



Parent/Student Handbook 2016-2017

Mission Statement

Waynesboro Public Schools is committed to a quality education that includes a strong academic program designed to meet student needs; comprehensive programs which prepare and encourage students to be productive citizens; quality learning environments and school facilities; a diverse, highly trained staff committed to working effectively with youth and strong partnerships with parents and the community.

Dear Partners in Education:

The Waynesboro School Board and I are pleased to welcome students and parents to the 2016-2017 school year with Waynesboro Public Schools. The opportunity for our school division to provide quality educational services to the families of Waynesboro is a responsibility the entire staff takes very seriously. We believe that the success of our students is best achieved through strong relationships and ongoing communication between home and school.

An important part of this relationship is a clear understanding of expectations and responsibilities, including legal and procedural requirements. This handbook provides important information in a clear and concise manner to help guide our parents and students toward a successful school year. Our hope is that parents and students will review this handbook together early in the school year and keep it readily available for reference throughout the school year.

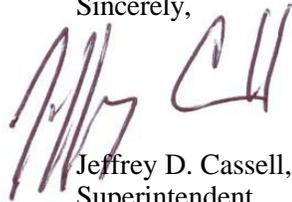
I encourage you to contact your child's principal or teacher at any time he/she can be of assistance in clarifying or discussing the information in this handbook. Also, if I can be of assistance, please call my office at 540-946-4600, Ext. 13 or email me at jcassell@waynesboro.k12.va.us

Today's classrooms, curriculum, and technology are rapidly changing and are very different than they were just a few years ago. State and federal standards, high-stakes testing, 21st Century skills, and increased expectations for student achievement require our schools to be very different today. In order for children to learn, they must come to school everyday, arrive to school on time, stay the entire day, and review assignments with parents in the evening. Working together, we provide the best opportunity for success for your child.

The first page of this booklet presents the Mission Statement of Waynesboro Public Schools which articulates the commitment of the School Board and school division to support all students in their learning experiences. Parents are always welcome to visit our schools and to contact us to discuss their child's educational experience.

We are excited, pleased, and honored to work with students and parents to ensure a successful 2016-17 school year.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jeffrey D. Cassell', is written over a light blue grid background.

Jeffrey D. Cassell, Ed.D.
Superintendent

PARENT/STUDENT HANDBOOK

Table of Contents

DIRECTORIES

School Board Representatives	1
School Administration	1
Schools	1

GENERAL INFORMATION

Overview	2
Student Population	2
School Board	2
Budget	2
School Board Citizen Committees	3
Age/Entrance Requirements	3-4
Attendance	4
School Visitation	4
School Volunteers	4
Translation Services	5
Emergency Care Card Information	5
School Nutrition	5-6
Wellness	6
Transportation	6-7
Student Safety	7
Media Relations	7
Student Health Screenings	7
Eating Disorders	7
Educational Goals	7
Diploma Options at Waynesboro High School	8-9
Grading/Evaluation	10
Report Cards/Student Progress Reports	10
Field Trips	10
School Closing Information	11
Student Code of Conduct	11-14
Corrective Actions	14-15
Parent Responsibility	15
Notification of Rights Under FERPA	15-18
Right to Free Public Education	18
Due Process	18

POLICIES

Location of Policy Manuals	18
Homework	18-19
Management of Student Records	19
Transfer of Student Records	19
Services to Homeless Families	19-20
Medication in Schools	20-21
Head Lice	21
Guidelines for Keeping Ill Children Home	21-22
Alcohol and Drug Abuse Policy	22
Substance Abuse	22-23
Use of Tobacco Products on School Premises	23
Sexual Harassment	23-27

COMPLIANCE INFORMATION

Asbestos	27
Lead	27
Sex Offender Registry	28

EDUCATIONAL PROGRAMS

504 Plan	28
Special Education	28
Limited English Proficiency	28
Gifted Education	28
Teaching Learning Core	28
Guidance	28
Family Life	29
Pre-school Program	29
Elementary School	29
Middle School	29
High School	29

TECHNOLOGY

30-31

WAYNESBORO SCHOOL BOARD

Douglas B. Norcross
423 Woodland Circle
Waynesboro, VA 22980

Ward A

Rick Wheeler
601 South Linden Avenue
Waynesboro, VA 22980

Ward B

William Foster
124 Forever Court
Waynesboro, VA 22980

Ward C

Kathe E. Maneval
145 Huntington Place
Waynesboro, VA 22980

Ward D

Shelly Laurenzo
1200 Sunset Lane
Waynesboro, VA 22980

At-Large

SCHOOL ADMINISTRATION

Phone (540) 946-4600

Dr. Jeffrey Cassell
Superintendent

Ext. 13

Vermell Grant
Assistant Superintendent

Ext. 19

Sue Wright
Director of Instruction

Ext. 39

William Staton, Jr.
Director of Finance

Ext. 24

Dr. Ryan Barber
Director of Student Services

Ext. 22

Jordan Lohr
Director of Technology

Ext. 29

Ann Miller
Coordinator of Elementary Instruction

Ext. 16

Dr. India Harris
Coordinator of Testing & Secondary Instruction

Ext. 45

Vonda Hutchinson
Coordinator of School Nutrition &
Employee Benefits

Ext. 40

Bus Transportation

Ext. 35

SCHOOLS**Wayne Hills Center (Pre-K)**

937 Fir Street
Waynesboro, VA 22980
(540) 946-4626

Principal: Dr. Diane Behrens

Berkeley Glenn Elementary School

1020 Jefferson Avenue
Waynesboro, VA 22980
(540) 946-4680

Principal: Leola Burks

Wenonah Elementary School

125 N. Bayard Avenue
Waynesboro, VA 22980
(540) 946-4660

Principal: Tonya Carter

Westwood Hills Elementary School

548 Rosser Ave.
Waynesboro, VA 22980
(540) 946-4670

Principal: Renae Deffenbaugh

Assistant: Joshua Herndon

William Perry Elementary School

840 King Avenue
Waynesboro, VA 22980
(540) 946-4650

Principal: Tammy Hipes

Assistant: Greg Harris

Kate Collins Middle School

1625 Ivy Street
Waynesboro, VA 22980
(540) 946-4635

Principal: Janet Buchheit

Assistants: Tiffany Temple

Allen Jervey

Waynesboro High School

1200 W. Main Street
Waynesboro, VA 22980
(540) 946-4616

Principal: William "Tim" Teachey

Assistants: Bryan Stamm

Kendra Jones

Activity Director: Derek McDaniel

GENERAL INFORMATION

OVERVIEW

Waynesboro Public Schools is operated for the city by the School Board and School Administration. The School Board is a policy making body made up of five (5) members elected from the city population at large to serve a four year term. Each ward is represented with a fifth member who can reside in any ward. Administration of the school system is vested in the superintendent, who is appointed by the School Board on a contractual basis.

Waynesboro Public Schools operates a Pre-K Center and four elementary schools, a middle school, and a high school. Additionally, we participate in regional programs including operation of a vocational technical center, an alternative education program, and a governor's school for science, technology, engineering, and math, and for art, drama, and the humanities.

