

William Monroe High School



PARENT/STUDENT HANDBOOK
2018-2019

Welcome to the 2018-2019 School Year at William Monroe High School!

School Administration

Katie Brunelle
Principal

Anne- Marie Eberhardt
Assistant Principal

Gina Roth
Assistant Principal

Assistant Principal

Dr. Michael Ormsmith
Director of CTE

Brian Collier
Athletics/Activities Director

The Greene County Public School system does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the discrimination policies:

Mr. Kyle Pursel, Compliance Coordinator Title IX – Director of Administrative Services
Dr. Wendy Mitchem, Compliance Coordinator Section 504 – Director of Special Services



GREENE COUNTY PUBLIC SCHOOLS

Every Child, Every Chance, Every Day
Stanardsville, VA 22973
434-939-9000

School Board

Mrs. Leah Paladino, Chair, Midway District
Mr. Harry Daniel, Vice Chair, At-large
Mr. Jason Collier, Stanardsville District
Dr. Rodney Kibler, Monroe District
Mrs. Sharon Mack, Ruckersville District

ADMINISTRATION

- Dr. Andrea Whitmarsh, Superintendent
- Mr. Bryan Huber, Assistant Superintendent
- Dr. Kyle Pursel, Director of Administrative Services
- Mrs. Kristie Spencer, Director of Financial and Human Resources
- Dr. Brenda Walton, Director of Teaching and Learning
- Mr. Dale Herring, Director of Technology
- Mrs. Denell Clem, Information and Data Management
- Mr. Tim Hickey, Coordinator of Innovative Programs
- Mr. Jonathan Jones, Computer Specialist
- Mrs. Bonnie Chapman, Instructional Technology Resource Teacher
- Ms. Wendy Crocker, Instructional Technology Resource Teacher
- Mr. Larry Morris, Transportation Director
- Ms. Alexis Davis, Transportation Secretary
- Mrs. Lori Shifflett, Receptionist
- Mrs. Jackie Hetrick, Business & Facilities Administrative Assistant
- Mrs. Rhonda Houchens, Administrative Assistant and Payroll Clerk
- Mrs. Linda Leake, Administrative Assistant for Special Services
- Ms. Gail Spitzer, Administrative Assistant for Special Services and Teacher Licensure

SPECIAL SERVICES

- Dr. Wendy Mitchem, Director of Special Services
- Mrs. Christie, Coordinator of Special Services
- Mr. Jeremiah Jordan, School Psychologist
- Mrs. Emily Clayton, ELL Coordinator
- Mrs. Carol Haas, Supervisor of School Nutrition
- Mrs. Amanda Cruet, Social Worker

2018-2019

Greene County Public Schools

180 School Days
15 Professional Days

July '18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August '18						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September '18						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October '18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November '18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December '18						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 1 - 2	New Teacher Orientation
Aug. 2 - 3	Flex Days
Aug. 6	All Teachers Return
Aug. 9	Open House - All Schools
Aug. 6 - 13	Pre-service Week
Aug. 14	First Day of School
Sept. 3	No School: Labor Day Holiday
Sept. 14	Progress Reports Issued
Oct. 12	End of 1st Quarter (43 Days)
Oct. 15	No School: Professional/Planning Day
Oct. 24	Report Cards Issued
Nov. 5	No School: P/T Conferences 12 - 7:30
Nov. 6	No School: Professional/Planning Day
Nov. 21 - 23	Thanksgiving Break
Nov. 16	Progress Reports Issued
Dec. 20	End of 2nd Quarter (43 Days)
Dec. 21 - 31	No School: Holiday Break
Jan. 1	No School: Holiday Break
Jan. 2	Students Return
Jan. 16	Report Cards Issued
Jan. 21	No School: Martin Luther King Day
Feb. 8	Progress Reports Issued
Feb. 18	No School: Presidents Day (Make-Up)
Feb. 19	No School: P/T Conferences 12 - 7:30
Mar. 15	End of 3rd Quarter (50 Days)
Mar. 18	No School: Professional/Planning Day
Mar. 27	Report Cards Issued
Apr. 1 - 5	Spring Break
Apr. 26	Progress Reports Issued
May 24	Last Day of School (44 Days)
May 28 - 29	Professional Days
Teachers	End of Year Professional Days will be made up May 31st and June 3rd if needed.
	Teacher Flex Days
	Parent/Teacher Conferences
	Professional Days
	Open House-All Schools
	Vacation Days
	Report Cards Issued
	Progress Reports Issued
	End of Grading Period

January '19						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February '19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March '19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '19						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '19						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Weather Make Up Days

Make Up days will be in the following order: Bank, Feb. 18, Bank, Mar. 18, Bank, May 28, Bank, May 29, May 30

DIRECTORY

An Assistant Principal and a Counselor are always here to help students with academic, disciplinary, or personal issues.

Assistant Principals:

Roth 11th and 12th grade
 10th grade
Eberhardt 9th grade

Counselors: (The alphabet is organized by last name)

Erin O’Leary – A-Ha
Heather Corpora – G-Mi
Taylor Snowden – Mo-Th
Angelina Santus – Ti - Z

Often students **and** parents do not know whom to see for specific information. Here is a handy list:

Academic Problems	Teacher/Counselor
Announcements	Erin Rocha
Athletic Information	Brian Collier
Attendance Calls/Notes	Lynn Dunn
Attendance Concerns	Administration
Bus Concerns	Administration
Bus Pass	Lynn Dunn
Club Information	Administration
Drivers Education	Physical Education
Early Dismissals	Lynn Dunn
Emergencies (Student)	Administration
Exam Exemptions	Teachers/Admin
Fee Payment/Debt	Kim Lueders
Free Lunch Program	Carol Haas
Library Fees	Dina Morgulis
Lock/Locker Problems	Tammy Boyle
Lost and Found	Main Office
Medical Problem/Medication	Toni Allen
Payment on Meal Account	Paula Klotter
Scheduling Concerns	Counselor
School Safety	Administration
Summer School	Guidance Counselor
Theft	Resource Officer
Transcripts	Denise Shifflett
Vehicle Registration	Kim Lueders
Visitor’s Pass	Attendance Office

**WILLIAM MONROE HIGH SCHOOL
DEPARTMENTAL LISTING OF PERSONNEL
2018-19**

Administration:

Katie Brunelle, Principal
Dr. Michael Ormsmith, Principal GCTC
Anne-Marie Eberhardt, Assistant Principal
Gina Roth., Assistant Principal
. Assistant Principal

Athletics:

Brian Collier, Athletic Director

Alternative Education

Wimmer, Kris
King, Brenda

Art Department:

Trembley, Jennifer

CTE Department:

Berry, Charlotte – Architecture/FCS
Pfaelher, Duncan - Agriculture
Gozzard, Kate – Culinary Arts **
Mullins, Deanne – Nursing **
Jones, Jennifer - Business**
Mallory, Thomas – Carpentry **
Maynard, Mike - Business**
Tyler-Perkins, Leslie – Auto Tech **
Shifflett, Harold – HVACR **
Stafford, Jessica--Broadcasting, Media
Whetzel, Charmarie - Cosmetology **
Dojack, Andy – IT**
Tynes, Daphne - Business**

English Language Learning

Taveras-Asouline, Maria

English Department:

Bates, Jennifer
Brookman, Nikki
Causey, Amanda
Hoffman, Dee
Lamb, Philip
Kelty, Michael
Nyrop, Erik
Porter, Wendy
Shifflett, Jim

Custodians:

Breeden, Luther
Horton, George
Knight, Jim
Morris, Leonard
Roy, Willi
Snow, James
Workman, Frank

Foreign Language:

Bradshaw, Richard
Ferrara, Tony
Friedman, Tara*
Hernandez, Knikki
Parker, Keith

Counseling Department:

Corpora, Heather
O'Leary, Erin
Overstreet, Kile
Santus, Angelina*
Snowden, Taylor
Reynolds, Corie

Library:

Morgulis, Dina

Math Department:

Baughan, Elizabeth
Carpenter, Teddy
Davis, Lori*
Davis, Shane
Hylton, Nicole
Mullins, Michael
Sakunthar, Anna
Westwood, Eliot

Music Department:

Whittaker, Nathan

Nurse:

Allen, Toni

Physical Education:

Collier, Teresa*
Kelly, Andrew
Maynard, Brett
Sizemore, Mike
Tata, Kendall

Science Department:

Dexter, Kirsten*
Dupont, Joele
Flansburg, Leah
Floyd, Desiree
Martin, Katie
Michaels, Kerry
Patterson, Mike
Tomlin, Sanford

**Department Chair*
Tech Center****

Social Studies Department:

Berry, Brad
Coles, Courtney*
Dunne, Christine
Fox, John
Lamb, Josephine
Rocha, Jon

Special Education:

Coleman, Dawn
Essig, Danielle
Fowler, David
Fowler, Leticia
Frye, Shannon
Lamm, Jesse
Lowe, Maribeth*
Miller, Peter
Patterson, Candace
Shifflett, Candy

Secretarial Staff:

Lueders, Kim
Rocha, Erin
Shifflett, Denise
Wertman, Barbara
Williams, Carla *

Educational Assistants:

Andrews, Janet
Boyle, Tamara
Brown, Danita
Bunch, Aimee
Dewyea, Cindy
Dunn, Lynn
Eppard, Teresa
Ford, Diana
Harris, David
Kenney, Diane
Keys, Mary
Knight, Reba
Lacey, Diana
Lawson, Suzanne
Magruder, Cyreita
Morris, Tina
Shifflett, Amy

Cafeteria:

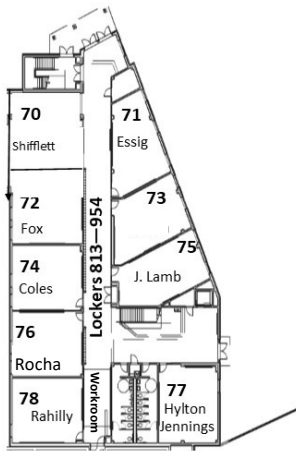
Crop, Melissa
Klotter, Paula
Knight, Karen
Morris, Alberta
Wyant, Teresa
Yates, Sandy

William Monroe High School

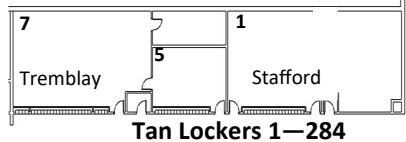
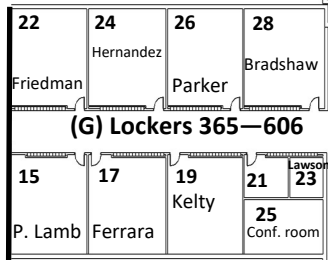
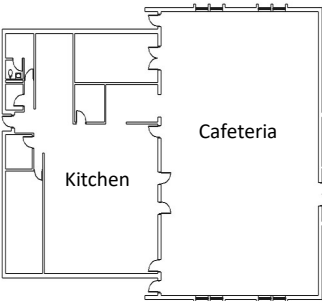
2018-2019

