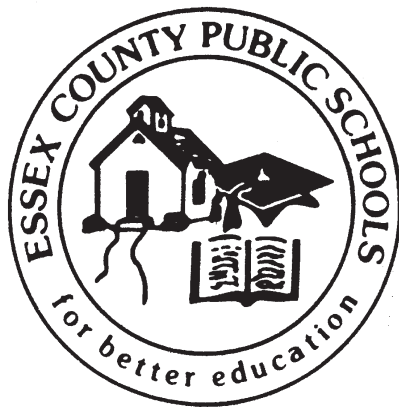


ESSEX COUNTY PUBLIC SCHOOLS

CODE OF STUDENT CONDUCT AND CODE OF STUDENT ATTENDANCE



**SCHOOL YEAR
2011-2012**

**Approved By The Essex County School Board
July 10, 1995
Latest Revision: August, 2011**

TABLE OF CONTENTS

	Page No.
Letter from the Superintendent	i
Introduction	ii
School Bus Conduct	1-2
Student's, Parent's/Guardian's Responsibilities	3
Teacher's Responsibility in Administering Code	3
Administrator's Responsibility in Administering Code	4
Observance of Due Process	4
Appeals Process	5
Procedures for Suspension and Expulsion	5-8
Definitions	8-10
Offenses and Consequences	10
Class I Offenses	12-18
Class II Offenses	19-20
Class III Offenses	21
High School, Intermediate, and Elementary Cumulative Consequences Systems for Disruptive Behavior	21-23
Attendance	24-26
Sexual Harassment	27-30
Notification of Rights	31-33
Student Records	33
Confidentiality and Privacy Act	33
Family Educational Rights & Privacy Act	34
Acceptable Computer System Use Policy	35-39
Parental Involvement Policy	40-46
Computer Acceptable Use Signature Page	47
Student's/Parent's Signature Form	48
Press Information/Parental Dissent Form	49

The Essex County School Board does not discriminate on the basis of race, color, national origin, sex, handicap or age in employment or in its educational programs. Additional Specific Offenses Applicable to Individual Schools May Be Addressed in the Individual School's Code of Conduct.

INTRODUCTION

Discipline problems are few in those schools where a positive learning environment exists. The responsibility for providing such a climate is with the administration and faculty of each school. When minor discipline problems do occur, teachers are encouraged to solve the problems themselves to a reasonable point. Realizing the prime purpose of school is to provide learning situations which allow students the opportunity to maximize their potential, the philosophy of the Essex School Board is that an atmosphere free of disruptive behavior assures a successful instructional program and protects the rights of the students.

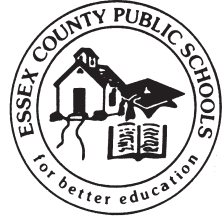
This uniform Code of Student Conduct has been established by the Essex Public Schools to enhance a school atmosphere that assists in teaching the student citizenship and is conducive to teaching and learning. This code is designed to be fair and forthright. Consequences are set for some offenses. Consequences for other offenses will be left to the discretion of the principal or his/her designee.

When a primary student (Gr. K-2) is in violation of the Code of Student Conduct and the suggested consequences do not seem appropriate, the consequences will be left to the discretion of the principal or his/her designee.

Attached to the back of this handbook, you will find a separate form which contains a statement for you to sign stating that you have read and thoroughly examined the Code of Student Conduct. Also, there is an Honor Code and Work Ethic Code for your student to sign and an acceptable use policy permission sheet which requires both student and parent signatures. If any of these pages have been removed from this booklet, please call your school to request additional copies. Your cooperation is greatly appreciated.

School officials are required by the Code of Virginia to report certain offenses to local law enforcement officials. Decisions of the school system and court are separate and independent. The school imposes consequences for violations in accordance with the Student Code of Conduct and Code of Virginia.

