The first 10 days of the immediate out-of-school suspension shall be imposed by the principal. The superintendent shall then extend such suspension, if necessary, until the next meeting of the school board.
- C. Distribution, sale, attempting to distribute or sell, possession with intent to distribute or sell any restricted substance, imitation or look-alike, or drug paraphernalia:
1. The principal shall immediately effect an out-of-school suspension and shall recommend expulsion to the school board. The first 10 days of the immediate out-of-school suspension shall be imposed by the principal.
  2. The superintendent shall then extend such suspension, if necessary, until the next meeting of the school board.
- D. None of the procedural steps (e.g., notification of parent, recording the identity of suspected illegal substances, etc.) are intended to create any substantive rights or to imply that any sanctions or discipline should be affected by the failure to follow such procedures.

## Tobacco Products

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The use of tobacco in any form is a significant health hazard to others. Additionally, passive smoke poses a health threat to persons who are exposed to it.

Consistent with good health education practice and a responsibility to provide healthful and safe environments for students and staff members, smoking, chewing or any other use of any tobacco products by staff, students and visitors shall be prohibited on school property as defined in this policy.

For purposes of this policy, the following definitions shall apply:

- School property shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b. All vehicles used by the division for transporting students, staff, visitors or other persons.
  - c. Entire school campus including grounds and athletic fields.
- Tobacco shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. Tobacco shall include cloves or any other products packaged for smoking.
- Use shall mean lighting, chewing, inhaling or smoking any tobacco product.

Students shall not bring to school or possess any tobacco products, matches, or lighters.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action. **(School Board Policy 413).**

## Assault and Battery

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- A. Students shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.
- B. Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting.
- C. Battery is the unlawful application of force to the person of another (**School Board Policy 412**).

## Gang Activity or Association

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- A. Any group activity that threatens, that is illegal and/or violent, or that indicates the development of gang activity, which may involve wearing gang-related apparel, inappropriate congregating, bullying, harassment, initiations, hazings, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, or personal degradation or disgrace possibly resulting in physical or mental harm to students are prohibited.
- B. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action, in accordance with Policy 412 and regulations (**School Board Policy 441**).

## Threats or Intimidation

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Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

Virginia Code Ann. § 18.2-60 concerning threats states that 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.

Virginia Code Ann. § 18.2-152.7:1 states that “If any person, with the intent to coerce, intimidate, or harass any person, shall use a computer or computer network to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, he shall be guilty of a Class 1 misdemeanor” (2000).

- A. **Bullying** : Students, either individually or as part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:
  - 1. Physical intimidation, taunting, name calling, and insults
  - 2. Comments regarding the race, gender, religion, physical abilities or characteristics of the targeted person
  - 3. Falsifying statements about other persons
  - 4. Use of technology such as e-mail, text messages, or Web sites to defame or harm others
- B. **Sexual harassment** includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities, on school buses, or at school functions.
- C. **Sex Offender Registry** – Information for the Sex Offender and Crimes Against Minors Registry is located at: <http://sex-offender.vsp.state.va.us/cool-ICE> (Va. Code § 22.1-79.3.C). Please refer to School Board Policy 528 – Violent Sex Offenders on School Property and Policy 527 – Sex Offenders Registry Notification.

- D. **Sex Offenders on School Property:** Current law prevents a person convicted of a sexually violent offense from being on school grounds. In 2011, HB 2066 expanded the prohibition on entry onto school grounds by any adult convicted of a sexually violent offense to include any school bus as defined in § 46.2-100 and any property, public or private, during hours when such property is being used solely by a public or private elementary or secondary school for a school-related or school-sponsored activity. The penalty is a Class 6 felony.
- E. A student shall not take another's property under duress, threat, or by any other unlawful means (**School Board Regulations 412R**).
- F. Disciplinary action may be taken when **off-campus speech** causes a substantial disruption to the educational environment or interferes with another student's rights. Criminal action may be taken against students when their speech constitutes a true threat. Virginia Code Ann. § 18.2-60 concerning threats states that 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.
- G. No student shall engage in hazing. **Hazing** means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the activity. Hazing is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of \$2,500, or both, in addition to any disciplinary consequences which may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors.

## **Disruptive Conduct**

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- A. Students shall not engage in conduct that disrupts or is intended to disrupt any school activity, function, or process of the school or threatens the health, safety, or welfare of students or others.
- B. The following are examples and are not an exclusive list: profanity, continual talking after being asked to cease, throwing spitwads, use of tape or CD players or radios or electronic games, gambling, display of pornographic material or obscene literature, etc.
- C. **Profane or Abusive Language**  
Students shall not use language or gestures that are vulgar, obscene, or disrupt teaching and learning. If any person shall, in the presence or hearing of another, curse or abuse such other person, or use any violent abusive language to such person concerning himself or any of his relations, or otherwise use such language, under circumstances reasonably calculated to provide a breach of the peace, he shall be guilty of a Class 3 misdemeanor.
- D. **Gambling**  
A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school-related activity.
- E. **Student Dress**
  - 1. A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice.
  - 2. The following are only examples, not an exclusive list, of inappropriate dress or appearance which interrupts or interferes with teaching, good health, and orderly conduct: halters, see-through shirts, tank or tube tops that bare the midriff, no shoes, no shirts, apparel which conveys an inappropriate message such as violence, symbols for illegal substances, gang affiliation insignias, displays offensive or obscene language, or clothing that reveals undergarments, etc.
  - 3. Head Coverings – Scarves, “do-rags”, hoods, bandanas, hats, cloth headbands, or any other

- head coverings shall not be worn inside the school building during regular school hours. Exceptions may be granted by the school principal for medical or religious reasons. Other guidelines may be imposed by school administration for events or activities occurring after regular school hours.
4. Coaches, teachers, and sponsors responsible for athletic teams, co-curricular activities or other student groups may set additional standards related to dress, behavior, and training (**School Board Policy 412R**).
  5. Displays of Affection in School – Inappropriate displays of affection are not allowed in the school building, on school grounds, or during school activities. Students who violate this rule may be assigned a higher level consequence, depending on the nature of the violation.

## Respect for Teachers and Staff

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Students are strictly prohibited from directing obscenities toward, attempting to intimidate, or physically assaulting or committing battery upon teachers and other staff members (**School Board Policy 412**).

### Defiance of the Authority of School Personnel

A student shall comply with any oral or written instructions made by school personnel and those serving the school (student teachers, practicum students, volunteers) within the scope of their authority as provided by board policies and regulations.

## Integrity

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Students are expected to perform honestly through the production of their own work and the demonstration of respect for the belongings of others.

The following acts are prohibited:

- A. **Cheating** includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B. **Plagiarism** includes the copying of the language, structure, idea, and/or thought of another and representing it as one's own original work.
- C. **Falsification** includes the verbal or written statement of any untruth, including the production of forgery or use of forged writing.
- D. **Stealing** includes acquiring another's possessions without right or permission. The possession of stolen property is considered theft.
- E. **Attempts** toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.
- F. **Unauthorized use of technology** and information gained through its use without permission is prohibited, as specified in *Acceptable Use Agreement* (**School Board Policy 412R, 752, 752R**).
- G. **Forgery**. A student shall not forge another person's name on any note, excuse, pass, paper or any written or electronic document.
- H. **Student Identification**. Students shall appropriately display student identification cards when required to do so by individual schools. Students shall not refuse to identify themselves when asked by school personnel, nor shall they give a false identity.

## Vandalism

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

Legislation states that each student "shall be required to reimburse the school board for any actual breakage or destruction of property ... done by such pupil in pursuit of his studies." **HB 1707 passed by the 2001 General Assembly authorized school boards to take action against a student for**

**actual breakage, destruction, or failure to return.** §§ 8.01-43 allows school boards to initiate action to recover from parents up to \$2500 for damages for the willful or malicious destruction of school property by their child.

## Unlawful Acts

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1. **Unlawful acts** which will lead to police notification and may lead to alternative placement, suspension from classes, exclusion from activities, or expulsion from school include but are not limited to:
  - possession or use of alcohol, illegal drugs, imitation (look-alike) drugs, restricted drugs, or drug paraphernalia
  - selling drugs
  - assault/battery
  - sexual assault
  - arson
  - intentional injury (bullying, fighting)
  - theft (A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.)
  - 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 (Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia, (§ 18.2-83 – class 6 felony if 15 or over, class 1 misdemeanor if under 15). Moreover, students shall not make any threats or false threats to bomb school personnel or school property.)
  - fireworks/explosive devices or materials (A student shall not possess, distribute, or detonate fireworks or explosive devices or materials.)
  - 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 a class 2 misdemeanor)
  - possession of weapons or firearms
  - extortion, blackmail, or coercion
  - driving without a license on school property
  - homicide
  - burglary
  - sex offenses such as, but not limited to, harassment, indecent exposure, obscene phone calls, rape, sodomy, and child molestation
  - malicious mischief
  - shooting
  - stabbing, cutting, or wounding
  - unlawful interference with school authorities including threats
  - unlawful use of internet (see Acceptable Use Agreement)
  - unlawful intimidation of school authorities
  - other unlawful acts **including being an accessory to any of these or other unlawful acts**
2. Accessory or accomplice - A student who acts as an accessory or accomplice to another in violation of any provision of the Student Code of Conduct will be subject to corrective action as outlined in the Standards of Student Conduct (**School Board Policy 412R**).

Reports of Conviction or Adjudication of Delinquency Pursuant to 16.1-305.1

Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, 16.1-305.1, may be suspended or expelled.

