Warren County Public Schools

Required Annual Notifications
Acknowledgments and Permission Forms
Student Code of Conduct

2020-2021
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I am the parent of the below named student, or the “eligible student,” and by my signature, I acknowledge that I have received a copy of the required annual notifications and permission forms and have responded to the items requiring my permission in accordance with my wishes.

Student’s Name ____________________________ School ____________________________

Student’s Grade Level ____________________________

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

2. Compulsory Attendance

3. Availability of Policy Manual Notice - (The complete text of all annual notification topics can be found in the Warren County School Board Policy Manual.)

4. Directory Information

5. Equal Educational Opportunities/Nondiscrimination

6. Guidance & Counseling Programs – Annual Notification

7. Management of Student Records Annual Notice

8. Rights under the Protection of Pupil Rights Amendment (PPRA)

9. Student Code of Conduct

10. School Bus Rider Safety Rules

_________________________ ____________________________
Date Signature of Parent/Guardian

_________________________
Signature of Eligible Student

1 An “eligible student” is a student 18 years or older.
The faculty and staff of Warren County Public Schools would like to recognize and share your child’s academic achievement and participation in school-sponsored activities. If you do not want your child’s name, photograph, or work displayed, please check one or more of the following:

No, you may not use my son/daughter’s:

- Name
- Grade Level
- Photograph
- Work (artwork, stories, web pages, etc.)

Parent’s Signature __________________________ Date ____________________

Parent/Guardian Name (Please Print) ________________________________

Eligible Student’s Signature __________________________ Date ____________________
ATTENTION PARENTS OF STUDENTS WITH DISABILITIES

The Warren County Special Education Advisory Committee (SEAC) serves as an advisory committee to our School Board regarding the education of students with disabilities, as set forth by state regulations. It is also a resource of information and support for our community. Parents of students with disabilities are encouraged to attend meetings and become involved in the committee.

SEAC plans to meet at least four times during the 2020-2021 school year. By signing and returning this form, you will be placed on a contact list that informs you when our meetings will occur and about other events that may be of interest. For more information about SEAC, please refer to the Special Services page on the Warren County Public Schools website, or call the Special Services Office at 540-635-2725.

Please indicate below if and how you would like to be contacted by SEAC:

☐ I do not want to be contacted.

☐ YES, please contact me. I will indicate how to be contacted below:

☐ Please contact me by email, my email address is: ________________________________

☐ Please contact me by phone, my phone number is: ________________________________

☐ I wish to be contacted by U.S. mail. My mailing address is:

________________________________________________
________________________________________________

Parent/Guardian Signature: ____________________________________________________________________

Parent/Guardian Name (printed)___________________________________________________________

Student Name: ______________________________________ Student Number (if known) ____________

School Child Attends:__________________________________________________________________
2020-2021 LETTER TO HOUSEHOLDS

Dear Parent/Guardian:

Children need healthy meals to learn. Warren County Public Schools offers healthy meals every school day. Student breakfast costs $1.35 (K-12) and lunch costs $2.20 (K-5) and $2.30 (6-12). Your children may qualify for free or reduced price breakfast and lunch meals. Reduced price breakfast costs $0.30 and reduced price lunch cost $0.40.

All meals served must meet standards established by the U.S. Department of Agriculture. However, if a student has been determined by a doctor to be disabled and the disability prevents the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs substitutions because of a disability, please contact the Food Service Coordinator at (540)-631-0040 extension 4 for further information.

All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits or Temporary Assistance for Needy Families (TANF) are eligible for free meals. Foster children who are the legal responsibility of a foster care agency or court are eligible for free meals. Students who are eligible for Medicaid may also be eligible for free or reduced price meals based on the household’s income. Children who are members of households participating in WIC may also be eligible for free or reduced-price meals based on the household’s income. If your total household income is at or below the Federal Income Eligibility Guidelines, shown on the chart below, your child(ren) may get free meals or reduced price meals. Your child(ren)’s application from last school year is only good for the first few days of this school year. You must send in a new household application for each school year.

FEDERAL INCOME GUIDELINES: Your child(ren) may be eligible for free meals or reduced price meals if your household income is within the limits on the Federal Income Eligibility Guidelines chart shown below.

<table>
<thead>
<tr>
<th>INCOME CHART</th>
<th>For Free or Reduced Price Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective July 1, 2020 to June 30, 2021</td>
<td></td>
</tr>
<tr>
<td>Household Size</td>
<td>Yearly</td>
</tr>
<tr>
<td>1</td>
<td>23,606</td>
</tr>
<tr>
<td>2</td>
<td>31,894</td>
</tr>
<tr>
<td>3</td>
<td>40,182</td>
</tr>
<tr>
<td>4</td>
<td>48,470</td>
</tr>
<tr>
<td>5</td>
<td>56,758</td>
</tr>
<tr>
<td>6</td>
<td>65,046</td>
</tr>
<tr>
<td>7</td>
<td>73,334</td>
</tr>
<tr>
<td>8</td>
<td>81,622</td>
</tr>
<tr>
<td>For Each Additional Family Member Add</td>
<td>$8,288</td>
</tr>
</tbody>
</table>

HOW TO APPLY

Households that are receiving SNAP or TANF for their children as of July 1 may not have to fill out an application. School officials will notify you in writing of your child(ren)'s eligibility for free meal benefits. Once notified your child(ren) will receive free meals unless you tell the school that you do not want benefits. If you are not notified by September 25, 2020, you must submit an application. The application must contain the names of all students in the household, the SNAP or TANF case number, and the signature of an adult household member.

If you do not receive SNAP or TANF benefits for your child(ren) complete the application and return it to the school division. If you do not list a SNAP or TANF case number for the child(ren) you are applying for, then the application must have the names of all students, the names of all other household members, the amount of income each person received last month, and how often the income was received. An adult household member must sign the application and include the last four digits of the social security number. If the person does not have a social security number, check the box provided indicating none. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

If you are applying for a foster child, who is the legal responsibility of a welfare agency or court, an application may not be required. Contact Katie Humenik at (540)-631-0040 extension 2 for more information. If you are applying for a homeless, migrant, or runaway child, an application may not be necessary. Contact Michael Hirsch at (540) 633-2725 for more information.
An application that is not complete cannot be approved. An application that is not signed is not complete. You must send in a new application each school year.

OTHER BENEFITS: Your child(ren) may be eligible for other benefits such as the Virginia children’s health insurance program called Family Access to Medical Insurance Security (FAMIS) and/or Medicaid. The law allows the school division to share your free or reduced price meal eligibility information with Medicaid and FAMIS. These programs can only use the information to identify children who may be eligible for free or low-cost health insurance, and to enroll them in either Medicaid or FAMIS. These agencies are not allowed to use the information from your free or reduced price meal application for any other purpose. Medicaid officials or officials with FAMIS may contact you to get more information. You are not required to allow us to share this information with Medicaid or the FAMIS program. Your decision will not affect your children’s eligibility for free and reduced price meals. If you do not want your information shared, please check the appropriate box in Section 6 of the application. You may qualify for other assistance programs. To find out how to apply for SNAP or other assistance programs, contact the local social service office in your area.

CONFIDENTIALITY AND NOTICE OF DISCLOSURE: School officials use the information on the application to determine if your child is eligible to receive free or reduced price meals and to verify eligibility. As authorized by the National School Lunch Act, the school division may inform officials connected with other child nutrition, health, and education programs of the information on your application to determine benefits for those programs or for funding and/or evaluation purposes.

VERIFICATION: School officials may check your eligibility at any time during the school year. School officials may ask you to send information to prove that your child(ren) should receive free or reduced price meals.

FAIR HEARING: If you do not agree with the decision on your application or the results of verification, you may wish to discuss it with officials in the school nutrition office at the telephone number below. If you wish to review the final decision on your application you also have the right to a fair hearing. You can request a hearing by calling or writing the following official:

Hearing Official Name: Melody A. Sheppard
Address: 210 North Commerce Avenue, Front Royal, VA 22630
Phone: 540-635-2171

REAPPLICATION: You may reapply for free and reduced price meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get SNAP or TANF for your child(ren), fill out an application at that time.

If you need help filling out the application form, please contact the school Nutrition Office at 540-631-0040 extension 2. Return the complete, signed application to: Katie Humenik, 622 North Commerce Avenue, Front Royal, VA 22630.

You will be notified when your child(ren)'s application is approved or denied. If you have questions or need help, call:

Name: Katie Humenik
Telephone #: 540-631-0040 ext. 2

Sincerely,

Signature: Melody A. Sheppard
Telephone #: 540-635-2171

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.
**If the student(s) you are applying for is a FOSTER CHILD, who is the legal responsibility of a welfare agency or the court, check the box above and go to Part 5. If there are other students in the household who are not foster children, complete Part 2 or go to Part 4 if no one in the household receives SNAP or TANF benefits.**

**Part 2. SNAP or TANF: If any member of your household receives SNAP or TANF benefits, list the person’s name and case number below. Go to Part 5.**

**Part 3. If the child you are applying for is homeless, a migrant, or a runaway, check the box and call your school to talk with the homeless, migrant or runaway coordinator. Complete Parts 1, 4, 5, 6, and 7.**

**Part 4. ALL OTHER HOUSEHOLDS: List all household members; include the children in school listed above. List gross income (before any deductions) and tell us how often it was received.**

<table>
<thead>
<tr>
<th>Names of all Household Members</th>
<th>Age</th>
<th>Earnings from Work Before Deductions</th>
<th>Welfare, Child Support, Alimony</th>
<th>Pensions, Retirement, Social Security</th>
<th>All Other Income</th>
</tr>
</thead>
</table>

| EXAMPLE: Jane Doe | 32 | $1,800 / 2M | $0 / | $0 / | $0 / | $0 / |

| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |

**Part 5. CHILDREN’S ETHNIC AND RACIAL IDENTITIES: You are not required to answer this question.**

Ethnic Identities: Choose one of the following:  
- Hispanic or Latino
- Not Hispanic or Latino

Racial Identities: Choose one or more of the following racial identities (in addition to ethnicity):  
- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**Part 6. OTHER BENEFITS: Medicaid & Health Insurance:** Your child may be eligible for other benefits. The school is allowed to share the information on this application with Medicaid and the Virginia children's health insurance program called FAMIS. If you do not want this information shared you must tell us by checking the NO block below. Your decision will not affect your child's eligibility for free or reduced price meals.