September 2011



Dear Students and Parents/Guardians:

Welcome Back to Essex County Public Schools for 2011-2012. Please read and become familiar with the Code of Student Conduct and Attendance Policy. A written copy is distributed to each student. The Essex County School Board adopted these guidelines to insure a safe school environment for all students and employees. The administration is committed to enforcing the rules in a fair and consistent manner. An orderly and safe school environment will not be compromised and is a top priority. We ask that if you have safety concerns, they are to be brought to the attention of the principal immediately.

Safety is a team approach and effective communication is very important to acquire the pertinent information needed to address concerns. Our staff is committed to student success and will respond appropriately to provide a safe and productive environment for all students. We encourage parent support and involvement to assist in providing a more successful school environment for our students.

Parents/guardians are required to sign and return to school the form at the end of the booklet that states you have read and understand the code. If you need clarification or interpretation of any item found in this code, please contact your principal or central office administration.

As your superintendent, I look forward to working cooperatively with you this school year.

Sincerely,

Joseph C. Melvin

Joseph C. Melvin, Ed.D.
Superintendent

SCHOOL BUS CONDUCT

Safe and convenient transportation is a privilege and not a right. Students abusing this privilege will be required to provide their own transportation. A child is considered under the supervision of the school from the time he/she leaves home in the morning until he/she reaches home in the afternoon, which includes all the time he/she is on the school bus. THEREFORE, RIDING THE SCHOOL BUS IS AN EXTENSION OF THE SCHOOL DAY AND ALL RULES AND REGULATIONS OF THE STUDENT CODE OF CONDUCT ARE APPLICABLE. The following revised bus rules have been approved by the school board.

1. Students must not use vulgar or profane language on the bus.
2. Students may not stand in front or crowd the driver.
3. Students must not throw anything out of or in the bus or shoot anything with rubber bands at other pupils or the driver.
4. Students must conduct themselves with courtesy and good manners while on the bus.
5. Students who must cross the road when getting off the bus will cross in front of the bus and before the bus moves.
6. Students must sit in their assigned seats when the bus is in motion and refrain from wrestling, scuffling, and pushing each other while on the bus.
7. Students must be reasonably quiet while on the bus. Yelling and screaming will not be allowed.
8. Students suspended from a school bus are not to be allowed to ride on any school bus while under such suspension. The principal will notify the driver of all suspensions.
9. Students will ride only on the bus assigned them unless there is an emergency situation and permission is secured from the school office.
10. Students must not smoke on the bus or get off the bus to smoke while in transit to or from school.
11. Students must not leave the bus to go to school or return home by another means except in the company of their parent/guardian.
12. Students should always walk on the left side of the road, facing traffic, and should never loiter or play in the road or obstruct traffic while proceeding to and from the bus stop.
13. Students must pay for damage done to the bus, such as breaking glass or tearing or cutting seats.
14. Students who fight on the school bus will receive the same punishment as pupils who fight at school.
15. Students who verbally or physically attack the bus driver will receive the same punishment as pupils who verbally or physically attack a teacher or other school board employee.
16. Students may not have in their possession/use objects on the bus which are forbidden at school: (including, but not limited to), weapons, drugs, alcohol, tobacco, animals, lighters, matches, etc.
17. Students may not use pencils, pens or other pointed objects that could cause injury if the bus lurches or stops suddenly.
18. Students may not eat or drink on the bus (this includes chewing gum).
19. Students may not buy or sell items on the bus.
20. Students may not sexually harass others. Examples include but are not limited to: Sexual comments; inappropriate touching/behavior; and, indecent exposure.
21. Students must not use cell phones while riding the school bus. Cell phones are not be on or used on trip buses unless individual permission has been received from the activity sponsor.

Revised August 30, 2004

BUS DISCIPLINE PROCEDURES FOR STUDENTS WHO VIOLATE BUS RULES

Parents, bus drivers and administrators developed these procedures.

Serious offenses will result in immediate removal from buses and possible suspension from school. Students who are removed from the bus for serious offenses will not be permitted to ride the bus home the afternoon of the day the action is taken.