## Other Violations

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Other actions that may be cause for corrective action and, if serious enough or exhibited repeatedly, may lead to alternative placement, suspension, or expulsion. This includes but is not limited to:

- misuse of internet (see Student Use of Internet, Acceptable Use of Agreement)
- smoking or otherwise using tobacco or tobacco products; the use of tobacco or tobacco products by students is prohibited at all times on school property, school buses, or at school-sponsored activities.
- fighting
- threatening (intentionally and knowingly) another student or school staff member with imminent bodily injury or verbal abuse
- profanity or obscene language
- pornography
- disobedience or defiance
- refusal to identify self to school personnel (high school students shall appropriately display student identification cards when required to do so. Students shall not refuse to identify themselves when asked by school personnel, nor shall they give a false identity).
- absenteeism, truancy (see attendance policy)
- cutting class and/or leaving the school grounds during the school day without authorization of designated school authorities.
- school parking or school driving violations
- defacing or destroying property (vandalism)
- inappropriate dress or appearance; dress or appearance must not present health or safety problems or cause disruption
- exposure - a student shall not expose his/her private body parts and shall not attempt to expose or expose another person's private body parts
- trespass - the student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. No student shall enter upon any school property at night without authorized consent for any purpose other than to attend a school-sponsored meeting or school-approved community activity conducted on such school property. Any student directed to leave or refrain from entering school property and who fails to do so shall be subject to disciplinary action.
- failure to permit search of student's person, locker, or vehicle
- possession of **laser pointers**
- Use of cell phones and other electronic devices is governed by Policy 446 and Regulation 446-R. Students may not turn on, use or openly possess or display any electronic device from the time they enter the building in the morning until after the dismissal bell at the close of the school day. This same prohibition shall apply to after-school detention and Saturday School. Use of electronic devices at any other time, including at school sponsored activities or in buses or vehicles used by the school division to transport students to and from school and school sponsored activities shall be determined by the administrator, teacher, coach or other supervising school employee or agent. Use of a cellular phone as a camera and use of laser pointer are strictly prohibited at all time.
- Sexting is defined by the National Center for Missing and Exploited Children as "youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting these photos and/or messages to their peers." It is usually associated with

cell phones but other technologies can be used as well. Producing, storing, or sharing lewd or explicit pictures of minors is against the law in Virginia – sections 18.2 - 374.1 and 18.2-374.1:1 of the criminal *Code of Virginia* are felonies that apply to students merely possessing such images on their cell phones, sharing them with other students via cell phone, or producing them using their cell phones. Two other laws may be invoked, depending on the circumstances: §18.2-152.7:1, if the sexting involves bullying or harassment; §18.2-374.3, if the sexting involves an adult who has solicited images from a child.

In addition to these specific standards, a student shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state, or local law (School Board Policy 412R, 413, 438).

On many matters school administrators will initiate regulations specific to their schools. Violations of these school regulations will result in appropriate disciplinary consequences. Some examples, while not an all-inclusive list, might include rules regarding vehicles, bicycles, skate boards, roller blades, book bags, radios and/or tape/CD players, lockers, frisbees, coats and other particular items of dress, hats, toys, etc.

## **Pupil Transportation**

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

### **School Bus Safety and Discipline**

Each principal is responsible for carrying out a school bus safety program and has jurisdiction over the conduct of students while they are being transported. Students must be made aware of the following school bus safety procedures:

#### **A. Meeting the bus:**

1. Students should be at their bus stop prior to the arrival of the bus.
2. Students should take the safest route to their assigned bus stop.
3. Students should wait in a safe place off the main road or street.
4. Students should wear bright clothes if there is snow, rain, or fog.
5. Students should stand back from the road or street and give the bus driver room to stop.
6. Students should not trespass on private property or litter.
7. Students should not play in the roadway or street.
8. Students should not sit on the curb.
9. Students should not run in a bus loading/unloading area.

#### **B. Boarding the bus:**

1. If students must cross the highway to board their bus, they should cross at least ten feet in front of the bus, **never behind it**.
2. When entering the bus, students must enter in an orderly fashion and in accordance with instructions from the bus driver.
3. Younger students should be allowed to enter the bus first.
4. Students should go directly to a seat and remain seated while the bus is in motion.

***NOTE:** If a student with a disability requires special consideration in meeting, boarding or exiting the school bus such accommodations should be determined by the student's Individualized Education Plan team in consultation with the transportation director and be written into the student's Individualized Education Plan.*

### **Standards of Conduct:**

Students shall not behave in a disruptive manner or otherwise violate the following Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus. Policy 416 is included here by reference.

1. Students should show respect for the bus driver.
2. Students are to remain seated until the bus reaches its destination and comes to a complete stop.
3. Students are to speak in a normal voice and refrain from using unacceptable language.
4. The bus aisle is to be kept clear of feet, arms, and other objects.
5. Books, coats, and all other objects should be held on students' laps.
6. Vandalism to the bus will be paid for by those responsible, and the school board's regulation regarding parent liability will be enforced.
7. Students are to be silent at railroad crossings so the bus driver can hear railroad warning signals.
8. State regulations prohibit smoking on the bus at any time.
9. Students should ride the same bus mornings and afternoons. No change in buses may be made without written request from the parent. Additional bus stop locations cannot be established for special permission transportation.
10. Students should not tamper with the bus or any of its equipment, including emergency equipment.
11. Students should not fight, scuffle, or throw objects inside the bus.
12. Students should not extend arms, legs, or heads out of the bus, or throw objects outside the bus windows.
13. Except in an emergency, students should not talk to the bus driver while the bus is in motion.
14. No glass containers, water pistols, pea shooters, or weapons of any type are to be brought on the bus.
15. Paper or other litter should not be thrown on the bus floor.
16. Students should not deface the bus. Willful or careless damage must be paid for by the students.
17. Students should not chew gum, eat, or drink on the bus.
18. No pets or animals are allowed on the bus. Animals brought on the bus create disturbances which may result in unsafe driving situations.

### **Leaving the bus:**

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

### **Penalties**

**Riding a school bus is a privilege.** Bus drivers are instructed to report to the school administrator any infraction of the regulations for riding. Should a student be reported to the school principal, the principal will be responsible for the disciplinary action, including loss of the privilege of bus transportation.

### **Procedures for Handling Bus Misconduct**

1. The bus driver will hold a private conference with the student (after bus run) to discuss the infraction/misbehavior. An attempt should be made to gain the student's cooperation. A referral form will be completed to indicate that a conference was held, with a copy of referral form to be given to the student and copies kept by the school and by the bus driver.
2. If misbehavior continues, the bus driver will meet with the student and the school

administrator to discuss the problem. A second bus disciplinary referral form will be completed with a copy to the student, school, and bus driver.

3. If misbehavior persists, a conference involving the student, his/her parent, the school administrator, and the bus driver will be held. Definite guidelines of conduct will be established for the student to follow if he/she is to continue riding the school bus. Bus privileges will be suspended for 1-4 days. A third bus disciplinary referral form will be completed with a copy to the student, school, and bus driver.
4. If misbehavior continues after a short suspension of bus privileges, the student will be suspended from riding the bus for 5-10 days. A conference involving the student, his/her parent, the school administrator, and the bus driver will occur before the student is allowed to return to riding the bus. A fourth referral form will be completed and distributed to the parent, the school, and the bus driver.
5. Continued misbehavior will lead to the student's removal from the school bus for the remainder of the school year. A letter so stating will be written with copies sent to the parent, the bus office, the school, and the superintendent of schools.

**The seriousness of the rules violation could mean the discipline process would advance immediately to the last stages (immediate suspension for five days or more).**

**If a student is suspended from riding the bus, regardless of the number of days suspension, it is the legal responsibility of the parent to see that the child attends school.**

Transportation for students of the Harrisonburg City Public Schools is contracted through the City of Harrisonburg Department of Public Transportation (**School Board Policy 416R**).

Approved: 6/18/96

### **In the event of a School Bus Accident**

The School Division will take the following steps.

1. The building principal or designees as well as school board office administrators will immediately respond to the scene of the accident. The accident scene will be under the control of the Harrisonburg Fire Department.
2. Notify all schools that a bus accident has occurred noting the number and location of the bus. Provide updates to the school(s) as needed.
3. Help to coordinate the accounting and medical evaluation of all students involved.
4. Notify all the parents of the students involved in the accident.
5. Release children from the scene once proper authorization has been given by the Harrisonburg Fire Department. Students will not be released to return to school and/or released to parents until a full accounting of all students has been completed.
6. Arrange for transportation of all students involved in accident.
7. Arrange and coordinate follow up medical treatment as needed at schools.
8. Release pertinent information to the school community as it becomes available.

Parents of students involved should take the following steps.

1. Refrain from going to the accident scene unless requested to do so by the school division. While we understand the natural inclination of parents to want to have that immediate personal contact with a child, having additional traffic or people at the scene of the accident often complicates or even prevents the rendering of emergency services.
2. Contact the school for any available information.
3. Insure that all information on their child's emergency care form is up to date.
4. Report to the hospital if requested to do so by school personnel or by the Harrisonburg Fire Department.
5. Follow any direction given by the school division or the Harrisonburg Fire Department.
6. Understand that managing a bus accident scene is very complicated. Many agencies must work together to insure the safety of the all the students involved. Information will be released on the status of the accident as well as the condition of the students as soon as it becomes available.

## **Consequences for Violating the Standards of Student Conduct**

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1. No suspended student shall be admitted to the regular school program until such student and his/her parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his/her designee determines that readmission, without parent conference, is appropriate for the student. Guidelines and procedures related to disciplinary actions outlined in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia and Section 504 of the Rehabilitation Act of 1973 will be implemented.
2. **If the parent fails to comply with this policy**, the school board may ask the Juvenile and Domestic Relations Court to proceed against the parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior in accordance with the Code of Virginia. 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.
  - Counseling, mediation
  - Admonition
  - Reprimand
  - Loss of privileges, including access to the school division's computer system.
  - Parental notification
  - Parental conferences
  - Tasks or restrictions assigned by the principal or his/her designee
  - Detention after school or before school
  - Suspension from school-sponsored activities or events prior to, during, or after the regular day school
  - In-school suspension
  - Out-of-school suspension
  - Referral to an alternative education program
  - Notify legal authority where appropriate
  - Recommendation for expulsion
  - 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.
  - Evaluation for alcohol or drug abuse
  - Participation in a drug, alcohol or violence intervention, prevention or treatment program.

### **Guideline for Consistent Consequences**

The following guidelines are given for consequences of violations of the student code of conduct. At the elementary schools the principals may modify consequences after considering the age of the student. At the middle school some infractions may be first dealt with at the team level before referrals are made to the principal. At the secondary level, violations of the student code of conduct are dealt with in cooperative effort between teachers, parents and the administrative staff. However, both the central office administration and school board reserve the right to increase or decrease the prescribed penalty if the circumstances of the violation warrant a change. Administrative discretion is expected to be used in considering the facts of each discipline case and the application of the appropriate consequences.

