

RADFORD CITY SCHOOLS

1612 Wadsworth Street
Radford, VA 24141

SCHOOL CALENDAR 2010-2011

MONTH	SCHOOL DAYS	HOLIDAYS	WORK DAYS	CALENDAR	FUNCTION
AUGUST	7	0	5	August 12 August 13 August 16 August 17 August 18 August 19 August 20 August 23	New Teacher Orientation (if needed) New Teacher Orientation (if needed) Teachers report to assigned schools 8:30 a.m. Professional Development All Staff - 12:00 p.m. Luncheon in the RHS Cafeteria Teachers report to assigned schools; preschool planning. Grade 7 Student Orientation 9:00 a.m. - 11:00 a.m. Teachers report to assigned school 12:00 p.m. - 3:00 p.m. Open house for parents: 4:00 p.m. - 7:00 p.m. Teachers report to assigned schools: preschool planning SCHOOLS OPEN
SEPTEMBER	21	1	0	September 6	Schools Closed LABOR DAY
OCTOBER	19	0	2	October 4 October 28 October 29	End of first six weeks (30 days) Schools Closed: Parent Conferences 12:00 p.m. - 3:00 p.m. and 4:00 p.m. - 7:00 p.m. Schools Closed: Teacher Staff Development
NOVEMBER	19	3	0	November 17 November 24,25 26	End of second six weeks (30 days) Schools Closed: FALL BREAK & THANKSGIVING HOLIDAY
DECEMBER	13	10	0	December 17 December 20-31	2 Hour Early Dismissal for Winter Break Schools Closed: WINTER BREAK
JANUARY	18	1	2	January 3 January 14 January 17 January 18-19	All Schools Re-open End of third six weeks (29 days) Schools Closed: MARTIN LUTHER KING JR DAY Schools Closed: Teacher Workday and Staff Development Day Note: Date for the workdays may be moved to the day semester actually ends if a day or days are missed due to emergency closings.
FEBRUARY	19	1	0	February 21	School Closed: PRESIDENTS DAY or snow make up day
MARCH	23	0	0	March 4	End of fourth six weeks (31 days)
APRIL	17	3	1	April 15 April 21 April 22,25,26	End of fifth six weeks (31 days) Schools Closed: Teacher Workday/In-service day or snow make-up day Schools Closed: SPRING BREAK or snow make up day
MAY	21	1	0	May 30	Schools Closed: MEMORIAL DAY or snow make up day
JUNE	3	0	2 8	June 3 June 6,7 Unassigned	Last day of school for students, if no days need to be made up. 2 Hour Early Dismissal for Students Teacher workdays for all schools or snow make up days Days may be assigned to allow participation in school/division functions or work in individual schools.
TOTAL	180	20	20		

Teacher Development/Workdays: 8:30 a.m. - 3:30 p.m. unless otherwise noted.

Personnel are expected to remain in school after regular school hours for professional responsibilities and to attend other professional meetings or staff development programs as the need arises.

Report cards will be distributed approximately one week after the end of the grading period.

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ANNUAL NOTICE TO PARENTS CONCERNING PER PUPIL EXPENDITURES

Virginia law regarding preparation of estimates of money needed for operation of a school division or system includes the following provision:

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division, each division superintendent shall also prepare and distribute, within a reasonable time as prescribed by the Virginia Board of Education, notification of the estimated average per pupil cost for pupil education in the school division for the coming year to each parent, guardian, or other person having control or charge of a child enrolled in the relevant school division, in accordance with the budget estimates provided to the local governing body or bodies. Such notification shall also include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

In accordance with this provision, the following is provided for your information:

Average Per Pupil Expenditures for Radford City Schools

Sources of Financial Support	2008-09 Actual	2009-10 Budget	2010-11 Budget
For Operations*			
State Funds	\$5,442	\$5,053	\$4,235
Sales & Use Tax	761	739	700
Federal Funds	643	1,068**	1,005
Local Funds	3,128	3,685	3,563
Total	9,974	10,545	9,503
Average Daily Membership	1,476	1,450	1,500

*Operations include regular day school, school food services, summer school, adult education, and other-educational programs, but do not include facilities, debt service, and capital outlay additions.

**Federal funds in 2009-10 reflect money from President Obama's American Recovery and Reinvestment Act

Citizens are invited to review the above budget estimates on business days from 8:00 a.m. to 4:00 p.m. at the School Administration Building, 1612 Wadsworth Street.

**GOALS AND OBJECTIVES
(Policy AE)**

A. Generally

The Radford City School system is committed to excellence in education, equality of educational opportunity, and the recognition of each student's individuality. Inasmuch as students differ in their rate of physical, mental, emotional and social growth and vary in their needs and abilities, learning opportunities shall be provided that are consistent with personal development and potential. Programs shall emphasize diagnostic and prescriptive instruction, allowing an individual approach to each student's learning style and educational needs.

The educational program shall introduce each student to a variety of interest and subject areas that offer exposure to the range of opportunities available in later years. These experiences produce the basis for further education and future employment. As students demonstrate increased maturity, they may assume more responsibility for the decisions regarding their education.

The school environment should be responsive and conducive to learning. The physical environment facilitates and enhances the learning experiences available to each student. A responsive environment includes competent, dedicated teachers using a variety of techniques and a classroom atmosphere where students can function and develop according to their abilities. Safety, physical comfort, and appearance also are vital environmental components.

B. Standards of Quality and Objectives

The school board accepts the overall goals of public education as expressed by the Standards of Quality legislated by the Virginia General Assembly and implemented by State Board of Education regulations.

The school board will report its compliance with the Standards of Quality to the Board of Education annually. The report of compliance will be submitted to the Board of Education by the chairman of the board and the division superintendent.

C. Standards of Quality Programs and Services

The School Board commits itself to providing programs and services as stated in the Standards of Quality only to an extent proportionate to funding thereof provided by the General Assembly.

**NATIONAL MOTTO
(Policy IEB)**

The statement "In God We Trust," the National Motto, enacted by Congress in 1956 shall be posted in a conspicuous place in each school for all students to read.

**BILL OF RIGHTS
(Policy IEC)**

The Bill of Rights of the Constitution of the United States of America must be posted in a conspicuous place in each school for all students to read.

STUDENT RECORDS:

**Notification of Rights under FERPA for
Elementary and Secondary Schools**

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

(1) The right to inspect and review the student's records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students who wish to ask the principal to amend a record that they believe to be inaccurate, should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school system in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

MODEL NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA) also requires that Radford City Schools (RCS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RCS may disclose appropriately designated "directory information" without written consent, unless you have advised RCS to the contrary in accordance with its procedures. The primary purpose of directory information is to allow RCS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your child's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity 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 prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.'

If you do not want RCS to disclose directory information from your child's education records without your prior consent, you must notify the school principal in writing within 10 days of your child's enrollment. RCS has designated the following information as directory information:

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

Footnotes:

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

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

(Policy KFB)

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

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 KBA.

B. Participation in Surveys and Evaluations

No students 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 parents;
- (2) mental or psychological problems of the student or the student's family
- (3) sex behavior or attitudes;
- (4) illegal, anti-social, self-incriminating or demeaning behavior
- (5) critical appraisals of other individuals with whom respondents have close family relationships;
- (6) legally recognized, privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- (7) religious practices, affiliations or beliefs of the student or student's parent, or
- (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior consent of the student (if the student is an adult or emancipated minor) or in the case of an unemancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the school board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the

questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents shall have the right to review the questionnaire or survey and to exempt their child from participating in the survey. No questionnaire or survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six and, unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

D. Additional Protections

A parent or emancipated student may, upon request, inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA.

Administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above will not be permitted unless required by law.

II. Physical Examinations and Screenings

If the Radford City School Division administers 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.

III. 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 post-secondary education recruitment or military recruitment;
- book clubs, magazines and programs providing access to low cost literary products;
- curriculum and instructional materials used by elementary schools and secondary schools
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the sub-sequent 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.

IV. Notification

Notification of Policies

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

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

Notification of Specific Events

The board will directly notify the parent of a student, 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 in subsection I.B. above;
- any non-emergency, invasive physical examination or screening that is:
 - o required as a condition of attendance;
 - o administered by the school and scheduled by the school in advance; and
 - o not necessary to protect the immediate health and safety of the student, or of other students.

V. Definitions

Instructional material: the term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Invasive physical examination: the term “invasive physical examination” means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis screening.

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

Personal information: the term “personal information” means individually identifiable information including:

- a student or parent’s first and last name;
- a home or other physical address (including street name and the name of the city or town);
- a telephone number; or a social security identification number.

Survey: the term “survey” includes an evaluation.

SCHOOL BUS INFORMATION

A schedule for pre-pay plans and bus ticket information is available in all school offices and on our web site at www.rcps.org. Students who qualify for free or reduced price meals are also eligible for free

transportation. Parents are requested to do the following in order to help their child get to and from school as safely as possible on a school bus:

1. Locate the safest bus stop for the child by reviewing the bus routes published in the newspaper and posted in each school.
2. Take the child to the bus stop in the morning at least five minutes before the scheduled pickup time and meet him/her in the afternoon. No lower elementary aged child will be dropped off without a responsible party present. Radford City bus drivers will return to school any child who is not met or has been placed on the wrong bus.
3. A note should be sent to school indicating any changes being made to your child’s regular transportation.

POLICY MANUAL

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

A current copy of division policies will be kept in the library of each school and in any public library in the division. If the division policies are maintained online, the school board will ensure that printed copies of the policies are available to citizens who do not have online access. The superintendent shall ensure that an annual announcement is made in each division at the beginning of the school year, at the time of enrollment, advising the public that the policies are available in such places.

APPLICATION TO ADVISORY COMMITTEES

Advisory committees for Radford City Schools for the coming school year include the following: school improvement, gifted education, technology, textbook selection, Title I (elementary school reading), community involvement team for family life education, career and technical education and health advisory board. Individuals who wish to be considered for appointment to any of the above committees are invited to submit a letter of application to Superintendent of Schools, 1612 Wadsworth Street, Radford, Virginia 24141.

ASBESTOS MANAGEMENT PLANS

The Radford City Schools on a yearly basis must file a written public notification on the present condition of their Asbestos Management Plans, pursuant to section 40 CFR 763.84, 763.85 (e) (10) of the EPA Asbestos-Containing Material in Schools, Final Rule and Notice. Upon request, each school has a copy of the of the management plan for that school available for review in the administrative office. In addition, the Radford City School System has contracted with a designated person to help in maintaining these plans. The name of the designated person, address, and telephone number can be obtained by contacting the Superintendent of Schools, 1612 Wadsworth Street, Radford, Virginia 24141.

The Radford City School System has trained certain maintenance personnel in the proper methods of handling asbestos-containing materials. Awareness training has been received by all those working around asbestos. Initial Semi-Annual Periodic Surveillance observations have been completed and a cycle established for future surveys. An operation and maintenance program for managing the asbestos-containing materials that remain in school buildings has been established and is being implemented.

NON-DISCRIMINATION

The school board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, sexual orientation 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 school board does business.

It is the intent of the Radford City School Division to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the school division.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap or disability) should be referred to:

Superintendent of Schools
and
Title IX and Section 504 Coordinator
1612 Wadsworth Street
Radford, Virginia 24141
Telephone: (540)731-3647

COMPULSORY SCHOOL ATTENDANCE

Virginia 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 Virginia 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 Virginia Board 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 or 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 pre-kindergarten program, including a head start program, or in a private, denominational, or parochial pre-kindergarten 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:

- 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
- 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 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:

- 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 Virginia Board of Education, cannot benefit from education at such school; and
- 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 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 school board, which plan must include:

- Career guidance counseling;
- 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;

- Counseling on the economic impact of failing to complete high school; and
- Procedures for re-enrollment 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 Article 3 (§22.1-276.01 et seq.) of Chapter 14 of this title and upon a finding that a school-age child has been (i) charged with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or for which the disposition ordered by a court is required to be disclosed to the superintendent of the school pursuant to §16.1-305.1; (iii) suspended pursuant to §22.1-277.05; or (iv) expelled from school attendance pursuant to §22.1-277.06 or §22.1-277.07 or subsection B of §22.1-277, require the child to attend an alternative education program as provided in §22.1-209.1:2 or §22.1-277.2:1.

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 may require the pupil who has been charged with (i) a crime which resulted in or could have resulted in injury to others, (ii) 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 or 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 §§22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 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:

- Children suffering from contagious or infectious diseases while suffering from such disease;
- Children whose immunizations against communicable diseases have not been completed as provided in §22.1-271.2;
- 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;
- 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
- 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.

Any student under the age of 18, who has missed 10 or more consecutive days of school, may be brought before the juvenile and domestic relations court for possible suspension of his/her driver’s license.

School Board Policy JEA

Principals and the superintendent shall follow all legal requirements with regard to the compulsory school reporting requirements of state law.

FREE AND REDUCED PRICE FOOD SERVICES (Policy EFB)

The Radford City school division will provide free and reduced-price breakfasts, lunches, and milk to students according to the terms of the National School Lunch Program, the National School Breakfast Program, and the Special Milk Program.

School officials will determine student eligibility based on guidelines established by federal law. Eligible students will be provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or designee will establish rules and procedures as needed to implement this policy.

The criteria for determining a student’s eligibility and the procedures for securing free and reduced-price meals and milk will be publicly announced at the beginning of each school year and provided to parents of all children in attendance at Radford City Public Schools.

The students who participate in the free or reduced-cost meals and milk programs will not be overtly identified, distinguished, or served differently than other students.

ATTENDANCE AND EXAM POLICY

- A. All students should make attendance a priority for the school year.
- B. Any student who has not missed more than ten days during the school year may be exempt from the final exam
 1. Every student must take all first semester exams
 2. All exams shall count ¼ of the semester grade.
 3. Every student missing more than ten days must take the final exam to prove competency in the course material.
 4. Students who miss up to ten days and have an A average in a class are exam exempt.
 5. Students who miss up to nine days and have a B average in a class are exam exempt.