STUDENT POPULATION

Elementary School Enrollment	1,534
Middle School Enrollment	672
High School Enrollment	844
TOTAL	3,050

SCHOOL BOARD

The Board meets the second Tuesday of every month at 7:00 p.m. in the School Board Conference Room, 301 Pine Avenue or at other announced locations. School Board members regularly visit school sites and converse with parents, citizens, teachers, administrators, and students. Participation in local, state and national workshops and other conferences helps each member to keep abreast of local school initiatives and national trends.

The School Board develops policies that govern the operations of schools. Meetings are open to the public and the community is always welcome to attend.

BUDGET

The Waynesboro Public Schools' budget is a public document that outlines, by categories, funds needed to operate schools. It is prepared annually by the Superintendent with assistance from the Director of Finance and represents the input of staff, parents, and citizens of the Waynesboro community.

All budget managers, including school principals, submit requests with input from staff, parents, and citizens. These initial requests are given priority designations by the submitting administration with the assistance of their staffs. The Finance Department consolidates these requests with input from the Superintendent and Assistant Superintendent.

The Superintendent then presents the proposed budget to the School Board. Work sessions are held by the Board and possibly a citizen review committee to evaluate the submitted budget. Finally, a public hearing is held for further input into the budget. The budget is then adopted by the School Board.

After adoption by the Board, the budget is presented to City Council who appropriates the funds to support the School Board budget.

SCHOOL BOARD CITIZEN COMMITTEES

In an effort to involve the community in the local public school system, the School Board appoints citizens to the following committees:

School Health Advisory Board
Talented and Gifted Advisory Committee
Special Education Advisory Committee

To meet division goals and objectives, community members may be requested to serve on other committees for various purposes or as directed by the School Board in areas such as strategic planning, budget review, etc.

AGE/ENTRANCE REQUIREMENTS

Virginia school law, 22.1.254, states that children are of school age if they have reached their fifth birthday on or before September 30 of any year. All eligible children must register for school. Parents may request a one-year delay in enrollment for five year olds.

Students who will enter kindergarten and any child selected to attend the pre-kindergarten program, must register. There are **five (5) documents** that must be presented to school officials when registering a pupil. They are: **an original certificate of birth, a proof of address, a report of physical examination, an immunization record, and a Social Security card (optional).**

Certificate of Birth

A child's birth certificate (or another acceptable document) must be presented before enrollment in school. Birth certificates for children born in Virginia may be obtained by the parent or guardian by writing:

Bureau of Vital Records, Virginia State Health Department
PO Box 1000
Richmond, VA 23208

OR - Birth Certificate is also available by completing an application with the offices of the Virginia Department of Motor Vehicles (DMV).

The request must include the name of the child, date and place of birth, and full name of the mother including maiden name. A check or money order of **\$12.00** must be enclosed with the application.

DO NOT SEND CASH.

Physical Examination

According to Virginia law, no child shall be admitted for the first time to any public school unless he/she has a report from a licensed physician of a complete physical examination or records establishing that such a report has been furnished upon prior admission to another school or school division. The physical examination must be made by a physician or local health department within a year prior to entering school.

Immunization

State law requires that parents have their children immunized against diphtheria, tetanus, pertussis (DTaP, DTP, Tdap, HIB (up to 60 months of age), polio, measles, mumps, rubella (MMR), hepatitis B, and varicella (if born on or after January 1, 1997). Documentation must be provided to the schools before school begins. Children, who have incomplete immunization records, may be admitted conditionally as long as documentation is provided to the schools stating the child has received at least one dose of the required vaccines and there is a written schedule for completing the remaining doses within 90 calendar days of the opening of school.

Since the start of the 2006-2007 school year, a booster dose of pertussis containing vaccine (Tdap) has been required for students entering the 6th grade unless the student has had a tetanus-containing vaccine within the last five years or has a medical or religious exemption. There is no grace period for compliance with this requirement.

Beginning with the 2009-2010 school year, a complete series of three doses of Human Papillomavirus vaccine (HPV) is required for female students. The first dose shall be administered prior to entering the sixth grade. Unlike any other required vaccine, after reviewing educational materials approved by the Board of Health, the parent or guardian may elect for the child not to receive the HPV vaccine. No documentation needs to be provided to the school and students will not be excluded from school if they do not receive the HPV vaccine. This applies only to the HPV vaccine.

The Virginia Department of Health, School and Day Care Minimum Immunization Requirements can be found at: <http://www.vdh.virginia.gov/epidemiology/immunization/requirements.htm>

Social Security Number

A federal Social Security Number is required for enrollment in some support services programs. Parents may choose to provide this at the time of registration in school.

Proof of Address

Acceptable documentation of residence (Example: utility bill statement, lease agreement, *a driver's license is not acceptable*). Must be presented upon registration for enrollment.

ATTENDANCE

The Code of Virginia §22.1-254 requires that the parent/guardian of any child between the ages of 5 and 18 by September 30 of the new school year shall send that child to school "for the same number of days and hours per day" that school is in session. Waynesboro Public Schools requests that parents notify schools in a timely manner when a student must be absent due to illness, medical appointments, family emergencies, and/or other extenuating circumstances. Parents are also asked to provide a written excuse upon return to school for purposes of documentation and encouraged to see that all make-up work is completed. Parents are asked to comply with the opening and closing times of each respective school by getting children to school on time and avoiding early dismissals.

As required by §22.1-258 of the Code of Virginia, Waynesboro Public Schools has an appointed attendance officer and follows established procedures outlined by the state for monitoring student attendance. Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, a reasonable effort to notify by telephone the parent to obtain an explanation of the pupil's absence shall be made by school personnel. When any pupil is absent for a total of five (5) days with no notification from the parent/guardian the school must make a reasonable effort to contact parent/guardian directly to obtain an explanation for the student's absence and to explain the consequences of continued nonattendance. Under §22.1-262 of the Code of Virginia, the attendance officer, with knowledge and approval of the division superintendent, is required to report to the juvenile and domestic relations court any parent/guardian who fails to comply with compulsory school attendance laws and enforcement procedures. It is sincerely hoped that by working together to resolve whatever problems may arise that implementation of these will not be necessary.

SCHOOL VISITATION

The Waynesboro School Board welcomes and encourages parent/guardian interest and involvement in its instructional program. At the same time, we are mindful of our responsibility to create and maintain a focused environment with minimal distractions. The principal may at his/her discretion limit the number of classroom visitors at any given time.

Parents are encouraged to visit the schools especially on scheduled meeting days for conferences with teachers, assemblies, parent-teacher organization meetings, and other school programs, and at other times with the consent of the classroom teacher or school principal.

All school visitors must report to the school office and sign in their attendance and receive a Visitor's Pass.

SCHOOL VOLUNTEERS

All volunteers must complete an annual application at the school level, signed by the principal with a copy sent to the Personnel Office for record and review. As a part of this application, volunteers shall sign a volunteer certificate agreeing to abide by the rules and regulations of the Waynesboro Public Schools. Volunteers may be subject to a background check at any time during the time that they provide volunteer services to the school division. (Reference Policy IICB/IICC)

TRANSLATION SERVICES

If you have a need for an interpreter or require translation services for you or your child's school needs, please call the Office of Student Services at (540) 946-4600 Ext. 52 or (540) 910-0266 and leave a message in your native language. Someone, who can effectively communicate with you, will return your call as quickly as possible. You may also request services via e-mail at vgutierrez@waynesboro.k12.va.us or by accessing our website at <http://www.waynesboro.k12.va.us>.