Ag Shop
Pfaehler

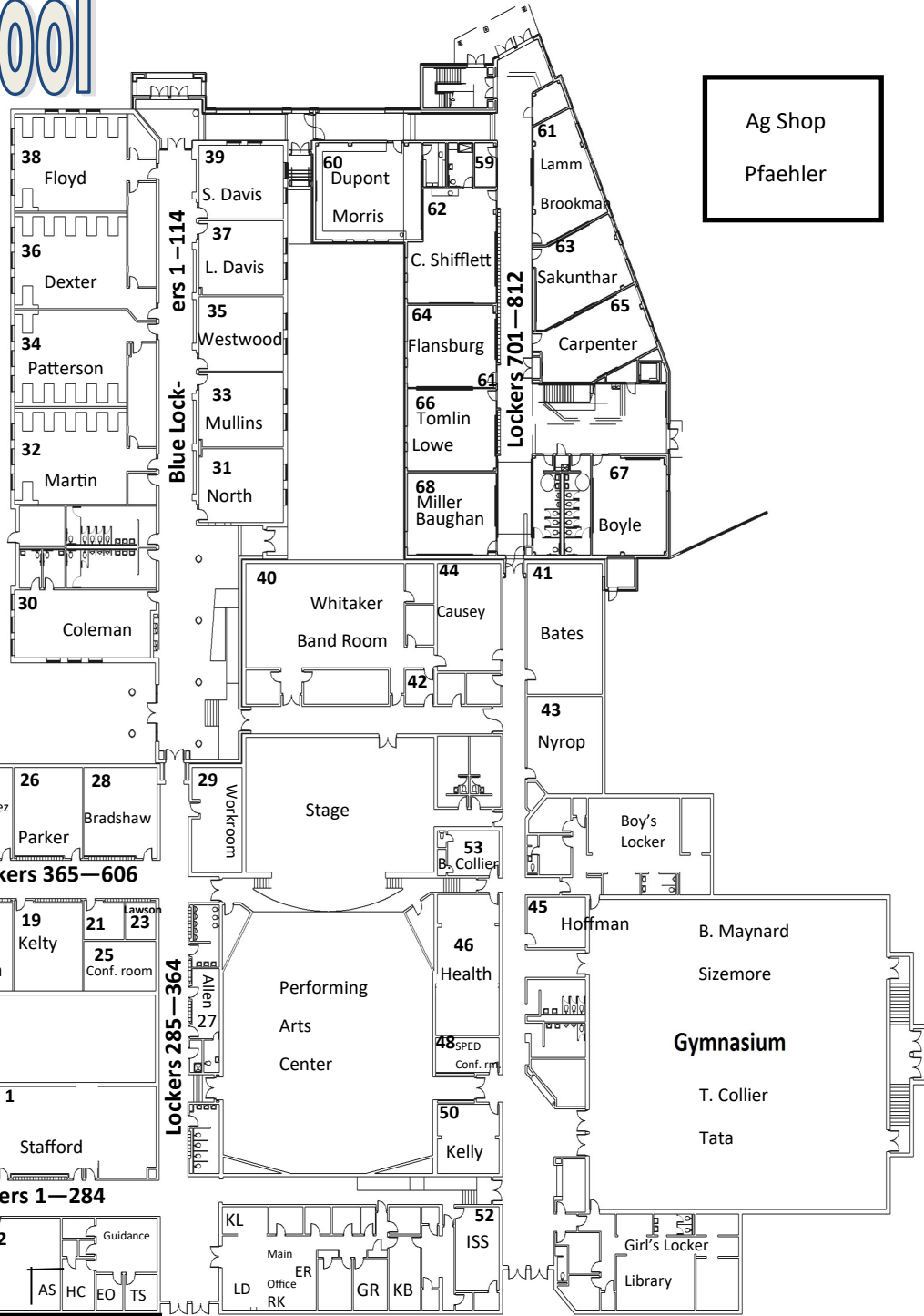
Lockers 813 —



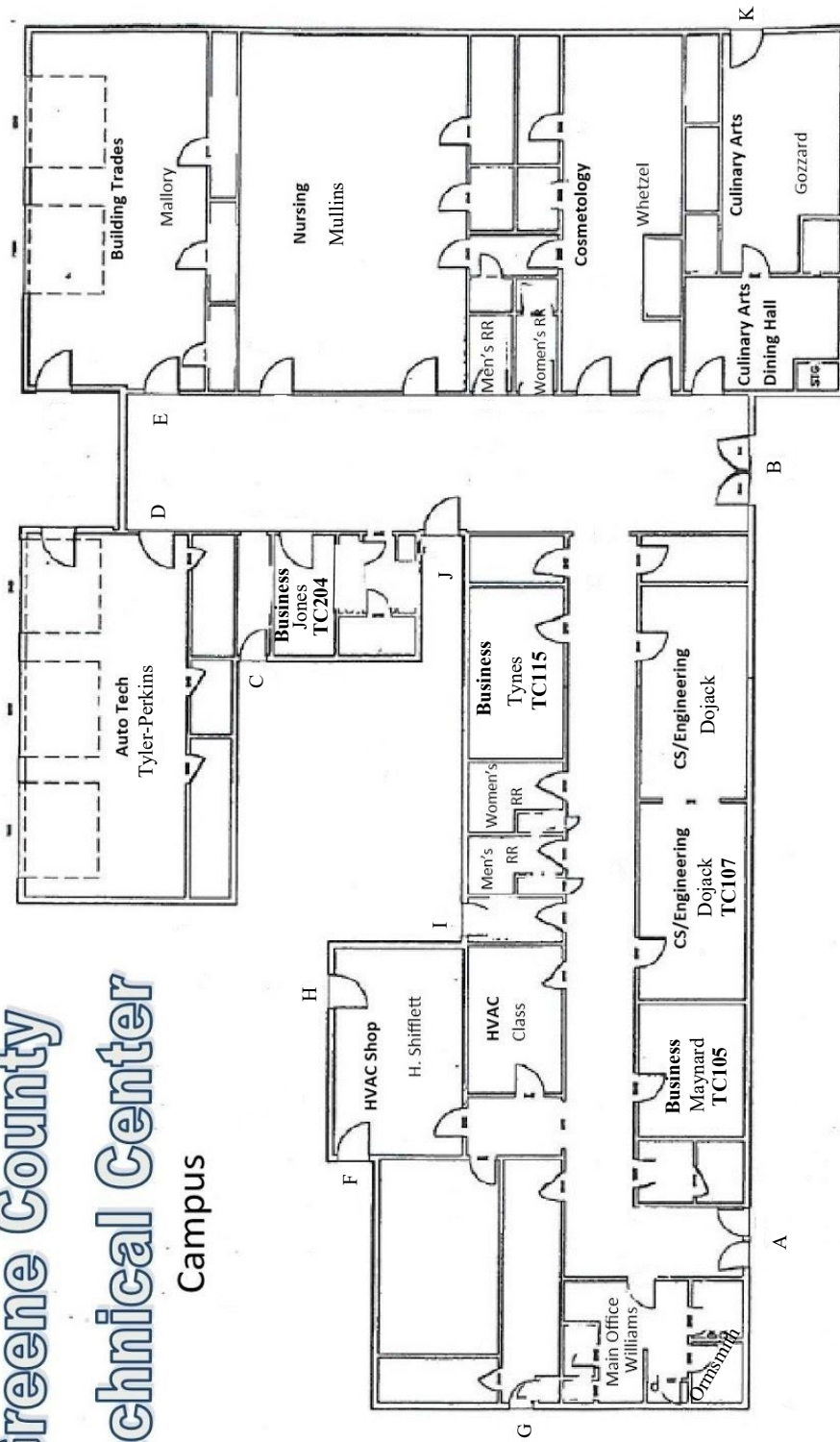
Upstairs



Cafeteria Pathway



Greene County Technical Center Campus



A-K...Exits

WILLIAM MONROE HIGH SCHOOL

Office of the Principal

254 Monroe Drive

Stanardsville, VA 22973

(434) 939-9004

Dear Parent/Guardian:

The Greene County School System strives to provide the best educational experience for your child. To that end, the system works very hard to recruit and employ the best teachers for your children.

You, as a parent or guardian of a child in the Greene County School System, have a right to know the professional qualifications of the teacher(s) your child works with each day. You have a right to request the following information regarding a teacher:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The teacher's baccalaureate degree, other graduate certification or degree held and/or the field or discipline of the certification or degree.

In addition, if your child is provided services by a paraprofessional, you may request information regarding that person's qualifications as well.

If you are interested in obtaining the above information, you may make a written request to:

Assistant Superintendent of Instruction

Greene County Public Schools

P. O. Box 1140

Stanardsville, VA 22973

This information will be forwarded to you in a timely manner.

We look forward to working with you now and in the future to make our schools the best that they can be.

Sincerely,

Katie Brunelle
Principal

Daily Bell Schedule					Advisory Schedule			
	First Lunch	Second Lunch	Third Lunch			First Lunch	Second Lunch	Third Lunch
1	7:55 – 8:45 (50 minutes)				1	7:55 – 8:35 (40 minutes)		
2	8:50 – 9:40 (50 minutes)				2	8:40 – 9:20 (40 minutes)		
3	9:45 – 10:35 (50 minutes)				3	9:25 – 10:05 (40 minutes)		
					A D V I S O R Y	10:10 – 10:40 (30 minutes)		
4	10:40 – 11:30 (50 minutes)				4	10:45 – 11:30 (40 minutes)		
L U N C H	11:35 – 12:00 (25 minutes)	11:35 – 12:05 (30 minutes)	11:35 – 12:40 (65 minutes)		5	11:35 -12:00 (25 minutes)	11:35 – 12:05 (30 minutes)	11:35 – 12:40 (65 minutes)
	12:05 – 1:10 (65 minutes)	12:10 – 12:35 (25 minutes)			L U N C H	12:05 – 1:10 (65 minutes)	12:10 – 12:35 (25 minutes)	
		12:40 – 1:10 (30 minutes)		12:45 – 1:10 (25 minutes)			12:40 – 1:10 (30 minutes)	
6	1:15 – 2:05 (50 minutes)				6	1:15 – 2:05 (50 minutes)		
7	2:10 – 3:00 (50 minutes)				7	2:10 – 3:00 (50 minutes)		

FINANCIAL OBLIGATIONS

CLASS DUES

Class dues are used to finance class activities/events that constitute a vital part of a student's comprehensive high school experience. Dues are used to cover Homecoming, Prom, and other events for the student body each year. Dues are to be paid by March 1st of the current school year. Students are obligated to pay class dues according to the following schedule and year:

<u>9th Grade</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
\$10.00	\$15.00	\$20.00	\$40.00 (Diploma & cover)

DEBTS

Students who have not met school-related financial obligations (debts) will **not** be sold a parking tag and **may not be** eligible to participate in extracurricular activities, clubs, athletics, school dances, prom, and graduation. All dues and debts for the current academic year must be paid for a student to be eligible for exam exemption by April 1st.

ART Classroom Fee: \$10.00

FAMILY FREE & REDUCED PRICED MEALS APPLICATION

The Greene County School Nutrition Program uses the FAMILY Free and Reduced Price Meal Application for the 2018-2019 school year. Families need to fill out only **one (1) application for the entire family**. Any family who wishes to apply or continue to receive free or reduced priced meal benefits must submit an application prior to October 13, 2018. Once approved for free or reduced priced meal benefits during a school year, a household will remain eligible for those benefits for the entire school year.

STUDENT VEHICLES

If you choose to provide your own transportation, by personally driving or riding with someone else, you take upon yourself the responsibility of arriving and departing on time. Late arrivals/absences due to transportation problems will be unexcused. **Excessive tardies to school or absences may result in the loss of parking privileges, social probation, or other disciplinary consequences deemed appropriate by administration.**

Upon arrival, students must immediately leave the car and parking area and enter the building. Students are not to loiter in their cars or in the parking lot at any time. Students may not return to cars or the parking areas without permission from an administrator. Students who park in unauthorized areas may be subject to ticketing and towing at the owner's expense.

GREENE COUNTY TECHNICAL CENTER

Any student attending GCTC will not be allowed to drive to or from the high school. Students must use the main entrance when leaving to go to the tech center. Students missing the bus will be required to stay at the high school or GCTC until the following period and will be counted absent from that missing period.

SAFE DRIVING REQUIRED

Reckless, careless, or inappropriate driving will not be tolerated, and a student's privilege to drive or park on school property may be revoked for such violations. The School Resource Officer will be notified of any such violations.

CONSEQUENCES FOR VIOLATION OF PARKING POLICY

Students are subject to being placed on social probation and the loss of parking privileges or other disciplinary consequences at the discretion of WMHS administration if they violate the parking policy. Student vehicles are subject to being towed at owner's expense if parked on school property without a permit. This will include any parking violations at GCTC.

PARKING PERMIT

Seniors will be given priority parking. Parking for Junior's will be issued as space allows.

Returning Seniors will have an opportunity to receive a tag by completing the online registration and submitting their \$20.00 payment. We will only issue a pre-set number. Student drivers will not be allowed to park on campus without a valid tag. The parking pass is to be visibly hanging from the car's rear-view mirror. If lost or damaged, another pass must be acquired.

All vehicles must be parked in the designated student parking lots at all times. You must be parked next to at least one white line; otherwise you are parked incorrectly and subject to being towed. Keep cars out of bus lanes at all times.

SENIOR HONOR STUDENTS PARKING PRIVILEGES

The top ten G.P.A. Seniors will be offered free parking in a designated parking spot. A student whose ranking drops below the top ten at any grading quarter may lose his/her free parking spot. He/she will be permitted to purchase a regular tag and then park in the student parking lot.