**Part 6b. OTHERS:** Your permission is required for the school to use this information for other benefits. YES, I give permission for the information provided on this application to be used only for the programs checked.

I understand that I give up rights to confidentiality for this specific purpose(s) only.

I do not want school officials to share information from my free or reduced price meal application with Medicaid or FAMIS.

I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under state and federal laws.

I do not have a Social Security Number

**Part 7. SIGNATURE & SOCIAL SECURITY NUMBER:** An adult must sign the application and provide the last four digits of the Social Security Number; or mark the box if they do not have one, before the application can be approved. (Before signing, read the privacy and civil rights statements on the back of this application) I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under state and federal laws.

I have a Social Security Number

**SIGN HERE**

Last four digits of Social Security Number of Adult Signing Application: 

Signature of Adult Household Member: 

Date: 

Mailing Address: 

Home Phone: 

City: 

Zip Code: 

Work Phone: 

DO NOT WRITE BELOW LINE - SCHOOL USE ONLY

Yearly Income Conversion for Approving Official When Different Income Frequencies are Reported: Weekly X 52   Every 2 Weeks X 26   Twice a Month X 24   Monthly X 12

**TOTAL INCOME/HOW OFTEN:** $________/How Often

HOUSEHOLD SIZE

SNAP   TANF   Foster Child

Other: 

Denied Reason:  

Income Too High

Incomplete Application

Date Approval/Denial Notice Sent To Household: 

Signature of Approving Official: 

Transferred/Withdrawn Date: 

**VERIFICATION SUMMARY:** Date Selected: 

Date of Confirmation Review: 

Reviewer's Initials: 

Confirmation Result: 

Date Response Due: Date of 2nd Notice: Date Verification Results Notice Sent: 

Verification Results:  

No Change  

Free to Reduced  

Free to Paid  

Reduced to Free  

Reduced to Paid

Reason for Change: 

Income  

Household Size  

Refused to Cooperate  

SNAP/TANF Eligibility

Date: 

Verifying Official's Signature: 

Office Use Only
INSTRUCTIONS FOR COMPLETING THE HOUSEHOLD APPLICATION FOR FREE AND REDUCED PRICE MEALS

To apply for free or reduced price meals, complete one application for ALL children in the household who are in school using the following instructions. Sign the application and return to any school in the division or the school nutrition office. Call the school nutrition office if you need help.

A NEW APPLICATION MUST BE FILLED OUT IF ANYTHING CHANGES SO THAT CHILDREN IN YOUR HOUSEHOLD CAN BE ELIGIBLE FOR FREE OR REDUCED PRICE MEALS.

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU

IF A MEMBER OF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in school. Include the school, grade, and the student’s school identification (ID) number for each child who is in school.
Part 2: List the name and case number for any household member (including adults) receiving SNAP or TANF benefits.
Parts 3 & 4: Skip these parts.

Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.
Part 7: Sign the form. The last four digits of the Social Security Number are not necessary if you did not need to fill in Part 4.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR TANF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A RUNAWAY, MIGRANT, OR A RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in school. Include the school, grade, and the student’s school identification (ID) number for each child who is in school.
Part 2: Skip this part.
Part 3: If any child you are applying for is homeless, a migrant, or a runaway check the appropriate box and call your school’s homeless, migrant, and runaway coordinator.

Part 4: Complete this part. See instructions for All Other Households, Part 4, below.

Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.
Part 7: An adult household member must sign the form and provide the last four digits of their Social Security Number (or mark the box if they do not have one).

IF YOU ARE APPLYING FOR A FOSTER CHILD, WHO IS THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR THE COURT, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:
Part 1: List all foster children in school. Include the school, grade, and the student’s school identification (ID) number. Check the box for each child indicating the child is a foster child.
Parts 2, 3, & 4: Skip these parts.
Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.
Part 7: Sign the form. The last four digits of the Social Security Number are not necessary if you did not need to fill in Part 4.

If one or more children in the household are foster children and other children in the household are not foster children:
Part 1: List all children in school. Include the school, grade, and the student’s school identification (ID) number for each child who is in school. Check the “Foster Child” box for each child who is a foster child.
Part 2: If the household does not have a SNAP or TANF case number, skip this part.
Part 3: If any child you are applying for is homeless, a migrant, or a runaway check the appropriate box and call your school’s homeless, migrant, and runaway coordinator. If not, skip this part.
Part 4: Follow these instructions to report total household income from this month or last month.

Columns 1-3: Name: List all household members including the students listed in Part 1. List each person’s age. For any person with no income, including children, write “0” in the box. However, if left blank that will also be counted as “0”.
Columns 4-8: Gross Income and How Often It Was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every two weeks, twice a month, or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. Also list the amount you receive for Worker’s Compensation, unemployment or strike benefits, if you receive them. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), and Veteran’s benefits (VA benefits). Under All Other Income, list disability benefits, cash withdrawn from savings, regular contributions from people who do not live in your household, income from your rental property and any other income. Do not include income from SNAP, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses for your business or farm. If you are in the Military and your housing is part of the Privatized Housing Initiative, do not include your housing allowance as income. Any combat pay from military deployment is also excluded.

Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.
Part 7: An adult household member must sign the form and provide the last four digits of their Social Security Number (or mark the box if they do not have one).

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in school. Include the school, grade, and the student’s school identification (ID) number for each child who is in school.
Part 2: If the household does not have a SNAP or TANF case number, skip this part.
Part 3: If any child you are applying for is homeless, a migrant, or a runaway check the appropriate box and call your school’s homeless, migrant, and runaway coordinator. If not, skip this part.
Part 4: Follow these instructions to report total household income from this month or last month.

Columns 1-3: Name: List all household members including the students listed in Part 1. List each person’s age. For any person with no income, including children, write “0” in the box. However, if left blank that will also be counted as “0”.
Columns 4-8: Gross Income and How Often It Was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every two weeks, twice a month, or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. Also list the amount you receive for Worker’s Compensation, unemployment or strike benefits, if you receive them. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), and Veteran’s benefits (VA benefits). Under All Other Income, list disability benefits, cash withdrawn from savings, regular contributions from people who do not live in your household, income from your rental property and any other income. Do not include income from SNAP, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses for your business or farm. If you are in the Military and your housing is part of the Privatized Housing Initiative, do not include your housing allowance as income. Any combat pay from military deployment is also excluded.

Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.
Part 7: An adult household member must sign the form and provide the last four digits of their Social Security Number (or mark the box if they do not have one).

IN ACCORDANCE WITH FEDERAL LAW AND RDCA RULES, WEBSITE MATERIALS MAY BE DISABILITY ACCESSIBLE. IF YOU WOULD LIKE AN ACCESSIBLE VERSION OF ANY DOCUMENT, YOU MUST INQUIRY USING THE PHONE NUMBER LISTED ON THE DOCUMENT. WE WILL PROVIDE A PDF VERSION OF ANY DOCUMENT TO ANYONE WHO ASK FOR ONE IN ACCORDANCE WITH RDCA RULES.

IN ACCORDANCE WITH FEDERAL LAW AND RDCA RULES, WEBSITE MATERIALS MAY BE DISABILITY ACCESSIBLE. IF YOU WOULD LIKE AN ACCESSIBLE VERSION OF ANY DOCUMENT, YOU MUST INQUIRY USING THE PHONE NUMBER LISTED ON THE DOCUMENT. WE WILL PROVIDE A PDF VERSION OF ANY DOCUMENT TO ANYONE WHO ASK FOR ONE IN ACCORDANCE WITH RDCA RULES.
2020-2021 Mitigation Strategies for COVID-19
Minimizing Exposure

Warren County Public Schools’ priority is the health and safety of our students and staff during the COVID-19 crisis. Requirements and recommendations on all protocols are subject to change based on guidance from the Center for Disease Control (CDC) or the Virginia Department of Health (VDH). Warren County Public Schools will:

- Designate six feet of spacing between desks and student seating
- Reduce the number of students assigned to each classroom
- Increase circulation of outside air, where possible
- Clean and disinfect frequently touched surfaces as much as possible
- Deep clean and disinfect entire school on Wednesdays
- Monitor arrival and dismissal of students to discourage congregate settings
- Ensure students report directly to classrooms and designated areas
- Designate, where possible, hallways and stairwells as one-way
- Check the temperature of students daily as they enter school
- Require daily health checks performed by the parent prior to coming to school
- Require staff and students to wear face coverings at all times at the middle and high schools
- Encourage staff and students at the elementary schools to wear face coverings while in school. Staff and students will be required to wear face coverings when physical distancing is not attainable. Fifth grade students will follow the same guidelines as other elementary students.
- Require frequent hand washing and utilization of hand sanitizer for all students
- Provide hand sanitizer and disinfecting wipes for all classrooms
- Ensure students have their own learning materials and supplies
- Reduce class interactions, hallway traffic, and movement throughout buildings
- Minimize exposure to other students by keeping the same groups as much as possible
- Install water bottle filling stations in all schools
- Limit access to schools to essential personnel and students. Parent conferences will be by appointment only. Visitors will be required to wear face coverings and submit to temperature checks.
- Increase virtual field trips and cancel in-person field trips and assemblies to ensure there are no large gathering of students
- Provide breakfast and lunch to elementary and middle school students in their classrooms

Parent Access (PowerSchool)

Parent Access allows parents and students to log into PowerSchool and view grades, interims, report cards, attendance, and update demographics. It also displays homework, tests, quizzes, and assignments for each subject. Other features of Parent Access are summary of current grades and assignments, detail report showing assignment scores for each class, detail report of attendance, and school announcements.