EMERGENCY CARE CARD INFORMATION

The data required on the Emergency Care Card is very important and **must be promptly returned** to the school. In addition to providing schools with accurate address and phone number information, a parent or guardian's signature allows school personnel to provide appropriate medical care for your child. If a parent or guardian is unable to be reached, or the student's condition warrants emergency medical need, Emergency Medical Services (EMS) will be activated and the student will be transported to the nearest medical facility at the responsibility of the parent or guardian.

URGENT NOTICE

Please notify the school if, at any time during the school year, there are changes in your child's health or other emergency information, including changes in addresses and phone numbers. In the event the current contacts listed on your card are not current in the time of need, a new care card will be issued for your immediate completion.

SCHOOL NUTRITION

Waynesboro Public Schools participate in both the Federal School Breakfast and Lunch Programs. Lunch and Breakfast are served in all schools. Free and reduced priced lunches and breakfasts are available for students whose families who qualify. On days when schools are opened late due to inclement weather, breakfast is served. Lunch will be available on early dismissal days.

Meal prices for 2016-17

Breakfast:

K-5	\$.30 Reduced	\$1.50 Full Price
6-8	\$.30 Reduced	\$1.50 Full Price
9-12	\$.30 Reduced	\$1.50 Full Price
Adult	\$1.85	
Milk	\$.50	

Lunch:

K-6	\$.40 Reduced	\$2.55 Full Price
6-12	\$.40 Reduced	\$2.80 Full Price
Adult	\$3.40	
Milk	\$.50	

An application for free or reduced price meals will be sent home with students. Information regarding free and reduced meals may be obtained by calling your child's school or School Nutrition Department at 946-4600, Ext.18.

Lunch Charges: Students are permitted to charge breakfast and lunch one (1) time. The amount owed **must** be paid before further charges are permitted. If your child has a delinquent account, any funds received by the School Nutrition Program will be applied to the balance due prior to other purchases being allowed.

My School Bucks: Check out the web site at www.myschoolbucks.com to find out about this service! Be one of the many to take advantage of this prepay service for parents who prefer to pay for their children's school meals using their Visa, MasterCard, or Discover Card. Set up your students' account and track their participation and receive alerts when their balance is low.

Parents wishing to have lunch with their child are asked to notify the school cafeteria prior to arrival so an adequate number of lunches can be prepared.

WELLNESS POLICY

Federal Public Law (PL108.265 Section 204) requires all schools in the nation to have a Wellness Policy. Waynesboro Public Schools are committed to providing a school environment that enhances learning and development of lifelong wellness practices that promote student health, prevent childhood obesity, and combat problems associated with poor nutrition. A copy of the Waynesboro Public Schools Wellness Policy Guidelines/Regulations can be obtained at any school office, the central office, or through the Policy Manual posted on the school division's website.

What does this mean for you as parents and students in the Waynesboro Public Schools?

1. Child Nutrition Programs will comply with federal, state and local requirements, and will be accessible to all children.
2. Sequential and interdisciplinary nutrition education will be provided and promoted.
3. Physical Education programs will promote life-long participation in physical activity.
4. Foods and beverages made available on school grounds during the school day will be consistent with the current Healthy Hungry-Free Kids Act Standards and will adhere to food safety and security guidelines.
5. The school environment will be safe, comfortable, pleasing, and allow ample time and space for eating meals.
6. Reward systems that include food and physical activity will promote student health.
7. School-based activities will be consistent with division wellness goals.

We look forward to partnering with you in facing the battle of obesity that is affecting Virginia and the nation. In addition to individual and group/family participation in wholesome physical activity, we encourage you to choose nutritious and healthy snacks from a list provided by your child's school. Waynesboro Public Schools is encouraging all students to choose from healthy nutritious food served by the school food program. **We discourage fast food breakfasts, lunches, and snacks in our schools.** All foods and beverages sold to students during the school day will meet the "Smart Snacks in Schools" guidelines.

TRANSPORTATION

Transportation is provided as a service to students. Schedules and bus stops are publicized at the beginning of each school year and remain posted on the school division's website during the year. Safety and the general well-being of students is of utmost importance to all personnel.

The school division maintains and enforces strict guidelines regarding bus safety matters. In general, parents, and guardians can provide assistance by supporting the following guidelines and general safety rules:

- Students must ride an assigned bus each day and should get on and off the bus at the assigned stop.
- Students must be seated while being transported.
- Loud talking, fighting, and disruptive behavior will not be tolerated.
- Throwing paper and other objects on the bus is not permitted.
- Head and arms must be kept inside the bus at all times.
- Students are not to tamper with the safety exits on the bus.
- Marking, puncturing, and otherwise destroying the inside or outside of the bus or other School Board property is a serious offense. Restitution may be required for damages.
- Repeated violations of general safety rules will result in the loss of riding privileges.
- Students who knowingly make false claims against bus drivers, verified by video recordings, will be subject to discipline.
- Students who need to ride a different bus other than their assigned bus, must present a note from home to be approved by the administration, which is given to the bus driver before he/she will be allowed to ride another bus. Without a note the student will be directed to their regular bus or back into the school.

Parents of students in Pre-K and Kindergarten are **required** to be at the bus stop for pick up and drop off. Bus drivers are instructed to make this verification before they will let students off of the bus. Supervision is also required for younger

students up to second grade during pick up and drop off. In the event there is not adequate supervision to ensure the safety of your child at the bus stop for drop off, the bus driver will return your child back to school.

STUDENT SAFETY

Each school has a specific plan and established routines that deals with **Student Safety**. Parents are urged to comply with these routines by assisting school personnel with the following:

- Acquaint children with relevant personal information and familiar areas in the neighborhood (bus stop, address, phone number, parent/guardian full name, etc.)
- Keep Emergency Care cards updated at the school and provide all information requested on the form.
- Notify the school immediately when changes in student transportation are necessary.
- Provide the school with information about student health-related concerns.
- Insist that children report directly home or to the location identified by you at the close of the school day.
- Review the parent/student handbook.
- Notify the school about absences and provide a written excuse upon return.
- Provide the school with court documents related to custodial issues (THESE WILL REMAIN CONFIDENTIAL).

MEDIA RELATIONS

On an occasional basis the media is invited to special events in our schools. If you DO NOT wish for your child to be photographed or videotaped for publication through the media or on the school/division website, please notify your school administrator.

STUDENT HEALTH SCREENINGS

Health screenings for students in Waynesboro Public Schools are an important component of the School Health Services program provided by our school health providers.

Vision and hearing screenings are provided to kindergarten, third, seventh, and tenth grade students as mandated by the Code of Virginia. In addition, within 60 days of initial enrollment, all new students are required to receive vision and hearing screening, and all new kindergarten through third grade students are also required to receive speech and motor screens.