SCHOOLWIDE EXPECTATIONS

WILLIAM MONROE HIGH SCHOOL

FOCUS

- CELL PHONES AND EARBUDS PUT AWAY UPON ENTERING CLASSROOMS
- REMAIN ENGAGED IN LEARNING UNTIL THE BELL RINGS

INTEGRITY

- DEMONSTRATE POSITIVE CHARACTER BY AVOIDING VERBAL AND PHYSICAL CONFLICT AND NEGATIVE STATEMENTS
- HOODS AND BANDANAS ARE OFF HEADS
- BE IN CLASS THE FIRST AND LAST TEN MINUTES OF CLASS

RESPONSIBILITY

- ATTEND CLASSES DAILY
- BE PREPARED BEFORE ACTIVITY BEGINS
- BE IN THE CLASSROOM BEFORE THE BELL RINGS

EXCELLENCE

- MAINTAIN AN INCLUSIVE ENVIRONMENT
- MAKE POSITIVE CONTRIBUTIONS TO THE SCHOOL COMMUNITY

ON FIRE IN THE CLASSROOM

WILLIAM MONROE HIGH SCHOOL

FOCUS

- LISTEN TO MUSIC USING HEADPHONES: ONE IN, ONE OUT
- WALK DIRECTLY TO CLASS

INTEGRITY

- DEMONSTRATE POSITIVE CHARACTER BY AVOIDING VERBAL AND PHYSICAL CONFLICT AND NEGATIVE STATEMENTS
- HOODS AND BANDANAS ARE OFF HEADS

RESPONSIBILITY

- KEEP MOVING TO CONTRIBUTE TO THE EFFICIENT FLOW OF PEOPLE
- ATTEND TO PERSONAL NEEDS DURING TRANSITION TIMES
- ALLOW OTHERS PERSONAL SPACE

EXCELLENCE

- MAINTAIN AN INCLUSIVE ENVIRONMENT
- MAKE POSITIVE CONTRIBUTIONS TO THE SCHOOL COMMUNITY

ON FIRE IN THE HALLWAY

TARDY POLICY

TARDY TO CLASS

Unless a student presents a legitimate WMHS pass from a staff member, the student is tardy to class if he or she is not in their assigned classroom when the bell rings. Students who are tardy to class are subject to disciplinary action according to the tardy policy posted below. All teachers will enter students as tardy into PowerSchool.

When a student has accumulated *four tardies* to class a step program will begin.

Tardy Policy Steps

1. After 4th tardy student will be assigned 3 days lunch detention and parent contact will be made.

Note: After 4th tardy to any one class period, an absence will be assessed for that class.

2. After 5th tardy student will be assigned 4 days lunch detention

3. After 6th tardy student will receive 5 days lunch detention, or 1 day of Saturday School or 1 day Social Probation & parent will be contacted.

4. After 7th tardy student will meet with an administrator and may receive 1 day of Saturday School, or 2 days Social Probation, 1 day ISS, or other consequences as deemed necessary & parent will be contacted.

Any student who drives to school and reaches seven (7) tardies to any one class may have their parking privileges revoked.

After step 4 a student, parent, administrator meeting will be required.

- The tardy calculations will reset at the beginning of each nine weeks.
- Students who arrive over 5 minutes late to class without a pass may be considered skipping.
- Excessive unexcused late arrivals may result in the loss of parking permit privileges and/or be put on Social Probation.

TIME OF ARRIVAL FOR STUDENTS

Students should arrive at school no earlier than 7:35 and no later than 7:50. At 7:50 a bell will ring notifying students to proceed to their 1st period class. Students are not to be in the halls prior to 7:35. Morning announcements begin at 7:55.

LATE ARRIVAL TO SCHOOL

Students arriving to school after 7:55 a.m. are considered tardy or skipping and should report directly to the Attendance Clerk for an appropriate pass to class. This is the sign-in process, and it is extremely important to the school's correct record keeping. Failure to sign in may result in disciplinary action. **Please keep in mind that a tardy is considered an absence if a student misses more than 15 minutes of class.**

EARLY DISMISSALS AND CHECK-OUT AND CHECK-IN PROCEDURES

Students who fail to follow check out or check-in procedures are subject to disciplinary consequences!

NO STUDENT, REGARDLESS OF AGE WILL BE PERMITTED TO LEAVE SCHOOL WITH A NON-PARENT/GUARDIAN UNLESS AN ADMINISTRATOR CAN VERIFY AUTHORITY FROM THE PARENT/GUARDIAN. NO OTHER PERSONS, INCLUDING RELATIVES, MAY LEGALLY GRANT PERMISSION FOR STUDENTS TO LEAVE SCHOOL

Once students arrive on school property, they are not permitted to leave during the school day for any reason without first **obtaining permission from the office** and **signing out**. This includes students who leave for PVCC. Students may not go out to the parking areas without permission from administration. **Students are not allowed to leave school and return for the purposes of eating lunch, purchasing lunch, returning home to retrieve personal items or other non-medical reasons.**

Students requesting an early dismissal must make contact with the Attendance Secretary. Telephone call requests and written requests for an early dismissal are sufficient but they must be received prior to 2:30 pm. It is preferred that these requests are made prior to 8:15. Students requesting release will be issued an early dismissal pass by the Attendance Clerk.

An early dismissal is considered an absence if more than 15 minutes of class time is missed.

Students must have an approved note to leave school. **The note must contain the following information:**

*Student Name	*Time and Date of Dismissal
*Specific Reason for Dismissal	*Parent Name
*Parent Signature	*Phone Number for Verification

Students with a scheduled release must sign out according to procedures defined by high school administration and the Attendance Secretary.

- PVCC and BOLT students will be issued a credential that must be presented to the door monitor upon departure from school.
- Students who have a release for a doctor's appointment or other pre-arranged obligation must sign out at the attendance office. Students will also be issued a pass that must be presented to the attendance secretary upon departure from school.

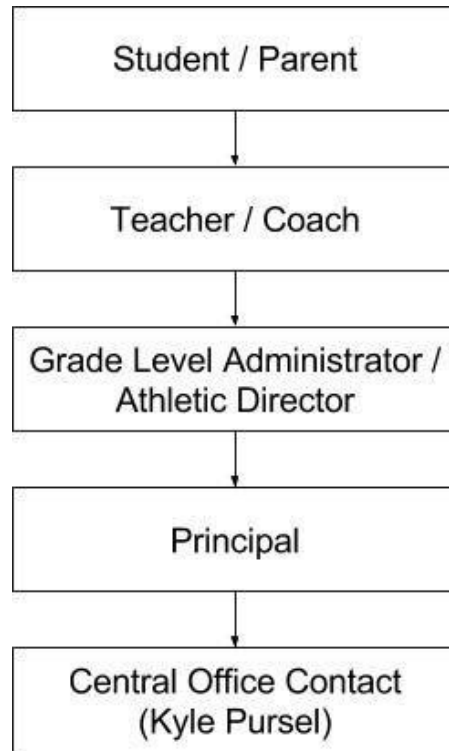
Students signing out of school for the remainder of the day must promptly leave school property. If students return to school following a medical or legal appointment they must promptly sign back in at the attendance office and proceed directly to their scheduled class.

Remember: Any student who is leaving the high school must use the main doors and sign-out with the attendance secretary.

Students anticipating being picked-up at the end of the day by vehicles other than a school bus are to be picked up in front of the middle school. At no time are vehicles to be parked in the marked bus lanes in front or behind the high school.

Student / Parent Lines of Communication

If the student or parent has a concern that needs to be addressed, the following diagram illustrates the lines of communication.



LOCKERS AND PERSONAL PROPERTY

Hallway lockers will be assigned upon request. The school is not responsible for items missing from any locker, including P.E. Lockers. Students are not to share lockers or locker combinations. **Students are responsible for the contents of their lockers.** Valuable items should always be left in a locked locker and should never be left for a long period of time. Students are responsible for any defacement or damage to their locker and are expected to keep them clean and orderly. Students are not to display any items on the front of their locker. If a student loses a PE lock, he/she will have to pay a \$5 fee for the lost lock.

The school provides combination locks for students' convenience. Combination locks provided are the only authorized locks and must be used by students. Use of student lockers is free. Any "non-school" lock is subject to immediate removal, by any means necessary. The school is not responsible for damage to unauthorized locks. However, lockers remain the property of the school. The Administrative Staff, and other designated staff members are authorized to periodically open lockers, examine their contents, and remove anything contrary to school rules or detrimental to the students or the school.

Many problems can be avoided by ensuring that lock combinations are kept private and by checking to see that the lock is securely locked after each closing. If you have any problems with your lock or locker, you should report the problem to the front office. If you have problems with a PE lock, the problem should be reported to the PE teachers.

SCHOOL REGULATIONS

CORRIDORS AND SCHOOL PASSES

No student is to be in the halls during classes without an **official school pass** from an administrator, guidance or a staff member. There must be no running or other unsafe behavior. All students are encouraged to walk on the right-hand side of the corridors when changing classes. To prevent hall congestion, students should not loiter or gather in groups in the halls.

FOOD AND DRINKS

Food and drinks are prohibited in the Performing Arts Center and all computer labs. Teachers may permit drinks in their classrooms at their discretion. **Students may not use hallway drink/snack machines during class periods or lunches.**

DISTRIBUTION OR POSTING OF INFORMATION

No one can post or hand out any type of information within the school without administrative approval.

SCHOOL VISITORS

Visitors must report directly to the attendance office to sign in and be issued an I.D. badge. The badge must be visibly worn and returned to the attendance office upon departure. Visitors without a valid reason to be in the building or on the school grounds will not be allowed to remain on the premises. No social visits are allowed, nor are friends visiting in the home of a student permitted to attend school with them. All visitors must sign-out before leaving the building.

TELEPHONES

The main office phone is available to students during lunch period for emergency purposes. Students should obtain permission to use the office phone. Parents wishing to contact their child during the school day should call the main office prior to 2 p.m. After 2:45 p.m. we cannot guarantee a message will get to your child. The school phone number is 434-939-900

RESTROOMS

Restroom visits should be planned during class changes.

- Students will not be permitted to use the restrooms 10 minutes before or after a class change unless it is an emergency.
- An adequate number of restroom facilities are available to students. Students are expected to use the restroom closest to their classroom.
- Students are expected to keep restrooms clean and in good condition.
- Restroom visits are discouraged during class time unless it is an absolute emergency.
- A signed pass from a teacher is required to use the restroom during class time.
- Students should use the restroom located outside the cafeteria during lunches.
- Students with medical conditions that require multiple trips to the restroom must provide proper documentation to administration.

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) is an officer of the law and as such must enforce legal statutes. The SRO has the authority to stop, question, interview and take enforcement action if needed without prior notification to the principal but every effort will be made to notify the principal or the designee as soon as possible. He must act in conjunction with the law that obligates him to bring forth consequences that may be stronger or lesser than the school would prescribe.

STUDENT COOPERATION WITH OFFICERS OF THE LAW

When it becomes necessary for any law enforcement officer to interrogate (including the administration of Miranda rights) a student on school premises, the principal or designee shall be contacted immediately. The principal or designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or designee shall be present throughout the interrogation.

LIBRARY PROCEDURES

For the 2018-2019 school year the physical library space will be unavailable to students and faculty. Students may check out books on the Destiny Library Website, which can be accessed on the school website. Books will be delivered to students during lunches.

SCHOOL SPONSORED ACTIVITIES AFTER SCHOOL HOURS

Students remaining at school after regular dismissal time for a sponsored activity such as athletic practices, club meetings, or other comparable activities must be under the **direct supervision of a teacher, coach or adult sponsor. No student should remain on the property unless engaged in a school-sponsored activity. Failure to follow these procedures will result in students not being permitted to stay after school.**

At the completion of practice, game or activity students must leave the building and grounds. Athletes and cheerleaders may not enter the building for game trips unless they are with a coach or sponsor. **It is to be noted that students attending school-sponsored activities (whether home or away) are to conduct themselves appropriately as they are students accountable for the Code of Conduct.**

Fire Drills, Tornado Drills, and Lockdowns

At regular intervals drills are required by law and are an important safety precaution. Exits for fire drills will be posted in each room, and verbal directions of how students should respond to the fire drill will be given during the first week of school. When the alarm sounds, students are to evacuate the building with their teacher. Students are to walk, keep in single file, and move silently and quickly. Tampering with an alarm box or reporting a false alarm is a felony. We will communicate procedures for tornado drills, earthquake drills and lockdowns as situations occur.