Parents can set up the frequency of email notifications and change the method of phone, email, and text notifications through School Messenger. Please contact your child’s school to receive your child’s web ID and password to enroll in this program. Once you have enrolled, you can also opt-in to receive specific notifications for text messaging by texting Y or Yes to 67587 from your cell phone if you have provided your cellphone number as part of the contact information when enrolling your child.

PowerSchool Mobile App - is a free mobile app that can be downloaded to view your child’s information on your cell phone. The app is PowerSchool, and the district code is BJTT, or you can search for the code by entering Warren County, Virginia. This app also has information regarding grades and attendance. You will need to set up an account using a computer before using the app or the app will not work.
A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the Student Code of Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board’s Student Code of Conduct; and (iii) a copy of the compulsory school attendance law. 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 of Virginia and that a parent shall have the right to express disagreement with the school’s or school division’s policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board’s Student Code of Conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

D. The school principal may request the student’s parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or designee to review the school board’s Student Code of Conduct and the parent’s or parents’ responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student’s compliance with compulsory school attendance law, and to discuss improvement of the child’s behavior, school attendance, and educational progress.

E. In accordance with the due process procedures set forth in this article and the guidelines required by §22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or compulsory school attendance requirements when such violation could result in the student’s suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. 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 ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

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 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 or school attendance, 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 Student Code of Conduct and the parents responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child’s behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student’s receiving a second suspension or being expelled, it may order the student, his parent, or both, to participate in such programs or such treatment, including but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student’s behavior or school attendance. The order may also require participation in a parenting, counseling or mentoring program, as appropriate or that the student, his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed $500.

H. The civil penalties established pursuant to this section shall be enforceable in the Juvenile and Domestic Relations Court in which the student’s school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G.2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

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

**Accident Insurance Notice**

Students may be accidentally injured while participating in school activities. Injuries that occur at school may not be covered by the school system’s insurance. For parents who either have no insurance, or for those with insurance that has deductibles and co-pays, Voluntary Student Accident Insurance coverage administered through Mass Benefits Consultants is offered.

If you already have insurance coverage through another policy, these accident plans pay benefits for those eligible expenses in excess of and not paid by your primary insurance. If there is no other available insurance for the student, these accident policies will provide primary insurance protection for eligible expenses.

Enrollment forms outlining available benefit options and rates may be obtained by visiting the following website: [www.k12specialmarkets.com](http://www.k12specialmarkets.com). Enrollment in one of these plans should be carefully considered.

Please call Robert Ballentine, Director of Finance, at (540) 635-2171 ext. 34258 if you have any questions or concerns.
Asbestos

Each school division must annually notify parents, employees and other building occupants about asbestos inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress according to Federal AHERA (Asbestos Hazardous Emergency Response Act) requirements. (40 C.F.R.763.84, 763.85.)

On August 11, 2020, Ben Sawyer of Winchester Environmental Consultants, Inc. (WECI) conducted the prescribed 6-month Periodic Surveillance Inspection of the Warren County Public School facilities according to AHERA guidelines. The purpose of this inspection was to satisfy the AHERA requirements identifying any change in condition of asbestos containing building materials.

The Warren County Public School facilities had no change in friable asbestos materials with the exception of abatement activities in A. S. Rhodes Elementary School completed in April 2020. During these abatement activities, approximately 60 linear feet of asbestos containing pipe insulation was removed from interior walls of A. S. Rhodes Elementary School. This project is complete and a full report has been issued and can be viewed by contacting the Director of Facilities, Warren County Public Schools, 622 North Commerce Avenue, Front Royal, VA 22630. Phone (540) 631-0040.

Child Nutrition Programs
Policy EFB: School Meals and Snacks

The Warren County School Board recognizes that students need adequate, nourishing food in order to learn, grow, and maintain good health. Foods sold to students during regular school hours on school premises will be carefully selected so as to contribute to students’ nutritional well-being and the prevention of disease; prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits; and served in age appropriate quantities and at reasonable prices. Meals and snacks offered as part of the National School Lunch Program or the School Breakfast Program meet, at a minimum, the requirements established by state and federal law and regulation.

Free and reduced meal applications
Free and reduced meal applications are available August 1, 2020. Students that qualified at the end of the 2019-2020 school year, in Warren County, will receive meals until the grace period ends on October 8, 2020. A new application must be submitted each year unless you have received notification that your child/children qualify by direct certification or attend E. Wilson Morrison Elementary School or Ressie Jeffries Elementary School. Any charges incurred after the grace period and prior to application approval will be the responsibility of the parent/guardian. To avoid any charges, please submit applications by September 30, 2020. Applications can be submitted throughout the year if circumstances change. Applications may also be submitted online at www.myschoolapps.com.

Unpaid Meal Charges
Students who do not have money on account or in hand to cover the cost of a meal at the time of service may be permitted to charge the meal. Students may charge no more than $10 to their accounts. Snacks and/or ala carte items are not allowed to be charged. A student carrying a negative balance is not permitted to purchase snacks or ala carte items. Charging is not available after May 7, 2021. Per USDA regulations, charging by adults is not permitted at any time. Any adults wanting to purchase a meal or ala carte items must have money on their meal account or money in hand at the time of purchase. If an adult is eating with their child, they may not charge their adult meal on the child’s account if the child does not have a positive account balance to cover the cost.
A student carrying a negative balance of $10 or more is not permitted to charge any additional amounts. A student who is not permitted to charge any additional amounts is permitted to buy a meal if the student has cash on hand. Reasonable efforts are used to avoid calling attention to a student’s inability to pay.

Notice of low or negative balances in a student’s meal account are sent to parents and the school principal. Parents are expected to pay all meal charges in full by the last day of the school year. A low balance notification ($4.20 or below) and a negative balance call will go out to a student’s home phone on Tuesday and Sunday evenings to make parents/guardians aware of their student’s account balance. After three attempts are made to collect the debt, the nutrition department will partner with the student’s principal to collect the debt. Students who transfer out of Warren County Public Schools or are graduating should pay all meal debt prior to their last day of attendance.

Payment
School cafeterias will accept a check or cash. If you would like to add money to your student’s meal account using a debit or credit card, you may go online at https://www.myschoolbucks.com to set up an account for your children. With this account, you can view the balance on your child’s account as well as their daily purchases. There is no charge to set up or view the account. There is a $2.50 fee to utilize the credit card prepayment. Payments are deposited into accounts several times during the day.

Non-Sufficient Funds/Returned Checks
Upon receiving a non-sufficient funds check, the account holder is called. A $5 fee is added to the amount due. An opportunity to pay the check amount by a specified date with cash, money order, or cashier’s check is offered. Payment can be made in person or mailed to 622 North Commerce Avenue, Front Royal, VA 22630. If the check is not paid by the specified date, a letter will be mailed stating the amount owed with a final due date. If the full amount is not paid by that date, the Food Service Office will charge the amount back to the child’s account and will no longer accept checks from the account holder. If a child is sent to school with no lunch, no lunch money and no attempt is made to enroll in the free and reduced meal program, other agencies may be contacted for assistance.

Any money left on a student’s meal account at the end of the school year will carry over to the next school year. If a student transfers out of Warren County Public Schools or graduates, the money left on their meal account can be refunded to the parent/guardian or can be transferred to another student that attends Warren County Public Schools. For students no longer enrolled with Warren County Public Schools, at least one attempt will be made by the nutrition department to remind parents/guardians that their child has a positive meal account balance. If the balance goes unclaimed after one year from the date of the last transaction on the account, the balance will be transferred to the meal debt program to be used to pay off delinquent and/or bad meal debt.

If we can assist in filling out an application, or if you have questions, please feel free to contact Katie Humenik in the Child Nutrition Services Department at (540) 631-0040 ext. 2.

Compulsory Attendance Procedures
Policy JED: Student Absences/Excuses/Dismissals (Code of Virginia, § 22.1-254.)

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: funeral, illness, injury, legal obligations, medical procedures, suspensions, expulsions, religious observances, and military obligation.

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 90 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.

An attendance officer, or a division superintendent or the superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

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”. Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Upon Fifth Absence Without Parental Awareness and Support
If (1) a pupil 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 pupil’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 principal’s designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil’s absence and to explain to the parent the consequences of
continued nonattendance. The school principal or principal’s designee, 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 Additional Absences Without Parental Awareness and Support
If the pupil is absent for more than one additional day after direct contact with the pupil’s parent and school personnel have received no indication that the pupil’s parent is aware of and supports the pupil’s absence, the school principal or principal’s designee shall schedule a conference with the pupil, the pupil’s parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil’s nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil’s attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal’s designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil’s parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute 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 to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

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 provides 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.

Directory Information
Policy JO: Student Records

The Warren County School Board notifies parents and eligible students at the beginning of each school year what information, if any, it has designated as directory information, the right to refuse to let the
division designate any or all of such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

No school discloses the address, telephone number, or email address of a student pursuant to the Virginia Freedom of Information Act unless the parent or eligible student affirmatively consents in writing to such disclosure. Except as required by state or federal law, no school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with Virginia law and this policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

Parents and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student’s name, identifier, or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.

If you do not want Warren County Public Schools to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the school in writing within fifteen (15) days of enrollment. Warren County Public Schools has designated the following information as directory information: student’s name and address; telephone number (for military recruiters only); participation in officially recognized activities and sports; weight and height of members of athletic teams; and degrees, honors, and awards received.

**Eating Disorders Awareness Information**

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

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care. If you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider or school nurse.
Equal Educational Opportunities/Non-Discrimination
Policy JB

Equal educational opportunities shall be available for all students, without regard to sex, sexual orientation, race, creed, color, national origin, gender, gender identity, ethnicity, religion, disability, ancestry, marital or parental status or any other unlawful basis. Educational programs shall be designed to meet the varying needs of all students.