6. Students who miss up to eight days and have a C average in a class are exam exempt.
 7. Students who miss up to seven days and have a D average in a class are exam exempt.
 8. All absences will be calculated on a per class basis.
 9. Three tardies shall equal one absence.
 10. School excused absences, such as team and field trips, will not be counted as part of the ten day limit. However, students and parents are encouraged to use good judgment to avoid excessive absences for school activities. Although school activities may be educational, too much time missed can have a negative effect on a student's classroom performance.
 11. A student who suffers from an extended absence of more than ten days may apply to the principal for a review by an appeals committee consisting of one administrator and two teachers.
 12. Although required for graduation, SOL and AP tests are not intended to replace the final exam. Classroom instruction will continue after these tests are taken until the last day of the semester. Students who do not meet exemption requirements will be given a final exam on work covered in the second semester.
- C. A student who misses less than 1/3 of any class shall receive a tardy, more than 1/3, shall receive an absence in that class.
- D. If a student checks in after school has begun or is planning to check out before school is over, he or she shall be required to see the teachers of all classes missed that day to get assignments and to complete work missed. If a student fails to see his or her teachers, he or she may receive a zero on work assigned for classes missed that day.
- E. A parent or guardian should call the main office to report a student's absences on the day of the absence. A note from the parent may substitute for a call when the note is sent on the day the student returns. A note must contain the current date, the date of the absence, and the reason for the absence, the parent's or guardian's signature, and a phone number where the parent can be reached to verify the note. An attendance officer will call to check on any student absent without a call in.
- F. A student must be present for at least three periods to be counted present for the day and in order to be counted present for perfect attendance and to be eligible to participate in all extra curricular activities that day.
- G. Days spent in ISS shall not be counted toward the number of student absences, unless the days exceed five in a year.

- H. Parents are encouraged to make all student appointments after school hours and to refrain from checking students out of school during the school day for any reason that could be avoided. Students are encouraged to avoid excessive absences for any reason, as lack of instruction time may result in lower grades and a possible failure. Students checking out for lunch or to go home for something they forgot will be unexcused.

STUDENT PROGRESS: PROMOTION, RETENTION AND GRADUATION

Elementary School

A student entering school at age five (on or before September 30) may be admitted to kindergarten. A student entering school at six years of age for the first time may be classified as a first grader. Thereafter, a yearly promotion may be made through grade six based on an evaluation of the student's acquisition of basic skills and other evidence of growth as determined by the student's teachers and principal.

Exceptions to the above rule may be made with students identified as needing special education services and students identified as gifted. Regulations governing placement of students identified as needing special education or gifted program services will apply to those situations.

Intermediate and High School

A student will be admitted to the intermediate school upon promotion from grade six and classified by grade level as follows:

Grade	7	By promotion from grade six
Grade	8	By promotion from grade seven
Grade	9	By promotion from grade eight
Grade	10	By completion of a minimum of 5 units
Grade	11	By completion of a minimum of 10 units
Grade	12	By completion of a minimum of 15 units

STANDARDS OF LEARNING TESTS AND GRADUATION REQUIREMENTS (Policy IKF)

I. Standards of Learning (SOL) Tests and Verified Units of Credit

The Board of Education has established educational objectives known as the Standards of Learning, which form the core of Virginia's educational program, and other education objectives, which together are designed to ensure the development of the skills that are necessary for success in school and in preparation for life in the years beyond.

The Radford City School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets or exceeds the requirements of the Board of Education.

In kindergarten through eighth grade, where Standards of Learning (SOL) tests are required by the Board of Education, each student is expected to take the SOL tests. Schools will use the SOL test results in kindergarten through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students.

Each student in middle and secondary school will take all applicable end-of-course SOL tests. Students who successfully complete the requirements of the course and achieve a passing score on an end-of-course SOL test will 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.

Upon recommendation of the superintendent and demonstration of mastery of course content and objectives, qualified students may receive a standard unit of credit and be permitted to sit for the relevant SOL test to earn a verified credit without having to meet the 140-clock-hour requirement. The superintendent by regulation will determine the manner in which a student may demonstrate mastery of course content and objectives, and documentation of such mastery will be maintained in the student's permanent record.

Students may also earn verified credits by taking alternative tests to the SOL assessment. Such tests may only be those approved by the Virginia Board of Education, and the student may earn verified credits only by achieving that score established by the Board of Education.

Participation in the SOL testing program by students with disabilities will be prescribed by provisions of their Individualized Education Program (IEP) or 504 Plan. All students with disabilities will be assessed with appropriate accommodations and alternate assessments where necessary.

All students identified as limited English proficient (LEP) will participate in the SOL testing program. A school-based committee will convene and make determinations regarding the participation level of LEP students. In kindergarten through eighth grade, limited English proficient students may be granted a one-time exemption from SOL testing in the areas of writing, science, and history and social science.

II. Graduation Requirements

A. Generally

In order to graduate from Radford City Public Schools, a student must meet all applicable requirements set forth in the Standards of Accreditation and the Standards of Quality.

The school board will award diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who earn the units of credit prescribed by the Board of Education, pass the prescribed tests, and meet such other requirements as are prescribed by the school board and approved by the Board of Education.

B. Types of Diplomas and Certificates

The Radford City School Board will award diplomas and certificates in accordance with state laws and regulations, including Standard Diplomas, Standard Technical Diplomas, Advanced Studies Diplomas, Modified Standard Diplomas, Special Diplomas, Certificates of Program Completion, General Achievement Diplomas, and General Educational Development (GED) Certificates.

The requirements for a student to earn a diploma are those in effect when he or she enters ninth grade for the first time.

GUIDANCE AND COUNSELING PROGRAM

(Policy IJ)

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

- academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.

- career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.

- personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

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

No student will be required to participate in any counseling program to which the student's parents object.

The guidance and counseling program will not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents will be notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

**HOMELESS
(Policy JECA)**

The Radford City School Board is committed to educating homeless children and youth. Homeless

children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students and with other school divisions as may be necessary to resolve interdivisional issues. (Policy JECA)

The federal McKinney-Vento Act guarantees school enrollment for anyone who, due to lack of permanent housing, lives in inadequate or temporary settings such as: emergency or transitional shelters; motels, hotels or campgrounds; cars, parks or public places; doubled up with relatives or friends; and, is a migratory child or youth.

Children or youth living in these settings meet criteria for the McKinney-Vento definition of homelessness and have special educational rights.

**NOTIFICATION TO PARENTS OF
STUDENTS NOT
MEETING GRADUATION REQUIREMENTS**

1. Students with disabilities who have an IEP and who fail to meet the requirements for graduation have the right to a free and appropriate education to age 21, inclusive, pursuant to VA Code §22.1-213 et seq.

2. Students who fail to graduate or who fail to achieve the number of verified units of credit required for graduation as provided in the standards of accreditation and who have not reached 20 years of age on or before August 1 of the school year have the right to a free public education. Students who do not graduate or achieve such verified units of credit and for whom English is a second language have the opportunity for a free public education in accordance with VA Code §22.1-5.

**DUAL ENROLLMENT, ADVANCED PLACEMENT
CLASSES, and SPECIAL PROGRAMS (Policy IGBI)**

Radford City Schools shall notify students and their parents of the availability of dual enrollment opportunities, Advanced Placement classes, and Academic Year Governor's School Programs. The notification must include the qualifications for enrolling in such classes and programs and the availability of financial assistance to low-income and needy students to take the Advanced Placement and International Baccalaureate examinations. Currently Radford City Schools offers on campus Advanced Placement Classes in English 12, Calculus, U.S. History, U.S. Government, Art History, Chemistry and

Computer Science. Virtual AP classes are also offered in Psychology, European History, World History, Statistics, Spanish Language, Human Geography, Environmental Science, and Micro/Macro Economics.