When a student's behavior creates a circumstance in which a suspension is imposed, it is incumbent upon the administration to seek to determine how to help prevent a reoccurrence of that behavior or other significant violations of the code of conduct. The utilization of intervention strategies such as behavior contracts, counseling, parental conferences, use of community resources, and assignment to alternative education will be considered.

A Superintendent's discipline committee will be appointed to act as the Superintendent's designee on recommendations for long-term suspensions, and for the exclusion of certain expelled students.

For each school year, the Superintendent will designate five or more school and central office administrators as eligible to serve, on a rotating basis, on the Superintendent's Discipline Committee. When a proper request is made for action by the committee, the office of the Superintendent will notify the chairperson of the Superintendent Discipline Committee.

This committee's responsibility is to address serious issues of student misconduct.

In all cases involving long-term suspension or expulsion the student may be assigned to an alternative education placement if one is available.

### **Day Report Center Alternative**

In an effort to address the emotional and academic needs of a select group of students, the Boys & Girls Clubs of Harrisonburg and Rockingham County is joining forces with Harrisonburg City Public Schools to create the Day Report Center. The purpose and mission of this project is to provide services to youth who are suspended from school, and provide them a supervised environment that may address the issue responsible for the suspension as well as limited academic instruction thereby assisting them in preparing for their re-entry into the regular school environment.

This project will be housed at the Lucy F. Simms Unit of the Boys & Girls Clubs of Harrisonburg and Rockingham County at 620 Simms Avenue. Middle School and High School students who have short term suspensions will be required to attend the alternative Day Report Center program. These youth will be mandated by court order if necessary to ensure their attendance.

Youth participants will be required to attend Monday through Friday from 8:30 am until 2:30 pm. The participants may stay longer and attend regular Boys & Girls Club after school activities if they desire.

The Day Report Center Director will provide supervision and discipline and time permitting instruct youth in behavior – specific with programs such as smoking cessation, anger management, ATOD use, teen pregnancy and gang prevention in addition to academics. JMU and EMU students will assist the Director.

Boys & Girls Clubs of Harrisonburg and Rockingham County will utilize grade appropriate textbooks and educational software used by Harrisonburg City Public Schools.

Harrisonburg City Public Schools' involvement will consist of referring youth to the program and providing a contact for continuity of curriculum and record of attendance and outcomes. Harrisonburg City Public Schools will also provide lunch and transportation for the participants.

## **Minute of Silence**

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During the 2000 legislative session, 22.1-203 of the Code of Virginia was amended to require a minute of silence at the opening of each school day.

**During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice. Code of Virginia 22.1-203.**

The statute specifically says "minute of silence." This clearly precludes students using the occasion to pray audibly or otherwise speak, singly or in unison. Teachers and administrators will not allow or tolerate any coercion or overbearing by some students to force others to engage in or refrain from prayer

or any other permitted activity. This time is not intended to be and shall not be conducted as a religious service or exercise, but considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

## Student Services

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### Student Fees

The Virginia Constitution and Code of Virginia provide that the state shall establish and maintain a system of free public elementary and secondary schools. Virginia Code section 22.1-251 also requires that textbooks and workbooks required for courses of instruction are to be provided free of charge to children attending public schools. Notwithstanding the requirement of a system of free public education, school boards may assess fee and charges as permitted by the code and by Virginia Department of Education Regulations.

The Harrisonburg City School Board shall annually approve a list of fees and charges to be assessed for the forthcoming year. Charges for field trips or an educational related program that is not a required activity shall vary from activity to activity and, therefore, shall be determined and assessed prior to each such activity or trip. Charges will not be assessed if the trip or activity is required.

Fees or charges may be assessed by the School Board for the following categories of activities: (1) class dues; (2) voluntary student activities (any activity that is not a required curricular activity); (3) night school classes; (4) postgraduate classes; (5) summer school; (6) musical instruments used in regularly scheduled instructional classes; and (7) library fees. Any fees charged for supplies, services or materials shall be based upon the cost to the school division and shall not be used to generate additional operating funds for the school division.

Any parent who is unable to pay a student fee due to financial hardship may request a waiver of the fee from the school principal. Eligibility for free or reduced lunches shall automatically be deemed to constitute a legitimate reason for waiver of most fees. Requests for student fee waivers based on criteria other than eligibility for free or reduced lunch will generally not justify a waiver; however, the school principal may, in the exercise of his/her sole discretion, grant a fee waiver based on other compelling evidence of significant financial hardship presented by the parent(s) of a student. Driver education fees will generally not be waived.

### Collection of Fees

Any student fees levied must be in accordance with the annual fee schedule approved by the school board. The school board may approve only those fees which are permitted by law or regulations of the State Board of Education. Fees will generally be collected prior to the opening day of school each year. Parents may apply for a waiver of fees due to financial hardship. Completion of a waiver request form will be required and principal approval granted before a waiver is granted. Appeal of a principal's decision on a waiver request may be made to the superintendent or his designee, whose decision will be final.

Fees should be prorated as new students enroll in accordance with the following schedule:

1. A student who enrolls anytime during the first semester is to pay 100% of the fees;
2. A student who enrolls anytime during the second semester is to pay 50% of the fees;
3. Students withdrawing during first semester may receive a refund of 50% of amount paid. There are no refunds of fees for students withdrawing during second semester.

### Examples of Fees

Examples of fees which may be charged, **though not an exhaustive list**, include: class dues, club dues, locker and lock fees, gym suits and towels, lab breakage fees, driver education (behind the wheel), optional state or national educational or occupational tests (including industry certification tests), summer school, musical instruments used in regularly scheduled instructional classes, library fees, and student insurance.

### **Loss of or Damage to Textbooks or Other School Board Property**

Students are financially liable for loss of or damage to school board property, even when malicious intent is not involved. If malicious intent is involved, the case is treated as vandalism (see Vandalism below). The responsible student shall be charged a reasonable fee for the lost or damaged item. Fees collected for damaged school board property shall be accounted for in accordance with procedures disseminated by the division's chief financial officer.

#### Charges for Lost Textbooks

<u>Age of Textbook</u>	<u>Condition of Book</u>	<u>Percent of Original Cost of Book Charged for Replacement</u>
1 yr.	new	100%
2 yrs.	very good	90%
3 yrs.	good	80%
4 yrs.	good	70%
5 yrs.	good	60%
6 yrs.	poor	50%

The charge for losing a book should not be reduced below 50% for the following reasons:

1. The book will have to be replaced with a new book for which the school division will have to pay full price.
2. Generally the price of new books increases each year. Therefore, if 50% of the original cost is charged for a lost textbook, that amount may provide only one-third the amount needed to actually replace the book.

#### **Charges for Damaged Textbooks**

Normal wear and tear on textbooks is expected. However, if textbooks are damaged beyond reasonable expectations, thus shortening the time the book may be used, fines may be imposed.

**Waivers of fees will not absolve parents of the responsibility to reimburse the school for lost or damaged textbooks or materials.**

#### **Vandalism**

Deliberate and malicious damage to school board property will be paid for by the student(s) responsible for the damage or by his/her parent/guardian in accordance with Section 8.01-43 and 8.01-44 of the Code of Virginia. Funds collected by schools will be forwarded to the division's business office.

#### **Refunds**

Schools may make refunds to students if they return lost items.

#### **Student Financial Obligations**

§ 22.1-276 of the Code of Virginia states that each student shall be required to reimburse the school board for actual breakage or destruction of property owned by or under the control of the school board done by any student in pursuit of his studies. However, it must also be recognized that § 22.1-6 states that no student's scholastic report card or diploma may be withheld because of nonpayment of fees or charges.

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### **Student Health Services & Requirements**

#### A. Authority

1. Harrisonburg City Schools shall comply with the Code of Virginia requirements in matters relating to health, physical examinations, and inoculations.
2. Interpretation of regulations shall be from the Harrisonburg City Health Department.

- B. Contagious Disease - students may be excluded from school when suffering from contagious disease.
- C. Treatment of Medical Emergencies - no treatment of injuries, except first aid, will be given in the schools.

**First Aid**

- 1. Schools are responsible for giving first aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff.
  - 2. Each principal is charged with providing for the immediate care of ill/injured persons within his/her area of control.
  - 3. Procedures for the handling of such emergencies will be established by each school and made known to the staff.
  - 4. All employees are expected to be knowledgeable about first aid procedures and to know where first aid supplies and emergency equipment is stored.
- D. Accidents and Injuries: Emergency Care
- School Personnel:
- 1. shall render emergency care only to students who are injured at school.
  - 2. shall proceed on the assumption of maximum disability in the event the severity of an injury cannot be determined.
  - 3. shall see that first aid kits are available when students are on field trips.
  - 4. shall under no circumstances imply that they or the school are responsible or liable for an accident. Responsibility is decided by the insurance carrier.
  - 5. shall notify the parent before a physician is contacted except in case of extreme emergency.
  - 6. shall file a report of the accident on forms provided for that purpose.
- E. Rights of Students - the religious beliefs and constitutional rights of students shall be respected within restraints of legal requirements for health instruction, examination, and treatment.
- F. Health Supplies and Equipment
- 1. Parent is responsible for providing the school with required health supplies and equipment needed for child's specialized health conditions.
  - 2. Parent is responsible for the maintenance of child's health equipment.
- G. Accidents/Injuries/Illnesses
- 1. Any accident, injury, or illness which occurs on school property must be immediately reported to the principal and/or main office.
  - 2. Every effort shall be made to immediately contact the parent/guardian (**School Board Policy 424 and Regulations 424R**).
- H. Physical Examinations of Students
- Before any child is admitted for the first time to any public preschool, kindergarten, or elementary school, such child must have a comprehensive physical examination (School Entrance Health Form MCH-213D or a complete physical examination including a Hct/Hgb test and urinalysis) as prescribed by State Department of Health, by a qualified licensed physician, licensed nurse practitioner, or a licensed physician's assistant. Sports physical examinations, school health records or a statement of being physically fit are not acceptable.
- 1. A copy of such report must be presented to the school on the child's behalf.
  - 2. The report must indicate that the child has received the physical examination no earlier than 12 months prior to the date of **first** entering kindergarten or elementary school.
  - 3. Transfer students entering a Harrisonburg City School must provide **either one or the other** of the following:
    - a. Records establishing that a physical examination was completed. Physical examinations that have occurred out-of-state may be accepted as long as those physical examinations are deemed comprehensive and are within the guidelines set by the Virginia State Department of Health.
    - b. Physical examination dated within the last 12 months.
  - 4. Physical examination reports will be placed in the child's scholastic record at the school.
  - 5. A physical examination shall not be required by any child whose parent(s) or guardian

objects on religious grounds and who shows no visible evidence of sickness. The parent(s) or guardian shall complete a notarized form stating that to the best of his/her knowledge, the child is in good health and free from any communicable or contagious disease.