NOTE: A bus-only suspension does not release the student from compulsory attendance. If the student is removed from the bus, it becomes the parent's responsibility to provide transportation.

Students who have already had problems with behavior on buses during this school year will be placed on the appropriate step below the next time they break bus rules.

1st Step: Driver takes sole action (except in very serious violations). Driver actions include changing child's assigned seat, verbal warning, etc.

2nd Step: Driver takes student to school office with bus discipline slip. Principal will warn student and send copy of discipline slip home to a parent with this page attached and/or refer the student to the Bus Discipline Committee.

3rd Step: Driver takes student to school office with bus discipline slip. Principal will remove student from all buses 1-2 days. (Note: students denied bus privileges will lose bus-riding privileges indefinitely if they ride another bus). Students may also lose privileges to be on school property after hours for up to 30 days. Principal will send copy of discipline slip home to parent with this page attached and/or refer the student to the Bus Discipline Committee.

4th Step: Driver takes student to school office with bus discipline slip. Principal will remove student from all buses 2-3 days. (Note: students denied bus privileges will lose bus-riding privileges indefinitely if they ride another bus). Students may also lose privileges to be on school property after hours for up to 30 days. Principal will send copy of discipline slip home to parent with this page attached and/or refer the student to the Bus Discipline Committee.

5th Step: Driver takes student to school office with bus discipline slip. Principal will remove student from all buses 3-5 days. (Note: students denied bus privileges will lose bus-riding privileges indefinitely if they ride another bus). Students may also lose privileges to be on school property after hours for up to 30 days. Principal will send copy of discipline slip home to parent with this page attached and/or refer the student to the Bus Discipline Committee.

6th Step: Driver takes student to school office with bus discipline slip. Principal will remove student from all buses 5-10 days. (Note: students denied bus privileges will lose bus-riding privileges indefinitely if they ride another bus). Students may also lose privileges to be on school property after hours for up to 30 days. Principal will send copy of discipline slip home to parent with this page attached and/or refer the student to the Bus Discipline Committee.

7th Step: Driver takes student to school office with bus discipline slip. Principal will suspend student to the Bus Discipline Committee.

Please remember Essex Public Schools use video cameras on school buses to document problems when they occur and to help prevent misbehavior. All requests for viewing a particular tape will be referred to an administrator in whose presence the tape will be viewed. Please call the Transportation Office at 443-3959 if you wish to talk with your child(ren)'s driver. Please do not talk to the bus driver at the stop or enter the school bus.

STUDENT’S RESPONSIBILITY

Students will demonstrate respect for themselves and others. They will learn to make appropriate choices and accept responsibility for their own actions. Students will also develop and maintain skills in the area of self-discipline.

Students will become knowledgeable regarding the rules and regulations of the school and will follow them accordingly. Consequently, students will take pride in their “school community” and in the education available to them.

PARENT’S/GUARDIAN’S RESPONSIBILITY

Parents or guardians should share with their children the importance of a quality education. They should encourage their children to develop self discipline and to accept responsibility for learning. Parents need to teach their children a sense of respect for themselves, others, and their school environment.

It is important for parents to work closely with teachers and school officials for the benefit of their children. This should include an effort to attend school functions when possible. At a minimum, parents should try to meet their children’s teachers early in the school year. Parents should respond immediately to requests for conferences.

At home parents should provide a time and place for their children to study. Parents should enhance their children’s learning by preparing them mentally, physically, and emotionally.

TEACHER’S RESPONSIBILITY IN ADMINISTERING CODE

The classroom teacher has the major responsibility for establishing an orderly, disciplined atmosphere in the classroom. Each teacher must establish behavioral expectations within the classroom. The efficient classroom requires a well-understood and consistent set of rules and regulations. Each teacher shall post classroom rules. Expectations must be established from the beginning; they must be easily learned and understood. Additionally, students should be encouraged to develop self-discipline.