DESCRIPTION OF DISCIPLINE CONSEQUENCES

SOCIAL PROBATION: (Students “Not in Good Standing”)

With the exception of co-curricular events in which the student must participate as part of his/her course requirement or under the supervision of a sponsor from a non-school organization (eg. rec league), social probation prohibits a student from being on all Greene County School property after school hours or attending WMHS events at any location, to include away events. Social probation may range from one day to one year depending upon the severity of the offense. While on social probation students will be barred from the following:

- *Dances
- *Athletic Events (Including participation in practice & games)
- *Drama Production
- *Special Meetings
- *Use of ALL Greene County School property after school hours (track, fields, blacktop, etc.)
- *Graduation and related commencement activities
- *Extra-curricular activities including but not limited to games, field trips, etc.

Students who attend such events while on social probation will receive an extension to their probation. A repeat violation may be considered as trespassing and will lead to judicial intervention.

A STUDENT MAY BE PLACED ON SOCIAL PROBATION FOR ANY OF THE FOLLOWING:

1. Outstanding debt(s) to William Monroe High School and/or the Greene County Career and Technical Center
2. Poor conduct at school related activities (home or away)
3. Loitering on school grounds after/before school hours
4. Minor or Major discipline offenses
5. Out of School Suspensions
6. Fighting
7. Violating Greene County School Substance Abuse Policy
8. Possession of a “weapon” on school grounds.
9. EXPULSION*
10. Accumulation of excess tardies and/or absences
11. Other Offenses at administrator’s discretion.

SATURDAY DETENTION (SD)

The administration of William Monroe High School will utilize a Saturday Detention Program as an additional step in the School’s discipline procedures. Saturday Detention will take place on two Saturdays each month starting in September and ending mid-May. Students assigned to Saturday Detention are expected to report to the WMHS front office by 9:00 a.m. and will be released at 11:30 a.m.

While in detention, students are required to work on school-related assignments. Failure to attend an assigned Saturday Detention or poor behavior may result in further disciplinary action. *It is the responsibility of the students to provide transportation to Saturday Detention!*

IN-SCHOOL SUSPENSION

Students will be assigned to ISS for the entire school day, or designated periods, where they will work quietly on assignments from classroom teachers. Students in ISS may lose the privilege of participating in after school activities/athletics.

OUT-OF-SCHOOL SUSPENSION

During the period of suspension, students are barred from being on any Greene County Public School Property or attending any WMHS event at any location, to include away events. It is the student's responsibility to request and complete missed assignments. Out-of-school suspended students are ineligible to participate in extracurricular activities during their suspension beginning on the day the disciplinary action is taken. Other consequences may be imposed by teachers and/or school sponsors pursuant to established policy.

STEP

Short Term Education Program (STEP) is off-campus and may be offered to students who have been suspended short term. Students and parents may be given the choice to attend suspension school (schedule may vary).

EXPULSION

Only the Greene County School Board may expel students from school. When a student is expelled, only the Greene County School Board can determine the student's relationship with Greene County Public Schools.

CODE OF CONDUCT

SCHOOL-WIDE DISCIPLINE PLAN AND EXPECTATIONS FOR CONDUCT

William Monroe High School will utilize a school-wide discipline plan that is designed to clearly communicate expectations for behavior and conduct to students and staff members. The design of this discipline plan intentionally fits within the established goals set by a committee of staff, students, and parents. It is the intent of teachers, staff, and administrators to clearly explain and consistently enforce the expectations that are outlined below. Violations of the school-wide discipline plan are classified as either Major or Minor Violations and will be handled in accordance to the plan below as well as all state, federal and local guidelines. In addition to the school wide discipline plan, each classroom teacher will establish classroom expectations for conduct and appropriate consequences that are outlined in their own Classroom Rules and Expectations. These expectations and appropriate consequences will be explained and reviewed with students and parents at the beginning of the year and throughout the school year.

<p>Level 1 Minor Infractions (max 3 times in a school year) Lunch Detention Increments of 1-3 Days Students will be reminded of their assigned lunch detention days one time. If they fail to attend, they will move to Level 2.</p>
<p>Level 2 Minor Infractions (max 3 times in a school year) In School Suspension Increments of 1-3 Days</p>
<p>Level 3 Minor Infractions (max 3 times in a school year) In School Suspension, Out of School Suspension, Saturday School Increments of 1-3 Days</p>

<p><u>Possible Minor Infractions</u></p> <ul style="list-style-type: none">● Attendance & Tardies● Bus Referrals● Cell Phone Referrals	<p><u>Possible Major Infractions</u></p> <ul style="list-style-type: none">● Alcohol● Bullying● Drugs
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<ul style="list-style-type: none"> ● Cheating ● Classroom Disruptions ● Conflict with other students ● Damaging Property ● Defiance ● Dishonesty ● Dress Code ● Horse play ● Insubordination ● Inappropriate Language ● Loitering ● Parking Lot Violations ● Public Displays of Affection 	<ul style="list-style-type: none"> ● Fighting ● Gang Activity ● Harassment ● Physical Assault ● Pornography ● Skipping ● Tobacco ● Threats ● Weapons ● Repeated minor infractions
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MINOR INFRACTIONS

BUS REFERRALS:

Demonstrating unsafe or distracting behaviors such as: not staying in your seat, keeping all parts of your body inside the bus, not following the bus safety rules, and horseplay.

CELL PHONE/ELECTRONIC DEVICES REFERRALS:

Demonstrating distracting or disrespectful behavior such as: using cell phone/device at unauthorized time, refusing to follow request of teacher, and taking unauthorized photos, video, or audio.

CHEATING:

Cheating can be defined as: receiving or giving unauthorized help on classroom work, homework, quiz, or test, allowing another student to copy your work, or copying another student’s work, taking pictures of another student’s work or allowing someone to take a picture of your work, and plagiarism

CLASSROOM DISRUPTION:

Demonstrating any behavior that impedes the learning of others, including, but not limited to: excessive talking, walking around the classroom without permission, making noises on desk or with materials following a warning by the teacher, and throwing items.

CONFLICT WITH OTHER STUDENTS:

Mutual conflict between students that leads to an unproductive learning environment. Possible examples include: verbal altercations, antagonization, name calling, and rude or vulgar language.

DAMAGING SCHOOL PROPERTY - VANDALISM:

Behavior that leads to the destruction of school property. Possible examples include: horseplay, purposeful wasting of school materials by breaking etc.. Students will be responsible to recover the funds for the loss or damage of school property.

DEFIANCE:

Demonstrating the refusal of reasonable request or arguing back with others.

DISHONESTY:

Willfully misrepresenting any part of what you know to be true or accurate, including forgery or knowingly using forged materials.

DISRESPECT TOWARDS STAFF:

Demonstrating behavior that undermines staff/authority

DISRESPECT TOWARDS ANOTHER STUDENT:

Willfully engaging in behavior that disregards another person's self-esteem

INAPPROPRIATE LANGUAGE:

Use of language that is offensive, profane, sacrilegious, or vulgar.

INSUBORDINATION:

Refusing to comply with a reasonable request from a staff member that does not place the student in immediate danger.

LOITERING:

Unauthorized occupancy of any part of the school building or grounds, including parking lots. Loitering also includes staying on school property before or after school without the permission or direct supervision of an adult.

PARKING LOT VIOLATIONS:

Demonstrating reckless driving, parking without a parking permit, parking in the incorrect location, and spending time in the parking lot during the school without permission.

PUBLIC DISPLAYS OF AFFECTION:

Displays of affection such as extended embracing, kissing, etc...

SKIPPING:

Unauthorized absence from any part of the school day. Students who are missing for more than 15 minutes or arrive 15 minutes late without a pass are also considered to be skipping. Purposefully missing the Tech Center bus also constitutes skipping.

TARDY:

Any student arriving to school or class after the start time of that class or school day.

DRESS CODE:

1st offense: Warning and given alternate attire to wear.

2nd offense: Parents called to bring alternate clothes, but given temporary attire until parents arrive.

3rd offense: Parents called and student stays in office until parent arrives with alternate clothes - considered a move to another level of infractions.

While hats are allowed in the building, students will not be allowed to wear hoods or bandanas at school.

MAJOR INFRACTIONS

ABUSE:

Demonstrating hurtful or harmful comments towards self or others that could potentially cause harm.

BULLYING:

Bullying involves physical and emotional behaviors that are repetitive, intentional, and create a power struggle. Bullying can be written, verbal, and physical behavior.

FALSE ALARM OR BOMB THREAT:

10 days of out of school suspension and referral to discipline committee. The state of Virginia considers this as a class five felony and the incident will be reported to the Sheriff's Department.

FIGHTING:

All fights will be reported to the School Resource Officer. Students that are involved in a fight at school, on school property, or at school related functions are subject to the following consequences:

Any student involved in a physical altercation will receive a minimum of a five day suspension out of school with any further offenses leading to an automatic ten day suspension and referral to the discipline committee. Our School Resource Officer can file charges of disorderly conduct and/or assault on any student involved in a physical altercation on school grounds. Students involved in a physical altercation will be placed on social probation.

MAKING THREATS OF ANY SORT TO A SCHOOL EMPLOYEE:

Up to 10 days of out of school suspension, required parent conference, and referral to school disciplinary committee which likely will require the student to appear before the Greene County School Board with a possible recommendation for expulsion.

WEAPONS:

Possession by any student of a firearm, knife, or any weapon considered to be lethal such as, but not limited to, nunchucks, metal knuckles, pointed stars, etc. in the building, on the grounds, or on a school bus or while attending a school-sponsored activity (i.e. field trip, away sporting event), will result in a suspension from school and a referral to the disciplinary committee, which may recommend expulsion to the school board. The Sheriff's Department will be notified. The use of any instrument for the purpose of intimidation will bring forth the consequence of

suspension by the school administration and/or recommended expulsion as deemed appropriate by the disciplinary committee. The possession and wielding (threatened or actual) of any instrument will bring forth the consequence of suspension by the school administration and/or recommended expulsion as deemed appropriate by the disciplinary committee.

PHYSICAL ASSAULT ON A SCHOOL EMPLOYEE:

Immediate out of school suspension for an indefinite period of time and referral to the disciplinary committee. The incident will be reported to the Greene County Sheriff's Department.

GANG ACTIVITY:

Activity that is determined by administration to be a serious detriment to the school environment will be treated as a serious offense. Consequences as determined by administration, including up to 10 days suspension and referral to the disciplinary committee.

CURSING OR MAKING OBSCENE GESTURES TO SCHOOL EMPLOYEES:

Consequences as determined by administration, including up to 10 days suspension and referral to the disciplinary committee.

POSSESSION OF FIREWORKS, SMOKE BOMBS, AND OTHER SUCH ITEMS:

As required by School Board Policy, this offense will also be reported to the Sheriff's Department in addition to school consequences. Consequences as determined by administration, including up to 10 days suspension and referral to the disciplinary committee.

TOBACCO POLICY

Use and/or possession of tobacco is prohibited in school, on school grounds, on school buses, as well as to, from, or at any school-sponsored activity. Students are in violation of the policy if they are seen:

1. with tobacco products in hand, in mouth, on their person, or in their personal belongings such as book bags or lockers
2. expectorating or disposing of tobacco products
3. exhaling smoke

CONSEQUENCES OF TOBACCO POLICY INFRACTIONS:

Any tobacco will always be confiscated and the matter will be turned over to the School Resource Officer for further action by the court.

1. First Offense --- automatic 3 days of out of school suspension
2. Second Offense --- automatic 5 days of out of school suspension
3. Third Offense --- indefinite out of school suspension. The disciplinary committee will review the case and may refer the student to the school board.

Electronic cigarettes and Vapor pens will be subject to the same disciplinary consequences as tobacco.

ADDITIONAL PROHIBITED ITEMS:

Non-educational items that tend to disrupt the educational process or present a health hazard or otherwise dangerous environment are not permitted at school. Matches, lighters, laser pointers, electronic games, beepers, whistles, and noisemakers are not to be brought to school under any circumstances.

ELECTRONIC DEVICES

Students may possess electronic or communication devices on school property, including school buses. Services should remain off during class time unless being used for instructional purposes at teacher discretion. Students may use such devices during “non-instructional” time including, but not limited to, class changes and lunch, at the discretion of the principal or school officials.

The school cannot, in any way, be responsible for the loss, theft or damage of any personal electronic, listening, or communication device.

The use of an electronic device as a recording device or camera is strictly prohibited on school grounds during the school day unless authorized by the teacher for instructional purposes. This includes audio/video recordings and still photography.