6. Before admission to school, the Department of Health will conduct physical examinations for medically indigent children, without charge. The student must obtain a complete physical examination within 30 days of enrollment. The parent or guardian must provide written documentation that an appointment for a physical examination has been secured at the time of enrollment. **(School Board Policy 425)**

I. Student Immunizations – Requirements for School Enrollment

Pursuant to the Code of Virginia at § 22.1-270, students shall not be permitted to attend school without documentation of a comprehensive physical exam performed within the 12 months prior to the date the student enters public kindergarten or elementary school. The Code does not extend a grace period for complying with this requirement. Several exceptions exist to this requirement: homeless students, those whose parents object due to religious belief, foster care students, and children from military families.

Homeless students are to be enrolled and immediately referred to the school division homeless liaison for assistance in complying with entrance requirements. Parents objecting to a physical exam based upon religious belief must provide the school division with a written statement that the child is in good health and free from communicable or contagious disease.

Pursuant to the Code of Virginia § 22.1-3,4, a student who has been placed in foster care by a local social services agency shall be immediately enrolled even if the placing social services agency is unable to produce the documents required for enrollment. In such cases, the person enrolling the student shall provide a written statement that, to the best of his knowledge, sets forth (i) the student's age (ii) compliance with the requirements of § 22.1-3.2 of the Code (student's school status), and (iii) that the student is in good health and is free from communicable or contagious disease.

On July 1, 2009, Virginia entered into the Interstate Compact on Educational Opportunity for Military Children (§22.1-360 of the Code). This compact facilitates the timely enrollment of children of military families and ensures that they are not placed at a disadvantage due to difficulty in the transfer of education records from the previous school district(s) or variations in entrance requirements. According to the compact, children of military families, without documentation of immunizations, should be immediately enrolled and shall have up to 30 days from the date of enrollment to obtain any immunization(s) required by the receiving state. The compact does not waive the physical examination requirement for these children.

Certain prescribed immunizations are required for a child to enroll or attend public school in Virginia as outlined in *School & Day Care Minimum Immunization Requirements*, Virginia Department of Health:

<http://www.vdh.state.va.us/Epidemiology/Immunization/documents/Min%20Requirements.pdf>.

Parents are responsible for providing documentation that all required immunizations are up-to-date and completed, or that a medical or religious exemption has been obtained. These include the required doses of DTaP (diphtheria, tetanus, pertussis), polio, hepatitis B, MMR (measles, mumps, rubella) and varicella.

A child whose immunizations are incomplete may be admitted conditionally, provided the parent or guardian has documentation at the time of enrollment indicating that the child has received at least one dose of the required immunizations and has a written schedule for completing the remaining doses within 90 calendar days of the opening of school. The 90-day grace period does not apply to the Tdap booster as outlined below (Code of Virginia § 22.1-271.2B).

Since the start of the 2006-2007 school year, a booster dose of pertussis-containing vaccine (Tdap) has been required for students entering the sixth grade, unless the student has had a tetanus-containing vaccine within the last five years or has a medical or religious exemption. There is no grace period for compliance with this requirement because Tdap is a single dose vaccine, not a series.

A complete series of three doses of Human Papillomavirus vaccine (HPV) is required for female students (§ 32.1-46 of the Code), unless the parent decides against it. The first dose shall be administered prior to entering the sixth grade. Unlike any other required vaccine, after reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.

Parents/guardians of rising sixth-grade girls are requested to provide the school with documentation of HPV vaccine administration if the student has received the immunization. If the parent/guardian opts not to have his/her daughter receive the HPV vaccination, the school division should not require parents/guardians to sign a waiver form, and no documentation is needed. Sixth-grade girls who do not have proof of HPV vaccine administration should not be excluded from school. These guidelines apply only to the HPV vaccine.

J. Administering Medicines to Students

1. General Guidelines – The administration of medication during school hours is discouraged and, when possible, is requested to be scheduled at other times than in school. Recognizing that this is not always possible, the following guidelines have been established for the administration of medication during the school day. Building administrators shall require all students who possess or take any medication or substance at school to have prior written parental permission on file stating the type, dosage, and duration of treatment on a form substantially equivalent to the form contained herein.
2. Prescription Medication – Prescription drugs may be administered by school personnel only with a prior written Medication Authorization form completed by both the parent/guardian and physician. Medications may only be given to students for whom the medication is supplied. Medications may not be administered to a student in emergency situations without written consent from a physician.
  - a) A Medication Authorization form from the student's physician listing the name, dosage, time administered and any other special instructions is required for each medication.
  - b) The Medication Authorization form must be completed and signed by the parent/guardian.
  - c) The medication must be brought to school and taken home from school by the parent or legal guardian of a student in grades K-8 in the original container which is appropriately labeled by the pharmacy or the physician. A student in grades 9-12 may bring medication to school under the same guidelines.
  - d) Only a one week or less supply of medication should be brought to school unless medication is taken on a daily basis throughout the school year. Unused medication should be picked up by the parent or guardian or the school will destroy such within 5 school days after the last administration of prescription.
  - e) The Daily Log Medication Record is used for each medicine given to a student. Each medicine record includes the name of the medication, dosage, time given, and person administering the medicine.
  - f) All medicines are to be stored in a locked cabinet or room and in a refrigerator when required. Refrigerated medicines must be kept in a refrigerator, separated from foods, etc.
3. Inhaled Asthma Medications - Under specified conditions, students with a diagnosis of asthma may possess and self-administer inhaled asthma medications during the school day, at school-sponsored activities, or while on a school bus or other school property.
  - a) Written consent of the parent as defined in 22.1-1, of a student with a diagnosis of asthma that the student may self-administer inhaled asthma medications.
  - b) Written notice from a licensed physician that (i) identifies the student; (ii) states that the

student has a diagnosis of asthma and has approval to self-administer inhaled asthma medications that have been prescribed or authorized for the student; (iii) specifies the name and dosage of the medication, the frequency in which it is to be administered and certain circumstances which may warrant the use of onset of asthmatic symptoms or to alleviate asthmatic symptoms aft the onset of an asthmatic episode; and (iv) attests to the student’s demonstrated ability to safely and effectively self-administer inhaled asthma medications.

- c) Development of an individualized health care plan, including emergency procedures for any life-threatening conditions.
  - d) The permission granted a student with a diagnosis of asthma to possess and self-administer inhaled asthma medications shall be effective for one school year. Permission to possess and self-administer inhaled asthma medication shall be renewed annually.
4. Nonprescription Medication – Nonprescription drugs in the original pharmaceutical package may be administered by designated school personnel with the Medication Authorization form completed by the physician and the parent/guardian, stating the type, dosage, and duration of treatment. **(School Board Policy 428 and Regulations 428R).**

K. Student Screenings

1. Students in grades PreK, K, and 3 will be screened in the following areas; vision, hearing, gross and fine motor function, speech, voice and language within 60 days of their enrollment in school. Parents will be notified **only** if a child does not pass a screening.
2. Students in grades 7 and 10 will receive vision and hearing screenings during the course of the school year. Parents will be notified **only** if a child does not pass a screening.
3. All students new to Harrisonburg City Public Schools will receive vision and hearing screenings within 60 days of their enrollment in school. Parents will be notified **only** if a child does not pass a screening. Harrisonburg City Public Schools may recognize screenings reported as part of a students pre-school physical examination if completed within 60 days of enrollment.

L. Pediculosis (Head Lice) Control

1. In the interest of the health and welfare of the students enrolled in Harrisonburg City, not student will be permitted to attend classes with the general population if they are infested with head lice.
2. Students and classrooms will be screened at random periodically throughout the year.
3. The student found with one or more head lice is to be kept out of school until he/she is treated and hair is free of live lice. Although nits (eggs) cannot spread to other children, they may hatch in 2-3 days then will become immediately communicable.
4. When it is discovered that a student has live lice, the principal, school nurse, or designee will immediately notify the parent/guardian and make arrangements for the student to be picked up and have treatment initiated. The student will be isolated from other students until the parent/guardian arrives.
5. Upon return to school, the parent/guardian must accompany the student to school and provide proof of treatment, i.e. empty bottle or box of lice treatment product or a letter from the health department or physician. The principal, school nurse or designee will inspect the student’s head for presence of active lice. The child WILL NOT be readmitted if lice are present.

## **Guidance and Counseling Program**

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The Harrisonburg School Board will provide a K-12 guidance and counseling program designed to assist students in their educational, social, and career development. **No student will be required to participate in any counseling program to which the student's parents object.**

For the purposes of this policy, the following definitions apply:

Academic Guidance (Academic Advising) - Guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and

interpret academic testing, and to seek post-secondary academic opportunities;

Career Guidance (Career Advising) - Advice which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;

Personal/Social Counseling - Counseling which assists students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities, and aptitudes. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).

Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law.

It shall be the policy of the Harrisonburg School Board with respect to personal/social counseling that **parents will notify the school division in writing if a student is not to participate in the personal/social counseling program (opt-out)** provided through group, individual, small group counseling, and/or classroom guidance (**School Board Policy 443**).

## **Student Records (School Board Policy 434)**

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The Harrisonburg City School Board shall maintain accurate and complete individual, permanent and cumulative records for every student enrolled in the public schools. These records shall include cumulative and confidential information and shall be the student's official school record. Such records, identified as education records in Title 20, Section 1232(g) of the United States Code and in Chapter 14 of Title 22.1 of the Code of Virginia, 1950, as amended, shall be maintained in compliance with all federal and state laws.

The superintendent or his/her designee(s) shall be responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parent. The superintendent shall also provide for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of the Harrisonburg City Public Schools written policy and procedure on the management of the education records and their location.