The teacher must develop and model a positive climate for instruction. This should include a sound educational program for all children, adaptation of materials and methods to meet the needs of all children, and the provision of learning experiences appropriate to each child’s ability. Teachers and other personnel who are assigned to work with students must provide direct supervision of the students. Finally, the classroom teacher should work closely with parents/guardians for the benefit of all children. This includes making initial contact with each parent and providing on-going communication as needed.

ADMINISTRATOR'S RESPONSIBILITY IN ADMINISTERING CODE

The principal or his/her designee will administer the Code of Student Conduct which has been adopted by the school board. In addition, the principal or his/her designee will provide proper due process and will keep proper records of all discipline cases referred.

School-level administrators should establish discipline policies which are consistent with those promulgated by the Essex County School Board and that promote a quality learning environment. The administrators should build positive home/school connections for the benefit of student learning opportunities.

In establishing discipline policies and procedure, the building level administrators should work closely with faculty, staff, central office, and appropriate outside agencies, to promote effective, workable and realistic discipline practices. Additionally, administrators should consistently and regularly communicate discipline policies and procedures. This should include an effort to communicate to parents and students the expectations regarding student conduct within the school environment.

Finally, administrators should promote an atmosphere of high learning expectations for all students. This should include an effort to encourage self-discipline among all students.

OBSERVANCE OF DUE PROCESS

A student must be given a written or oral statement of any charges of violation of school rules and regulations. Serious charges that could result in the student's being suspended, expelled, or otherwise not allowed to come to school shall be subject to due process procedures as set forth in this policy.

When misbehavior necessitates removal of a student with disabilities from school for more than ten (10) days, knowledgeable individuals such as the school administrator, parent, school psychologist, and other appropriate personnel will meet (prior to long term suspension and/or expulsion) to determine if the behavior is causally related to the student's disabilities. If there is a causal relationship, alternative methods of discipline will be considered; however, if the consensus of those individuals consulted does not find a causal relationship, regular disciplinary measures may be applied.

DUE PROCESS PROCEDURES FOR SUSPENSION AND EXPULSION

Suspensions for ten (10) days or less

The principal or his/her designee may suspend a student for ten school days or less with the following procedures:

1. The student shall be given an explanation of the misconduct after an investigation of the facts.
2. The student shall be given the opportunity to explain the circumstances of the misconduct from his/her perspective.

3. The principal or designee shall execute a letter of suspension to the parents/guardians stating the conditions of the suspension and the date the student may return to school. Copies of this letter shall be given to the student, if possible, and mailed to the student's parents/guardians and to the superintendent or his designee.
4. The principal or designee shall make every effort to notify the parents/guardians of the suspension, in person or by telephone, before the student returns home.
5. This booklet serves as notification to all students, parents and guardians of the right to an appeal and the procedures as set forth.

APPEALS PROCESS

- A. Appeals of disciplinary actions taken by any school level employee (other than the Principal) shall be made to the Principal.
- B. Appeals of disciplinary actions taken by the Principal shall be made to the division superintendent or designee.
- C. Appeals of disciplinary actions taken by the division superintendent/designee or by the Essex Public Schools Discipline Committee shall be made to the School Board.

Written notice of the appeal must be filed with the superintendent within 7 days of the action being appealed. The appeal shall be heard within 30 calendar days.

- D. Appeals of disciplinary actions taken by the Essex County School Board may be made to the Circuit Court of Essex County.

NOTE: It is requested that, before filing an appeal, a request be submitted to the person who took the action to review and reconsider the action.

Emergency Suspension

A student who poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. Conditions for suspension for ten (10) days or less shall be met as soon as practicable thereafter. The principal or his/her designee shall orally notify the superintendent or his designee immediately, to be followed by the written report. Such cases shall be heard by the Essex Public Schools Discipline Committee which is authorized by the School Board to suspend students for periods longer than ten (10) days. The committee may refer such cases to the School Board which may consider long-term suspension or expulsion.