The School Board

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

Questions regarding this policy should be directed to the Director of Personnel, Warren County Public School at 210 North Commerce Avenue, Front Royal, VA 22630, phone (540) 635-2171.

Graduation Requirements and the Virginia Assessment Program
Policy IKF

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

The Warren County School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets or exceeds the requirements of the Board of Education. It awards diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who meet the requirements prescribed by the Board of Education.

Warren County School Board awards diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma and graduate from high school are those in effect when the student enters ninth grade for the first time.

Virginia Assessment Program

In kindergarten through eighth grade, where the administration of Virginia Assessment Program tests are required by the Board of Education, each student is expected to take the tests following instruction. Students who are accelerated take the test aligned with the highest grade level, following instruction in the content. No student takes more than one test in any content area in each year, except in the case of expedited retakes as provided for in 8 VAC 20-131-30. Schools use the test results in kindergarten through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students.

Each student in middle and secondary school takes all applicable end-of-course SOL tests following course instruction. The superintendent certifies to the Department of Education that the division's policy
for dropping courses ensures that students' course schedules are not changed to avoid end-of-course SOL tests. Students who achieve a passing score on an end-of-course SOL test will be awarded a verified unit of credit in that course in accordance with 8 VAC 20-131-110. Students may earn verified credits in any courses for which end-of-course SOL tests are available. Students are not required to take an end-of-course SOL test in an academic subject after they have earned the number of verified credits required for that academic content area for graduation unless such test is necessary in order for the school to meet federal accountability requirements. Middle and secondary schools may consider the student’s end-of-course SOL test score in determining the student’s final course grade.

Participation in the Virginia Assessment Program by students with disabilities is prescribed by provisions of their Individualized Education Program (IEP) or 504 Plan. All students with disabilities are assessed with appropriate accommodations and alternate assessments where necessary.

Any student identified as an English Learner (EL) participates in the Virginia Assessment Program. A school-based committee convenes and makes determinations regarding the participation level of EL students in the Virginia Assessment Program. In kindergarten through eighth grade, EL students may be granted a one-time exemption from SOL testing in the areas of writing, and history and social science.

**Homeless Children**

**Policy JECA: Admission of Homeless Children**

The Warren County School Board is committed to educating homeless children and youth. Homeless children and youth are not be stigmatized or segregated on the basis of their status as homeless. The school division coordinates the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues.

The Warren County School Division serves each homeless student according to the student’s best interest and will

- continue the student's education in the school of origin for the duration of homelessness
- if the student becomes homeless between academic years or during an academic year; or
- for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of a homeless student, the Warren County School Board

- presumes that keeping the student in the school or origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- considers student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the student's parent or guardian or (in the case of an unaccompanied youth) the youth;
- if, after conducting the best interest determination based on consideration of the presumption and the student-centered factors above, the Warren County school division determines that it is not in the student's best interest to attend the school or origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provides the student's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian or unaccompanied youth, including information regarding the right to appeal; and
in the case of an unaccompanied youth, ensures that the division homeless liaison assist in placement or enrollment decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

For additional information, contact the Director of Special Services or view policy JECA on our website.

Guidance and Counseling Programs
Regulation IJ

Warren County offers Guidance and Counseling Programs in all our schools. Our goal is to assist our students to be academically and socially successful in school. We would like you to know about the services that are available for your child and for you. At the elementary level (grades K-5) the following services are available:

Individual Counseling: for academic, career, and social concerns.
Group Counseling: focused in a specific area of need; there is always separate parental permission for this counseling service.
Classroom Guidance: with a focus on prevention of problems, the counselor is in each classroom five to ten times a year for half-hour sessions on topics such as careers, anger management, peer relations, friendships, conflict management, decision making, and study skills. Parents may review any of the materials used by contacting the counselor.

The following services are available at the secondary level (grades 6-12):

Academic Guidance: Assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies and monitor progress, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
Career Guidance: Helps students acquire information and plan action about work, jobs, apprenticeships, post-secondary education, and career opportunities.
Personal/Social Counseling: Assists student to develop an understanding of self, the rights and needs of others, how to resolve conflict and to define individual goals reflecting their interests, abilities, and aptitudes. Counseling may be provided either (i) in groups, in which generic issues of social development are addressed, or (ii) through structured individual or small group counseling sessions focused on the specific concerns of the participant(s) (e.g., divorce, abuse, or aggressive behavior).

If you [DO WANT] your child to receive counseling services and be part of classroom guidance, please keep this form at home.

----OR----

If you [DO NOT WANT] your child to receive guidance services at school, please sign below and return this form to your child’s teacher.

_____My child MAY NOT participate in the guidance and counseling program during the current school year.

Child’s name ___________________________ School Year _______________
Child’s homeroom/first period teacher ___________________________ Grade __________________
Signature of Parent ___________________________ Phone ___________ Date ___________
Management of Student Records Annual Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

I. The right to inspect and review the student’s education records within 45 days after the day the school division receives a request for access.

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

II. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA.

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

III. The right to provide written consent before the school discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor or consultant who, while not employed by the school, preforms an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202
Parent and Family Engagement
Policy IGBC

The Warren County School Board recognizes that the education of each student is a responsibility shared by the school and the student’s family. The Warren County School Board endorses the parent and family engagement goals of Title I (20 U.S.C. § 6318) and encourages the regular participation by parents and family members of all children including those eligible for Title I and English learner programs in all aspects of those programs.

In keeping with these beliefs, the Warren County School Board cultivates and supports active parent and family engagement in student learning. The Warren County School Board:

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

In addition, for parents of students eligible for English learner programs, the School Board informs such parents of how they can be active participants in assisting their children

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

Policy Manual and Regulations

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

A current copy of all division policies and regulations approved by the School Board are posted on the division’s website and are available to employees and the public. Printed copies of the policies and
regulations are available as needed to citizens who do not have online access. The superintendent shall ensure that an annual announcement is made at the beginning of the school year and, for parents of students who enroll later in the academic year, at the time of enrollment, advising the public regarding the availability of the policies and regulations. These policies can be accessed at www.wcps.k12.va.us.

**Promotion and Retention of Students**

**Regulation IKE-R**

**Elementary (K-5)**

The successful completion of a grade level, based on criteria established by the various curriculum guides, will constitute promotion to the next grade level.

By a majority decision of the teacher, principal, and the parent, a student may be retained one grade at the elementary level. The option remains with the parent(s) to veto the retention and place the child in the next grade. A statement of the parents’ choice to have the child placed in the next grade will be filed in the student’s cumulative folder. At the discretion of the guidance counselor, teacher, principal and the parent, a student who has been retained one year may be placed at the next grade level. Documentation of this action will be placed in the student’s cumulative folder.

**Middle (6-8)**

By a majority decision of the guidance counselor, teacher, and principal, a student may be retained one grade at the middle school. At the discretion of the guidance counselor, teacher, principal, and a child who has been retained one year at the middle school, may be placed at the next grade level. Documentation of this action will be placed in the student’s cumulative folder.

Grade classification shall be based on the following criteria:

- Grade 6 to grade 7 - Pass Language Arts/Reading, mathematics, and any 2 additional subjects
- Grade 7 to grade 8 - Pass Language Arts/Reading, mathematics, and any 2 additional subjects
- Grade 8 to grade 9 - Complete 4 units including English 8

**Secondary (9-12)**

The successful completion of a course will be based on the criteria established in the various curriculum guides. Grade classification will be based on the number of credits earned and accumulated in accordance with regulations promulgated by the Board of Education and the School Board.

Grade classification shall be based on the following criteria:

- Grade 9 to grade 10 - Complete 4 units including English 9
- Grade 10 to grade 11 - Complete 10 units including English 10
- Grade 11 to grade 12 - Complete 14 units including English 11
- Grade classification for students with disabilities shall be their IEP

**Prosecution of Juveniles as Adults**

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section 22.1-279.4 of the *Code of Virginia* states:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public
announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the Code.

Who is a juvenile? Section 16.1-228 of the Code of Virginia defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the Code permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

How is the age of the juvenile calculated? Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

Under what circumstances does the law permit the transfer of juveniles for trial as adults? The Code of Virginia permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

Circumstance #1
A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the Code of Virginia). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- **Class 1 felony** – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than $100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than $100,000.
- **Class 2 felony** – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than $100,000.
- **Class 3 felony** – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than $100,000.
- **Class 4 felony** – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than $100,000.
- **Class 5 felony** – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both.
- **Class 6 felony** – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both.  

(§ 18.2-9 and 18.2-10 of the Code of Virginia)

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal
proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile’s age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile’s degree of mental retardation or mental illness
- The juvenile’s school record and education
- The juvenile’s mental and emotional maturity
- The juvenile’s physical condition and maturity

Circumstance #2
A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the Code of Virginia)

In this circumstance, transfer is requested at the discretion of the Commonwealth’s Attorney. If the Commonwealth’s Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§16.1-269.1 C of the Code of Virginia)

Circumstance #3
A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the Code of Virginia)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the Code of Virginia)

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses? If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the Code of Virginia)

Does the transfer impact subsequent alleged criminal offenses? Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required (§ 16.1-269.6 of the Code of Virginia).
What happens when an adult is sentenced for a crime he or she committed as a juvenile? When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to $2,500. (§ 16.1-284 of the Code of Virginia)

What can happen if a juvenile is tried as an adult? There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

**Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Warren County Public Schools has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Warren County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Warren County Public Schools will also notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: collection, disclosure, or use of personal information for marketing, sales or other distribution; administration of any protected information survey not funded in whole or in part the U.S. Department of Education; and any non-emergency, invasive physical examination or screening as described above.

**School Bus Behavior/Ridership Policy JFCC**

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student’s riding privileges are suspended or revoked, the student’s parents are responsible for seeing that the student gets to and from school safely.