SKATEBOARDING/ROLLERBLADING

The School Board has passed a regulation based on safety and liability concerns that there can be **NO** skateboarding or rollerblading on school grounds at any time.

STUDENT DEMONSTRATIONS

Students who participate in the planning or execution of any disruption, demonstration, or protest may be disciplined in accordance with state law and school regulations.

SEXUAL HARASSMENT

Sexual harassment is a serious offense and will not be tolerated in any form. An administrator will investigate the matter and the parents/guardians will be contacted. The superintendent will be informed. Student(s) will be disciplined depending on the circumstances. The consequences for sexual harassment may range from a warning to expulsion in accordance with the Greene County School Board policy.

HONOR CODE

PURPOSE

William Monroe High School aspires to build a community where students feel encouraged to do their best work and where that work can be fairly evaluated. To succeed, student work must be done in an environment of intellectual honesty and respect. William Monroe High School has adopted the following honor code to promote such an environment. The code is designed to establish a high standard of expectation that all will follow. Hard work and intelligent effort will be encouraged and rewarded. The code also encourages an atmosphere of integrity, truthfulness and honesty while also reinforcing responsibility.

Students will be held accountable for what has been presented to them by faculty. Additionally, it is intended that the honor code is to work in concert with the research rubrics developed by the English department to help develop student knowledge of correct and incorrect practices.

The following code performs two functions. First, it gives clear examples of what is an infraction. It then defines the consequences for such infractions.

HONOR CODE VIOLATIONS*

Teachers' course descriptions will clearly state the content expectations for all work in reference to the school wide honor code. Students who require clarification about any particular assignment, above and beyond the taught and outlined rubric for the task, must take responsibility for asking the teacher for a further explanation.

Violations of the Honor Code include but are not limited to the following:

Cheating: Cheating is when a student takes the work of another, either on graded assignments or assessments, as explained in teacher specific honor codes. At William Monroe High School, cheating includes but is not limited to:

- Copying or allowing homework to be copied by any means.
- Taking, giving, or receiving answers (including descriptions of questions) on tests or quizzes.
- Using unauthorized information during class time, including information stored in a calculator.
- Giving or receiving information under circumstances when information is not to be shared, as defined by a teacher's specific honor code.
- Having anyone, including parents, tutors or peers, complete assignments and submitting the work as one's own.
- Presenting collaborative work as independent work.
- Presenting independent work as collaborative work.
- Copying answers from answer guides in texts.
- Attempting to misrepresent made up material as the result of genuine efforts, such as fabricating or manipulating data, information, or sources.
- Pressuring other students to violate the Honor Code.

Plagiarism: The act of plagiarism includes direct copying, but it may also be more complex than verbatim repetition. A student plagiarizes by taking information from sources without citing what sources were used. Teachers will review citation techniques with each class, as appropriate. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. Students must give credit for words and ideas that are not their own by citing the source of such words and ideas. In effect, by not naming the source, the student is claiming the work of another as his or her own.

Plagiarism includes, but is not limited to the following:

- Using another's ideas, whether in text or graphical form, without citation of the source.
- Submitting documents in whole or in part without citation.
- Copying another's work.
- Incorporating portions of another's writing within the context of your own work without citation.
- Failing to acknowledge a source of information.

Plagiarism does not include the use of facts which are considered to be common knowledge. Common knowledge consists of (1) facts known by most people, (2) common sense observations, and (3) information shared during a class lecture. For example, "Abraham Lincoln was assassinated" is common knowledge. A particular writer's interpretation of the Lincoln assassination would not be common knowledge and would require citation. When in doubt, students should assume that ideas are not common knowledge and should be cited.

CONSEQUENCES

Violations are not counted according to a single class but are counted from all infractions across all classes. For example, if a student incurs a violation in second period and later incurs a violation in seventh period, the student will receive the penalty for a "2nd Violation."

1st Violation

- The student may receive a zero for the assignment.
- The teacher will speak with the student's parents.
- The incident will be recorded in the administrative database.
- Student may receive 1-day ISS
- The Assistant Principal will counsel the student concerning proactive measures to prevent further violations. Parents may take part in the meeting with the Assistant Principal, student, and the teacher, should they choose to do so. The student will be informed of further consequences should another violation of the Honor Code occur.

2nd Violation

- The student will receive a zero for the assignment
- The teacher will speak with the student's parents.
- The student will receive an automatic 2-day ISS referral.
- The student will receive one week of social probation.
- The incident will be recorded in the administrative database.

- The Assistant Principal will contact the parents to discuss the incident and inform the parents that they may take part in meetings with their child, the teacher, and the Assistant Principal. The student will be informed of further consequences should another violation of the Honor Code occur.

3rd Violation

- The student will receive a zero for the assignment.
- The teacher will speak with the student's parents.
- The student will receive an automatic 2-day OSS referral.
- The student will receive two weeks of social probation.
- The incident will be recorded in the administrative database.
- The Assistant Principal will contact the parents to discuss the incident and inform the parents that they may take part in meetings with their child, the teacher, and the Assistant Principal to discuss preventative plans.

Each subsequent violation will result in a repetition of the 3rd violation consequences and any others the assistant principal deems necessary.

All incidents involving violations of academic integrity will be recorded on a standard referral form by the teacher involved and given to the grade appropriate assistant principal.

The National Honor Society and BETA advisors will be informed by the Assistant Principal of all infractions of the Honor Code.

*adapted specifically for use at William Monroe High School from the Honor Code at Mountain Lakes High School in New Jersey.

Grade Level Credit Requirements

To be considered a student in good academic standing, students must obtain the following credits to be considered promoted to the next grade level.

Sophomore---Minimum of 5 credits

Junior-----Minimum of 11 credits

Senior-----Minimum of 15 credits

Industry Certification

Requirements for the standard diploma shall include a requirement to earn a career and technical education credential that has been approved by the Board, that could include, but not be limited to, the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment.

DIPLOMA TYPES

STANDARD DIPLOMA (Grades 10-12)

Students pursuing a Standard Diploma shall earn both standard units of credit and verified units of credit. A **standard unit of credit** is earned when a student passes a class. A **verified credit** is earned by both passing a class **and** making a passing score on the SOL end-of-course test specified below. Students who complete the requirements for a Standard Diploma with an average grade of “A” in the required courses will receive a Board of Education Seal on the diploma.

Subject Area	Standard Units	Verified Units	Required Courses
English	4	2	
Mathematics	3	1	Courses to satisfy this requirement shall include at least two different course selections from among: Algebra I, Geometry, Algebra Functions & Data Analysis, Algebra II, or other mathematics courses above the level of Algebra II.
Laboratory Science	3	1	Courses to satisfy this requirement include course selections from at least two different science disciplines: Earth Science, Biology, Chemistry, or Physics.
History & Social Studies	3	1	Courses to satisfy this requirement shall include US/VA History, US/VA Government, and World History I taken in high school.
Health & P.E.	2		
Foreign Lang, Fine Arts, or Career & Tech	2		
Econ & Personal Finance	1		
Electives	3		At least two sequential electives must be included.
Student Selected Test		1	
Total	22	6	

ADVANCED DIPLOMA (Grades 10-12)

Students pursuing an Advanced Studies Diploma shall earn both standard units of credit and verified units of credit. A **standard unit of credit** is earned when a student passes a class. A **verified credit** is earned by both passing a class **and** earns a passing score on the corresponding SOL. .

Subject Area	Standard Units	Verified Units	Required Courses
English	4	2	
Mathematics	4	2	Courses to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions & Data Analysis, Algebra II, and other mathematics courses above the level of Algebra II.
Science	4	2	Courses to satisfy this requirement shall include course selections from at least three different science disciplines: Earth Science, Biology, Chemistry, or Physics.
History & Social Science	4	2	Courses to satisfy this requirement shall include US/VA History, US/VA Government, and World History I taken in high school.
Health & P.E.	2		
Foreign Language	3		To complete this requirement, a student must complete three years of one language or two years each of two languages.
Fine Art or Career & Tech	1		
Econ & Pers Finance	1		
Electives	3		
Student selected Tests		1	
Total	26	9	

GRADING and QUALITY POINTS

William Monroe High School operates on a 36-week, 180-day school year that is divided into four nine-week grading periods. Progress reports are provided to students at the middle of each nine-weeks.

General Courses

A = 4 point
B = 3 points
C = 2 points
D = 1 point
F = 0 points

Advanced Courses

A = 4.5 points
B = 3.5 points
C = 2.5 points
D = 1.5 points
F = 0 points

AP/DE Courses

A = 5 points
B = 4 points
C = 3 points
D = 2 points
F = 0 points

HOMEWORK POLICY

It has been determined by the WMHS staff and administration that homework should be assigned within the following guidelines:

1. All work assigned is relevant, has academic purpose, and is checked by teachers.
2. Each regular assignment should not require on an average more than thirty (30) minutes per night.
3. Homework assignments should allow for consideration of special school events that occur after school hours such as holidays, weekends, or school-related event that affect a significant number of students within the class.

MAKE-UP WORK

It is the student's responsibility to make arrangements with their teachers for making up work missed due to any absences. The day they return from their absence(s), students are expected to make arrangements with their teachers to make up missed work. All missed work should be completed and turned into the teacher within a week of the students return to school. In the case of repetitive unexcused absences and to prevent abuse of the make-up work policy, students may be subject to a more strict set of guidelines for make-up work opportunities set forth in collaboration by administration and the teacher.

EXTRA CREDIT POLICY

Extra credit may be offered at teacher's discretion. However, students may not be given additional assignments at the end of the grading period to raise a failing grade.

Students may not receive extra credit points for bringing in classroom supplies.

SENIOR RANKING and HONOR GRADUATES

The tentative class rank is calculated in August, prior to the senior year, using final grades in each subject, grades 9 – 11 plus courses taken in middle school that are approved high school credits. A second-class rank is calculated in mid-February (at the end of the first semester of the senior year). The final class rank is calculated at the end of the senior year using all approved high school credits earned through 12th grade.

Students that have achieved a weighted grade point average of 3.5 or higher will be recognized as honor graduates. The Valedictorian(s) and Salutatorian(s) are determined by their weighted grade point average.

WMHS administration reserves the right to make changes to the class rank system at any time.

PROGRESS REPORTS AND EXAMS

At the middle of each grading period teachers are required to issue Progress Reports to all students.

ASSESSMENTS

Assessments are administered for all courses at WMHS. Assessments will cover material from the entire course.

Assessments may be required by instructors of Advanced Placement, Dual Enrollment and Advanced Courses (as defined by the program planning guide or syllabus).

Any student who passes an End-of-Course SOL is exempt from the course exam.

EXAMS NOTE:

- a. School activities do not count as absences toward assessment exemptions.
- b. Extended absences related to a single event (such as a catastrophic illness, catastrophic injury, quarantine, or extended court appearance due to subpoena) may be appealed to the student's grade level administrator for purposes of this policy. All such absences must be documented (i.e. hospital note/record, subpoena, etc.) and the appeal must be submitted to the appropriate administrator in writing at least ten days prior to the beginning of final assessments.
- c. Parents may require their student to take any assessment even though he or she may be eligible for an exemption.

ASSESSMENTS

The Virginia Department of Education requires all students to be assessed based on the Standards of Learning. High school students are assessed via end-of-course tests in the following subject areas:

ALGEBRA I

EARTH SCIENCE

ENGLISH - WRITING

GEOMETRY

BIOLOGY

ENGLISH - READING

ALGEBRA II

CHEMISTRY

The English Writing test is administered each year during the month of March. All other SOL tests are administered each year during the month of May. Student attendance during these testing periods is imperative.

1. Advanced Placement (AP) Tests are administered each year during the month of May. All students taking AP classes will have the opportunity to take scheduled tests.
2. Final Exams are administered in all courses. Exams will cover material from the entire course and will be valued as one tenth (10%) of the course grade.

PLACEMENT AND SCHEDULING

1. Placement and scheduling services are provided through the Guidance Department. This service assists students in making appropriate choice of school subjects and courses of study. This service includes making changes from one school level to another and from high school to institutions of higher education and/or from school to employment opportunities.
2. In cooperation with guidance personnel, school administrators, and with parental understanding and consent, the student in 8th grade should select a program of studies for his/her high school years. The students should follow this basic program unless it is modified by a statement or

agreement of the school authorities and the student's parents.

3. Pre-registration is held in class groups each year during the second semester. Each student will also see his/her counselor individually to discuss and select an appropriate course of study based on post high school goals for education and career.