Students with Disabilities Receiving Services

Students who have been identified as having disabilities with a current individualized education program (IEP) may be suspended from school or placed in an in-school suspension center for up to ten (10) cumulative days in accordance with the procedures outlined above. In cases where a suspension for greater than 10 days is under consideration, a manifestation

determination hearing will be held. If there is no causal relationship between student’s disability and the behavior, students with disabilities may be suspended for longer than 10 days for serious infractions. (Also, please see page 7). Educational services will be addressed in the IEP.

Suspension in Excess of Ten (10) Days

The superintendent or Essex Public Schools Discipline Committee shall hear discipline cases being considered for long term suspension. Lesser sanctions may be imposed. The superintendent and Discipline Committee are authorized by the School Board to suspend students from school for periods longer than ten (10) days. The superintendent or Discipline Committee may refer such cases to the School Board which may consider long-term suspension or expulsion.

In any case in which a student has been suspended by the Discipline Committee after a hearing, the student and his parent(s) or guardian may appeal the decision to the full school board. Such appeal must be in writing and must be filed with the superintendent within seven (7) 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. The school board will consider the appeal upon the record of the suspension hearing within thirty (30) calendar days of the appeal.

Expulsion

In cases of gross or continued misconduct or violation of school or school-board rules and regulations, or for other good and just cause, a principal may recommend that a student be expelled from school. The principal shall notify the student and his parent(s) or guardian in writing of the following:

- The proposed action and the reasons therefore;
- The time and place of a hearing before the Essex Public School Discipline Committee or the superintendent under the procedure promulgated by the superintendent; and
- The right to inspect the student’s school records.

If the superintendent or the Essex Public Schools Discipline Committee upholds the recommendation of expulsion, the student shall be suspended until the matter is decided by the school board. The superintendent or the Discipline Committee may impose a lesser sanction.

If the recommendation of expulsion is upheld by the Discipline Committee, the case will be presented to the school board at its next regularly scheduled meeting. The student and his/her parent(s) or guardian will be notified in writing of the time and place of the school board hearing.

The procedure for the hearing shall be as follows:

- The school board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the school board.
- The school board or the superintendent will introduce the parties and review the procedures that follow:
 - a) The administration shall present the charge and the evidence. The principal or designee shall present evidence first.
 - b) The student shall be given an opportunity to respond to the charges.
 - c) The administration shall present other relevant discipline information and educational progress reports on the student.
 - d) The school board and administration may ask questions of the student.
 - e) The parents and student may ask questions or make statements.
 - f) The Board will deliberate to reach a decision. In open session, the School Board shall vote on the recommendation of the superintendent and take such action as it deems appropriate.
 - g) The superintendent shall transmit the School Board's decision, including reasons thereof, to the student, his parent(s) or guardian, and the principal.

Suspension in Excess of Ten Days or Expulsion - Students with Disabilities

Students with disabilities may be suspended in excess of ten (10 days or expelled only after the following procedures have been utilized. Educational services, if provided, will be governed by applicable statutes.

- The recommendation for discipline must be referred to the School Manifestation Determination Committee for a hearing.
- The committee shall determine whether there is a causal relationship between the student's handicapping condition and the conduct for which he or she is to be disciplined.
- The committee shall review the student's records, have these records available at its meeting, and receive additional information, if any, necessary to make its determination.
- The parent(s) or guardian of the student shall be invited to attend and informed in writing of the time and place of the committee meeting and its purpose.
- Minutes shall be made of the meeting and will include information regarding the persons attending the meeting, the facts considered, and the basis for the committee's determination. The committee shall also make a finding regarding the appropriateness of the student's current educational placement.
- If the committee determines that no causal relationship exists, the student will be disciplined as if non-disabled and the procedures under Suspension in Excess of Ten Days or Expulsion will be followed.

If the committee determines there is a causal relationship and the School Board does not appeal this decision under Individuals with Disabilities Education Act (IDEA), alternative education placements shall be considered through the appropriate eligibility and placement procedures.