The *Code of Virginia, § 22.1-176*, states, in part, that “County School Boards may provide for the transportation of pupils; but nothing herein contained shall be construed as requiring such transportation.” Warren County Public Schools’ policy provides, in part, that “daily bus service shall be provided for all elementary pupils living in excess of one mile from school, and for middle and secondary pupils living in excess of one and one-half miles from school.” Elementary students eligible for transportation may be required to walk up to one mile to reach a bus stop. Parents or their designee are encouraged to accompany their young children to and from the bus stop. Middle and secondary students eligible for transportation may be required to walk up to one and one-half miles to reach a bus stop. Elementary students who live within one mile and middle and secondary students who live within one and one-half miles from school are not eligible to be transported except where certain hazards make walking to school unsafe. State regulation requires parents return a written acknowledgement that they have received a copy of the school bus rider safety rules.

**Scoliosis Facts for Parents**

In accordance with Virginia State law, parents of students in grades five through ten will receive yearly information regarding important facts about scoliosis and scoliosis screening. Scoliosis is an abnormal curvature or turning of the spine. It affects 2-3% of the population or an estimated 600,000 people in the United States. If left untreated, scoliosis can progress to a serious problem, causing back pain and
degenerative arthritis of the spine. It may lead to disk disease or sciatica. It can also threaten the psychological well-being of a young adult when there is an obvious deformity. Although scoliosis may result from an injury, a birth defect, or a crippling disease, 90% of cases are from unknown causes. It may run in families and affects girls seven times more often than boys. It most frequently develops during the growth spurt between ages 10 and 15, but can also develop or progress later in life. Early detection and intervention may prevent further structural deformity and resulting secondary problems.

Scoliosis screening is an observation of the student’s spine while standing as well as performing a forward bend. A scoliometer, a device for measuring the amount of abnormal curvature in the spine, may also be used during screening. Treatment of scoliosis varies between no treatments needed, bracing of the spine, to spinal fusion surgery. Since the development of scoliosis is gradual and usually painless, scoliosis may develop without the parent or child being aware. It is important for parents to monitor their child’s development during these growing years and to have students checked by the family physician routinely. The signs of scoliosis may include uneven shoulders, a shoulder blade that appears more prominent than the other, uneven waistline creases, one hip higher than the other, and/or a leaning to one side. If you have concerns about your child’s spinal health, contact your family health care provider or school nurse for follow up. If you do not have a primary care physician, with your written permission, the school nurse can provide an initial screening. Should further evaluation be necessary the school nurse can direct you to other health care resources.

**Screening Programs**

Warren County Public Schools will, in accordance with state and local regulations conduct speech-language, hearing, vision, and motor development screening programs. Speech-language, hearing, vision, and motor are all vital in ensuring school success.

Warren County Public Schools will conduct speech-language and motor development screenings during the first few months of school on all newly enrolled students through grade 3. Within 60 administrative days of the opening of school, vision and hearing screenings will be conducted on all students in grades K, 3, 7, and 10 as well as on all newly enrolled students who have not previously been screened. Vision will also be screened in grade 5. The speech pathologist, school nurse, clinic assistant, and other appropriate school personnel will complete these screenings.

It is through this screening process that potential problems can be identified and addressed prior to any adverse effect on school performance. Parents/Guardians will be notified of the screening process results only if the need for further evaluation is indicated. Students may be exempt if parents object on religious grounds and the student shows no evidence of any defect or disease of the eyes or ears (Code of Virginia § 22.1-273).

Parents/Guardians may request a vision and/or hearing screening at any time. If teachers request a vision and/or hearing screening and the student is not in a screening year, written parental permission must be obtained. If you have any specific questions related to this information, you may contact the school nurse assigned to your child’s school.

**Sex Offender Registry Notification**

**Policy KN**

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

Sex Offender and Crimes against Minors Registry is available at this website: http://sex-offender.vsp.virginia.gov/sor/. More information is available in Policy KN at our website.

**Student Fees**
**Policy JN**

It shall be the policy of the School Board to charge students fees and to recover funds for the loss of or damage to School Board property in accordance with the Code of Virginia.

The School Board shall provide, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a school board employee that are not directly used by a public school student.

Only those fees and charges permitted by law or the regulations of the Board of Education may be levied on students. No school or employee may levy a fee or charge on any student without the approval of the Superintendent or his or her designee. In approving any such fee or charge, the Superintendent/designee shall ensure that the fee or charge is either reduced or waived for those students who are unable to afford them. The superintendent/designee shall inform the school board of any fee or charge assessed, and of any changes to such fees/charges.

The school board upon recommendation of the superintendent may take action against a pupil or the pupil’s parent for any actual loss, breakage, or destruction of or failure to return property, owned by or under the control of the school board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil’s parent for any such loss, breakage, or destruction of or failure to return school property.

**Student Wellness**
**Policy JHCF**

Based on review and consideration of evidence-based strategies and techniques, the Warren County School Board has established the following goals to promote student wellness.

**Nutrition Promotion and Education**

- Students receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors.
- Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the foodservice staff and other school personnel, including teachers.
- Students receive consistent nutrition messages from all aspects of the school program.
- Division health education curriculum standards and guidelines address both nutrition and physical education.
- Nutrition is integrated into the health education and core curricula (e.g., math, science, language arts).
- Schools link nutrition education activities with the coordinated school health program.
- Staff who provide nutrition education have appropriate training.
- The level of student participation in the school breakfast and school lunch programs is appropriate.
- Schools are enrolled as Team Nutrition Schools, and they conduct nutrition education activities and promotions that involve parents, students, and the community.

**Physical activity**

- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum where appropriate.
- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students and the integration of physical activity into the academic curriculum where appropriate.
- Students are given opportunities for physical activity through a range of before-and/or after-school programs including, but not limited to, intramurals, interscholastic athletics and physical activity clubs.
- Schools work with the community to create ways for students to walk, bike, rollerblade or skateboard safely to and from school.
- Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Schools provide training to enable staff to promote enjoyable, lifelong physical activity among students.

**Other school-based activities**

- An adequate amount of time is allowed for students to eat meals in adequate facilities.
- All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner.
- The availability of subsidized food programs is adequately publicized in ways designed to reach families eligible to participate in the programs.
- Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens, and non-disposable tableware have been considered and implemented where appropriate.
- Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented.

**Technology Use Guidelines**

**Regulation GAB-R/IIBEA-R**

All use of the Warren County 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. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

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

1. Acceptable Use. Access to the Division’s computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. Privilege. The use of the Division’s computer system is a privilege, not a right.

3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
   - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
   - sending, receiving, viewing or downloading illegal material via the computer system.
   - unauthorized downloading of software.
   - using the computer system for private financial or commercial purposes.
   - wastefully using resources, such as file space.
   - gaining unauthorized access to resources or entities.
   - posting material created by another without his or her consent.
   - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
   - using the computer system while access privileges are suspended or revoked.
   - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
   - intimidating, harassing, bullying, or coercing others.
   - threatening illegal or immoral acts.

4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:
   - be polite.
   - users shall not forge, intercept or interfere with electronic mail messages.
   - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
   - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
   - users shall respect the computer system’s resource limits.
   - users shall not post chain letters or download large files.
   - users shall not use the computer system to disrupt others.
   - users shall not modify or delete data owned by others.

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

6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. Vandalism. Intentional destruction of or interference with 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, data, or long-distance charges.

9. Electronic Mail. The School Division’s electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students’ electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. 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 users 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.

Teacher Qualifications

At the beginning of each school year, divisions that receive Title I funds must notify the parents of each student attending any school receiving Title I funds that the parents may request and the division will provide (in a timely manner) information regarding the professional qualifications of the student’s classroom teachers, including whether the teacher 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, 2) is teaching under emergency or other provisional status and 3) is teaching in the field or discipline of the teacher’s certification. The notification must also inform the parents that they may request information regarding whether the child is provided services by paraprofessionals and, if so, their qualifications (20 U.S.C. § 6312(e)(1)(A).

Testing Transparency

Parents may request and the division will provide information regarding state and division policies regarding student participation in any assessment mandated by 20 U.S.C. § 6311(b)(2) and by the state or division. Information provided will include a policy, procedure, or parental right to opt the child out of such assessment, where applicable (20 U.S.C. § 6312(e)(2)(A)).
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**End of 9 Weeks:** November 10, January 29, April 13, June 17

**Weather Make-Up Dates:** Weather days will be virtual learning days.

**First Day of School:** September 8, 2020

**Last Day of School:** June 17, 2021

**Holiday - All Schools and Offices Closed:**
- Early Release: May 17
- Last Day of School: June 17

**Parent-Teacher Conferences:** During the month of October teachers will document conversations with parent(s) of each student they teach.