COURSE OFFERINGS 2018-2019:

Course offerings are presented in the Program of Studies. Students are provided personal copies of this document during pre-registration. The Program of Studies is also posted on the Guidance website. For more information please contact the Guidance Office.

PRIDE- ALTERNATIVE EDUCATION PROGRAM

Designed to provide students with alternative means of earning high school credit, career experiences, and differentiated methods of learning. Located on the campus of WMHS, the alternative education program aims to serve students of all backgrounds and ability levels in order to meet their diverse educational need. The majority of students in this program must apply for acceptance, while a small number of slots are reserved for placements as needed by the Central Office Coordinator.

EARLY RELEASE REQUESTS

In the state of Virginia, high school Principals are required by the Standards of Accrediting Public Schools in Virginia (S.O.A.'s) to require all students to maintain a full day schedule of classes each day of regular school. Only if a student is enrolled in an accredited and approved off-campus course that contributes to his/her graduation requirements can the Principal consider an exception. The division superintendent makes the ultimate decision. Students should make an appointment with their guidance counselor to discuss this option.

HOME BASED INSTRUCTION

An incapacitated student may be qualified for home-based instruction, if approved by the Superintendent and the Director of Instruction. The student or student's parents must make this request at the School Board Office.

WITHDRAWAL REGULATIONS

Students are required to be enrolled in a public school (or private school) until they reach their eighteenth birthday. All non-graduating students who leave William Monroe High School, whether quitting or transferring, must complete a "Withdrawal Form" in guidance.

RE-ENTERING SCHOOL AFTER WITHDRAWAL

A student that re-enters school after withdrawal must make arrangements to meet with his/her counselor and their parent/guardian before re-entry is approved.

SUMMER SCHOOL OPPORTUNITIES

WMHS offers a limited summer school/summer intervention program.

1. All students must meet the requirement prior to registering for any summer school class.
2. The Summer Intervention Program is only for WMHS students who have previously taken the

course and received a failing grade and other criteria. Successful completion of the summer school program will result in credit recovery.

TEXTBOOK RETURNS

The student is responsible for the return of all personally assigned books at the time of transfer, withdrawal, or end of the school year. It is important that all students return his/her book to avoid being charged the full price for books. A damaged cost may also be charged. Payment for loss or damage must be made before for students are eligible for exam exemption. Textbooks and school materials not returned to the specific teacher are considered lost. Students taking virtual or off-campus courses may be required to purchase a textbook to be used in the course.

Students that owe for damaged or lost books – or any other public school equipment – are not in good financial standing with the school; they will be placed and remain on social probation until school debts are settled.

INSURANCE

Although students are not required to purchase insurance, they are urged to do so. Student insurance, which covers all athletics except varsity football is made available at the beginning of the year. Students playing varsity football may acquire special insurance. For insurance purposes, students receiving any type of injury while at school must report to the office promptly so that proper steps may be followed. It is the responsibility of each student to make sure he/she has the proper paperwork and information. All athletes are required to carry school insurance OR furnish evidence of adequate insurance coverage by parents or guardians before being allowed to practice in school-sponsored events. The school is not responsible for medical bills of uninsured students.

SENIOR CLASS ACCESSORIES

Ordering class rings, announcement cards, school (WMHS) approved cap and gown, and other graduation accessories does not guarantee any student that he/she will graduate. Approved caps and gowns are required for commencement exercises. Purchases are made through a school approved vendor and WMHS does not profit from these sales.

GRADUATION

Students receiving diplomas or certificates of program completion will participate fully in commencement exercises. All dues must be paid in advance of commencement or participation will be voided until the student has obtained the status of a student in good standing. Students expecting to graduate during summer school may participate in commencement by marching in and sitting with their class. They will not be presented a diploma or look-alike diploma or allowed to cross the stage.

COLLEGE TRANSCRIPTS

When applying to colleges, students are encouraged to bring in their applications for review by guidance. A transcript will be prepared and sent upon written request. There may be a small fee for each transcript. Final senior grades and certification of graduation will be mailed during the month of June. Mid-year transcripts will be sent **upon student request** after first semester grades have been posted and rank recalculated.

EDUCATION AND OCCUPATIONAL TRAINING

This service helps and encourages students to make short and long range goals as they relate to their education and careers. Information concerning careers is available and career exploration and decision making is encouraged through individual counseling and group meetings.

SCHOOL ACTIVITIES

William Monroe High School hosts scheduled events throughout the school year. The rules and regulations are outlined below.

1. All dances are chaperoned by the Administration and Faculty Members.
2. All school rules, including the Substance Abuse Policy, are in effect for events.
3. Inappropriate dancing of a sexually explicit nature will not be tolerated.
4. Students and their dates must sign out if leaving before the end of a dance.
5. **Students are reminded that once they leave an event, they must leave the premises and are not allowed to re-enter.**
6. When any student is denied admission or asked to leave an event, **the school will not accept responsibility for persons' welfare once they are denied admission, dismissed or leave on their own.**
7. Only currently enrolled high school students will be allowed to attend dances. No students from the middle school or lower grades are allowed to attend dances at the high school. All alumni or other non-school persons must attend with a currently enrolled student, as a date. Out-of-school dates must have a signed form verifying good standing from their administrator in order to attend. In addition, administration has the right to request a conference with any out-of-school dates. The administration may deny approval to any alumni or non-student who has signed up to go to the dance. Each student will not only be responsible for his/her behavior, but also that of his/her date. Students who have been expelled or who have been placed on social probation are not in good standing with the school and are not allowed to attend dances. Virginia State Law prohibits alcoholic beverages or drugs of any type from being on school property at any time. Persons will not be allowed to enter a dance if they appear to have been using alcohol, drugs, or any other prohibited substance. Student violators will be dealt with according to the Substance Abuse Policy. Non-school persons will be reported to the Sheriff's Department.

GREENE COUNTY BUS TRANSPORTATION

These regulations apply to all students who ride Greene County Public School busses to and from school, on field trips, and on extracurricular trips. Parents/Guardians and students are required to read this information and sign the *Acknowledgement Form* on the back of this sheet.

GENERAL INFORMATION

- Parents/Guardians are encouraged to accompany elementary age student to and from the bus stop
- Please arrive at the bus stop at least 5 minutes before regular pick up time but no earlier than 10 minutes before
- When waiting at the bus stop, it is considered school property, and students should behave safely and follow school rules
- If students need to cross the road in order to board or leave the bus, they must wait for the signal from the driver that it is safe to cross – always cross at least 10 feet in *front* of the bus
- Immediately report any injuries sustained on or around the bus
- Students must have a written request from Parent/Guardian to ride a different bus, approved by a school administrator
- Changes to bus routes and bus stops will only be made with approval from the Transportation Office

ON THE BUS

- The bus is considered school property and students are expected to follow all school rules
- The bus driver is the authority on the bus, please obey them and be courteous – the driver has the authority to assign seats to maintain order and promote safety
- Please respect your bus and do not damage or deface it
- Students should go directly to their seat and remain seated unless directed to do otherwise by the driver
- Students are asked to speak appropriately – no profanity, yelling, or talking to the driver unless it is an emergency
- Remember safety – do not tamper with emergency exits, fight with other student, extend body parts outside of the bus, throw objects, have unsafe objects or glass containers, or distract other drivers by waving or shouting
- If possible, avoid bringing oversized objects on the bus that could block the aisles or exits

- Please do not eat or drink on the bus
- Students are not permitted to have or use tobacco products, prescription drugs, illegal drugs, or alcohol
- Students may use electronic devices, but the driver has the option to prohibit them if they become a distraction
- Ask your driver before opening the bus window
- When it is time to exit the bus, please remain seated until it comes to a complete stop and leave in an orderly manner, front to back

These regulations are designed to keep students safe. Therefore, students who do not follow the rules above are subject to disciplinary action, and their bus riding privileges may be suspended. In these instances, parents/guardians will be responsible for transporting their student to and from school. Students may be monitored by video on some buses.

The Transportation Department pledges to provide safe, courteous transportation for Greene County Public Schools. If you need assistance or have questions, please contact the Transportation Director, Larry Morris via email at lamorris@greenecountyschools.com or 939-9098. This and other forms can be found on the Transportation Department website at www.greenecountyschools.com.

ACCEPTABLE COMPUTER SYSTEM USE

All use of the Greene County Public School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, 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:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
 - b. Sending, receiving, viewing or downloading illegal material via the computer system.
 - c. Unauthorized downloading of software.
 - d. Downloading copyrighted material for unauthorized use.
 - e. Using the computer system for private financial or commercial gain.
 - f. Wastefully using resources, such as file space.
 - g. Gaining unauthorized access to resources or entities.
 - h. Posting material authorized or created by another without his or her consent.
 - i. Using the computer system for commercial or private advertising.
 - j. Submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - k. Using the computer system while access privileges are suspended or revoked.
 - l. Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - m. Intimidating, harassing, bullying, or coercing others.
 - n. Threatening illegal or immoral acts.
4. **Network Etiquette** – Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - a. Be polite.
 - b. Users shall not forge, intercept or interfere with electronic mail passages.
 - c. Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.

- d. Users shall not post personal contact information, including names, home, school or work addresses, or telephone numbers about themselves or others.
 - e. Users shall respect the computer system's resource limits.
 - f. Users shall not post chain letters or download large files.
 - g. Users shall not use the computer system to disrupt others.
 - h. Users shall not read, modify or delete data owned by others.
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 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 and accessed the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. 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.

Adopted: April 13, 2005

Revised: July 10, 2013

Legal Refs: 18 U.S.C. §§1460, 2256.

47 U.S.C. §254.

Code of Virginia, 1950, as amended, §18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2
and 22.1-78.

Cross Refs: JFC Standard Conduct

JFC-R Standards of Student Conduct

ADMINISTERING MEDICINE TO STUDENTS

The purpose of the medication policy is to provide a safe and effective procedure for handling medications during school hours. Too often, children come to school with unidentified pills wrapped in a tissue and no note from home. This is a potentially dangerous situation for the student with the medication and other students.

It is our school policy to administer medication during school hours only when necessary to permit the student to attend school. We define medication to mean all drugs, including prescription and non-prescription medication. Only those medications sent or brought to school by parents will be administered. **The school will not supply medications such as over the counter products.**

We prefer that you not send medications to school. Cold medications such as decongestants and antihistamines often cause side effects that can interfere with a child's school performance. We also limit the number of over-the-counter medications (e.g. Tylenol, Advil) to 2 types. If your child needs to take an antibiotic, you should ask your provider to design a treatment schedule that would avoid the necessity of taking medications during the school day. If it becomes necessary for your child to have medication during school hours, the following guidelines **must** be followed:

1. All medications must be accompanied by a **Medication Authorization Form**. **NO MEDICATION WILL BE GIVEN UNLESS ACCOMPANIED BY THIS FORM EXCEPT FOR STUDENTS HAVING AN ASHTMA ACTION OR AN ALLERGY ACTION FORM.** These two forms contain an authorization for medication.
2. An adult must bring all prescription medications to school unless the student has a contract to **Self-Carry/Administer Medication**. The adult and clinic personnel must fill out and sign a form pertaining to the number of pills that are being brought to school. Any prescription medication must have the prescriber's signature on the **Medication Authorization** form.
3. Prescription medication must be in a container appropriately labeled by a pharmacy or physician to include the student's name, medication name, and time and amount to administer. Non-prescription medication must also be labeled with the student's name.
4. Always give the first dose of the medication at home.
5. All medications need to be brought to the clinic or office at the beginning of the school day.
6. Medication will only be given in the clinic.
7. Parents are also responsible for providing any equipment needed to administer medications or provide care for medically fragile students in school, such as syringes, supplemental formulas, gastrostomy tubes, etc.
8. If school is delayed or closed early, such as for inclement weather, the parent should communicate with designated school staff to be sure the student does not miss or take additional doses of scheduled medication.
9. Parents must provide prescription medication to school in a timely manner when school staff have indicated that medication needs refill. If the medication has been discontinued, the parent should provide written notice to the school from the physician.

10. Parents must provide the school with new authorization and correctly labeled bottle whenever the physician changes the medication dosage. School staff can only accept changes in orders from legally authorized prescriber, unless the parent wishes to completely discontinue the medication.
11. Parents should collect medication no later than the last day of school. Medication will be destroyed the last day the nurse is in the health office. Parents should collect medication that has been discontinued. Expired or discontinued medication cannot be held at school and will be destroyed.
12. Students are not permitted to carry or self-administer any medication while on school property unless the student has an **Individualized Health Care Plan**.
13. If it is deemed necessary for a student to carry and self-administer medication the student and parent must sign a **Contract for Self-Carry/Administer Medication** and spare medication must also be kept in the school clinic.