EATING DISORDERS

Eating disorders are real, complex, and devastating conditions that can have serious consequences for health, productivity, and relationships. They are not a fad, phase, or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person's functioning, including school performance, brain development, emotional, social, and physical well-being. The school division provides parent educational information regarding eating disorders on its website and for pupils in grades 5-12 in the "Back to School" packet.

EDUCATIONAL GOALS

Waynesboro's curriculum and instructional programs are aimed at preparing students to succeed as productive, engaged, and knowledgeable citizens. Central to this effort is our academic program, which includes the core areas of reading/language arts, mathematics, science, and social studies; as well as strong programs in health and physical education, fine arts, practical arts, and career and technical training.

Our school division's plan for continuous improvement of student learning has three focus areas:

- Academic achievement that exceeds the benchmarks for state accreditation and federal Every Student Succeeds Act.
- Daily student engagement in critical thinking and productive interaction with subject matter, teachers, and peers.
- Daily involvement in literacy activities to strengthen reading, writing, and oral communication.

STANDARD DIPLOMA COURSE REQUIREMENTS

Discipline Area	Standard Credits	Verified Credits
English	4	2
Mathematics (Note 1)	3	1
Laboratory Science (Notes 2 & 6)	3	1
History and Social Sciences (Notes 3 and 6)	3	1
Health & Physical Education	2	
Foreign Language, Fine Arts or Career and Technical Education (Note 7)	2	
Economics and Personal Finance	1	
Electives (Note 4)	4	
Student Selected Test (Note 5)		1
Total	22	6

NOTE 1. Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I, Geometry, Algebra, Functions, and Data Analysis, Algebra II, or other mathematics courses above the level of Algebra II.

NOTE 2. Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry, or physics.

NOTE 3. Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both.

NOTE 4. Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

NOTE 5. A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

NOTE 6. Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (i) the student-selected verified credit and (ii) either a science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

NOTE 7. Pursuant to § 22.1-253.13:4 of the Code of Virginia, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

ADVANCED STUDIES DIPLOMA COURSE REQUIREMENTS

Discipline Area	Standard Credits: effective with first time ninth graders in 2011-12 and beyond	Verified Credits: effective for first time ninth graders in 2003-04 and beyond
English	4	2
Mathematics (Note 1)	4	2
Laboratory Science (Note 2)	4	2
History and Social Sciences (Note 3)	4	2
Foreign Languages (Note 4)	3	
Health and Physical Education	2	
Fine Arts or Career & Technical Education	1	
Economics and Personal Finance	1	
Electives	3	
Student Selected Test (Note 5)		1
Total	26	9

NOTE 1. Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II.

NOTE 2. Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics.

NOTE 3. Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both.

NOTE 4. Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

NOTE 5. A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education, economics or other areas as prescribed by the board in 8VAC20-131-110

GRADING/EVALUATION

The following grading scale has been established for students in Waynesboro Public Schools:
(Policy IAB-R)

Letter Grades	Numerical Grades
A+	97-100
A	94-96
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	0-59

In kindergarten through eighth grade, promotion and retention of students is determined using a variety of information documenting student progress. In grades where SOL tests are administered, SOL scores are one source of this information. Students in these grades will not be retained based on SOL scores alone.

In high school courses, students earn standard credits by satisfactorily completing course requirements and verified credits by also passing their end-of-course SOL tests. High school students' grade placements are determined by the number of credits completed.

REPORT CARDS/REPORTING STUDENT PROGRESS

Waynesboro Schools are continually trying to enhance communication between home and school. We strongly encourage all families to utilize the Parent Portal system accessed through the Waynesboro Public Schools' webpage. By making this information available in an electronic format, we hope to provide parents easy access to student grades in a comprehensive format and timely manner. Paper copies of report cards will only be available by submitting an on-line or written request. Requests must be submitted every school year. For information or assistance, please contact the school office.

FIELD TRIPS

Field trips are an extension of learning and instructional activities of the classroom. A parental/guardian permission slip is required for each child participating.

The teacher will provide the parents/guardians with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, cost, and a detailed itinerary when the trip will extend beyond the normal school day.

Completed Emergency Care Cards signed Medication Permission forms and Health Care Plans, and in date medications must be turned in at ten days prior to scheduled field trips. Field trips can be denied if the above requirements are not fulfilled. If a child normally receives medication during the school day, his/her teacher will administer it during the field trip.

SCHOOL CLOSING INFORMATION

SCHOOL MESSENGER - The school division is excited to offer the School Messenger Service to all of our families. This service is an effective tool in providing parents, staff, and students with timely, relevant information about our school division via phone calls and/or SIM text messaging. In order to participate in this service, you must be willing to receive text messages to your phone. Information is included in your "Back to School" packet.

The following radio and television stations will announce school closing and delayed opening information whenever the weather conditions indicate an alteration to the regular school day.

Radio Stations

WBOP 106.3 FM, Staunton
STAR 94.3 FM, Staunton
WQPO 101.7 FM, Harrisonburg

TV Stations

WVIR-TV29, Charlottesville
WHSV-TV3, Harrisonburg
WDBJ-TV7, Roanoke
ED Access Channel 13, Waynesboro

Parents and students are requested not to call schools, officials, or radio and/or television stations to find out if schools are being closed. It is essential that these telephone lines be kept open to enable schools and radio stations to receive notification about school closings. Information regarding school closing may also be obtained by calling the Central Office at 946-4600.

In the event of snow or ice, parents have the responsibility to keep children home or pick them up early if they (the parents) feel that conditions warrant such action. With a proper excuse, such an absence would be excused and the student would be allowed to make up work missed. Waynesboro Public Schools encourages parents to take appropriate individual action.

We will try to make a public announcement at least one hour before releasing children early from school in emergency situations. The school administration will not contact the media on days it is decided to open schools at the regular time.

STUDENT CODE OF CONDUCT

Parent or Guardian Responsibilities

- To cooperate with school authorities for the benefit of the child.
- To be familiar with Waynesboro City Schools Code of Conduct, Standards of Student Conduct, Responsibilities, and to discuss these policies with the student.
- To notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulty.
- To provide the school with a current telephone number through which he/she can be reached during the school day.

Student Responsibilities

- To behave in a manner which will not interfere with the educational process.
- To know and conform to the rules and regulations within the school and to the provisions of the Student Code of Conduct.
- To seek clarification from school personnel concerning the appropriateness of any action or behavior.
- To respect the rights of other students, staff, teachers, and administrators.

Standards of Student Conduct

The following are standards of student conduct established by the Waynesboro School Board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the board and other appropriate school officials.

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

- in school
- on a school vehicle
- while participating in or attending any school sponsored activity or trip

-
- on the way to and from school and
 - off school property, when the acts lead to (1) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1. of the Code of Virginia (2) a charge that would be a felony if committed by an adult.

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

An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy - Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.) If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Bomb Threats - Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

4. Bullying - A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

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

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

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

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

7. Communication Devices - Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher OR in accordance with school guidelines. At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. Defiance of the Authority of School Personnel - Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

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

10. Electronic Cigarettes - Students shall not possess electronic cigarettes or any variations of the device, such as personal vaporizers (PV), (VAPES), or nicotine delivery systems (ENDS); on school premises, on school buses or at school sponsored activities.