FAMILY LIFE EDUCATION

Generally

The Radford City School Board approves the inclusion of family life education (FLE) in the curriculum. Instruction shall be organized and maintained under the FLE standards of learning objectives developed by the State Department of Education.

Community Involvement Team

Under procedures approved by the school board, a community involvement team shall be established. The team may include but not limited to school administrators, teachers, parents, clergy, medical professionals and others in the community.

Instructional Materials

All instructional materials used in family life education (FLE) must be approved by the superintendent or his/her designee. No materials relating to FLE may be available for circulation to students through the school libraries or resource and media centers unless the school board has approved these materials.

Staff Training/Grade Level Leaders

1. Staff Training

The superintendent, or a designee, shall select teachers for FLE training programs sponsored by the Virginia Department of Education.

2. Grade Level Leaders

The superintendent, or a designee, shall appoint a FLE leader for each grade level. The FLE leader will assist in training teachers and will work with the community involvement team.

Separate Sessions

Portions of classes in the FLE program which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.

“Opt-out” Procedures

The superintendent shall develop “opt-out” procedures for parents or guardians who do not want their children included in all or part of the FLE program.

Disabled Students

The superintendent, or a designee, shall develop a plan for including appropriate instruction in family life education in the individualized education plan (IEP) of disabled students.

Annual Review

The FLE curriculum shall be reviewed annually. Such review shall allow for community input. Suggestions for improvement should be directed to the Director of Instruction, 1612 Wadsworth Street, Radford, Virginia 24141.

Right of Parental Review

A parent or guardian shall have the right to review the family life curricula, including all supplemental materials used in the program.

A summary of the family life program designed to assist the parent in understanding the program and to encourage parental involvement in the instruction of students in family life education shall be prepared and available.

LIMITED ENGLISH PROFICIENT STUDENTS (Policy IGBF)

Generally

The Radford City School Board shall provide programs to improve the education of limited English proficient children by assisting the children to learn English and meet Virginia’s challenging academic content and student academic achievement standards, subject to the availability of funds for such programs.

Assessments

The school board will annually assess the English proficiency of all students with limited English proficiency.

Notification

The school board will, not later than thirty (30) days after the beginning of the school year, inform a parent or the parents of a limited English proficient child identified for participation in, or participating in, a program for limited English proficient students of

- the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction education program;
- the child’s level of English proficiency, how that level was assessed and the status of the child’s academic achievement;

- the method of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals and use of English and a native language in instruction;
- how the program in which their child is, or will be participating will meet the educational strengths and needs of the child;
- how such program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children and the expected rate of graduation from secondary school for such program;
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
- information pertaining to parental rights that includes written guidance
- detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available, and
- assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.

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

The information described above will be provided to parents in an understandable and uniform format and; to the extent practicable, in a language that the parent can understand.

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

ACCEPTABLE USE POLICY (RC) (POLICY IIBEA/GAB)

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

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system, including the prohibition of illegal material, prevention of access to material that the school division deems to be harmful to juveniles as defined in Va. Code sections 18.2-390 and measures to enforce this policy and regulation including the selection of a technology for the division's computers having Internet access to filter or block Internet access through such computers to child pornography as set out in Va. Code section 18.2-374.1.1 and obscenity as defined in Va. Code section 18.2-372. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

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

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

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board

will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

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

ACCEPTABLE COMPUTER SYSTEM USE REGULATIONS (Policy IBEA-R/GAB-R)

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

Computer System Use-Terms and Conditions:

1. Acceptable Use.

Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.

2. Privilege.

The use of the division's computer system is a privilege, not a right.

3. Unacceptable Use.

Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

- Using the network for any illegal or unauthorized activity, including violation of copyright or other contracts or transmitting any material in violation of federal, state or local law.
- Sending, receiving, viewing or downloading illegal material via the computer system,
- Unauthorized downloading of software.
- Downloading copyrighted material for unauthorized use.
- Using the computer system for private financial or commercial gain.

- Intimidating, harassing, or coercing others.
- Threatening illegal or immoral acts.
- Wastefully using resources, such as file space.
- Gaining unauthorized access to resources or entities
- Posting material created by another without his or her consent.
- Using the computer system for commercial or private purpose
- Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
- Using the computer system while access privileges are suspended or revoked.
- Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.

4. Network Etiquette.

Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers or photographs about themselves or others.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others.

- Users shall not read, modify or delete data owned by others.

5. Liability.

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

6. Security

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

7. Vandalism.

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

8. Charges.

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

9. Electronic Mail.

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

10.Enforcement.

Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of minors may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by school board policy or legal action.

11.Internet Conduct.

Users will abide by the generally accepted rules of network etiquette.

12 Internet Safety.

Internet exploration opens a world of possibilities for students, expanding their horizons and exposing them to various cultures and different ways of life. The service however, can be a source of dangers if it is used inappropriately.

A complete copy of Policy IIBEA-R / GAB-R can be found at www.rcps.org

SEX OFFENDER REGISTRY NOTIFICATION (Policy KN)

The Radford City school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Radford City school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

Annual Notification

At the beginning of each school year, the Radford City school division shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website.

Dissemination of Sex Offender Registry Information

Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property including but not limited to:

- school bus drivers
- employees responsible for visitor registration
- employees responsible for bus duty
- security staff
- coaches
- playground supervisors, and
- maintenance personnel

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

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

Use of Sex Offender Registry Information

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

1. Registered sex offender sighted:
If a notified employee sees a registered sex offender on or near school property, around any school division student or attending any school division activity, the superintendent or his/her designee shall be notified immediately. The superintendent or his/her designee may in his or her discretion notify local law enforcement.
2. School Volunteers and Student Teachers. Each staff member shall submit to the Principal the name and address of each volunteer the staff member proposes to use as soon as the person is identified. The Principal shall screen each student teacher and volunteer's name and address against the registry information. If a match is found, the Principal shall notify the Superintendent, who shall confirm the match. If the match is confirmed, the Superintendent shall inform the individual, in writing, that he or she may not serve as a volunteer or student teacher. The Superintendent shall provide a copy of the notice to the Principal and staff member.

3. Contractors' Employees. In addition to ensuring that the certification requirements of Policy DJF Purchasing Procedures are met, the Superintendent shall include the following language in all Division contracts that may involve an employee of the contractor having any contact with a student:

The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Monthly, the contractor shall check the registry to determine if the employee is registered.

4. School division employees:
Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the Superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent shall notify the School Board. The School Board will take the appropriate action to comply with state law which may include termination of employment.
5. Applicants for employment:
Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by the division.
6. Parents of students:
When the school division learns that a parent of an enrolled student is a registered sex offender, the parent will be notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When a parent who is a registered sex offender is permitted at school or at school functions he or she will be monitored to ensure that he or she does not come into contact with any children other than his or her own children.
7. Precautions to protect students:
Precautions to Protect Students. When the Superintendent determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect division students.

Requests for Registry Information

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

SEXUAL HARASSMENT/ HARASSMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY, RELIGION AND SEXUAL ORIENTATION (Policy JFHA/GBA)

I. Policy Statement

The *Radford City School Division* is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability, religion, or *sexual orientation*. Therefore, *Radford City School Division* prohibits sexual harassment and harassment based on race, national origin, disability, religion, or *sexual orientation* of any student or school personnel at school or any school-sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability, religion, or *sexual orientation*. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability, For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

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

**A complete copy of Policy JFHA /GBA
can be found at www.rcps.org**

STUDENT CONDUCT (Policy JFC)

The standards of student conduct are designed to define basic rules and major expectations of students in the public schools of Radford City. It is the responsibility of the Radford City School Board to adopt

policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this code of conduct. Principals are responsible for ensuring that all students, staff members and parents are provided the opportunity to become familiar with this policy.