The decision of the committee shall be sent to the parent(s) or guardian of the student along with a notice of their rights under Individuals with Disabilities Education Act (IDEA), including the right to a review of the decision in a due-process hearing.

DEFINITIONS

1. **EXPULSION**
Expulsion is the removal of a student from school permanently. The expulsion must be approved by the school board.

2. **SHORT-TERM SUSPENSION**
Short-term suspension is the removal of a student from the school campus and exclusion from all school-sponsored activities for not more than ten days by the school administration.

3. **LONG-TERM SUSPENSION**
Long-term suspension is the removal of a student from all school-sponsored activities for more than 10 days by the School Board, or by the superintendent or his designee(s).

4. **ALTERNATIVE EDUCATION**
Alternative education is for seriously disruptive students or for students who are several years behind their class. Services provided may include regular education, GED preparation, vocational education, or work transition.

5. **DETENTION**
Detention is a requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed or to receive specific instructions in behavior modification. Detention may require the student's attendance before or after school to complete assigned tasks. If detention is assigned, transportation becomes the responsibility of the parent or guardian.

6. **CUMULATIVE CONSEQUENCES FOR DISRUPTIVE BEHAVIOR**
Misbehavior and failure to follow school rules are cumulative and inclusive of all Class II and III offenses. For all Class III offenses, the cumulative consequences systems (high school or elementary) shall be invoked.

7. DUE PROCESS

The phrase “Due Process” means that any person accused of a violation of a rule, responsibility, policy, or law is entitled:

- (a) To know what the charges are against him/her; and
- (b) To have the opportunity to present his/her side of the story before a disciplinary decision is made.

8. FIREARMS

Section 22.1-278 of Virginia Code requires a 365 day calendar year expulsion for students who possess any “firearm” as defined under sections 18.2-308A and 18.2-308.1 of the code: any gun or weapon that is intended to propel a missile of any kind; any dirk, knife (Bowie, switchblade, or ballistic) or razor, metal knuckles, or blackjacks; flailing instruments such as nun chucks or fighting chains; discs such as throwing stars or oriental darts; firearm mufflers or silencers; and explosives or anything used as a weapon.

9. LOOK-ALIKE DRUGS

The term “look-alike drugs” refers to imitation controlled substances as defined in Section 18:2-247 of the Code of Virginia and imitation marijuana.

10. MAKE-UP WORK

Students who have been suspended should be allowed to make up work with the following stipulations that:

- (a) suspended students will be allowed to make-up quizzes, tests, reports, or research papers.
- (b) the make-up work shall be initiated by the student and requested on the first day the student returns to school.
- (c) the time allowed for make-up work shall be left to the discretion of the teacher, but the time shall not be less than the length of the suspension.
- (d) full credit shall be given for make-up work.

11. TEACHER REMOVAL OF DISRUPTIVE STUDENTS

In accordance with Virginia Law, the school division has policies governing Teacher removal of seriously disruptive students from class. Student must be accompanied by a written referral. The Principal determines the action and/or placement of the student.

12. SEXUAL HARASSMENT/Title IX - Section 504 Coordinator

Any sexual advances, request for sexual favors, and other inappropriate verbal or physical contact of a sexual nature that creates an intimidating, hostile, or offensive environment. Title IX - Section 504 Coordinator is Dr. Joseph Melvin, Essex School Board Office, (804) 443-4366.

13. GANG ACTIVITY

Any group activity that threatens, that is illegal and/or violent, or that suggests the development of gang activity, which may include wearing gang-related apparel, inappropriate congregating, bullying, and harassment.

14. STUDENT DRESS CODE

Based on the belief that school is a place of business where students are learning both academic and social skills, the School Board requires that students dress appropriately.

Note: This item is referenced in each school's student handbook.

Students Charged With or Found Guilty of Serious Crimes in Community

Virginia Code permits a school board to require a student to attend alternative education if that student has been charged with a crime: which could have resulted in injury to others, possession of weapons, alcohol, or drugs, or causing intentional injury to others - regardless of where the alleged crime may have occurred. If the student is adjudicated as delinquent or convicted of possession of weapons or illegal drugs, homicide, felonious assault, sexual assault, arson, or burglary may be suspended or expelled. The Essex Schools depend upon court services personnel to report serious student violations in the community.