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

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

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

14. Gambling - A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

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

16. Harassment - A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

17. Hazing - Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

18. Internet Use - Students shall abide by the Waynesboro School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

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

20. Other Conduct - In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

21. Possession or Use of Weapons or Other Dangerous Articles - Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. (See Policy JFCD Weapons in School.)

22. Profane, Obscene, or Abusive Language or Conduct - Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

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

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

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

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

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming

that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

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

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

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

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

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

29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs - A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property. A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

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

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

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

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

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

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences

-
6. Modification of student classroom assignment or schedule
 7. Student behavior contract
 8. Referral to student assistance services
 9. Removal from class
 10. Initiation of child study process
 11. Referral to in-school intervention, mediation, or community service programs
 12. Tasks or restrictions assigned by the principal or designee
 13. Detention after school or before school
 14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
 15. In-school suspension
 16. Out-of-school suspension
 17. Requirements or conditions of return from suspension set by the superintendent or designee
 18. Referral to an alternative education program
 19. Notification of legal authority where appropriate
 20. 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, marijuana or synthetic cannabinoids, or marijuana onto school property or to a school sponsored activity
 21. Evaluation for alcohol or drug abuse
 22. Participation in a drug, alcohol or violence intervention, prevention or treatment program

Suspension - 10 Days or Less

Upon suspension of any pupil, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the Division Superintendent or his designee and the parent of the pupil suspended. The Division Superintendent or his designee shall review the action taken by the principal, assistant principal, or teacher upon a petition for such review by any party in interest and confirm or disapprove such action based on an examination of the record of the pupil's behavior.

The decision of the Division Superintendent shall be final as provided for by the School Board in Regulation JGD/JGE-R. Student Suspension/Expulsion.

Appeal Process

Before appealing a disciplinary action, parents and students are to discuss the matter with the principal. An appeal beyond the building level must be in writing and must be filed with the Superintendent within seven calendar days of the suspension decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.

PARENT RESPONSIBILITY

The 1996 General Assembly passed legislation requiring school divisions to get a signed statement from parents indicating that they understood their responsibility to assist the school in disciplining their children. Signing this form merely acknowledges receipt of the standards of conduct and expressly reserves all rights accorded you under existing laws.

Search and Seizure

To maintain order and discipline and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker, or student automobiles and may seize any illegal, unauthorized, or contraband materials discovered in the search. (Policy JFG)

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

-
- A. The right to inspect and review the student’s education record within 45 days of the day the School receives a request for access.
 - B. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - C. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

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

- D. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Two exceptions which permit disclosure without consent are disclosure to school officials with legitimate educational interest, or a public Health Official with health information which may affect personal or community welfare. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board ; a person or company whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the school or system discloses education records without consent to officials of another school in which a student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to student’s enrollment or transfer. The student’s parents will be notified of the release, receive a copy of the record(s), if they so desire.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Waynesboro Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Waynesboro Public Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Waynesboro Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Waynesboro Public Schools to include this type of information from your child’s educational records in certain school publications. Examples include:

1. A playbill, showing your student’s role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as wrestling, showing weight and height of team members.

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

If you do not want Waynesboro Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in Writing by September 9, 2016. Waynesboro Public Schools has designated the following information as directory information:

- Students name
- Address
- Telephone
- Parent or Guardian
- The most recent educational agency or institution attended
- Electronic mail
- Photograph
- Date and place of birth
- Major program placement
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diploma status, honors, and awards received

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires Waynesboro Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the 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.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

A schedule of activities requiring parental notice and consent or opt-out for the upcoming school year will be forthcoming. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

If you wish to review any survey instrument or instructional materials used in connection with any protected information or marketing survey, please submit a written request to:

Dr. Jeffrey D. Cassell
Waynesboro Public Schools
301 Pine Avenue
Waynesboro, Virginia 22980

Dr. Cassell will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

RIGHT TO FREE PUBLIC EDUCATION

This provides notification of the right to a free public education for students who have not reached twenty (20) years of age on or before August 1 of the school year, pursuant to Chapter 1 (§ 22.1-1 et. seq.) of this title, to the parent of students who fail to graduate or who have failed to achieve the number of verified units of credit required for graduation as provided in the standards of accreditation.

DUE PROCESS

All pupils attending Waynesboro Public Schools shall be granted all due process procedures and rights according to law (Virginia School Laws 22.1-214).

The Waynesboro School Board subscribes to the due process procedures for handicapped children as specified in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia as adopted by the State Board of Education.

POLICIES

LOCATION OF POLICY MANUAL

The Waynesboro Public Schools' Policy Manual is available at our web site at: www.waynesboro.k12.va.us.

HOMEWORK

Monitoring your child doing homework allows you to see how well your child is progressing and if your child is experiencing any particular difficulties. You may want to check with your child's school regarding the homework policy.

Homework should:

- be appropriate for the skill level of the child,
- reinforce skills already taught and not used to teach new skills,
- be regularly assigned throughout the school year,
- be done independently by your child or with some support from you or another adult,
- be checked promptly by the teacher and returned to the child.

Help Your Child Learn A Study Method: Questions - Read questions at the end or beginning of the chapter and/ or make-up your own.

Read - Concentrate. Listen to your "inner voice". Use your dictionary to look up difficult words.

Review - After your assignment is complete, review the entire section. Have you answered all the questions? Do you know the important facts?

HELPFUL HOMEWORK TIPS

- Have a regular place for your child to do homework.
- Use a desk or a table in a quiet room with plenty of light.
- Find a regular time for homework. You may want to make a rule like, "No television until homework is done."
- Minimize distractions during homework time.
- Do the most difficult assignment first. (Save "easy" subjects for when the child is tired.)
- Do the most important assignments first.
- If time runs out, the priorities will be finished.
- Do what's required first. Finish optional items last.
- Provide direction and encouragement for your child.
- Check to see that directions are being followed and praise your child when he/she finishes an assignment.
- Encourage your child to study a little each night rather than just the night before a test.
- Divide homework into small units.

-
- Have your child take short breaks. Concentration will be better.
 - Contact the teacher if your child cannot do the homework or you feel your child does not understand the assignment.

This study method has been used successfully by students for years. If you sincerely practice it you will be a successful student.

MANAGEMENT OF STUDENT RECORDS

It is the practice of the administration of the Waynesboro Public Schools to permit parents to review, with the school principal or his designee, records maintained on their students. Title XX of the United States Code, Section 438, mandates that parents and eligible students be informed in writing of the school board's policy with respect to the management of students' records. This is a written notice stating that Directory Information (name of student, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, height and weight if member of athletic team, dates of attendance, awards, and honors received) may be made public. You have the right of refusal for release of any part or all of such information provided you notify the school in writing within fifteen (15) days upon receipt of this document.

Student scholastic records are written and maintained for the purpose of assisting the student in his personal, social, educational, and vocational development. These records are maintained by the principal and his designee for the use of the school staff who might need to refer to them in working with a student. Directory Information is retained permanently by the school, though confidential files are destroyed five (5) years after a student graduates or leaves school. Prior to the destruction of data, a reasonable effort is made to notify parents or eligible students that they have a right to be provided with a copy.