The superintendent or his/her designee(s) shall be present for interpretation and explanation of student records when all parties have access to those records with the exception of designated professional personnel within the school division. The superintendent shall provide for the periodic evaluation of records by the professional personnel and the removal of data no longer educationally useful. Parent(s) of students and eligible students shall be informed prior to destruction of records and provided a copy if desired.

The Harrisonburg City Public Schools will provide a copy of this policy on request to a parent or eligible student.

For the purposes of this policy, the Harrisonburg City Public Schools has used the following definitions of terms:

- *Student* - any person who attends or has attended a school in the Harrisonburg City Public Schools
- *Eligible student* - a student or former student who has reached age 18, is emancipated under Virginia law, or has complied with compulsory attendance requirements as set forth in the Code of Virginia, 1950, as amended

- *Parent* - either natural parent of a student, a guardian, an individual acting as a parent or guardian in the absence of the student's parent or guardian, or other person in the Commonwealth having control or charge of any child of school age as defined in the Code of Virginia, 1950, as amended
- *Education records* - any record (in handwriting, print, tapes, film, or other medium) maintained by the Harrisonburg City Public Schools or an agent of the school division which is directly related to a student, except:
  1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person except a temporary substitute for the maker of the record.
  2. Records created and maintained for law enforcement purposes by the Harrisonburg City Public Schools law enforcement unit, if any. A law enforcement unit is an individual, department, or office of the school division that is authorized to enforce any state or federal law, report enforcement matters to appropriate authorities, or maintain the physical security and safety of the school division.
  3. An employment record which is used only in relation to a student's employment by the Harrisonburg City Public Schools.
  4. Alumni records which contain information about a student after he/she is no longer in attendance at the Harrisonburg City Public Schools and which do not relate to the person as a student.

**Education records include:**

1. Court notice of adjudication as provided in Section 16.1-305.1 of the Code of Virginia, 1950, as amended, if disciplinary action against a student is based upon an incident which formed the basis for the adjudication or conviction. Any notice of disposition shall not be retained after the student has been awarded a diploma or certificate.
2. Disciplinary record of action taken based on notice of adjudication as specified in number 1.
3. Any disciplinary action taken against a student for violation of school rules or policies occurring on school property or at school-sponsored events. Information concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

If disciplinary action is taken by the school division in regard to the incident upon which the adjudication or conviction was based, notice shall be provided to the parent or guardian in accordance with state law. With the consent of the parent or guardian, or in compliance with a court order, the school division must also notify the court of the disciplinary action. If the school does not take disciplinary action, every notice of adjudication or conviction received by a local superintendent, and information contained in the notice, shall be maintained by the superintendent and by any others to whom he disseminates it separately from all other records concerning the student.

School officials are regularly asked to balance the interests of safety and privacy for individual students. While the *Family Educational Rights and Privacy Act (FERPA)* generally requires schools to ask for written consent before disclosing a student's personally identifiable information to individuals other than his or her parents, it also allows schools to take steps to maintain school safety in cases of health or safety emergency or cooperation with law enforcement officials.

**Dissemination of Information About Court Proceedings**

The superintendent or designee shall disseminate the notice or information about an adjudication or conviction received pursuant to Section 16.1-305.1 of the Code of Virginia, 1950, as amended, to the principal of the school in which the student is enrolled. The principal shall disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

In addition, the superintendent and principal shall disseminate information about court proceedings

related to a student following notice by the court pursuant to Section 16.1-305.2 of the Code of Virginia, 1950, as amended, in the following circumstances:

- Prior to receipt of the notice of disposition, the superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the division superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the division; and
- After the student has been taken into custody, whether or not the student has been released, the principal may further disseminate the information only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety, appropriate educational placement, or other educational services.

When the superintendent receives notice regarding a student who is not enrolled, he/she shall promptly notify the juvenile court and not disclose this information to anyone within the school division. If the juvenile is not enrolled as a student in a public school in the division to which the notice was given, the superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed and may forward the notice of petition to the superintendent of the division in which the juvenile is enrolled, if known.

### **Enrollment Procedures**

All students either new to the Harrisonburg City Schools or returning to the Harrisonburg City Schools after being in a different school district need to call the Harrisonburg City Schools Welcome Center to make an appointment to complete the registration process. The Welcome Center has a complete listing of all school attendance zones and can answer questions about specific neighborhood districts. The following documents/information will be asked for at your registration appointment.

- Birth Certificate
- Legal Guardianship
- Proof of residency in Harrisonburg City – documents that are accepted to meet this requirement are: water bill, electric bill, lease or mortgage statement
- Immunization Records/\*Physical
- Previous School's Name and Phone number
- Health Insurance Card; Social Security Card

\*All new students K-5 entering the Harrisonburg City Schools for the first time must show proof of having received a physical examination by a doctor. Children that turn five years of age on or prior to September 30<sup>th</sup> of the current year are eligible to register for kindergarten in Harrisonburg City Public Schools.

### **Birth Certificate**

A state birth certificate is required for all students enrolled as verification of the date of birth. If a student does not have a birth certificate, a request for one should be sent to the Bureau of Vital Statistics of the state in which the child was born. Forms for Virginia are available from the school office. If a parent is unable to obtain a birth certificate from a foreign country, a notarized affidavit will be required as a substitution for the birth certificate.

### **Residency Requirements**

Section 22.1-264.1 was added to the Code in 2005. A parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides.

### **Social Security Number**

According to Section 22.1-260 of the Code of Virginia, each student shall present a social security number within ninety days of enrollment. The superintendent may grant a waiver of this requirement “for

any student who, together with his parent/guardian, by reason of bona fide religious training or belief, is conscientiously opposed to having a federal social security number". Disclosure of the social security number is not mandatory. Social security numbers will become part of each student's record.

### **Annual Notification**

Parents will be notified of their rights under the Federal Educational Rights and Privacy Act (FERPA) annually by publication in their child's student handbook.

The school division shall notify, at least annually, the parents of students in attendance (including those parents identified as having a primary or home language other than English) and eligible students in attendance (a student who has reached age 18) by such means as are reasonably likely to inform them of their rights as follows:

- the types and location of education records and information maintained therein
- the title and address of the school official responsible for the maintenance of education records, the parties to whom data may be disclosed, and the purpose for disclosure
- policies and procedures for reviewing and expunging education records
- policies and procedures for disclosure of data from education records
- the rights of parents and eligible students to review and challenge the content of education records and to file with the FERPA Office a complaint concerning an alleged failure by the school division to comply with 20 U.S.C. 1232g
- any fee established in this policy to the parent or eligible student for reproducing copies of education records
- the data designated in this policy as directory information
- the right of parents and eligible students to obtain, upon request, a copy of the school division written policies and procedures on the management of education records and the location of these records

### **Procedure to Inspect Education Records**

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

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he/she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 14 days or less from the receipt of the request.

When a record contains information about students other than the parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

When disciplinary action is taken by the school division in regard to an incident upon which an adjudication of delinquency or a conviction of acts specified in Section 16.1-305.1 of the Code of Virginia, 1950, as amended, the parent or guardian must be notified of the action, the reasons therefore, and his/her right to review and to request amendment of the student's education records. Every notice of adjudication or conviction received by the superintendent and information in the notice, which is not a disciplinary record, shall be maintained by the superintendent and other school personnel separately from all other records concerning such student unless the division takes disciplinary action based on an incident which was the basis for the adjudication or conviction.

### **Refusal to Provide Copies**

Although the Harrisonburg City Public Schools cannot deny parents access to their children's education

records, the Harrisonburg City Public Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

### Fee for Copies of Records

The fee for copies will be 10¢ per page. The actual cost of copying time and postage may be charged. The Harrisonburg City Public Schools shall not charge for search and retrieval of the records. The Harrisonburg City Public Schools shall not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

### Types, Locations, and Custodians of Education Records

The Harrisonburg City Public Schools shall provide parents, on request, a list of the types and locations of education records collected, maintained, or used by the school division.

The following is a list of the types of records that the Harrisonburg City Public Schools maintain, their locations, and their custodians:

Types	Location	Custodian
Scholastic (cumulative)	Harrisonburg High School guidance office	Principal
Scholastic (cumulative)	Thomas Harrison Middle School guidance office	Principal
Scholastic (cumulative)	Skyline Middle School guidance office	Principal
Scholastic (cumulative)	Keister Elementary School administrative office	Principal
Scholastic (cumulative)	Smithland Elementary School administrative office	Principal
Scholastic (cumulative)	Spotswood Elementary School administrative office	Principal
Scholastic (cumulative)	Stone Spring Elementary School administrative office	Principal
Scholastic (cumulative)	Waterman Elementary School administrative office	Principal
Confidential	Harrisonburg High School guidance office	Principal
Confidential	Thomas Harrison Middle School guidance office	Principal
Confidential	Skyline Middle School guidance office	Principal
Confidential	Keister Elementary School administrative office	Principal
Confidential	Smithland Elementary School administrative office	Principal
Confidential	Spotswood Elementary School administrative office	Principal
Confidential	Stone Spring Elementary School administrative office	Principal
Confidential	Waterman Elementary School administrative office	Principal
Confidential	Harrisonburg Public Safety Building and Central Office	Dir. of spec. ed. and/or supervisory staff

### Disclosure of Education Records

When parental consent is required in order to release a student's records and the parent refuses to give such consent, the school division shall use informal means to secure the consent. If the parent continues to refuse to give consent, the school division shall provide written notification to the person/agency requesting the information, that parental consent is required and has been refused. If the school division wishes to disclose the information and has been unable to secure the necessary consent through informal means, the school division may use more formal measures, as appropriate, to effect release of information.