OFFENSES AND CONSEQUENCES

The offenses and consequences listed in this code govern students of the Essex Public School System while on school premises, at school-sponsored activities, and while being transported to and from school and school activities by bus. In some cases, off-the-bus suspension may be applied in place of out-of-school suspension. Students may be suspended or expelled from school for misconduct, violation of school board or school rules and regulations, or for other good and just cause.

When an offense occurs during the last ten days of school and disciplinary action cannot be carried out, the consequences will be applied when the student enrolls the following year.

The following list of offenses and consequences is meant to be illustrative only and not intended to exclude suspension, expulsion, or other appropriate action for offenses not listed. The offenses and consequences are categorized according to class, depending upon the severity of the offense:

1. Class I offenses shall invoke specific consequences as stated in this policy.
2. Class II offenses shall invoke various consequences at the discretion of the principal or his/her designee and shall be included in the cumulative consequences systems.

3. Class III offenses shall invoke the cumulative consequences systems.

Certain offenses may be treated as Class I, Class II, or Class III offenses, or a combination thereof. In such cases, the principal and or his/her designee will determine which class is applicable depending upon the circumstances.

CLASS I OFFENSES

The offenses and consequences listed in this section govern students of the Essex Public Schools while on school premises, at school-sponsored activities, and while being transported to and from school and school activities. Students who violate these face loss of the privilege of attending/participating in school sponsored events, except as noted, in addition to stated consequences. Counseling may be required. Also, the King William Alternative Program may be used as a temporary placement.

Offenses

1. Possession and Use of Weapons/
Dangerous Objects
A student shall not supply, possess, handle, use, transmit or conceal any weapon or look-alike weapon prohibited by the Code of Virginia or any other object including ammunition, knives, explosives, and look-alike weapons used or threatened to be used to inflict bodily injury or place another in fear of his/her safety on school property, on his/her way to or from school, or at any school function, activity, or school sponsored event away from school.
2. Alcohol/Drugs (illegal, controlled, or imitations)* including imitation marijuana. Sale, theft, purchase, possession, 1st Offense use, under the influence, or distribution of alcohol/drugs on school property or at a school function.

* (Students possessing any 2nd Offense medication at school must notify the principal/designee)

** Any readmission will be conditional upon the student or parent providing documentation of enrollment/participation in an appropriate counseling program. In each instance of violation of the alcohol/drug policy, the police will be notified.

Consequences

Intermediate, High School & Elementary

Immediate suspension and possible recommendation for long-term suspension or expulsion. 365 calendar days expulsion is required by law for most serious weapons (see p.9)

Intermediate, High School & Elementary

Immediate suspension and possible recommendation for long-term suspension/expulsion.** 365 calendar day expulsion required for any student who has brought illegal drugs on school property or to a school sponsored event.

Immediate 10 day suspension. Recommendation for long-term suspension/expulsion.**

Offenses

3. Drug Paraphernalia

Includes, but not limited to: rolling papers, pipes, clips, scales, etc.

4. Fighting

The exchanging of blows between or among students

Subsequent Offenses

Consequences

Intermediate, High, & Elementary
Immediate 1-5 day Suspension & possible recommendation for long-term suspension/expulsion

High School & Intermediate
Immediate 3-5 day suspension and anger management

Immediate 5-10 day suspension and possible recommendation for long-term suspension.

(In certain instances, the police will be notified. Also, third parties who instigate fights will receive the same penalties as those who fight.)

Offenses

5. Assault/Battery

Assault/battery/threat by student on employees or other students on school property (or off school property if school related).

1st Offense

2nd Offense

Consequences

High School, Intermediate, & Elementary
Suspension from 5-10 days. Possible recommendation for long-term suspension or expulsion.