Other than the parent of an eligible child or officials designated by Title XX, of the United States Code, Section 438, no other person has the right to information in the records, unless the parent or eligible child gives written permission, or unless information is subpoenaed by the court. Additional rights include: the right to challenge record content, the right to reproduce copies of student records and the right to receive a copy of the school board's written policy on the management of student records. For more detailed information, please contact the school principal or the administrative offices, 301 Pine Avenue, during regular office hours.

TRANSFER OF STUDENT RECORDS

Under the federal Family Education Rights and Privacy Act, a written notice to a parent is no longer required when sending records to a requesting school division to which the student has enrolled.

SERVICES TO HOMELESS FAMILIES

According to section 752(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), the term "homeless children and youths":

A. Means individuals who lack a fixed, regular, and adequate nighttime residence; and

B. Includes:

- children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above

Children and youth are considered homeless if they fit both part A and any one of the subparts of B of the definition above.

What you need to know:

- Children and youth experiencing homelessness have a right to attend school.
- You do not need a permanent address to enroll your child in school.
- Children in homeless situations have the right to stay in the school they attended before becoming homeless or where they were last enrolled (school origin) if the parents or guardians choose.
- Schools must provide you with a written explanation if a placement dispute occurs and you may appeal. (Contact your local liaison).
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child may have the right to transportation services to and from the school of origin.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs which he/she is eligible.
- Unaccompanied youth have these same rights. (Contact your building principal for more information).

What your family can do:

- Enroll your children in school as soon as possible.
- Tell your child's teacher and principal that your child is moving and give them the new address.
- Let school officials know if you want your child to stay in his/her school of origin while you are getting the family stabilized.
- Ask for a copy of your child's school records, including immunizations.
- Keep a copy of birth certificates and school records accessible.
- Safeguard all health and immunization records.
- Have a reliable person keep a second copy of your child's birth certificate, school records, and health information.

For information regarding homeless status, contact the Student Services Office at (540) 946-4600 Ext. 22.

MEDICATION IN SCHOOLS

Elementary Schools - Prescription medications will be dispensed with a physician's order and a parent's signed request. Over the counter medications will be dispensed with a parent's written request as long as it meets FDA recommendations as interpreted by the school nurse. Medication request forms are available in school clinics and offices.

Middle School and High School - Any student may carry one day's worth of over the counter medication as long as they have a parent's note giving permission and the medication is in its original container. Please note that it is a serious violation for students to share medication. All prescription medication requires a physician and parent signed consent. The prescription medication will be dispensed by the school nurse unless student is authorized to carry the medication by a physician.

Nonprescription Medications - Employees of Waynesboro Public Schools may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

The following are highlights of the medication regulations and must be followed:

- A separate consent form is required for each medication.
- A consent form must be renewed at the start of each school year.
- No prescription medication may be carried by any student without physician and parental consent on record in the school office. This includes inhalers for asthma and epi-pens for allergies.
- Elementary students may not carry any non-prescription medications (including cough drops and topical lotions.) Chapstick may be self-carry for grades 3-12. No sharing is allowed.
- Medicines must be brought to the school office by a parent. The medication will be placed in a locked, secured storage area.
- Medicines must be in their original containers.
- Narcotics will not be administered by school personnel.

-
- It is not the responsibility of school personnel to remind each student to take his/her medicine.
 - It is the parent/guardian's responsibility to be aware of when prescriptions are getting low and to renew them in a timely manner.
 - Medications (unless self carry) and signed medication permission forms must be turned in to the School Nurse/Clinic Aide at least 10 days prior to scheduled field trips or field trips can be denied.
 - All medications must be picked up by a parent or guardian within two weeks from the end of the school year or by the second week of August for summer school. All medications not picked up will be destroyed.
 - Over the counter medications may be administered if they meet FDA regulations.
 - If students are without medications for longer than 21 days and there has been no contact with the parent or guardian, the MD order will be considered discontinued and the medication permission form and process will need to be completed again. The nurse will send correspondence to the physician notifying that the medication has not been received.

Full copies of the medication regulations are available in the school office.

HEAD LICE

When a student displays excessive itching of the scalp they will be checked for head lice. If live lice are found, or at the nurse's discretion, the student's parent or guardian will be called to take students home for treatment. Information on treatment of head lice will be given to parent.

The student may return to school the next day if he/she has been treated. The student should have proof of treatment, a shampoo box top or a note from the parent or physician. Also, the student must be checked prior to entering class to ensure adequate treatment. If live lice are found, the student may not be admitted to class. Please be assured that every effort will be made to maintain confidentiality so that the student is not embarrassed.

GUIDELINES FOR KEEPING ILL CHILDREN HOME FROM SCHOOL

Early in the morning, it is often difficult to decide whether or not your sick child can attend school. Often, the way a child looks and acts can make the decision for you. Two major considerations are whether the child is comfortable enough to be able to participate fully in the school day and whether the child might spread a contagious condition to other children and staff. Please consider these guidelines:

- Fever - Any child with a temperature of 100 degrees or more should remain home until they have been without a fever for 24 hours without the use of fever reducing medicine.
- Diarrhea/Vomiting - Students should remain home until 24 hours since their last episode of vomiting or diarrhea.
- Cough/Cold/Runny nose - Colds are usually self limiting and children may attend school if they have a normal temperature and are feeling well enough to attend and participate. The child should not have ear pain, severe sore throat or difficulty breathing. Coughing or runny nose associated with seasonal allergies or mild colds are not reasons to miss school.
- Conjunctivitis - A child with conjunctivitis or "pink eye" should not return to school until the drainage and redness have resolved or they have started treatment with antibiotic eye drops.
- Rashes - The source of a rash is often difficult to determine. Many common infectious diseases are most contagious in the early stages. A child with a serious rash should be evaluated by the primary health provider before returning to school. Mild rashes associated with contact allergies, eczema, or other chronic skin conditions should not prevent the child from attending school. Rashes that are blistered or draining should be evaluated by the child's primary physician.
- Lice - If the child has active lice, he/she may return to school once they have been treated (proof of treatment should be sent with child) and evaluated in the school clinic and found to be free of live lice. The presence of nits does not prohibit the child from attending school, but should be addressed by combing with a comb specifically designed to remove nits.
- Strep - The child may return to school when they feel able to participate, are free of fever and have been on antibiotics for at least 24 hours.

Here are some tips to keep you and your child healthy and to manage those occasional illnesses that occur:

- Wash hands frequently with soap and warm water for 20 seconds before eating and after sneezing or coughing
- Cover your mouth or nose with a tissue when you cough or cough into your elbow or sleeve. • Develop good health habits in regard to hygiene, diet and sleep.
- Dress child appropriately for weather.
- Make sure that the school has parent contact information during the school day.
- If a child is going to need medication during the day, make sure the medication forms and medication in the original containers are taken to clinic on the day the child returns to school.

If you have any doubt about a child's illness, you should always contact your child's physician.