**Weather Make-Up Dates:** Weather days will be virtual learning days.
Warren County School Board

Mr. Arnold M. Williams, Jr., Chair
Mrs. Catherine R. Bower, Vice Chair
Dr. Kristen J. Pence
Mr. Ralph A Rinaldi
Mr. James S. Wells

Central Office Administration

For information on the following departments, please call the number listed:

- Superintendent: (540) 635-2171 x 34236
- Assistant Superintendent – Administration: (540) 635-2171 x 34236
- Benefits: (540) 635-2171 x 34240
- Elementary/Secondary Instruction: (540) 635-2171 x 34237
- Finance – Accounts Payable: (540) 635-2171 x 34257
- Finance - Payroll: (540) 635-2171 x 34256
- Food Services: (540) 631-0040 x 2
- Maintenance: (540) 631-0040 x 1
- Personnel: (540) 635-2171 x 34230
- Special Services: (540) 635-2725 x 33242
- Technology: (540) 635-2171 x 34248
- Transportation: (540) 636-2600

School Administration

- A. S. Rhodes Elementary (K-5)
  - Mrs. Lori Layman, Principal
  - (540) 635-4556

- Hilda J. Barbour Elementary (K-5)
  - Mrs. Nikkolet Taubenberger, Principal
  - (540) 622-8090

- Ressie Jeffries Elementary (K-5)
  - Mrs. Nina Helmick, Principal
  - (540) 636-6824

- Warren County Middle School (6-8)
  - Mrs. Amy Gubler, Principal
  - (540) 635-2194

- Warren County High School (grades 8-12)
  - Mrs. Ernestine Jordan, Principal
  - (540) 635-4144

- E. Wilson Morrison Elementary (K-5)
  - Mr. Shane Goodwin, Principal
  - (540) 635-4188

- Leslie Fox Keyser Elementary (K-5)
  - Mrs. Danelle Sperling, Principal
  - (540) 635-3125

- Skyline Middle School (6-8)
  - Mr. Robert Johnston, Principal
  - (540) 636-0909

- Skyline High School (9-12)
  - Dr. Michael Smith, Principal
  - (540) 631-0366

- Blue Ridge Technical Center
  - Mrs. Jane Baker, Director
  - (540) 635-7123

Non-Traditional Learning Programs
- Mr. Jerry Cave, Administrator
  - (540) 635-2725
Operating Budget
Total Budget $60,810,677
Food Service $3,070,728
76.0% Instruction
3.96% Administration/Attendance/Health
4.55% Transportation
10.53% Operations/Maintenance
2.94% Technology
1.04% Debt Service
0.98% Contingency Reserve
Estimated Average per Pupil Cost for 2019-2020 School Year: $10,909
Actual State per Pupil Expenditure for 2018-2019 School Year: $5,483
Actual Local per Pupil Expenditure for 2018-2019 School Year: $4,891

Revenue
51% State
45% Local/Miscellaneous
4% Federal

Employees
741 Full-time Employees
441 Teachers/Counselors/Librarians
10 Central Office Administrators
10 Principals
18 Asst. Principals/Deans/ADs
16 Other Professional Staff
246 Non-licensed Support Staff

Schools/Enrollment
Early Childhood Programs (Pre-K)
5 Elementary Schools (Pre K-5)
2 Middle Schools (6-8)
2 High Schools (9-12)
Average K-12 Membership: 5,210
Average Pupil/Teacher Ratio: 20/1

Academic Programs/Support Services (K-12)
Music and choral programs
Physical education
Art education
Gifted education
Special education
Instructional technology
Guidance and counseling
Academic remediation
English as a second language
Non-Traditional programs

Elementary Education Programs
Over 80% of school day spent in the four core academic subjects
Title I Remediation Services at qualifying schools
At-risk 4 year olds program
Early childhood special education
EL services provided as needed
Classroom and Individual Counseling

Middle School Education Programs
Over 75% of school day spent in the four core academic subjects
Teacher advisory groups
Exploratory courses
EL services provided as needed
Opportunities for students to receive high school credit
Competitive athletics

Secondary Education Programs
179 credit courses offered in grades 9-12
56 career and technical education (CTE) courses; 28 courses lead to industry and other certifications
Project Lead the Way Engineering Program
Project Lead the Way Biomedical Sciences Program
Virtual courses offered
4 X 4 block schedule
Mountain Vista Governor’s School (for gifted students)
Dual enrollment—community college
Competitive athletics
EL services provided as needed
Greetings Warren County Parents and Students,

All students will be afforded a quality education through the enhancement and development of a challenging curriculum. Warren County Public Schools have established high academic and behavior standards, within the classroom, to ensure safety and respect for all individuals.

The student code of conduct outlines behavioral standards and expectations for each student while at school or at a school sponsored event. This document also assists students and parents with understanding consequences that will be used by school administrators when behavioral expectations are not met. The code of conduct is derived from the Code of Virginia and the policies established by the Warren County School Board.

The expectations outlined within the code of conduct will help to foster a learning environment that will be safe for all students and support best learning practices.

Sincerely,

Chris Ballenger, Ed.D.
Superintendent

"The Trek To Excellence Takes Everyone"
# Student Code of Conduct

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Section I
Purpose and Intent

Mission Statement

The mission of Warren County Public Schools is to provide a quality educational opportunity for all students to achieve their highest academic learning potential, develop positive core values reflective of our community, and be prepared for higher education and/or the workforce. We strive to deliver an educational program respected statewide through the commitment and expertise of qualified school administrators, teachers, and school staff. We will provide appropriate instructional resources and current technology. We will seek to achieve the mission through community support, active parental involvement, and business partnerships.

Goals

The educational goals of Warren County Public Schools are:

- Students will graduate from Warren County Public Schools prepared to enter the workforce with marketable skills and/or ready for the rigor of higher education.
- All students will show improvement annually in academic achievement in core subjects as evidenced by national, state, and local assessments. Additionally, students will leave our schools being able to think critically; solve problems; analyze information; communicate effectively orally or in writing; collaborate with others and work in teams; be adaptable; and utilize their curiosity and imagination.
- Warren County Public Schools will employ highly qualified administrators and teachers. Staff development for professional employees will be based on current educational research and best practices for the purpose of continually improving curriculum and instruction.
- All students and employees will be afforded a safe and attractive learning environment that promotes healthy behaviors and positive relationships for work and study.
- A safe and orderly transportation system will be provided for students.
- A master plan will be established for the maintenance and updating of school facilities, including long-range planning for renovation, replacement, and/or building of additional facilities. The Warren County School Board recognizes that the schools were built by the community and encourages individuals and groups to access and use the facilities and grounds.
- Technology will be integrated into all facets of the school division’s operating system as well as the delivery of instruction. All students will exit our schools with appropriate 21st century technology skills, which will enable them to compete in a global society.
- The School Board and all schools will communicate effectively and openly with parents and the community about the needs, accomplishments, and challenges facing the school division. Every effort will be made to reach out to community members, businesses, and industries to involve them in our schools and to develop partnerships to benefit our students.
- The School Board will strive to provide competitive salaries for all personnel and adopt budgets that maximize the quality of educational programs provided to students while ensuring the appropriateness and value of all expenditures. Budgets will be derived from the goals, objectives, and strategies of the school division’s Comprehensive Plan.

(Revised and Adopted by the Warren County School Board September 25, 2008)
Belief Statement

We believe all children can learn to manage their behavior. As students learn to manage their behavior, everyone benefits.

To this end and as a system we commit to:

- Clearly defining behavior expectations,
- Proactive teaching and re-teaching of those expectations
- Working collaboratively with students, parents, teachers and administrators
- Providing resources to meet both student and staff needs
- Using discipline interventions as a tool for teaching and learning
- Implementing discipline interventions in a caring manner

Expectations for Student Behavior

Elementary Student Expectations
- Come to school every day
- Be a good friend
- Strive to do your best
- Complete all your school work and homework
- Obey rules to ensure safety
- Ask for help
- Offer help to others
- Always tell the truth
- Take responsibility for your actions
- Be a positive role model
- Communicate positively with others
- Treat others with respect
- Try to understand the feelings of others
- Participate in school/community activities
- Be proud of who you are

Secondary Student Expectations
- Come to school every day on time
- Treat all of your peers equally regardless of differences and backgrounds
- Strive to do your best by listening attentively in class, using time wisely, and completing assignments
- Work to promote a safe and caring school environment
- Be a role model by setting good examples for other students and promoting safe decision making
- Demonstrate positive and inspiring behavior
- Build open and healthy lines of communication to create positive and supportive relationships
- Be respectful by demonstrating characteristic such as integrity and honesty
- Take responsibility for your actions
- Make positive contributions to your school and community
- Encourage your parents/guardians to be actively involved in my education and school activities
- Set goals to be prepared for higher educations and/or the workforce
- Believe in yourself
Parent/Guardian Expectations

- Ensure student’s daily attendance in school and notify the school when the student is absent, tardy or leaving early from school
- Ensure student’s arrival at school is on time
- Provide encouragement aimed at motivating the student toward responsible behavior and participation within the school setting
- Teach your student to assume responsibility for learning and for conduct that does not infringe upon the rights of others
- Review and discuss the “Code of Conduct” at the beginning of each school year with your student
- Ensure your student is dressed appropriately for school as determined by the dress code
- Provide emergency contact information, including a local number, to the school to ensure that the school will have immediate contact with the parent in case of an emergency
- Initiate and maintain open lines of communication with your student and school staff

School Staff Expectations

- Provide a safe and orderly school environment while maintaining appropriate supervision for all students at all times
- Provide a welcoming and nurturing environment that creates mutual respect for all
- Treat each student as an individual
- Provide quality instruction in a conducive learning environment
- Consistently teach our student expectations
- Encourage independence and self-discipline
- Encourage, monitor and evaluate student’s progress
- Uphold the highest standards of professionalism and ethical conduct
- Engage in activities outside the classroom intended for school and student enhancement
- Initiate and maintain open lines of communication with students, families, and community members
Section II
Standards of Student Conduct

Application of Policy
Excerpts from the Warren County School Board Policy Manual are quoted throughout this document. A complete Warren County School Board Policy Manual may be found on the school division website at www.wcps.k12.va.us.

These Standards of student conduct apply to all students under the jurisdiction of a school board. Disciplinary action will be determined based on the facts of each incident at the reasonable discretion of the school board and other appropriate school officials. Students are subject to corrective disciplinary action for misconduct that occurs:

- in school or on school property
- in a school vehicle
- while participating in or attending any school sponsored activity or trip
- on the way to or from school
- off school property if such conduct disrupts or materially interferes with the operation of the schools and
- off school property, when the acts lead to (1) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1. of the Code of Virginia (unlawful purchase, possession or use of a weapon; homicide, felonious assault and bodily wounding, criminal sexual assault; manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana; arson, and related crimes, and burglary and related offenses); criminal street gang activity or recruitment for such activity; or (2) a charge that would be a felony if committed by an adult.