The Harrisonburg City Public Schools shall disclose information from a student's education records only with the written consent of the parent or eligible student *except*:

1. To school officials who have a legitimate educational interest in the records.

*A school official is:*

- A person employed by the division as an administrator, supervisor, instructor, or support staff

member

- ❑ A person appointed to the school board
  - ❑ A person employed by or under contract to the school division to perform a special task, such as an attorney, auditor, medical consultant, or therapist
  - ❑ A person who is a teacher or school official, including teachers and school officials in other schools, who has legitimate educational interests in the student
  - ❑ A school official has a legitimate educational interest if the official is:
    - Performing a task that is specified in his/her position description or by a contract agreement
    - Performing a task related to a student's education
    - Performing a task related to the discipline of a student
    - Providing a service or benefit related to the student or student's family, such as health care, counseling, job placement, or financial aid
2. To officials of another school, upon request, in which a student seeks or intends to enroll (Including disciplinary records). The Harrisonburg City Public Schools shall provide written notice of the transfer including the identify of the requester to the parent, guardian, or other person having control or charge of the student or to a student who is 18 years of age or older within five days of the date on which the record was transferred. This notice requirement applies on the transfer of records to education programs in jails and detention centers.
  3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state law adopted:
    - ❑ prior to November 19, 1974, if the allowed disclosure or reporting concerns the juvenile justice system and its ability to effectively serve the student whose records are released; or
    - ❑ after November 19, 1974, if the allowed disclosure or reporting concerns the juvenile justice system and its ability to effectively serve, **prior to adjudication**, the student whose records are released and the officials to whom the records are disclosed certify in writing to the division that the information will not be disclosed to any other party without the prior written consent of the parent or eligible student, except as provided by state law.
  6. To organizations conducting certain studies for or on behalf of the division.
  7. To accrediting organizations to carry out their functions.
  8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
  9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
  10. To appropriate parties in a health or safety emergency.
  11. Directory information so designated by the division.

## **Sec. 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

(a) Policy –

- (1) ACCESS TO STUDENT RECRUITING INFORMATION – Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.
- (2) CONSENT – A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.
- (3) SAME ACCESS TO STUDENTS – Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school

students as is provided generally to post secondary educational institutions or to prospective employers of those students.

- (b) Notification – The Secretary, in consultation with the Secretary of Defense, shall, not later than 120 days after the date of enactment of the No Child Left Behind Act of 2001, notify principals, school administrators, and other educators about the requirements of this section.
- (c) Exception – The requirements of this section do not apply to a private secondary school that maintains a religious objection to service in the Armed Forces if the objection is verifiable through the corporate or other organizational documents or materials of that school.

### **Record of Requests for Disclosure**

The Harrisonburg City Public Schools shall maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parent or eligible student.

### **Directory Information**

The Harrisonburg City Public Schools shall notify parents and eligible students at the beginning of each school year what information, if any, the Harrisonburg school division has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information, and the period of time to refuse, in writing, the directory information designation in accordance with FERPA.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Harrisonburg City Public Schools, with certain exceptions, obtain a parent's or eligible student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, Harrisonburg City Public Schools may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised Harrisonburg City Public Schools to the contrary in accordance with Harrisonburg City Public Schools procedures. The primary purpose of directory information is to allow the Harrisonburg City Public Schools to include this type of information from the student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports roster sheets, such as for wrestling, showing weight and height of team members.

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

If a parent or eligible students does not want Harrisonburg City Public Schools to disclose directory information from the student's education records without their prior written consent, they must notify the District in writing within 15 days of receipt of this notice. Harrisonburg City Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams

- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### **Correction of Education Records**

Parents or eligible students shall be notified of their right to challenge the content and to ask to have records corrected (including expungement) that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must request in writing that the Harrisonburg City Public Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
2. The Harrisonburg City Public Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parent or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the Harrisonburg City Public Schools shall arrange for a hearing and notify the parent or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
4. The parent may be represented by one or more individuals/attorney.
5. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parent or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
6. The Harrisonburg City Public Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision.
7. If the Harrisonburg City Public Schools decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parent or eligible student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained.
8. The Harrisonburg City Public Schools shall notify the parent and eligible student of their right to file with the FERPA Office a complaint concerning an alleged failure by the school division to comply with federal law. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

If the Harrisonburg City Public Schools decides that the information is inaccurate, misleading, or in violation of the student's right or privacy, it will amend (including expungement) the record and notify the parent or eligible student, in writing, that the record has been amended.

### **Confidentiality of HIV and Drug and Alcohol Treatment Records**

The Harrisonburg City Public Schools shall comply with the confidentiality requirements of Section 32.1-36.1 of the Code of Virginia, 1950, as amended, providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division shall maintain confidentiality of drug and alcohol treatment records as required by federal and state laws (**School Board Policy 434**).

## **School Nutrition Program**

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Nutritious meals are available daily to students, staff members, and parents. All city schools participate in the National School Lunch and Breakfast Programs. Meals served must meet state and federal nutrition guidelines. Additionally, Harrisonburg City Public Schools has in place nutrition guidelines which exceed state and federal requirements to insure that foods served are as healthful as possible.

Free and reduced price meals are available to students who qualify. A free lunch application is provided to all students at the start of the school year. Families must complete a new application each school year. Please contact your child's school to obtain an application.

Lunch prices for the 2011-2012 school year are as follows:

	Full Price	Reduced Price
Elementary	\$1.50	\$0.40
Middle	\$1.70	\$0.40
High	\$1.85	\$0.40
Adult (all schools)	\$2.75	

Breakfast prices for the 2011-2012 school year are as follows:

	Full Price	Reduced Price
All Schools	\$0.75	\$0.30
Adult (all schools)	\$1.50	

For more information, please contact Mrs. Andrea Early, Executive Director of School Nutrition Programs, at 437-3300.

## **Administration of Surveys and Questionnaires**

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### **(School Board Policy 435)**

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

##### **A. Inspection of 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 for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the student in accordance with Policy 434. Additionally, any survey created by a third party may be inspected before its administration or distribution.

##### **B. Participation in Surveys and Evaluations**

No student shall be required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent,
2. Mental or psychological problems of the student or the student's family,
3. Sex behavior or attitudes,
4. Illegal, anti-social, self-incriminating, or demeaning behavior,
5. Critical appraisals of other individuals with whom respondents have close family relationships,
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
7. Religious practices, affiliations, or beliefs of the student or student's parent, or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

## **Physical Examinations and Screenings**

If the Harrisonburg City School Division administers any physical examinations or screenings other than

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

## **Commercial Use of Information**

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

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

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literacy products;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or services to raise funds for school-related or education-related activities; and
- student recognition programs.

## **Notification**

### **A. Notification of Policies**

The Board shall provide notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board will also offer an opportunity for the parent (or emancipated student) to opt the student out of participation in:

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

### **B. Notification of Specific Events**

The Board will directly notify the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled:

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

## Definitions

- A. *Instructional material*: the term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- B. *Invasive physical examination*: the term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- C. *Parent*: the term “parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- D. *Personal information*: the term “personal information” means individually identifiable information including
  - a student or parent’s first and last name;
  - a home or other physical address (including street name and the name of the city or town);
  - a telephone number, or
  - a Social Security identification number.
- E. *Survey*: the term “survey” includes an evaluation.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Washington Avenue SW  
Washington, DC 20202-5920

Records Management Officer  
Harrisonburg City Public Schools  
Harrisonburg, VA 22801

## Instruction

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### Student Achievement Expectations

- A. All students in grades 3,5,8 and secondary courses for which there is a corresponding Standards of Learning (SOL) test or Virginia Alternate Assessment shall take and be expected to achieve a passing score. Schools will use the SOL test results as part of a multiple set of criteria for determining advancing or retaining students in grades 3, 5, and 8.
- B. Each student in middle and secondary schools shall take all applicable end-of-course SOL tests following course instruction. Students who achieve a passing score on an end-of-course SOL test shall be awarded a verified unit of credit in that course. Students may earn verified credits in any courses for which end-of-course SOL tests are available.

**Middle and secondary schools may consider the student’s end-of-course SOL test score in determining the student’s final course grade.**

- C. Character Education 22.1-208.01

The purpose of the character education program is to instill in students civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character. Classroom instruction may be used to supplement the character education program; however, character education is interwoven into the school procedures and environment and structured to instruct primarily through example, illustration, and participation, in such a way as to complement the Standards of Learning.

Basic character traits taught may include:

**trustworthiness**, including honesty, integrity, reliability, and loyalty;

**respect**, including the percepts of the Golden Rule, tolerance, and courtesy;

**responsibility**, including hard work, economic self-reliance, accountability, diligence, perseverance, and self-control;

**fairness**, including justice, consequences of bad behavior, principles of

nondiscrimination, and freedom from prejudice;  
**caring**, including kindness, empathy, compassion, consideration, generosity, and charity;  
**citizenship**, including patriotism, the Pledge of Allegiance, respect for the American flag, concern for the common good, respect for authority and the law, and community-mindedness.

### **Graduation Information**

For information regarding graduation requirements, diploma options, transfer students at the secondary level, and diploma seals, please refer to Harrisonburg High School's student handbook or visit the Virginia Department of Education at <http://www.doe.virginia.gov/instruction/graduation/index.shtml>. Please feel free to contact the guidance department at Harrisonburg High School for additional information. Hard copies of this information are available upon request by contacting the Instruction Services Department at 434-5730.

### **Advanced Placement**

Advanced Placement classes are offered in a variety of subjects for all students who choose to register for them. The Advanced Placement Program provides an opportunity for students to pursue college level courses while in high school. This program allows students to possibly receive high school credits and/or college credits simultaneously.

Fees for these courses may be reduced or waived for students who receive free or reduced lunch.

### **Dual Enrollment**

Blue Ridge Community College and Harrisonburg High School partner to offer college courses at HHS for many of our students and to offer added assistance for other HHS students to be more successful if choosing to enter Blue Ridge Community College after high school.

This opportunity is open to any qualifying junior or senior at HHS especially those considering enrolling at Blue Ridge.

If a student qualifies by either having a minimum SAT score of 520 on the Reading and Writing sections of the SAT or a 530 on the Math SAT section or they have passed the BRCC placement test they can enroll in several college level, dual enrollment classes, right at HHS.

If a student does not pass the placement test or does not have the qualifying SAT score, we will embed the placement test objectives into one of our English courses and one of our Math courses and then upon successful completion of those high school courses students can retake the BRCC placement test.

The typical cost for tuition and fees at BRCC is just under \$100 a credit or \$300 a course. However, for this program, BRCC has agreed to provide student scholarships equivalent to 80% of the cost of the course. That means for a three credit course the cost would be \$60 for our students.

### **Remediation/Summer School**

The Standards of Quality (SOQ), in 22.1-253.13:1 C, Code of Virginia, require that any student who does not pass all of the SOL assessments in grades three, five, and/or eight must attend a summer school program or participate in another form of remediation chosen by the division, as appropriate for the academic needs of the student (**Supts. Memo No. 116**).