The superintendent shall issue Standards of Student Conduct and a list of possible corrective actions for violation of the Standards of Conduct. 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 compulsory school 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. The Standards of Student Conduct, a notice of the requirements of section 22.1-279.3 of the Code of Virginia, 1950, as amended, and a copy of the compulsory school attendance law shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirement of VA Code §22.1-79.3 and the compulsory school attendance law shall be sent. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve their rights protected by the constitution or laws of the United States or Virginia. The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or his/her designee to review the Radford City School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. 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 the student 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 difficulties.

The school principal shall notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or his/her designee shall notify the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

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.

If the parent fails to comply with this requirement, the school board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirement of the Code of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school-sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to: (1) an adjudication of delinquency pursuant to Va. Code §16.1-305.1 or a conviction for an offense listed in Va. Code §16.1-260 or (2) a charge that would be a felony if committed by an adult.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities or expulsion includes but are not limited to:

- possession or use of alcohol, illegal drugs, including anabolic steroids, or drug paraphernalia;
- selling drugs;
- assault/battery;
- sexual assault;
- arson;
- intentional injury (bullying, fighting);
- theft;
- bomb threats, including false threats, against school personnel or school property;
- use or possession of explosives (see Policy JFCD);
- possession of weapons or firearms (see Policy JFCD);
- extortion, blackmail or coercion;
- driving without a license on school property;
- homicide;
- burglary;
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation);
- malicious mischief;
- shooting;
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs;
- stabbing, cutting or wounding;
- unlawful interference with school authorities including threats;
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the superintendent or his/her designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

The superintendent shall issue regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly, may lead to suspension or expulsion.

The school board shall biennially review the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

STANDARDS OF STUDENT CONDUCT (Policy JFC-R)

The following are standards of student conduct established by the school board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the board, its designated committees and other appropriate school officials. Individual schools may promulgate regulations within the guidelines established below.

1. Student Dress

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. 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.

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Disruptive Conduct

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others.

4. Profane, Obscene or Abusive Language

Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene, or disrupts the teaching and learning environment.

5. Threats or Intimidation

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

6. Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting

in physical injury to another person shall be considered assault and battery.

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.

Battery is the unlawful application of force to the person of another.

7. Bullying

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

8. 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.

9. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use and/or distribute alcohol, tobacco and/or tobacco products or other drugs on school property, on school buses or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia and any prescription or non-prescription drug not possessed in accordance with Policy JHCD.

A student shall not possess, procure or purchase or attempt to possess, procure or purchase or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

This regulation incorporates Policy JFCF.

Restricted substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants and anything else covered by the Drug Control Act referenced below, as well as 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.

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

10. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.

11. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the school board. 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.

12. Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by school board policies and regulations.

13. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates Policy JFCD.

14. Theft

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

15. Behavior on School Bus

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

The following regulations are to be followed by students who ride the activity bus:

- A. The emergency door will not be used except in the case of an emergency.
- B. All riders must remain seated while the bus is in motion.
- C. No part of the body, such as arms and legs, will be placed outside the bus windows.
- D. Trash will be removed from the bus at the end of each trip.
- E. Riders will not sit in the driver's seat or play with the driving mechanism.
- F. No one will be allowed to climb over the seats.
- G. Throwing objects, fighting and other "horseplay" is strictly forbidden.
- H. No one will write or place markings on the bus.
 - I. All riders will comply with the instructions issued by the driver.
 - J. Anyone noting a potential safety hazard will report the same to the driver.

16. Cheating

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

17. 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.

18. Gang Activity

A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.

19. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions in violation of Policy JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion. This includes the use of technology to harass or intimidate a student or staff member.

20. Possession of Electronic Devices

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

21. Reports of Conviction or Adjudication of Delinquency - Any student for whom the superintendent has received a report pursuant to Va. Code §16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code §16.1-260 may be suspended or expelled.

22. Laser Pointers

Students shall not have in their possession laser pointers.

23. Acceptable Use of the Internet

Students shall abide by the Radford City School Division's Acceptable Computer Use Policy and Regulation.

24. 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.

25. 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. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

26. Hazing

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm 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 relevant activity.

The principal of any school at which hazing causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to twelve (12) months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. §Code 18.2-56.

27. Other Conduct

In addition to these specific standards, students 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 or individual school rules.

Corrective Actions

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.

1. Counseling
 2. Admonition
 3. Reprimand
 4. Loss of privileges, including access to the school division's computer system
 5. Parental conferences
 6. Tasks or restrictions assigned by the principal or his/her designee
 7. Detention after school or before school
 8. Suspension from school-sponsored activities prior to, during or after the regular school day
 9. In-school suspension
 10. Out-of-school suspension
 11. Referral to an alternative education program
 12. Notification of legal authority where appropriate
 13. Recommendation for expulsion
 14. Mandatory expulsion for bringing a firearm onto school property or to a school-sponsored activity 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 school-sponsored activity
 15. Evaluation for alcohol or drug abuse
 16. Participation in a drug, alcohol or violence intervention, prevention or treatment program
- Appeal Process for Students and Parents:

Each school shall maintain a written and equitable procedure by which a conflict between a parent or student and the school can be resolved. A conflict which cannot be resolved within the school will be resolved in the following manner:

STEP 1. Written Appeal to superintendent of schools - Upon receipt of a letter, the superintendent shall within ten (10) work days, arrange for a meeting with the parties involved to investigate the conflict. The decision of the superintendent will then be given in writing to the conflicting parties within ten (10) work days.

STEP 2. Written Appeal to the School Board - If, after Step 1, the conflict remains, a written appeal may be sent to the School Board. The appeal must be sent within seven (7) days of receiving the decision of the superintendent. The School Board will, within two (2) weeks, meet with the conflicting parties. Within two (2) weeks of this meeting, the school board will notify the conflicting parties of its decision in writing, at which time the matter will be considered final unless a court of law with jurisdiction in the matter determines otherwise.

WEAPONS IN SCHOOL (Policy JFCD)

I. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. The disciplinary sanction for bringing a firearm to school or to a school sponsored activity is expulsion for at least one year in accordance with Policy JGD/JGE. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in section 22.1-277.07(E), of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun;
- toy guns and look-alike guns;
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor;
- slingshots;
- spring sticks
- brass or metal knuckles, blackjacks;

- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken or fighting chain;
- any disc of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart;
- explosives; and
- destructive devices as defined in section 22.1-277.07(E), of the Code of Virginia, or other dangerous articles.

II. Students with Disabilities

- A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA will be followed in addition to the regular disciplinary procedures.
- B. Additional authority to remove a student with a disability from school for a weapons violation.
 1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
 2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition:

“a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does

not include a pocket knife with a blade of less than 2 ½ inches in length.”

DRUGS IN SCHOOL (Policy JFCF)

I. Generally

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in § 18.2-247 of the Code of Virginia, on school property or at a school-sponsored activity is prohibited.