Range of Corrective Disciplinary Action

- Counseling
- Admonition
- Reprimand
- Loss of privileges, including access to the School Division’s computer system
- Parental conferences
- Modification of student classroom assignment or schedule
- Student behavior contract
- Referral to student assistance services
- Removal from class
- Initiation of student support team process
- Referral to in-school intervention, mediation, or community service programs
- Tasks or restrictions assigned by the principal or his designee
- Detention after school or before school
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day
- In-school suspension
- Out-of-school suspension
- Referral to an alternative education program
- Notification of legal authority where appropriate
- 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
- Evaluation for alcohol or drug abuse
- Participation in a drug, alcohol or violence intervention, prevention or treatment program

**Differentiation of Sanctions by Grade Level**
Options for corrective disciplinary action for misconduct may be differentiated by grade level.

**Other Disciplinary Consequences**
A school board may allow a student who has been suspended to complete academic assignments during the period of suspension in accordance with conditions established by the school board.

The school board may provide for ongoing consequences after a student returns to school following suspension or expulsion including, but not limited to, probationary status requiring satisfactory performance and conduct, limitations of privileges, community service, or restitution.
Section III Standards of Student Conduct
Terms and Offenses
Policy JFC-R

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.

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.

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.

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.

The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

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.

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
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.

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.

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.

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

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.

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

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.

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.)

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. (See Policy JFHA/GBA Prohibition Against Harassment and Retaliation).
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.

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

Laser Pointers
Students shall not have in their possession laser pointers.

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.

Possession or Use of Weapons or Other Dangerous Articles (Policy JFCD)
Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action.

A student who has possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07 or a firearm muffler or firearm silencer or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Disciplinary proceedings for violation of this policy will be initiated promptly.

Such weapons include, but are not limited to:
- any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
• any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
• slingshots,
• spring sticks,
• brass or metal knuckles, blackjacks,
• any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
• any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
• explosives, and
• destructive devices as defined in Va. Code § 22.1-277.07, or other dangerous articles.

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.

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.

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

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

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.

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.

Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, 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 products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, 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.

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.

**Sexual Harassment (Policy JFH)**

It is the policy of the Warren County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student; (2) such conduct creates an intimidating, hostile, or offensive working or learning environment; or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment or participating in school programs.

Any employee or student who believes that he or she has been subjected to sexual harassment should file a complaint of the alleged act immediately to the compliance officer. The compliance officer shall request that the complaint be in writing. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken immediately. The confidentiality of the reporting part will be observed provided it does not interfere with the investigation or with the ability to take corrective action.

False charges of sexual harassment shall be treated as a serious offense and those persons making false charges shall be subject to disciplinary action.

If the complaint is against the compliance officer, the complaint shall be filed with the Superintendent. If the complaint is against, the Superintendent, the complaint shall be filed with the chairman of the School Board. The question of whether a particular action or incident in prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation. Any employee with knowledge of the occurrence of sexual harassment should notify the compliance officer.

Any administrator, teacher, or other employee or student who is found after appropriate investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or discharge.

Any individual filing a sexual harassment complaint is assured that he/she will be free from any retaliation from filing such a complaint. Retaliators will be subject to discipline up to and including expulsion or discharge. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates this policy.

**Search and Seizure (Policy JFG)**

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student’s right to privacy and freedom from unreasonable search and seizure against the
school division’s responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school or any item described as unauthorized in school rules available beforehand to the student.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property. Searches may be conducted wherever the student is involved in a school-sponsored function.

**Personal Searches**
A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be:
- justified at its inception and
- reasonably related in scope to the circumstances justifying the search.

An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A personal search may include requiring a student to be scanned with a metal detector.

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Strip searches involve an extreme intrusion into the rights of a student and may only be conducted when an extremely serious situation exists requiring immediate action because of an imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness. School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or superintendent’s designee, unless the health or safety of the student is endangered by the delay.
**Locker and Desk Searches**
Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

**Automobile Searches**
Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

**Computer Searches**
The school computer system, as defined in Policy GAB/IIBEA Acceptable Computer System Use, is school property. Students are only authorized to use the school’s system and other similar educational technology consistent with the educational mission of the school and in accordance with Policy GAB/IIBEA Acceptable Computer System Use. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

**Consent Searches**
If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student’s consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive themselves to be at risk of punishment for refusing to grant permission for the search.

**Seizure of Illegal Materials**
If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**Searches, Police Interrogations (Regulation JFG-R)**
Law enforcement officials shall be permitted to question students while they are under the authority of school regarding incidents occurring off school premises provided that:

A. All such requests by police be limited to serious violations of the law or when time represents a crucial factor in the investigation process.

B. The questioning takes place in the office of the principal with the principal or assistant principal present.

C. The student’s parent or guardian has been called. If the parent cannot be contacted, the principal may observe “in-loco parentis.”
Section IV
Disciplinary Action: Criteria, Procedures, and Processes

Removal of a Student from Class (Policy JFCA)
Teachers shall have the initial authority to remove a student from a class for disruptive behavior that interrupts or obstructs the learning environment, using the following criteria:

1. removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student’s behavior
2. interventions by the teacher and/or administrators have been attempted and failed to end the student’s disruptive behavior, and
3. notice of the student’s disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student’s parents.

Short-Term Suspension (Policy JGD/JGE)
A pupil may be suspended for not more than ten school days by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal or teacher may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal or teacher responsible for such suspension reports the facts of the case in writing to the superintendent or superintendent’s designee and the parent of the pupil suspended. The superintendent or superintendent’s designee reviews forthwith the action taken by the principal, assistant principal or teacher upon a petition for such review by any party in interest and confirms or disapproves such action based on an examination of the record of the pupil’s behavior.

The decision of the superintendent or superintendent’s designee is final and my not be appealed.

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

Long-Term Suspension (Policy JGD/JGE)
A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the superintendent or superintendent’s designee. The decision of the superintendent or superintendent’s designee may be appealed to the full School Board. Such appeal shall be decided by the School Board within thirty days.
The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) the School Board or division superintendent or superintendent’s designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

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

**Expulsions (Policy JGD/JGE)**

Pupils may be expelled from attendance at school after written notice to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board in accordance with the regulations of the School Board. The School Board confirms or disapproves of the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

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

Nothing in this Policy shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this Policy to attend an alternative education program provided by the School Board for the term of such expulsion.

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

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

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

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

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection precludes the School Board from considering any of the factors listed above as “special circumstances” for purposes of expulsions discussed in the following subsections.

**Expulsions for Firearms (Policy JGD/JGE)**

The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1, or to have possessed a firearm or destructive device as defined in this policy, a firearm muffler or firearm silencer or a pneumatic gun as defined in this policy on school property or at a school-sponsored activity. A school administrator, pursuant to School Board policy, or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student’s expulsion regardless of the facts of the particular situation.

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

**Expulsions for Drug Offenses (Policy JGD/JGE)**

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance, imitation controlled substance or marijuana as defined in Va. Code § 18.2-247 onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student’s expulsion regardless of the facts of the particular situation.
Disciplining Students with Disabilities (Policy JGDA)

Students with disabilities, who violate the student code of conduct, or engage in conduct for which they may be disciplined, will be disciplined in accordance with this policy. Additionally, the regular disciplinary procedures must be followed. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability as a result of discipline.

I. Long-Term Suspensions, Expulsions or Short-Term Suspensions Which Constitute a Pattern are Long Term Removals and Considered a Disciplinary Change in Placement

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

1. the removal is for more than 10 consecutive school days at a time; or
2. Pattern analysis: there is a series of removals during the school year, each of which is for 10 days or less and they cumulate to more than 10 days in a school year and constitute a pattern because of: the length of each removal, the proximity of the removals to each other, the total time the student is removed, the child’s behavior is substantially similar to the child’s behavior in the series of removals for previous incidents in the school year, and the pattern analysis determination is made and documented by the administration.

If the disciplinary action will result in a long term removal, the student’s parents must be sent notice of the recommendation of discipline the same day as the decision is made for the disciplinary change in placement and must be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed.

A parent may request a due process hearing to challenge the pattern analysis determination. For any disciplinary change in placement, a Manifestation Determination Review (“MDR”) must be held and the Individualized Education Program (IEP) team must meet to determine the educational services to be provided during the long-term removal.

II. Short-Term Suspensions

A short-term suspension is a suspension of 10 consecutive days or less at a time.

School authorities may remove a student with a disability from his or her current educational setting for 10 school days cumulative in a school year to the extent that such removals would be applied to students without disabilities and for additional short-term suspensions during the school year provided no pattern exists. Short term suspensions which constitute a pattern will be handled through long term removal procedures.

No MDR or IEP meeting is required for a short term removal, although an IEP meeting may be held if needed. Educational services are provided for each day of removal after the first ten days of removal in a school year. Educational services should also be provided during the first ten days of removal if services are provided to a student without disabilities in the same circumstances.
Admission of Students Suspended or Expelled from Another School Division or a Private School (Policy JEC)
A student, who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in Virginia or in another state or for whom admission has been withdrawn by a private school in Virginia or another state may be excluded from attendance in the Warren County School Division regardless of whether such student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of admission upon a finding that the student presents a danger to the other students or staff of the school division after (i) written notice to the student and his/her parent that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the superintendent or his designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the superintendent or his/her designee; and the decision has been to exclude the student from attendance. The student or his parent may file a written petition for review with the School Board within 15 days of notice of the decision of the superintendent or his/her designee. If the School Board grants a review of the record, the decision of the superintendent or his/her designee may be altered.

Alternative Education Program (Policy JGD/JGE)
The School Board may require any student who has been (1) charged with an offense relating to the laws of Virginia, or with a violation of School Board policies, on weapons, alcohol, or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G; (2) found guilty or not innocent of an offense relating to Virginia’s laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G; (3) found to have committed a serious offense or repeated offenses in violation of School Board policies; (4) suspended pursuant to Va. Code § 22.1-277.05; or (5) expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection B of Va. Code § 22.1-277, to attend an alternative education program. The School Board may require such student to attend such programs regardless of where the crime occurred. The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student’s parent, to participate in a treatment program.