ALCOHOL AND DRUG ABUSE POLICY

Substance Abuse Regulation

Waynesboro School Board Policy related to drugs: No person, either singly or in concert with others, shall have in his possession upon any premise to which these rules apply any drugs or narcotics whose possession is prohibited by penal law, or any alcoholic beverages or any drug paraphernalia or any implement used in preparing or administering drugs, except when possession of such device is specifically authorized by the superintendent in connection with a Waynesboro Public Schools service, program or activity.

School Definitions and Regulations

Substance abuse is defined as follows:

- A. Use, possession, distribution, intent to sell, selling, manufacturing, giving, attempting to sell, or being under the influence of a controlled substance, imitation controlled substance, marijuana, illegal drugs, synthetic cannabinoids, abusable glue, paint, or similar material, anabolic steroids, intoxicants including alcohol, or both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, on school property or while engaged in or attending a school activity, or in any manner so as to endanger the well-being of students or staff.
- B. Being present upon school grounds within a reasonable time after having consumed or used a controlled substance, marijuana, illegal drugs, or intoxicants including alcohol.
- C. Possession or distribution of "imitation controlled substances," which by dosage unit appearance, including color, shape, size, and markings or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

The use, possession, distribution, intent to sell, selling, manufacturing, giving or attempting to sell drug paraphernalia on school property or while engaged in or attending a school activity, or in any manner so as to endanger the well-being of students or staff. Drug paraphernalia means all equipment, products, and materials of any kind including the constituent parts thereof that are either designed for use or intended by the student for use in packaging, re-packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana, or a controlled substance. Drug paraphernalia shall include, but not be limited to, those things defined in Section 18.2-265.1 of the Code of Virginia, which is available for review in each principal's office.

Compliance with these regulations is mandatory.

PUPILS - Substance Abuse

I. Penalties for Violation of Policy

All penalties for violations of the policy regarding substance abuse will be in effect from the date on which a violation is determined. All violations of this policy will be immediately reported by the principal to the superintendent.

Offense

Use, Possession or Evidence of Prior Use of Drugs, Alcohol, Synthetic Cannabinoids, or Drug Paraphernalia on School Property or During School Activities:

When a student is suspected to have violated this part of the policy he/she shall be given a full hearing by the principal to insure due process. If found to be in violation, the student will be immediately suspended from school, the parent(s) or guardian(s) of the student will be notified to set up a conference with the principal within three (3) days of the suspension. The student will be suspended for ten (10) school days, law enforcement officials will be notified, and the student and parents or guardians will appear before the Waynesboro Superintendent of Schools or his designee to determine under what conditions the student will be readmitted to school. Students found in violation of this policy face expulsion.

TOBACCO AND USE OF TOBACCO PRODUCTS ON SCHOOL PREMISES

In the interest of health and safety, the Waynesboro School Board prohibits the use of all tobacco products in all school buildings at all times and prohibits the use of all tobacco products on school grounds during the school day.

The policy extends to school buses as well as school buildings. This policy applies to all employees, students, and citizens.

The school board also requests that a public announcement such as the following be made at all events held on school property: "The Waynesboro School Board requests that tobacco products not be used during this event. We appreciate your cooperation."

All agencies, groups, and organizations, renting or using school property will agree to make a similar public announcement regarding the use of tobacco products on school property and agree to prohibiting the use of tobacco products in school buildings at all times.

To help promote non-smoking among staff and students, smoking cessation programs will be made available on a periodic basis.

SEXUAL HARASSMENT/HARASSMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY AND RELIGION

I. Policy Statement

The WAYNESBORO PUBLIC SCHOOLS is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, WAYNESBORO PUBLIC SCHOOLS prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability or religion by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

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

II. Definitions

A. Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute sexual harassment if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks.
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- graphic comments about an individual's body.
- sexual jokes, notes, stories, drawings, gestures or pictures.
- spreading sexual rumors.
- touching an individual's body or clothes in a sexual way.
- displaying sexual objects, pictures, cartoons or posters.
- impeding or blocking movement in a sexually intimidating manner.

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

- creates an intimidating, hostile or offensive working or educational environment; or
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language.
- name calling, jokes or rumors.
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion.
- hostile acts which are based on another's race, national origin, religion or disability.
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

III. Compliance Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of sexual harassment or harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the

occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment, JFHA-F, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

Within 10 days upon completion of the investigation, the compliance officer shall issue a written report to the superintendent. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 calendar days of receiving the compliance officer's report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged

perpetrator. If the Superintendent or designee determines that prohibited harassment occurred, the School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant.

If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the compliance procedure in this policy.

A. Compliance Officer and Alternate Compliance Officer

The School Board has designated a Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Please contact:

Title IX Compliance Officer

(540) 946-4600, Ext. 12

Mrs. Vermell B. Grant

Assistant Superintendent

Waynesboro Public Schools

301 Pine Avenue

Waynesboro, VA 22980

Title IX Alternate Compliance Officer

(540) 946-4616

Mr. William "Tim" Teachey

Principal

Waynesboro High School

1200 W. Main Street

Waynesboro, VA 22980

The Compliance Officer shall:

- receive reports or complaints of harassment;
- oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;
- insure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, including the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure re at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent sexual harassment and harassment based on race, national origin, disability and religion should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: August 8, 2006

COMPLIANCE INFORMATION

Asbestos Use Information Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress to determine the extent of asbestos and to develop solutions for any problems.

Asbestos is a mineral that was used as a building material for many years. Asbestos is a naturally occurring mineral that has properties which made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit the uses of asbestos products in 1973 and most use of asbestos products as building materials were banned in 1978 due to hazardous health issues.

We have currently had our facilities inspected by a certified asbestos inspector/management planner, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos.

He has developed an asbestos management plan for our facilities which includes: this notification letter; education and training of our employees; and, a set of plans and procedures designed to minimize regular surveillance of the asbestos-containing materials.

A copy of the Asbestos Management Plan is available for your inspection in our administrative offices, 301 Pine Avenue, during regular office hours.

We have begun implementing the Asbestos Management Plan. We are intent on not only complying with, but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work.

Lead Use Notification

In compliance with state mandates, all water resources in this school have been sampled and analyzed. Results indicate lead content to be within acceptable ranges established by the E.P.A. Test results are on file in the administrative offices, 301 Pine Avenue, during regular office hours.

Sex Offender Registry

The Waynesboro Public 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 at school-related activities, the Waynesboro Public Schools shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes as any school within the division. Such request and notification shall be made according to the procedure established by the Virginia Department of State Police (State Police). The Superintendent or designee shall serve as the contact person with the State Police for receipt of registered sex offender information. Additional information about Virginia sex offender registry can be found at <http://sexoffender.vsp.virginia.gov>.

EDUCATIONAL PROGRAMS

Waynesboro Public Schools are committed to providing a free appropriate public education for all students. A wide variety of special programs and services are available to children with special needs.

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Section 504 states that: "No otherwise qualified individual with a disability in the United States, as defined in section 706 (8) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. For more information about Section 504 and educational programs in our schools, please contact your child's principal.

Special Education

Many different special education programs are available to identified students, ages 2-21 inclusive, throughout the school division. They include preschool programs, resource programs, self-contained classes, public and private separate school placements and temporary homebound instruction when appropriate.