A. Mandatory Expulsion

A. A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school-sponsored activity shall be expelled in accordance with Policy JGD/JGE. The School Board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate.

B. Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in Radford City School Division's drug and violence prevention plan.

The school board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

C. Required Reporting to Parents and Local Law Enforcement.

The principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

II. Students with Disabilities

- A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled

student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA will be followed in addition to the regular disciplinary procedures.

- B. Additional authority to remove a student with a disability from school for a drug violation.
1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
 2. For purposes of this forty-five (45) school day removal, "illegal drugs" and "controlled substance" are defined as follows:
 - a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).
 - b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substance Act or under any other provision of federal law.

STUDENT SUSPENSION/EXPULSION (Policy JGD/JGE)

DEFINITIONS

As used in this Policy,

"Alternative education program" shall include, but shall not be limited to, night school, adult education, or another education program designed to offer instruction

to students for whom the regular program of instruction may be inappropriate.

"Destructive device" means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code § 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. "Destructive device" shall not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of Va. Code § 18.2-308.2:2.

"Disruptive behavior" means a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

"Exclusion" means a school board's denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

"Expulsion" means any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

"Firearm" means any weapon prohibited on school property or at a school-sponsored activity pursuant to Va. Code § 18.2-308.1, or (1) any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any such weapon; or (3) any un-

loaded firearm in a closed container. "Firearm" does not include any pneumatic gun as defined in this Policy.

"Long-term suspension" means any disciplinary action whereby a student is not permitted to attend school for more than ten school days but less than 365 calendar days.

"One year" means 365 calendar days as required in federal regulations.

"Pneumatic gun" means any implement, designed as a gun, that will expel a BB or a pellet by action of pneumatic pressure. "Pneumatic gun" includes a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact.

"School property" means any real property owned or leased by the school board or any vehicle owned or leased by the school board or operated by or on behalf of the school board.

"Short-term suspension" means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.

I. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy.

Any student for whom the division superintendent of the school division in which the student is enrolled has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled from school attendance.

The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

II. SHORT-TERM SUSPENSIONS

A pupil may be suspended for not more than ten school days by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal, or teacher may suspend the pupil

after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts, and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the division superintendent or his designee and the parent of the pupil suspended. The division superintendent or his designee shall review forthwith the action taken by the principal, assistant principal, or teacher upon a petition for such review by any party in interest and confirm or disapprove such action based on an examination of the record of the pupil's behavior. The decision of the division superintendent or his designee may be appealed to the school board unless the school board has provided by regulation that the decision of the division superintendent or his designee shall be final.

Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days shall include notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not a part of the educational program offered by the school division, shall be borne by the parent of the student.

III. LONG-TERM SUSPENSION

A pupil may be suspended from attendance at school for more than ten days after written notice is provided to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the school board or the superintendent or his designee, in accordance with regulations of the school board. If the regulations provide for a hearing by the superintendent or his designee, the regulations shall also provide for an appeal of the decision to the full school board. Such appeal shall be decided by the school board within thirty days.

The written notice of a suspension for more than ten days shall include notification of the length of the suspension and shall provide information concerning the availability of community-based educational, alternative education, or intervention programs. Such notice shall also state that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the school board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

Nothing herein shall be construed to prohibit the school board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the school board for the term of such suspension.

IV. EXPULSION

A. Generally

Pupils may be expelled from attendance at school after written notice to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the school board in accordance with the regulations of the school board. The regulations shall provide for subsequent confirmation or disapproval of the proposed expulsion by the school board regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and his parent shall include notification of the length of the expulsion and shall provide information to the parent of the student concerning the availability of community-based educational, training, and intervention programs. The notice shall also state whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the school board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion shall be borne by the parent of the student.

Nothing in this Policy shall be construed to prohibit the school board from permitting or requiring students expelled pursuant to this Policy to attend an alternative education program provided by the school board for the

term of such expulsion.

If the school board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the parent of such student that the student may petition the school board for readmission to be effective one calendar year from the date of his expulsion, and of the conditions, if any, under which readmission may be granted.

The school board shall establish, by regulation, a schedule pursuant to which such students may apply and reapply for readmission to school. Such schedule shall be designed to ensure that any initial petition for readmission will be reviewed by the school board or the division superintendent, and, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the division superintendent denies such petition, the student may petition the school board for review of such denial.

B. Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below shall be based on consideration of the following factors:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;
- the student's disciplinary history, including the seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student's age and grade level;
- the results of any mental health, substance abuse, or special education assessments;
- the student's attendance and academic records; and
- other appropriate matters.

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection shall be deemed to preclude a school board from considering any of the factors listed above as "special circumstances" for purposes of expulsions discussed in the following subsections.

Firearms

The school board shall expel from school attendance for a period of not less than one year any student whom such school board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1, or to have possessed a firearm or destructive device as de-

fined in this policy, a firearm muffler or firearm silencer, or a pneumatic gun as defined in this policy on school property or at a school-sponsored activity. A school administrator, pursuant to school board policy, or a school board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate.

The exemptions set out in Va. Code § 18.2-308 regarding concealed weapons shall apply, *mutatis mutandis*, to the provisions of this Policy. The provisions of this policy shall not apply to persons who possess such firearm or firearms or pneumatic guns as a part of the curriculum or other programs sponsored by the schools in the school division or any organization permitted by the school to use its premises or to any law-enforcement officer while engaged in his duties as such.

Drug Offenses

The school board shall expel from school attendance any student whom the school board has determined to have brought a controlled substance, imitation controlled substance, or marijuana as defined in Va. Code § 18.2-247 onto school property or to a school-sponsored activity. The school board may, however, determine, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate.

C. Procedure for School Board Hearing

The procedure for the School Board hearing shall be as follows:

- The School Board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the School Board.
- The School Board may ask for opening statements from the principal or his representative and the student or his parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.
- The parties shall then present their evidence. Because the principal has the ultimate burden of proof, he shall present his evidence first. Witnesses may be questioned by the School

Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, his parent(s) and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.

- The parties shall produce such additional evidence as the School Board may deem necessary. The School Board shall be the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the School Board and, when so received, shall be marked and made part of the record.
- The School Board may, by majority vote, uphold, reject or alter the recommendations.
- The School Board shall transmit its decision, including the reasons therefore, to the student, his parent(s), the principal and superintendent, at which time the matter will be considered final, unless a court of law with jurisdiction in the matter determines otherwise.

V. ALTERNATIVE EDUCATION PROGRAM

The school board may require any student who has been (1) charged with an offense relating to the laws of Virginia, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent of the school division pursuant to Va. Code § 16.1-260.G; (2) found guilty or not innocent of an offense relating to Virginia's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to Va. Code § 16.1-260.G.; (3) found to have committed a serious offense or repeated offenses in violation of school board policies; (4) suspended pursuant to Va. Code § 22.1-277.05; or (5) expelled pursuant to Va. Code §§ 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection B of Va. Code § 22.1-277, to attend such an alternative education

program. The School Board may require such student to attend such programs regardless of where the crime occurred. The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of school board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

A principal (or his designee) may impose a short-term suspension, pursuant to Va. Code § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code § 16.1-260.G, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

As used herein, "charged" means that a petition or warrant has been filed or is pending against a pupil.