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

Review and Revision of Standards of Student Conduct (Policy JFC)
The School Board biennially reviews the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Reporting of Certain Offenses to Law Enforcement Agencies (Policy KNAJ)
Except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately reports to local law-enforcement officials all incidents listed below that may constitute a criminal offense:

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1. assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code §§ 18.2-47 or 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity; or
2. any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft of or attempted theft of student prescription medications; or
3. any threats against school personnel while on a school bus, on school property or at school-sponsored activity; or
4. the illegal carrying of a firearm, as defined by Va. Code § 22.1-277.07, onto school property;
5. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1 or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school-sponsored activity; or
6. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses.

The principal may report to local law enforcement officials any incident involving the assault or assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity.
Section V
Offenses and Consequences

Certain Offenses require or recommend reporting to law enforcement.
* denotes a required reporting to law enforcement
** denotes a possible reporting to law enforcement

Group I
Offenses that are usually handled within the classroom setting utilizing individual classroom discipline expectations:

- Attendance: Classroom interventions then referral to administration
- Cheating or Dishonest Conduct
- Communication Devices
- Disorderly Conduct
- Disruptive behavior
- Dress Standard
- Failure to bring necessary materials to class
- Failure to complete assignments
- Failure to wear specific attire for class
- Horseplay
- In a hall without a pass
- Inappropriate communications
- Off limits area
- Profane or Obscene Language or Conduct
- Public display of affection
- Skipping class

Repeated misbehaviors or gross misconduct in this section can be referred to Group II

Group II
Offenses that require intervention of school administration and can result in one or several of the following:

- Admonition and counseling
- After-school or in-school detention
- Initiation of student support team process
- Modification of student classroom assignment or schedule
- Parent/pupil conference
- Referral to in-school intervention, mediation, or community service programs
- Referral to student support services
- Removal from class
- Short-term suspension up to 10 days
- Student behavior contract
- Suspension of student privileges for a specified period
The following do not require but may involve short term suspension in addition to other recommended consequences

- Altercation
- Bullying, Cyberbullying, threat or intimidation
- Extortion
- Fighting: No or minor injury
- Gambling
- Hazardous Item
- Internet or Computer misuse
- Property Offenses (vandalism, theft) **
- Smoking
- Verbal Abuse

Repeated misbehaviors or gross misconduct in this section can be referred to Group III

Group III
Offenses that require intervention of school administration and can result in one or several of the following:

- Admonition and counseling
- After-school or in-school detention
- Initiation of student support team process
- Long-term suspension
- Mandatory expulsion
- Modification of student classroom assignment or schedule
- Parent/pupil conference
- Recommendation for expulsion
- Referral to in-school intervention, mediation, or community service programs
- Referral to student support services
- Removal from class
- Short-term suspension of 1-10 days
- Student behavior contract
- Suspension of student privileges for a specified period

The following do not require but may involve short term suspension in addition to other recommended consequences

- Improper Touching or Offensive Touching **
- Indecent Exposure **
- Fireworks-Use or possession**
- Unauthorized or illegal use or disruption of information technology **
- Inciting a riot **
- Tobacco **
- Unauthorized presence or Trespassing **
- Weapon, Look a Like
- Weapon, Possible
The following require a period of suspension in addition to other recommended consequences
- Endangering well-being of others: fight, bullying **
- Fight: Major injuries **
- Gang-related activities *
- Pulling fire alarm**
- Vandalism of school property *
- Hazing *
- Stalking*
- Sexual Harassment **
- Threat to assault a staff member *
- Threat or assault of another student **
- Use, possession, or under the influence of alcohol, inhalants, or nonalcoholic beer *
- Assault or assault and battery of another student or person other than staff member with bodily injury *
- Assault or assault and battery without bodily injury **

The following require suspension with mandatory recommendation for expulsion in addition to other recommended consequences
- Physical assault on staff member with bodily injury *
- Sexual assault or battery *
- Bomb Threat *
- Mob Assault *
- Distribution or manufacture of alcohol or inhalants *
- Possession of controlled or imitation controlled substance *
- Illegal use or possession of prescription drugs *
- Distribution or manufacture of a controlled or imitation controlled substance, illegal drugs, or drug paraphernalia *
- Unauthorized use or possession of any weapon or any object used as a weapon *
Section VI
Bus Conduct and Safety

Bus-Related Conduct
Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. Students who become disciplinary problems on school buses shall be reported to the principal and may have their riding privileges suspended. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school.

Expectations for Meeting the Bus:
Pupils must:
- Be on time. Be at the bus stop at least five minutes before the regular pickup time, but no earlier than ten minutes before. Remain at the bus stop until bus arrives.
- Not stand on the traveled portion of the roadway while waiting for bus.
- Not engage in play or other activities that will endanger themselves or their companions while waiting beside the road.
- Not run alongside a moving bus. Wait until it has stopped, then walk to the front door.
- Board bus in an orderly fashion.
- Report immediately to the driver any illness or injury sustained on or around the bus.
- In the event a student drops an item outside the bus DO NOT RETRIEVE IT! Get an adult!
- Be aware of the buses “Danger Zones”

Parents are responsible for their child’s behavior and safety to and from school, at the bus stop, and at all school sponsored activities.

Expectations while Riding the Bus:
- Recognize that the bus driver is the authority on the bus; obey the bus driver and be courteous to him or her and to fellow students. The driver has authority to assign seats to maintain discipline or promote safety.
- Go directly to your seat and remain seated until directed by the driver to do otherwise.
➢ Do not carry on the bus oversized objects that would block the aisle, cause loss of passenger seat space, obstruct the driver’s view, or create a safety hazard.
➢ Do not sit on textbooks or other objects.
➢ Be aware that no change will be made in the location of bus stops or bus routing without the approval of the transportation supervisor.
➢ Ride the bus to which you are assigned. No change in a bus may be made without the permission of the school principal and/or the transportation supervisor. Buses are not to be used as a taxi service.

Expectations for Leaving the Bus:
Pupils must:
➢ Remain seated until bus comes to a full stop.
➢ Leave bus in an orderly manner; pupils in the front seats discharge first.
➢ Leave bus stop area when safety permits as soon as discharged from bus, and not loiter around bus. Cross a highway, if necessary to do so, at the front of bus and at a distance of at least ten feet from bus; cross only when driver has signaled it is safe.
➢ Be aware that if a serious disciplinary problem should occur in the afternoon, the pupil may be delivered to his/her home destination or the nearest public school. The pupil will not be permitted to ride the bus thereafter until permission is granted by the school principal.

These rules and regulations are for your information and your child’s benefit. Bus drivers are instructed to report to the school principal any infractions.

Riding a school bus is a privilege. Should any child be reported to the school principal, the principal will be responsible for the disciplinary action, including loss of the privilege of bus transportation, until the parents, bus driver, and principal can arrive at an understanding. The parents will be responsible for the transportation for any pupils who have lost school bus transportation privileges.

If we can be of any help with problems relative to the transportation of your child, please contact the school principal, or the Office of Transportation Services (111 E Criser Road, 540-636-2600). Your cooperation in the safe transportation of your child is appreciated.

The Code of Virginia, §22.1-176, states, in part, that “County School Boards may provide for the transportation of pupils; but nothing herein contained shall be construed as requiring such transportation.” Warren County Public Schools policy provides, in part, that “Daily bus service shall be provided for all elementary pupils living in excess of one mile from school, and for intermediate and high school pupils living in excess of one and one-half miles from school.” Elementary students eligible for transportation may be required to walk up to one mile to reach a bus stop. Parents or their designee are encouraged to accompany their young children to and from the bus stop. Intermediate and high school students eligible for transportation may be required to walk up to one and one-half miles to reach a bus stop. Elementary students who live within one mile and intermediate and high school students who live within one and one-half miles from school are not eligible to be transported except where certain hazards make walking to school unsafe.

A state regulation requires you to return a written acknowledgement that you have received a copy of the school-bus-safety rules. Please read, sign and return the acknowledgement page (page 2 of this booklet) to the school principal within the first two weeks of school.
**Procedural Guidelines for administering consequences for conduct violations**
Initially bus drivers should try to resolve the discipline problem or violation of rules directly with the student(s) involved. Bus drivers will also attempt to confer with parents and request their cooperation in resolving the problem. These actions should be documented by the driver.

**Bus Conduct Violations**
The expectations for behavior on the school bus correlate to the expectations for behavior in school. Safety for all students riding the bus and the bus driver are the primary considerations when addressing conduct violations.

**Violations include but are not limited to:**
- Altercation
- Consistently leaning in the aisle
- Defacement of school property
- Destruction of bus seats (must pay for seat repair)
- Disrespect to school employees
- Eating or drinking on the bus
- Extending arms, legs, head, out bus window
- Inappropriate communication/profanity
- Not sitting in assigned seat
- Operation of portable audio equipment (discretion of the driver)
- Physical aggression to driver/school staff
- Possession/Use of illegal drugs
- Possession/Use of weapons
- Public display of affection
- Selling school or non-school related items
- Sitting on knees, textbooks, or other objects
- Tampering with bus or bus equipment that could result injury to self or others
- Throwing objects on or around the bus
- Throwing objects out bus window or throwing objects at bus from the outside
- Unauthorized standing or moving while the bus is in motion
- Unnecessary loud talking, shouting
- Use or possession of tobacco products
School Contact Information:

2060 Phone number for Transportation: 540-635-6360

Drop-off line:

Pick-up line:

Bus number:

Driver:

Bus Information:

The phone number is:

Room number:

My child's teacher is:

My child is in grade:

School Breakfast and Lunch

Breakfast and lunch are served daily at all Warren County Public Schools. Prices of breakfast and lunch are served daily at all schools.

School contact:

School Contact Information:

2060 Phone number for Transportation: 540-635-6360

Drop-off line:

Pick-up line:

Bus number:

Driver:

Bus Information:

The phone number is:

Room number:

My child's teacher is:

My child is in grade:

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Drop-off line:

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