### **Placement (Promotion and Retention)**

It is the purpose of the Harrisonburg City Public Schools to meet the educational needs of all students, kindergarten through twelfth grade. It is recognized that each child is unique and that all students in a class may progress at a different rate. All students enrolled in the Harrisonburg City Public Schools will be assigned to grades or to classes from which they can best profit educationally and in conformity with state laws and recommendation of the building principal.

Teachers and administrators recognize the detrimental effect that failure has on the future success of students; and, therefore, every effort must be made to prevent retention. Children should be retained in a grade when it is determined by the teacher, principal, and parent that retention is in the best interest of the child. Since the placement of students is a function of administration, **the principal shall make the final decision about promotion/retention of students (School Board Policy 711).**

### **Child Study Teams**

Each school has an Instructional Support Team and a Child Study Committee established to review information on any student who is experiencing difficulty in school. The Instructional Support Team is a committee of teachers who work with the classroom teacher to identify and recommend strategies to address individual student learning, behavior, communication and/or development concerns. The purpose of the Child Study Committee is to consider whether or not a referral for evaluation for special education and related services is needed.

Parents and/or teachers refer a child for review to either the Instructional Support Team or the Child Study Committee by contacting the building principal or the child's classroom teacher.

### **Special Education and Related Services**

A free appropriate public education is provided to all identified students with disabilities ages two through twenty-one, inclusive, who live in the city of Harrisonburg. Programs and services are provided to persons identified as having autism, deaf-blindness, developmental delay, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, severe disability, specific learning disability, speech or language impairment, traumatic brain injury, or a visual impairment. Questions concerning special education and related services may be directed to your child's principal or the Director of Exceptional Student Services at (540) 434-2752.

### **Child Find and Division-Wide Screening**

Harrisonburg City Public Schools maintains an active and continuing child find program designed to identify, locate and evaluate those children residing in the jurisdiction who are birth to age 21, inclusive, who are in need of special education and related services.

Harrisonburg City Public Schools screens all children enrolled in Harrisonburg City Public Schools including transfers from out of state, as follows:

- All children (through grade three), within 60 business days of initial enrollment, are screened in speech, voice, and language to determine if a referral for an evaluation for special education and related services is indicated.
- All children, within 60 business days of initial enrollment, are screened in the areas of vision and hearing to determine if a referral for an evaluation for special education and related services is indicated. In addition, the vision and hearing of all children in grades three, seven, and ten are screened during the school year.
- All children (through grade three), within 60 business days of initial enrollment, are screened for fine and gross motor functions to determine if a referral for an evaluation for special education and related services is indicated.
- Harrisonburg City Public Schools recognizes screenings reported as part of the child's pre-school physical examination required under the Code of Virginia if they are completed no more than 60 days prior to the start of school.
- Screening results are maintained in the student's scholastic file.
- If a student fails the screening, parents will be notified of the screening results in writing.

Harrisonburg City Public Schools screens all students in grade 2 to determine if a referral for an evaluation for gifted education services is indicated. Parents may choose for their 2<sup>nd</sup> grade student to opt out of this screening by providing a written request to the classroom teacher.

### **Section 504 Services and Accommodations**

Any student, employee or parent who has a mental or physical impairment which substantially limits one

or more of a person's major life activities is eligible for services and accommodations under Section 504 of the Rehabilitation Act of 1973. Section 504 states that no otherwise qualified individual with a disability can be excluded from or denied benefits of any program receiving federal financial assistance. Services and accommodations to provide access include but are not limited to ramps, elevators, interpreting services for the hearing impaired and special accommodations in the classroom in order to allow a disabled student to benefit from his or her education. If you should have Section 504 questions, the contact listed below will respond or direct you to the appropriate person.

**Compliance Officer of Section 504**  
**Harrisonburg City Public Schools**  
**Krista Hogan**  
**Director of Exceptional Student Services**  
**101 N. Main St., 4<sup>th</sup> Floor**  
**Harrisonburg, VA 22802**  
**(540) 434-2752**  
**khogan@harrisonburg.k12.va.us**

### **Grading**

The superintendent, with the concurrence of the school board, shall be responsible for developing uniform administrative grading procedures for reporting student progress. The primary responsibility for the decision regarding promotion, retention, or grading of students is vested in the teacher. The final authority for promotion, retention, or grading, however, rests with the principal.

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

<u>Middle and High School:</u>	A	93 – 100	<u>Elementary:</u>	A	93 - 100
	B	86 - 92		B	85 - 92
	C	78 - 85		C	77 - 84
	D	70 - 77		D	70 - 76
	F	0 - 69		F	below 70

To determine grade point average (GPA) for high school courses, the scale shall be:

<u>Regular:</u>	A =	4	<u>Honors Classes:</u>	A =	4.5
	B =	3		B =	3.5
	C =	2		C =	2.5
	D =	1		D =	1.5
	F =	0		F =	0.0

<u>Advanced Placement (weighted):</u>	A =	5	
	B =	4	
	C =	3	
	D =	2	
	F =	0	<b>(School Board Policy 712)</b>

**College Courses must have administrative approval.**

## **Homework**

Homework is a learning activity which increases in complexity and amount commensurate with the age and/or grade level of the students.

Homework is an integral part of the learning experience, and its completion is the responsibility of each student.

With regard to the amount and frequency of homework, the following should be expected:

Elementary School - Assignment of homework is planned in terms of student needs. A recommended schedule for elementary homework is:

**Kindergarten and Grade 1** - When assignments are made, they will be informal in nature.

**Grades 2 and 3** - It is suggested that, on the average, assignments range from two to four hours per week.

**Grade 4** - It is suggested that, on the average, assignments range from three to five hours per week.

Middle School - Both short-term and long-term homework is regularly assigned. Coordination and cooperation among the teachers on a team is encouraged.

**Grades 5-8** - It is suggested that, on the average, assignments range from five to eight hours per week.

High School - Both short-term and long-term homework is regularly assigned. Coordination and cooperation among the departments and teachers is encouraged.

**Grades 9-12** - It is suggested that, on the average, homework assignments range from one to two-and-a-half hours daily. Preparation for tests, examinations, research papers, and required reading may add time to this range.

Fundamental expectations at all levels include 15-20 minutes free reading daily. Younger students may be read to (**School Board Regulations 735R**).

## **Video Surveillance**

As a part of our school safety efforts, video surveillance equipment may be used in different locations in the schools, on school property and on school buses. While we believe that the use of this equipment is a valuable tool in helping create safe schools and buses, parents and students should note that the video surveillance may not be constant and it is not continuously monitored in real time. Recording occurs randomly. Parents and students should not assume that the cameras provide a greater level of security than actually exists.

The Harrisonburg City School Board does not discriminate on the basis of race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

# HARRISONBURG CITY PUBLIC SCHOOLS 2011-2012 CALENDAR

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	[13]	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	[11]	12	13	14	15
16	17	18	19	20	21	22
23	24	[25]	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	[15]	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	[13]	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	[10]	11	12	13/	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	[14]	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	[13]	14	15	16	17
18	19	20	21	[22]	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	[10]	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	[8]	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	[6]	[7]	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- AUGUST**  
15-19 Teacher Workdays/Staff Development  
Open House - All Schools  
22 First Day of School
- SEPTEMBER**  
5 SCHOOLS CLOSED - Labor Day  
13 Early Release - Staff Collaboration  
21 End of reporting period for interims
- OCTOBER**  
11 Early Release - Staff Collaboration  
13 SCHOOLS CLOSED - Parent Conference Day  
25 End of First Nine Weeks /Early Release / Workday
- NOVEMBER**  
8 SCHOOLS CLOSED for Election Day/Staff Development  
15 Early Release - Staff Collaboration  
23-25 SCHOOLS CLOSED - Thanksgiving  
30 End of reporting period for interims
- DECEMBER**  
13 Early Release - Staff Collaboration  
19-30 SCHOOLS CLOSED - Winter Break
- JANUARY**  
2 SCHOOLS Reopen  
10 Early Release - Staff Collaboration  
13 End of First Semester  
16-17 SCHOOLS CLOSED- Teacher Workdays / Prof. Dev.
- FEBRUARY**  
10 SCHOOLS CLOSED - Staff Development  
14 Early Release - Staff Collaboration  
17 End of reporting period for interims
- MARCH**  
8 SCHOOLS CLOSED - Parent Conference Day  
13 Early Release - Staff Collaboration  
22 End of Third Nine Weeks / Early Release / Workday
- APRIL**  
2-6 SCHOOLS CLOSED - Spring Break  
10 Early Release - Staff Collaboration  
30 End of reporting period for interims
- MAY**  
8 Early Release - Staff Collaboration  
28 SCHOOLS CLOSED - Memorial Day
- JUNE**  
6-7 Early Release  
8 Teacher Workday  
9 HHS Graduation

- Schools closed - division holidays
- Schools closed - workdays/parent conferences
- [ ] Early Releases
- / End of nine weeks
- Distribution of report cards

\*The school board reserves the right to make calendar changes throughout the year as necessary.  
\*\*End of nine weeks/semester and corresponding workdays/early dismissals may be adjusted due to missed days.

**MAKE-UP DAYS**  
3 "make-up" days are built into this calendar. Additional possible makeup days include but are not limited to: January 16, February 10, March 8, and May 28. These are not listed in any priority order. Every effort will be made to preserve Spring Break. In the event of missed days in the fall or early winter, the end of first semester may be extended, and the two end-of-semester teacher workdays will be moved accordingly. If built-in make-up days are not needed, the school year will end earlier in June. If necessary, the end of the school year may be extended.

# Harrisonburg City Public Schools

## Acceptable Use Agreement (752-R)

All use of the Harrisonburg City Public School's computer system shall be consistent with the Harrisonburg City School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

### District Internet and E-mail Guidelines

Access to E-mail and the internet will enable students to explore thousands of libraries, databases, and websites while exchanging messages with internet users throughout the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available solely to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunity for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services.

The School Division computer system is provided for students for the purposes of education, research and communication. Access to the division computer system is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right—and entails responsibility.