Parents of children who need to take daily medications should contact the school at the beginning of the school year. Appropriate routines for each student will be established based on individual needs. If you have questions or concerns, please feel free to contact the Nursing Coordinator.

Adopted: August 8, 2012

GRADING SCALE

The following codes will be used for marking Greene County Public Schools students in grades K-3 (numerical grades will not be given):

E	Exceeds the standards
M	Meets the standards
P	Progressing toward the standards
L	Limited understanding of the standards
N	Not evaluated at this time

The numerical scale approved for use in Greene County Public Schools for grades 4-12 is as follows:

A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59 and below	Failing

The school board also abolished the indiscriminate use of zeros and that any assignment, including homework, which is given a zero must be approved by the Principal. Each school has established its own procedure for allowing students ample opportunity to complete an assignment before a zero is recorded.

Adopted: September 25, 1990

Revised: April 14, 2010

STUDENT ABSENCES/EXCUSES/DISMISSALS

I. Student Attendance Policy

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons: Student illness, death in the family, legal appointments, religious holidays, and prearranged absences that have been approved by the building principal.

The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

The superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless excused by the principal or principal's designee.

High school students may spend a maximum of 5 school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

II. Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused".

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal, principal's designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal, principal's designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance.

Other community service providers may also be included in the conference.

C. Upon Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the principal or principal's designee shall notify the attendance officer or superintendent or superintendent's designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in Va. Code §16.1-228 or (ii) instituting proceedings against the parent pursuant to Va. Code §§18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

III. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, 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.

IV. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a

conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

V. Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. The superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

Adopted: August 18, 1999

Revised: September 13, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-254,22.1-258, 22.1- 260, 22.1-279.3, 46.2-323 and 46.2-334.001.

8 VAC 20-230-20.

8 VAC 20-730-10.

Cross Refs.: IGAJ
JFC
JFC-R

Driver Education
Student Conduct
Standards of Student Conduct

STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

An assault is a threat of bodily injury.

A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)

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. 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.

4. Bullying

A student, either individually or as a part of a group, shall not 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.

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

5. Bus-Related Offenses

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.

6. Cheating

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
- plagiarizing by copying the language, structure, idea and/or thoughts of another
- falsifying statements on any assigned schoolwork, tests or other school documents

7. Communication Devices

Students may possess a beeper, cellular telephone, smart phone, tablet, 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 unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses 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.

8. 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 Board policies and regulations.

9. Disruptive Conduct

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

10. Electronic Cigarettes

Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.

11. Extortion

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

12. 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.

13. Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

14. 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, on school buses or during any school related activity.

15. Gang Activity

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

16. 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.

17. 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 which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

18. Internet Use

Students shall abide by the Greene County School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. 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.

21. 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. (See Policy JFCD Weapons in School.)

22. Profane, Obscene or Abusive Language or Conduct

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

23. 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.

24. Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

25. Student Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

26. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

27. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

28. Trespassing

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

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

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy 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.

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.

30. 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.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are 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. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school sponsored activity

20. Evaluation for alcohol or drug abuse

21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

Adopted: June 4, 2008

Revised: April 8, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-56, 18.2-83, 18.2-85, 18.2-87.1, 18.2-119, 18.2-308, 18.2-308.1, 18.2-308.7, 18.2-371.2, 18.2-433.1, 22.1-70.2, 22.1-78, 22.1-202, 22.1-253.13:7.C.3, 22.1-276.3, 22.1-277, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.6, 46.2-323, 46.2-334.001.

Student Code of Conduct Policy Guidelines (Virginia Board of Education October 2013).

Information Brief: Cyberbullying and School Policy (Virginia Department of Education August 2008).

Cross Ref.:	CLA	Reporting Acts of Violence and Substance Abuse
	ECAB	Vandalism
	GAB/IIBEA	Acceptable Computer System Use
	GAB-R/IIBEA-R	Acceptable Computer System Use Regulation
	GBECA	Electronic Cigarettes
	IEA	Pledge of Allegiance
	IGAG	Teaching About Drugs, Alcohol and Tobacco
	JED	Student Absences/Excuses/Dismissals
	JFC	Student Conduct
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JFCF	Drugs in School
	JFHA/GBA	Prohibition Against Harassment and Retaliation
	JGA	Corporal Punishment
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students With Disabilities
	JGDB	Discipline of Students With Disabilities for Infliction of Serious Bodily Injury
	JHCD	Administering Medicines to Students
	JN	Student Fees, Fines and Charges

BULLYING

1. Purpose

The School Board of Greene County, Virginia, is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

2. Definitions

A. “Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.

Bullying may involve, but is not limited to:

- 1) **Verbal:** Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- 2) **Nonverbal:** Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- 3) **Physical:** Hitting, punching, pushing, shoving, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.
- 4) **Emotional (psychosocial):** Rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- 5) **General.** Hazing, taunting, teasing, confinement, assault, demands for money, extortion, theft of valued possessions, ridicule, slurs, jokes, innuendos, demeaning comments, and ostracism.

It is further defined as any unwanted and repeated purposeful gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e.; internet, cell phone or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, ethnicity, color, religion, ancestry, national origin, gender, sex, sexual orientation, gender identity and expression, marital status, socio-economic background, social/family background, linguistic preference political beliefs, or a mental physical, or sensory disability, difference, or impairment; or by any other distinguishing characteristic or because of one’s association with a particular person or group of persons.

Bullying involves actions that are carried out repeatedly; or are sufficiently severe and persistent or pervasive; or are systematically and chronically abusive.

Bullying occurs when the actions:

- 1) create an intimidating, hostile, threatening, abusing, or offensive educational or work environment;
- 2) cause long term damage;
- 3) cause discomfort or humiliation;
- 4) unreasonably interfere with the individual's school performance or participation;
- 5) place the individual in reasonable fear of harm or damage to a person's property; or,
- 6) have the effect of substantial, negative impact on the person's emotional or mental well-being.

B. "Cyber bullying" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, "sexting", instant messaging, or video voyeurism.

C. "Cyber stalking" means to engage in a course of conduct to communicate or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

D. "Prohibited Harassment" includes, but is not limited to, oral, written, psychological, physical (both climate and contact), and other demonstrative actions with regard to race, creed, ethnic origin, religious preference, gender, disability, or sexual orientation that is harassing.

E. "Accused" is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

F. "Complainant" is defined as any individual who has a complaint or concern.

G. "Victim" is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the District, who is reported to have been the target of an act of bullying during any educational program or activity conducted by GCPS.

3 **Expectations**

The Board expects students and staff to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the

rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for the school and community property.

Since bystander support of bullying can support these behaviors, GCPS prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The school district upholds that bullying of any student or employee is prohibited:

- A. During an education program or activity;
- B. During any school-related or school-sponsored program or activity;
- C. On a school bus or going to and from school;
- D. Through the use of data or computer software that is accessed through a computer, computer system or computer network; or
- E. Any instance that occurs outside of school but causes a disruption during the school day.

4. **Procedures to Address Bullying**

The following actions will be taken when bullying is reported:

A. **Investigate** - Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School Resource Officer, school counselors, school psychologist and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

B. **Notify** - At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

C. **Concluding the Investigation** – Absent extenuating circumstances, the investigation should be completed within ten school days from the date of the report; however, the principal or designee shall take additional time if necessary to complete a thorough

evaluation. The principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Office of Student Achievement and Accountability for data collection and reporting purposes.

D. Discipline - Upon confirming that bullying has occurred, the accused student should be given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. The principal shall convene the school's Intervention Team (IT) for the purpose of developing a plan of action/interventions for the victim and/or perpetrator, even if the investigation concludes that the conduct did not rise to the level of bullying under this policy.

E. Follow Up - Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

5. **Confidentiality**

To the greatest extent possible, GCPS shall respect the privacy of the complainants, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

6. **Appeals Process**

If the Intervention Team and administrator determine that no bullying occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the Superintendent or designee within 5 calendar days of receiving the decision.

Adopted: February 8, 2012

SUBSTANCE ABUSE – DRUGS AND ALCOHOL

All students must have an orientation (commensurate with their level of understanding) of the procedures and penalties regarding substance abuse in the Greene County Public Schools. Additionally, excerpts of the information in this administrative regulation will appear in the Student Code of Conduct.

Definitions:

The following words, when and wherever used in this regulation, will have the following definitions:

1. **Drugs:** Any and all substance, which are classified as “scheduled” or “controlled” substances by the Code of Virginia, 1950, as amended, and to expressly include anabolic steroids, prescription medication for which a student has no legitimate prescription, alcohol in any form, and any other substance such as “Liquid Paper”, cough syrup, over-the-counter preparation, look-a-likes, or other materials when used, distributed or undoubtedly possessed for the purpose of intoxication by inhalation or ingestion. In addition, any substance which is distributed as though it were a “drug” as herein defined, even if analysis shows that it is not, will also be deemed a “drug” for purposes of this policy. This also includes the intent to purchase and/or distribute drugs as herein defined. If the principal has reasonable suspicion to believe that a student is guilty of possessing, using, selling, or distributing drugs, alcoholic beverages or a controlled substance or that the student’s behavior, without benefit of any tests, is clearly consistent with being under the influence of any drugs, to expressly include alcohol, as herein above defined, he/she will immediately contact law enforcement personnel and seek their advice for subsequent action. In addition, he/she has the responsibility of informing the parent or guardian.
2. **Distribution:** The act of attempted act of passing a “drug”, as herein above defined, from one person to another, including, but not limited to, sale, attempted sale, gift, attempted gift, purchase, and attempted purchase, whether or not the facts and circumstances clearly establish a “hand-to-hand” transfer.

Student Possession or Use of Controlled Substances on School Property or during School-Sponsored Activities:

- A. When a student is found to have controlled substance or look-alikes (or drug paraphernalia) in his/her possession and/or use the same on school property or during a school-sponsored event, the following actions will be taken if this possession is a **FIRST OFFENSE**.
 - a. The principal will be notified immediately.
 - b. The principal will notify the Superintendent. The Superintendent will notify the School Board.
 - c. The principal will contact the parent(s) or guardian.
 - d. The principal will notify the sheriff’s department. This behavior will warrant a minimum out of school suspension of ten (10) days.

- e. The student will be referred through the parent(s) or guardian for a substance abuse assessment. The student will be allowed to return to school after:
 - i. The assessment is completed and
 - ii. Verification by the assessing individual or agency has been provided to the principal or assistant principal.If the assessment is not completed within ten (10) days, the case is referred to the Discipline Committee.
 - f. The student will not be allowed to attend or participate in any extra-curricular activities. If the student fails to comply with the recommendations of (A)(e) above, the principal or assistant principal may reinstate social probation for a period of time established by that principal.
 - g. If it is determined that the student is in possession of a controlled substance with the intent to distribute, the student will be referred to the School Board with a recommendation for expulsion. The student will be suspended until the School Board meets.
 - h. The school may follow additional guidelines for disciplinary action.
- B. When a student is found to have a controlled substance in his/her possession and/or use the same on school property or during a school sponsored event, the following actions will be taken if this possession is a SECOND OFFENSE.
- a. The principal will be notified.
 - b. The principal will notify the Superintendent. The Superintendent will notify the School Board.
 - c. The principal will contact the parent(s) or guardian.
 - d. The principal will contact the sheriff's office.
 - e. The student will be referred to the School Board with a recommendation for expulsion.
 - f. The student will be suspended from school until the School Board meets.
 - g. If the student is in treatment, the treatment provider will be notified immediately.

Student Use or Suspicion of Use of Controlled Substances Prior to coming onto school property or attending school-sponsored events

In the event of use or suspicion of use of alcohol or controlled substances prior to coming onto school property or to participating in a school-sponsored event, the following actions will be taken if this use or suspicion of use is a:

FIRST OFFENSE

1. The principal will be notified
2. The principal will notify the Superintendent. The Superintendent will notify the School Board.
3. In the event of suspicion, if use is not founded, the matter is dropped, and no further action is taken. If use is founded the following actions will be taken.
4. The principal will contact the parent(s) or guardian. This behavior will warrant a minimum out of school suspension of ten (10) days.