VI. REPORTING

A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports shall be made to the division superintendent and to the principal or his designee on all incidents involving

- (1) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- (2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
- (3) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- (4) any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
- (5) the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;
- (6) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85 or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code

§ 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;

- (7) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
- (8) the arrest of any student for an incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge therefore; and
- (9) any illegal possession of weapons, alcohol, drugs, or tobacco products.

B. The division superintendent and the principal or his designee shall receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code § 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this policy, and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260 shall report such information to the principal of the school in which the juvenile is enrolled.

C. The principal or his designee shall submit a report of all incidents required to be reported pursuant to subsection VII.A. (1-8) of this policy to the superintendent of the school division. The division superintendent shall annually report all such incidents to the Department of Education.

In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this policy.

D. The principal or his designee shall also notify the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.

E. Whenever any student commits any reportable incident as set forth in this subsection, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his designee. Prevention and intervention activities shall be identified in the local school division drug and alcohol violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV-Safe and Drug Free Schools and Communities Act)

F. Except as may otherwise be required by federal law, regulation, or jurisprudence, a principal shall immediately report to the local law-enforcement agency any act enumerated in clauses (2) through (7) of subsection VII.A. of this policy that may constitute a criminal offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.

In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal shall also immediately report any act enumerated in clauses (2) through (5) of subsection VII.A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal shall report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

G. For purposes of this section, "parent" or "parents" means any parent, guardian or other person having control or charge of a child.

VII. RE-ADMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his or her regular school.

Any student who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the Radford City Schools, in accordance with Policy JEC (G). In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

In excluding any such expelled student from school attendance, the local school board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code § 22.1-277.06. The excluding school board shall not impose additional conditions for readmission to school.

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 re-admission, without parent conference, is appropriate for the student.

If the parent fails to comply with this policy or Policy JEC, 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.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the school board or superintendent or his designee, as the case may be at the relevant hearing, the student may re-petition the school board for admission. If the petition for admission is rejected, the school board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the school board for admission.

The school board may permit students excluded pursuant to this subsection to attend an alternative education program provided by the school board for the term of such exclusion.

VIII. DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities shall be disciplined in accordance with Policy JGDA.

**A complete copy of Policy JGD /JGE
can be found at www.rcps.org**

DISCIPLINING STUDENTS WITH DISABILITIES (POLICY JGDA)

Students with disabilities who violate the student code of conduct or engage in conduct for which they may be disciplined will be disciplined in accordance with this

policy. Additionally, the regular disciplinary procedures must be followed.

Long-Term Suspensions, Expulsions or Short-Term Suspensions Which Constitute a Pattern - Change in Placement

For the purpose of removing students with disabilities from their current educational placements, a change in placement occurs when:

(1) the removal is for more than ten (10) consecutive school days at a time; or

(2) there is a series of removals each of which is for ten (10) days or less cumulate to more than ten (10) days in a school year and constitute a pattern because of:

- (a) the length of each removal,
- (b) the proximity of the removals,
- (c) the total time the student is removed, and
- (d) the child's behavior is substantially similar to the child's behavior in previous incidents.

If the disciplinary action will result in a change of placement for a student with a disability then that student's parents must be sent notice that same day of the recommendation for discipline and be provided with a copy of the procedural safeguards.

**A complete copy of Policy JGDA
can be found at www.rcps.org**

JUDICIAL REVIEW

(Excerpted from the *Code of Virginia*, 1950, as amended)

Any parent, custodian, or legal guardian of a pupil attending the public schools in a school division who is aggrieved by an action of the school board may, within thirty (30) days after such action, petition the circuit court having jurisdiction in the school division to review the action of the school board. Such review shall proceed upon the petition, the minutes of the meeting at which the school board's action was taken, the orders, if any, of the school board, an attested copy of the transcript, if any, of any hearing before the school board, and any other evidence found relevant to the issues on appeal by the court. The action of the school board shall be sustained unless the school board exceeded its authority, acted arbitrarily or capriciously, or abused its discretion.

REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE (Policy CLA)

I. Acts Reported to the Principal

- A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports shall be made to the division superintendent and to the principal (or designee) on all incidents involving:
- (i) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
 - (ii) the assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
 - (iii) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
 - (iv) any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
 - (v) the illegal carrying of a firearm, as defined in Va. Code § 22.1-277.07, onto school property;
 - (vi) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
 - (vii) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
 - (viii) the arrest of any student for an incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge therefore; and
 - (ix) any illegal possession of weapons, alcohol, drugs, or tobacco products.

The principal of each school shall collect and maintain information on the above listed acts which occur on school property, on a school bus, or at a school-sponsored activity.

- B. The division superintendent and the principal or his designee shall receive reports from local law-enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (Va. Code § 54.1-3400 et seq.) and occurred on a school bus,

on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. When the division superintendent receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260, the Superintendent will report such information to the principal of the school in which the juvenile is enrolled.

II. Reporting Duties of the Principal and Superintendent

The principal or designee will report all incidents required to be reported pursuant to section I of this policy to the superintendent. The superintendent shall annually report all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that shall be provided by the Department and shall make such information available to the public.

In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection I.B. of this policy.

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to local law-enforcement officials any of the acts listed in clauses (ii) through (vii) of subsection I.A. of this policy which may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection I.A.

In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal will also immediately report any act enumerated in clauses (ii) through (v) of subsection A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal will report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

The principal or his/her designee shall notify the parent of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information regarding other students.

III. Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his designee. Prevention and intervention activities shall be identified in the local school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV-Safe and Drug-Free Schools and Communities Act).

The School Board shall develop, in cooperation with the local-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs to prevent violence and crime on school property and at school-sponsored events, which shall include prevention of hazing. Activities designed to prevent the recurrence of violence and crime, including hazing, may include such interventions as education relating to Virginia's criminal law, school crime lines, peer mediation, conflict resolution, community service requirements, and any program focused on demonstrating the consequences of violence and crime. The School Board may develop and use a network of volunteer services in implementing prevention activities.

IV. Purpose

The purpose of reporting acts of violence and substance abuse shall be to develop a program of prevention activities to provide a safe environment conducive to learning.

PARENTAL INVOLVEMENT (Policy IGBC)

Generally

The Radford City School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The Radford City School Board endorses the parental involvement goals of Title 1 (20 U.S.C. § 6318) and Title III (20 U.S.C. § 7012 (e) and encourages the regular participation by parents of all children including those eligible for Title I and Limited English Proficiency (LEP) programs in all aspects of those programs.

In keeping with these beliefs, it is the intention of the Radford City School Board to cultivate and support active parental involvement in student learning. The Radford City School Board will:

- provide activities that will educate parents regarding the intellectual and developmental needs of their children. These activities will promote cooperation between the division and other agencies or school/community groups (such as parent-teacher groups, the Breakthrough to Literacy program, the Book Buddies program, Honeybee program and Parents as Teachers program) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development;
- implement strategies to involve parents in the educational process, including:
 - keeping families informed of opportunities for involvement and encouraging participation in various programs;
 - providing access to educational resources for parents and families to use with their children;
 - keeping families informed of the objectives of division educational programs as well as of their child's participation and progress with these programs.
- enabling families to participate in the education of their children through a variety of roles. For example, family members may:
 - provide input into district policies;
 - volunteer time within the classroom and school programs.
- provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies;
 - perform regular evaluations of parent involvement at each school and in the division;
 - provide access, upon request, to any instructional material used as part of the educational curriculum;
 - if practicable, provide information in a language understandable to parents.