Individual users of the School Division's computer system are responsible for their behavior and communications over the network. Administrators, teachers and staff will provide guidelines for acceptable use of the division computer system and will monitor and guide student use. The School Division has no duty to regulate or review off-campus internet/electronic messages, statements, postings, or acts; however, if those acts threaten violence against another student or school personnel or otherwise disrupt the learning environment or the orderly conduct of the school, the school can take action, from conferencing with parents and students to disciplinary action.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

### Internet Safety

Within reason, freedom of speech and access to information will be honored; however, this must be balanced with the need to provide a safe and healthy environment for students. In accordance with the Children's Internet Protection Act (CIPA), the school division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate. During school, teachers of younger students will guide them toward appropriate materials. Internet use is monitored by teachers at all grade levels. In accordance with VA Code §22.1-70.2, Harrisonburg City Public Schools provides internet safety training to teachers and students in grades K-12. Teachers provide guidance and information about internet safety as part of classroom instruction when it involves the use of the internet. Students at the middle school participate in a unit on internet safety.

### Cyberbullying

Cyberbullying, the use of technology to support deliberate, hostile behavior intended to frighten or harm others, is a criminal act under the VA Code § 18.2-152.7:1. Any student who uses a school-provided device or who uses a personal device on school grounds with the intent to intimidate, harass, or coerce another person; to use obscene, profane, lewd, or lascivious language to communicate such harassment; or to threaten an illegal or immoral act shall be subject to school disciplinary action. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or infringes on the rights of other students, the person committing the act shall be subject to school disciplinary action.

### Student Email

Harrisonburg City Public School's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students as an educational tool. Electronic mail is not private. Students' electronic mail may be restricted and/or monitored. Unauthorized access to an electronic mail account by any student 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. High school students will be issued an email account which will allow them to only send email to and receive email from themselves and faculty members at Harrisonburg High School. With teacher sponsorship and signed parent permission, students may apply for expanded access. The second level of access will allow students to send and receive email from other students at Harrisonburg High School, while the most advanced access would allow students to send and receive email from any domain. Limited email access may be provided to other students for special projects through the use of moderated email system.

### Responsibilities

1. Students are responsible for utilizing School Division technology for facilitating learning and enhancing educational information based on school division curriculum and instructional goals.
2. Students are responsible for maintaining the privacy of passwords and are prohibited from publishing or sharing passwords with other system users. Students shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or attempting to bypass the internet content filter.
3. Students are responsible for maintaining appropriate use of electronic mail. School officials reserve the right to monitor any or all activity on the division's computer systems and to inspect individuals' files. Students should not expect that their communications and files on division owned computers/servers are private.
4. Students must not access, display, or transmit pornography, obscenities, or other materials deemed inappropriate for educational purposes. In accordance with the Children's Internet Protection Act (CIPA), the School Division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate for minors. The School Division does not guarantee that school officials will monitor or control all user access to non-filtered, inappropriate internet content or that students will not have access to such materials while using the division's technological resources.
5. Students are responsible for properly using and caring for district technology including hardware and software. Any use which damages, compromises, or jeopardizes technology resources is prohibited. Students shall not download files without system administration permission.
6. Users must adhere to copyright and trademark laws and applicable licensing agreements in the use of hardware and software and the transmitting or copying of text or files from the internet or from other network resources.

Students may be disciplined for any improper or prohibited activity, including but not limited to:

- using a computer ID/password other than his/her own
- using a computer to engage in any illegal act
- using a computer to engage in "cyberbullying"
- modifying or defacing hardware or software
- improperly exiting established menus or applications
- attempting to bypass the division internet content filter
- using School Division technology without authorization
- downloading files or installing software
- gaining unauthorized access to any computer system or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data
- engaging in inappropriate language or activities on division networks
- accessing the division network with personal computers or other electronic devices that obtain an IP address

Violation of any of the above rules may result in a loss of network/internet access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate conduct. When and where applicable, law enforcement agencies may be involved.

The Harrisonburg City School Board makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The Division will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on Division devices, hard drives, or servers; the accuracy, nature or quality of information gathered through Division-provided internet access; personal property used to access Division computers or networks or for Division-provided internet access; nor for unauthorized financial obligations resulting from Division provided access to the internet. Parents may choose to have their student(s) not utilize technology services by completing and returning the non-participation form.

## Harrisonburg City Public Schools Notice of Technology Usage by Students

The Harrisonburg City Public Schools consider the use of technology resources and the internet to be instrumental in the education of students. Access to electronic resources enables students to efficiently use hardware and application software and conduct research via the internet. As a result, as part of your student's educational program, he/she may be required to:

- 1) Utilize school network services such as using software, creating and saving files, and printing from network computers;
- 2) Search for and retrieve information via the internet;
- 3) Utilize school-established email accounts with acceptance and compliance of student email guidelines and acceptable use agreement;
- 4) Create and publish documents and projects on the World Wide Web and in other public forums;
- 5) Post limited identifying information about student, including a picture/image, video, and audio on school-owned computers, networks, and school websites. Photos, audio, and videos will be used for educational purposes only and names or other personally identifiable information will not be associated with pictures, audio, or video.
- 6) Post/allow use of photo, audio, or videos of student without personally identifiable information in class projects and distributed to class members, in school projects and distributed to school members, on class or school web pages, in public presentations, in presentations by teachers, student teachers, or practicum students for a class project at a university or in presentations at educational conferences.

Harrisonburg City Schools takes all legally required precautions to eliminate objectionable material received via the internet. School staff will monitor students' use of the internet to ensure compliance with acceptable use, either through direct supervision, remote observation, or monitoring of internet use history. It is impossible, however, to restrict access to all objectionable materials, and the school division cannot be held responsible for material acquired via the internet or via network resources. Families should be warned that despite precautions taken by the school division, some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Student network storage areas may be provided for students. Network administrators may review files and storage locations to maintain system integrity and ensure that users are using the system responsibly. Files may be deleted as part of regular maintenance, and students should not expect that files stored on district servers are private or maintained in perpetuity.

A parent's request that a school staff member electronically communicate personally identifiable or other information to him or her may be interpreted by HCPS as permission to transmit such information in that way. See *Email Guidelines for Parents*.

Any parent, guardian or student (age 18 or over) NOT wishing to participate in the use of technology in school as stated in items 1 through 6 above, should **sign and print** in the appropriate place below and return to your child's school within fifteen (15) administrative working days of receipt of this handbook. **The non-participation statement will be effective for the academic school year only.**

**Notice of Technology Usage by Students  
Non-Participation Form**

**Return ONLY if you do not wish your student to participate in any of the following technology activities.**

- \_\_\_\_\_ I DO NOT wish to have my student utilize school network services such as using software, creating and saving files, and printing from network computers;
- \_\_\_\_\_ I DO NOT wish to have my student search for and retrieve information via the internet;
- \_\_\_\_\_ I DO NOT wish to have my student utilize school-established email accounts (high school and middle school only) with acceptance and compliance of student email guidelines and acceptable use agreement;
- \_\_\_\_\_ I DO NOT wish to have my student create and publish documents and projects on the World Wide Web and in other public forums;
- \_\_\_\_\_ I DO NOT wish to have limited identifying information about my student, including picture/image, video, and audio, posted on school-owned computers, networks, and school websites. Photos, audio, and videos will be used for educational purposes only and names will not be associated with pictures, audio, and video.
- \_\_\_\_\_ I DO NOT wish to have my student's digital image included in public presentations (see explanation of usage in #6 on preceding page).

\_\_\_\_\_  
Parent's Name (printed) and Signature

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Date

**Return ONLY if you do not wish your student to participate in any of the above technology activities.**

## **Harrisonburg City Public Schools Email Guidelines for Parents**

Email may be a fast and convenient way for parents/guardians to send messages, but this may not be the case for many of our teachers and administrators. Some teachers and administrators read their email messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers and administrators prefer to use the phone to speak directly to parents or to communicate with written notes.

For these reasons, please remember if you choose to send an email message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an email reply at all, since staff members will determine how best to contact you: by email, phone, written note, or to schedule a personal conference.

When using email, please remember:

- Send only non-vital messages by email. For example, do not use email to inform a teacher, administrator, or clerical staff that your child is not to go home on the bus since a faculty member may not read their email before a student is dismissed. Instead use the telephone to be sure your message is received and clearly understood.
- Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher.
- Email is not confidential. Confidential information should be conveyed by phone or personal contact only.
- Please identify yourself in the subject line of your email message and, if appropriate, the name of your child.
- For all medical or health concerns, please contact your child's school nurse by phone.
- Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
- Please send only messages pertaining to school issues. Do not ask teachers to relay messages to your child.
- Mass email to the campus staff should be sent to the school principal for distribution to his/her staff.

Email is a quick way to send a message, but it is not necessarily the best way to get a quick reply nor is it appropriate for all types of communication.

## DIRECTORY INFORMATION

During the school year the Harrisonburg City Public School division provides student directory information to appropriate organizations and news media. Certain publications, such as athletic programs, cast lists for dramatic presentations, and graduation lists may also include this directory information.

Directory information includes, but is not limited to, the following data:

- |                                   |   |
|-----------------------------------|---|
| --Name of student                 | --Dates of attendance                               |
| --Address                         | --Participation in officially recognized activities |
| --Date and place of birth         | --Height & weight, if a member of an athletic team  |
| --Birth certificate serial number | --Awards and honors received                        |
| --Telephone listing               |   |

Any parent, guardian or student (age 18 or over) **NOT** wishing the above information released without prior consent should sign in the appropriate space below and return to your child's school within fifteen (15) administrative working days of receipt of this handbook.

**I DO NOT WISH TO HAVE MY CHILD'S NAME INCLUDED ON ANY PUBLISHED LISTS OF STUDENTS NAMES OR HAVE ANY OTHER DIRECTORY INFORMATION RELEASED CONCERNING MY CHILD.**

Parent's Name \_\_\_\_\_

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

**(Complete only if information is not to be published or released.)**

# *Harrisonburg City Public Schools*

## *Parent Signature Sheet*

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### *Acknowledgment of Parental Responsibility*

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 requirement of this section, and the Compulsory School Attendance Law. Each school shall maintain records of such signed statements. (See Code of Virginia on inside front cover page.)

**I acknowledge the receipt of the enclosed Rules of Conduct.\***

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Student's Signature

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

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date

\*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.

**RETURN BY SEPTEMBER 15, 2011**