After the child has been assessed and determined eligible for services, an IEP (Individualized Education Program) is designed to meet the specific needs of the student. Each student's progress is reviewed annually by school staff and parents and future goals are determined. For more information regarding specific disabilities and educational programs, contact your child's principal.

Limited English Proficiency (LEP)

English as a second language (ESL) services are provided to identified students. ESL programs are designed to facilitate proficiency in all aspects of English as well as support academic success in core academic areas. For additional information, contact your child's school.

Gifted Education

In compliance with Federal and State programs, education programs are available for students who have been identified as gifted and talented. At the elementary level, consultative and resource services are available. At the middle school services are provided through seminars, extra curricular activities and special classes. At the high school level Advanced Placement classes, dual enrollment, honors classes and a regional governor's school are available for students.

Teaching Learning Core (TLC)

All Waynesboro Public Schools have a team of concerned and caring individuals to assist parents and teachers when students experience academic or behavioral difficulties. This is the Teaching Learning Core (T.L.C.). For more information contact your child's principal.

Guidance

School counselors can answer your questions on schedules, classes, and career planning and will help with personal issues. The materials used for school counseling programs are open for review. School counselors strive to assure all students a successful future as a result of their educational experiences. The Waynesboro Public Schools Counseling Program involves:

Counseling with individual students, developmental groups, and issue-centered groups, as well as classroom guidance.

Consulting with teachers, parents, specialists, and administrators, as well as classroom guidance.

Family Life

Family Life Education will be taught in our fourth, fifth, sixth, seventh, eighth, and ninth grade classes throughout the school year. Concerned parents, educators, medical professionals and religious leaders from our community prepared Waynesboro's Family Life Curriculum. It contains age appropriate objectives and activities, which are used by our teachers to provide lessons on healthy lifestyles. Students will be encouraged to discuss objectives with you as they are presented in class.

The Family Life objectives for fourth, fifth, sixth, seventh, eighth, and ninth grade will be available in the office of your child's school should you wish to review them.

There will be an opportunity for parents to review the curriculum that is used in Family Life classes in early fall. All materials and videotapes will be available for your review. If, after reviewing the objectives of your child's grade level, you wish to exclude him or her from any or all of curriculum, you may do so by completing the "Opt-Out Statement" available in your child's school office. This written request must be returned before the start of class.

Preschool Program

The Waynesboro Schools offer preschool programs for eligible four year-old children and some identified 3 year-old children. Applications and information on these programs may be obtained from the Office of Instruction or the Wayne Hills Preschool Center at 937 Fir Street.

General K-12 Program Structure

Elementary

The philosophy for elementary education in Waynesboro is that every child is important as an individual and arrives in the classroom bringing with him the results of his environment, maturation, and previous experience. It is the teacher's responsibility to move the student on a continuum of skills, both social and academic, at a pace commensurate with his abilities.

Each elementary school shall provide instruction in the following subjects:

Art	Music	Mathematics
Health/Family Life	Physical Education	Social Studies
Language Arts	Science	

Virginia Standards of Accreditation require 75% of the school day be devoted to the four core areas of: Reading/ Language Arts, Math, Science, and Social Studies.

Middle School

Middle school programs are designed to facilitate and coordinate each student's physical, emotional, and intellectual growth, keeping in mind the broad range of abilities by offering a variety of both academic and non-academic courses. In order that a student be placed on his achievement level, test scores, teacher recommendations, and student progress are considered.

Some courses are offered for high school credit. The content of courses for which high school credit is awarded will be comparable to courses taught at Waynesboro High School.

High School

The program of studies at Waynesboro High School includes a wide variety of offerings in core and elective areas. Numerous subjects are available at Waynesboro High School, and additional courses are offered in conjunction with the Valley Vocational-Technical Center, Blue Ridge Community College and the Shenandoah Valley Regional Governors School. Students are scheduled according to their selected programs, achievement, and academic potential. Please consult the Waynesboro High School Program of Studies for complete information on course offerings and programs.

TECHNOLOGY

STANDARDS FOR ACCEPTABLE USE OF TECHNOLOGY

All Waynesboro Public School students and staff are expected to follow the highest ethical standards of conduct in use of information technology including compliance with all copyright laws and related policies. The use of information technologies available in Waynesboro Public Schools should be limited to academic pursuits. Activities specifically forbidden by this policy are any that do not reflect responsible use of information technology, including but not limited to: playing of non-instructional computer games, accessing of private information, use or creation of programs intended to destroy or damage files or computer systems (viruses), unauthorized changing of hardware or software configurations, accessing or publishing inappropriate materials, and abuse of password protections.

Internet

The Internet is a valuable educational resource for both students and staff. The use of the Internet is regarded as a privilege. Inappropriate conduct may result in loss of Internet privilege.

Students utilizing the Internet must be granted permission and supervised by Division Staff. Teachers will be responsible for supervising all student internet use. In as much as possible the teacher should become familiar with targeted resources prior to student use. Although students will be able to move beyond those resources to others that have not been previewed, they will be subject to supervision in an effort to correlate with the instructional objective. However, it is recognized that software or supervision alone is no guarantee that users will not access resources which contain objectionable material. The ultimate responsibility for appropriate use falls with the end user. Alternative activities not requiring Internet use may be requested by parent(s) or guardian(s).

Employees and students are specifically prohibited from using the Internet for the following purposes:

- making unauthorized statements regarding school policies or practices;
- transmitting confidential information (such as that relating to or ongoing investigations, procurements, or students);
- making unauthorized commitments or promises that might be perceived as binding the school;
- using subscription accounts or commercial services that are not expressly authorized;
- posting a web page for uses other than school related;
- browsing web sites, performing research, or playing games for personal interest or amusement;
- sending or displaying messages or pictures that are offensive, harassing, or discriminatory, or that are of an obscene or sexually explicit nature;
- using the network connection for commercial purposes or private gain;
- using the network for illegal activities;
- using the network in a manner that could reflect poorly upon, or cause embarrassment to the School District, employees, students, or community.

Each student and his or her parent/guardian must sign a Computer Use Agreement in granting use of the School Division's computer system. (Reference: WPS Policy IIBEA-GAB)

PLEASE RETURN THE SIGNED ACCEPTABLE USE AGREEMENT FORM TO YOUR CHILD'S SCHOOL

Policy: IIBEA-R/GAB-R

ACCEPTABLE COMPUTER SYSTEM USE

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

Computer System Use-Terms and Conditions:

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

-
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:
 - using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - downloading copyrighted material for unauthorized use.
 - using the computer system for private financial or commercial gain.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material authorized or created by another without his or her consent.
 - using the computer system for commercial or private advertising.
 - submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.

 4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - Be polite.
 - Users shall not forge, intercept or interfere with electronic mail messages.
 - Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
 - Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers, photographs, about themselves or others.
 - Users shall respect the computer system's resource limits.
 - Users shall not post chain letters or download large files.
 - Users shall not use the computer system to disrupt others.
 - Users shall not read, modify or delete data owned by others.

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

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

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

 8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

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

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