In addition, for parents of students eligible for LEP programs, the school board will inform such parents how they can be active participants in assisting their children:

- to learn English
- to achieve at high levels in core academic subjects;and
- to meet the same challenging academic content and student academic achievement standards as all children are expected to meet.

Parental Involvement in Title I Plan

The Radford City School Division encourages parents of children eligible to participate in Title I, Part A, programs to participate in the development of the division's Title I Plan. Parents may participate by:

- attending parent involvement meetings;
- serving on parent review committees;
- observing and participating in their child's classroom to determine strengths weaknesses;
- completing parent surveys;
- supporting student attendance in programs offered outside the normal school day.

Parental Involvement in School Review and Improvement

The Radford City School Division encourages parents of children eligible to participate in Title I, Part A, and LEP programs to participate in the process of school review and, if applicable, school improvements as implemented by the No Child Left Behind Act of 2001, 20 U.S.C. § 2316.

District Responsibilities

The Radford City School Division, and each school which receives Title I, Part A, funds, WILL:

- provide assistance to parents of children served by the school or division, as applicable, in understanding topics such as Virginia's academic content standards and student academic achievement standards, state and local academic assessments and how to monitor a child's progress and work with educators to improve the achievement of their children;
- provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
- educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value of contributions of parents as equal partners, implement and coordinate parent programs and build ties between parents and the school;
- to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program and public preschool and

other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in participating in the education of their children;

- ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
- provide such other reasonable support for parental involvement activities as parents may request.

The Radford City School Division and each school which receives Title I, Part A, funds MAY:

- involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training;
- provide necessary literacy training from Title I funds if the division has exhausted all other reasonable available sources of funding for such training;
- pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school related meetings and training sessions;
- train parents to enhance the involvement of other parents;
- arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation;
- adopt and implement model approaches to improving parental involvement;
- establish a division wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section; and
- develop appropriate roles for community-based organizations and businesses in parental involvement activities.

School Parental Involvement Policies

Each school served under Title I, Part A, shall jointly develop with and distribute to parents of participating children a written parental involvement policy, agreed on by such parents that shall describe the means for carrying out the following:

- convening an annual meeting, at a convenient time, to which all parents of participating children shall

be invited and encouraged to attend, to inform parents of their school's participation in Title I, Part A, and to explain the requirements of Title I, Part A, and the rights of parents to be involved;

- offering a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
- involving parents, in an organized, ongoing and timely way, in the planning, review and improvement of Title I, Part A, programs including the planning, review and improvement of the school parental involvement policy and the joint development of the school-wide program plan under the No Child Left Behind Act of 2001, 20 U.S.C. § 6312(b)(2), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
- providing parents of participating children:
 - timely information about Title I, Part A, programs;
 - a description and explanation of the curriculum in use at the school, the academic assessments used to measure student progress and the proficiency levels students are expected to meet; and
 - if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible; and
- if the school-wide program plan under the No Child Left Behind Act of 2001, 20 U.S.C. § 6312(b)(2) is not satisfactory to the parents of participating children, submitting any parent comments on the plan when the school makes the plan available to the district.

Parental Involvement in Allocation of Funding

Parents of children receiving services under Title I, Part A, shall be involved in the decisions regarding how funds provided under Title I, Part A, are allotted for parental involvement activities.

Policy Review

The content and effectiveness of this policy will be evaluated annually with regard to improving the academic quality of the schools receiving Title I, Part A, or LEP funds. This evaluation will identify barriers to greater participation by parents (particularly by parents who are

economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) and use the findings of that evaluation to design strategies for more effective parental involvement and to revise, if necessary, this policy.

STANDARDS OF LEARNING

Standards of Learning objectives for each grade level and course are accessible on the Virginia Department of Education website at the address: www.pen.k12.va.us/NDOE/Parents/index.html.

ALTERNATIVES TO ANIMAL DISSECTION

In accord with Virginia law, students shall be provided with alternatives to animal dissection in the relevant school curriculum and courses. Such alternatives may include, but are not limited to, computer programs, internet simulations, plastic models, videotapes, digital videodiscs, and/or charts.

A student's objection to participating in animal dissection must be substantiated by a signed note from his or her parent or legal guardian.

PARENTAL RESPONSIBILITY

(Excerpted from the Code of Virginia (1950) as amended)

§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 (1) 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 the statement of receipt and return it to the school, which shall maintain records of such signed statements.

D. The school principal may request that student's parents 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 discuss improvement of the child's behavior and educational process.

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 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 process, it may order the parent to 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 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 condition 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 student or his parent to be subject to such conditions and limitations as the court deems appropriate for the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be enforceable in the Juvenile and Domestic Relations Court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the Juvenile and Domestic Relations Court shall be also deemed to mean any successor in interest of such court.

Child Find Notice

Consistent with Federal and State regulations, the Radford City Public School System engages in ongoing “Child Find” services to locate, identify, and evaluate all students with disabilities residing within its jurisdiction, age birth through 21 inclusive. Radford City School’s will provide appropriate special education services to students who qualify. Children, aged birth through 2, are referred to Infant & Toddler Connection of the New River Valley and transitioned to Radford City Schools by age 3.

Child Find activities are conducted (1) to create public awareness of special education programs, (2) to advise public of the rights of students, and (3) to alert the community residents of the need for identifying and serving children with disabilities from the age of birth through 21 inclusive. These children may have difficulty walking, talking, hearing, or learning, or may display behaviors that appear different from other children their age.

Children eligible for special education include those children ages 2 through 21 inclusive with disabilities who have autism, deaf-blindness, developmental delay, emotional disability, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

If you know of a child who is age birth through age 2 who may have individual needs that result from developmental delays please contact the Infant & Toddler Connection of the New River Valley at (540) 831-7529.

If you know of a child who is 2 through 21 years of age who may have individual needs that result from disabilities or developmental delays, and who is not enrolled in a school program, please contact David Sable, Director of Special Education, at (540) 731-3647.

**PARENTAL STATEMENT OF
RECEIPT OF NOTICE OF REQUIREMENTS
OF VIRGINIA CODE §22.1-279.3 AND
SCHOOL BOARD'S STANDARDS OF STUDENT CONDUCT**

I am the parent of the below named child and, by my signature, I acknowledge that I have received a copy of Section 22.1-279.3 of the *Code of Virginia* entitled "Parental Responsibility and Involvement Requirements," and a copy of the Radford City School Board's Standards of Student Conduct.

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

Date

Signature of Parent

Student's Name (please print)

Parent/Guardian Name (please print)

NOTICE TO PARENT

By signing the above statement of receipt, you shall not be deemed to waive, and you expressly reserve, your rights protected by the constitution or laws of the United States or the Commonwealth, and you have the right to express disagreement with the school's or school division's policies or decisions.

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

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

Prior to signing this Agreement, please read Policy and Regulation GAB/IIBEA, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your student’s principal.

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

Student Signature _____

Date _____

Student Name _____
(Please Print)

I have read this Agreement and Policy and Regulation GAB/IIBEA. I understand that access to the computer system is intended for educational purposes and the Radford City School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my student.

I grant permission for my student to use the computer system and for the School Division to issue an account for my student.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Name _____
(Please Print)