- a. The student will be referred through the parent(s) or guardian for a substance abuse assessment. The student will be allowed to return to school after:
 - b. The assessment is completed and
 - c. Verification by the assessing individual or agency has been provided to the principal or assistant principal. If the assessment is not complete within ten (10) days, the case is referred to the Discipline Committee.
5. The student will not be allowed to attend or participate in any extra-curricular activities for nine weeks. If the student fails to comply with the recommendations of (A)(e) above, the principal or assistant principal may reinstate social probation for a period of time established by that principal.
 6. The school may follow additional guidelines for disciplinary action.

In the event of use or suspicion of use of alcohol or other controlled substance prior to coming onto school property or to participating in a school sponsored event, the following actions will be taken, if this use or suspicion of use is a:

SECOND OFFENSE

1. The principal will be notified.
2. The principal will notify the Superintendent. The Superintendent will notify the School Board.
3. In the event of suspicion, if use is not founded, the matter is dropped, and no further action is taken. If use is founded, the following actions are taken:
4. The principal will contact the parents.
5. The student will be suspended from school until the next School Board meeting.
6. The student will be referred to the School Board with a recommendation for expulsion.
7. If the student is in treatment, the treatment provider will be notified immediately.

Adopted: July 14, 2004

TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy:

1. "School property" means:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
 - c. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings.

Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: March 14, 2001
Revised: August 13, 2014

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 15.2-2820, 15.2-2824, 15.2-2825, 15.2-2827, 22.1-79.5, 22.1-279.6.

Cross Ref.:	CLA	Reporting Acts of Violence and Substance Abuse
	GBEC	Tobacco-Free School for Staff and Students
	GBECA	Electronic Cigarettes
	JFC-R	Standards of Student Conduct
	KG	Community Use of School Facilities
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises

School Meal Information

Meal Prices (Effective School Year 2018/2019)

Breakfast

Students \$1.50; Adults \$1.80

Primary and Elementary Lunch

Students \$2.70; Adults \$3.75

Middle and High School Lunch

Students \$3.00; Adults \$3.75

See What Is On The School Menu Today: <http://greene.schoolwires.net/Page/445>

Three Ways To Purchase School Meals

1. On-line <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>
 - **No Fee Charged For Transactions**
2. Check
 - Make checks payable to “(School Name) Cafeteria” and deliver to the Cafeteria Manager. The student name and ID number are required in the memo section. The entire check must be put on the student account. No change will be given.
3. Cash
 - Cash may be brought to the Cafeteria Manager for deposit on account or students may pay cash for meals on a daily basis.

Returned Check Policy

If the School Nutrition Program receives check/s for school meals that have been returned for insufficient funds, there will be a **\$32.00** service charge on each check.

Charge Policy

<https://va01918659.schoolwires.net/Page/1146>

Students cannot call in takeout orders to be delivered to the school

Parent Portal

Parent Portal is a way for parents to check their child's grades online. Parents will be able to sign up and get their access cards at Back to School Night or at any time in the Main Office. *Please note that parents will need to show photo identification to pick up their access card.*

How to Create a Parent/Guardian Account: Use this procedure to create a new parent/guardian account. In order to create an account you must have the *Access ID* and *Access Password* for each student you have enrolled in school. You will then associate each child to your parent/guardian account using the individual Access IDs and Passwords. The Access IDs and Passwords are assigned by the school.

Follow these steps to create your Parent Single Sign-On account:

1. Navigate to the PowerSchool Parent Portal as you already do: www.greenecountyschools.com, then to the drop down under Parents and select Parent Portal, or <https://greene.powerschool.com/public>.
2. Click "Create Account".
3. Fill in the required information in all the boxes as follows;
 - a. First Name – Your First Name
 - b. Last Name – Your Last Name
 - c. E-Mail – Your e-mail address - The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
 - d. Desired User Name – Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
4. Password – Enter the password you will use when logging into the PS Parent Portal. The password must be unique and a minimum of 6 characters.
5. Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the Password field.
6. Link Students to Account Section.
 - a. Student Name – Your child's first and last name
 - b. Access ID – The confidential Access ID you have been issued for this student's account.
 - c. Access Password – The password you have been issued for this student's account.
****Please note: ID and password must be typed in as printed on your letter****
 - d. Relationship – **Your relationship to the child** (mother, father, etc...)
 - e. You can add up to 7 children from this screen. If you have more than 7 children, or if you didn't add all your children on this screen, you can add them later by clicking the "Account Preferences" – "Students" icon.

When you have filled in all the information and added all your children click “enter,” then log in with the new account you just created.

Once you complete the new account set-up and add all your children you can access the various account settings for email notices, etc. by clicking the “Account Preferences” icon found on the top navigation menu.

Rules and Regulations Governing Use of Greene County Public School Facilities

The Greene County School Board recognizes the value of allowing the use of property for worthwhile local community and civic purposes. The School Board also recognizes the necessity of making the facilities available for school-related organizations. Other local non-service organizations and non-school related groups may be allowed to use the school facilities but will be charged a rental and/or service fee as listed below.

Regulations

1. Applicants shall be responsible for any damage to school property during the agreed upon rental period.
2. All outdoor facilities used for practices must be vacated by dusk on all days.
3. In the event of inclement weather, it will be the judgment of the Activities Director or designee to decide whether or not the facilities may be used. This decision may be rendered 24 hours in advance.
4. Any organization wishing to host a tournament must have a facility supervisor on site. This supervisor will make any determinations about cancelling the event due to poor field conditions or handle any facility issues that may arise. This supervisor will not be responsible for gym set up, field preparation or tournament supervision.
5. Prior to any field preparations (lining/markings) permission must be granted from the Activities Director or designee.
6. The concession stand will only be operated by school staff and is not part of the rental agreement. Any groups operating the concession stand are required to have a Custodian for a minimum of two hours.
7. All tournament schedules must be provided with application. No softball/baseball games should start prior to 9 a.m. and all games should be scheduled so that game play is completed before dusk.
8. The Batting Cage located at the Middle School Gym is not available for rental.

Application Procedures

1. Applications are available at all Schools and Central Office.
2. Completed applications for all facilities with the exception of Athletic Fields should be submitted to the building Principal thirty (30) days in advance of requested usage.
3. Athletic Facility Request should be submitted to the Activities Director thirty (30) days in advance of requested usage.
4. One person shall personally assume responsibility for representing the organization or club in working out the details for the use of facilities with the Principals, Activities Director and/or Central Office staff.
5. Once the application has been approved by the Principal, Activities Director and/or School Board, you will be notified and all rental, services fees and deposits that must be paid in full ten (10) day prior to the scheduled event at Central Office.
6. The refundable deposit for the Key Fob will be \$40 made payable to Greene County School Board .
7. Any group, organization or individual interested in an In-Kind agreement in lieu of facility rental and services fees needs to make arrangements through the Activities Director and Central Office staff. All In-Kind services such as ticket takers, game management, facility maintenance, etc. will be based on an hourly rate of \$20.00 per person provided.
8. Non-payment of rental and/or service fees will result in denial of future request.

Dear Parent/Guardian:

The Greene County School System is making every effort to provide the best educational experience for your child. To that end, the system works very hard to recruit and employ the best teachers for your children.

You, as a parent or guardian of a child in the Greene County School System, have a right to know the professional qualifications of the teacher(s) your child works with each day. You have a right to request the following information regarding a teacher

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.

In addition, if your child is provided services by a paraprofessional, you may request information regarding that person's qualifications as well.

If you are interested in obtaining the above information, you may make a written request to:

Bryan Huber, Assistant Superintendent
Greene County Public Schools
40 Celt Road
Stanardsville, VA 22973

This information will be forwarded to you in a timely manner.

We look forward to working with you now and in the future to make our schools the best they can be.

Greene County Public Schools

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parent if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations
 2. Mental and psychological problems potentially embarrassing to the student and his/ her family
 3. Sex behavior and attitudes
 4. Illegal, antisocial, self-incriminating and demeaning behavior
 5. Critical appraisals of other individuals with whom respondents have close family relationships
 6. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call 202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 202-5920

Greene County Public Schools

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parent if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations
 2. Mental and psychological problems potentially embarrassing to the student and his/ her family
 3. Sex behavior and attitudes
 4. Illegal, antisocial, self-incriminating and demeaning behavior
 5. Critical appraisals of other individuals with whom respondents have close family relationships
 6. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call 202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 800-877-8339. Or you may contact us at the following address:

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Parental Responsibility

Pulled from the Code of Virginia (1950), as amended 22.1-2793 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/property, and supportive of individual rights.
- B.** A school board shall provide opportunities for parental and community involvement in every school in the division.
- C.** Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send 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.
- D.** The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.
- E.** In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such a violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F.** No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G.** Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior as follows:
 - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may (i) order the student or his/ her 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/ her parents to be subject to such conditions and limitations as the court deems appropriate for the supervision, care and rehabilitation of the student or his/her parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H.** The civil penalties established pursuant to this section shall be 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 subsection 3 of subsection G. Upon 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 also be deemed to mean any successor in interest of such court.

School Buses

Transportation: Greene County Public Schools offer transportation by school bus to and from each school. If your child will be riding the bus to and from school, please provide the office with the following information: the bus number and physical address to the stop. The bus number information and pick up/ drop off times can be obtained by calling our Transportation Department at 434-939-9000 or looking online at <http://greenecounty.va.schoolwebpages.com/>

These regulations apply to all students who ride Greene County Public School buses to and from school, on fieldtrips, and on extracurricular trips. Parents/Guardians and students are required to read this information and sign the *Acknowledgement Form* in this handbook.

ON THE BUS

The bus is considered school property and students shall follow all rules and policies as recorded in the school handbook

The bus driver is the authority on the bus, obey them and be courteous – the driver has the authority to assign seats to maintain order and promote safety

Any student who damages or defaces the vehicle, will be responsible for any costs of required parts, repairs, and labor to repair the vehicle

Students should go directly to their seat and remain seated unless directed to do otherwise by the driver

Students shall speak appropriately – no profanity, yelling, inappropriate conversations or talking to the driver unless it is an emergency

Students are not to tamper with emergency exits, fight with other students, extend body parts outside of the bus, throw objects, have unsafe objects or glass containers, or cause any disturbance to distract the bus driver from safely driving the bus

If possible, avoid bringing oversized objects on the bus that could block the aisles or exits

Glass items and balloons are PROHIBITED

Drugs, Alcohol, Tobacco, and Weapons are PROHIBITED

Students may use electronic devices, but the driver has the authority to prohibit them if they become a distraction or safety issue

When it is time to exit the bus, please remain seated until it comes to a complete stop and leave in an safe and orderly manner

GENERAL INFORMATION

Parents/Guardians are “strongly” encouraged to accompany elementary age students to and from the bus stop

Please arrive at the bus stop at least 5 minutes before regular pick up time; buses will not wait on students

When waiting at the “bus stop”, it is considered school property, and students should behave in accordance to school rules If a student needs to cross the road in order to board or leave the bus, they must wait for the driver’s signal to know that it is safe to cross in front of the bus – always cross at least 10 feet in *front* of the bus; never behind the bus

Students should immediately report any injuries sustained on or around the bus to the bus driver or school staff

Students must have a written request from Parent/Guardian to ride a different bus, approved by a school administrator

Changes to bus routes and bus stops will only be made with approval from the Transportation Office

These regulations are designed to keep our students safe. Any student who fails to follow the above rules will be subject to disciplinary action to include suspension of bus riding privileges. Instances where a student losses their bus riding privileges, parents/guardians will be responsible for providing transportation for their child to or from school, and any extracurricular activities.



Greene County Public Schools
Student Transportation Release Form
2018 - 2019

Greene County Public Schools Policy prohibits primary and elementary students 5th grade and younger from being released from the school bus/car unless a parent/guardian is present to meet the child. The only exceptions to this policy are listed as follows.

Preschool age students must have a parent/guardian present at designated bus stops prior to the students release. No exceptions.

1. The student has a family member that is in 6th grade or higher that can meet or escort the student home.
2. A parent or guardian has signed and dated the request of release form below that requests the driver to release their child without a parent/guardian meeting the bus/car.

Student's Name (Print)

Bus/Car #

School / Grade

Physical Address/Intersection of Stop

Teacher

I, _____ request that Greene County Public Schools
Parent or Guardian Name (Print)

release _____ unsupervised at the address location

(Print Student Name)

listed above without anyone visibly present at the bus stop. By signing below, I agree to hold Greene County Public Schools and all its employees harmless and NOT-LIABLE for any situation that may occur with my child being released unattended at the bus/car stop.

Parent/Guardian Signature

Date