Immediate 10 day suspension with possible recommendation for long-term suspension or expulsion

(The police will be notified in all cases of assault & battery.)

Offenses

6. Threats

Threats against another person

Consequences

High School, Intermediate
Immediate 1-10 day suspension

Offenses

7. Vandalism or Destruction

Destruction of or threats to destroy school or private property.

1st Offense

Subsequent Offenses

(In certain instances, the police will be notified.)

8. Theft

Taking school or personal property without consent.

1st Offense

(In certain instance, the police will be notified.)

Subsequent Offenses

9. Bomb Threats

The reporting of a bomb by an individual without reasonable belief that a bomb exists.

1st Offense

(In every instance, the police will be notified.)

Consequences

High School, Intermediate, Elementary

Immediate 10 day suspension
Restitution prior to readmission
Referral to the Essex Public Schools Discipline Committee

Immediate 10 day suspension with possible recommendation for long-term suspension.
Immediate restitution

High School & Intermediate

Suspension from 1-10 days with possible recommendation for long-term suspension or expulsion. Restitution prior to readmission

Immediate 10 day suspension and recommendation for long-term suspension with possible recommendation for expulsion. Restitution prior to readmission.

Elementary

(See Theft under Class II Offenses

High School, Intermediate, & Elementary

Immediate suspension.
Recommendation for expulsion.

Offenses

10. Sounding Fire Alarm

False Alarms

The sounding of a fire alarm, calling 911, or tampering with fire safety equipment without reasonable belief that a fire exists.

1st Offense

2nd Offense

(In certain instances, the police will be notified.)

Sounding Fire Alarms

False Alarms

11. Tobacco/Tobacco Paraphernalia

Possession and use of tobacco products by students is prohibited.

1st Offense

2nd Offense

3rd Offense

Subsequent Offenses

*Probation officer may decide to prosecute.

Consequences

High School & Intermediate

Immediate 1-10 day suspension.

Immediate 10 day suspension and recommendation for long-term suspension

Elementary

Penalty is at the discretion of the principal or his/her designee depending on the circumstances.

Consequences should include counseling with student, parent(s), and teachers; alternative assignment, detention, suspension, or recommendation for expulsion. In severe cases, the police will be notified.

High School & Intermediate

2 days in-school suspension

Notify Juvenile Probation.*

Immediate 3 day suspension

Notify Juvenile Probation.*

Immediate 5 day suspension

Notify Juvenile Probation.*

Immediate 10 day suspension and recommendations for long-term suspension.

Notify Juvenile Probation.*

Elementary

Notify Juvenile Probation.*

Penalty is at the discretion of the principal or his/her designee depending on the circumstances. Consequences should include counseling, detention, ISS, or suspension.

Offenses

12. Cheating/Plagiarism

Giving or receiving unauthorized aid on quizzes, tests, exams, or written papers. Note: If a student, in writing a paper, copies information or ideas from another source, including electronic media and the internet then the student must give appropriate credit to that source.

1st Offense

13. Extortion

To force someone to do or not to do something under fear of force or threat of force.

1st Offense

Subsequent Offenses

Consequences

High School & Intermediate

Immediate zero grade on the school work involved and assignment to ISS. Candidacy for academic honors or awards is forfeited for the remainder of the school year.

Immediate zero grade on the school work involved. Candidacy for academic honors or award is forfeited for remainder of school year. Revocation of all extra-curricular activities and school sponsored events occurs on second offense.

High School & Intermediate

Immediate 10 day suspension with possible referral to the Essex Public School Discipline Committee

Immediate 10 day suspension with recommendation for long-term suspension

Elementary

Penalty is at the discretion of the principal or his/her designee depending on the circumstances. Consequences should include counseling with student, parent(s), and teachers; alternative assignment, detention, suspension or recommendation for expulsion. In severe cases the police will be notified.

Offenses

14. Harassment/Sexual Behavior/Indecent Exposure 1st Offense
Inappropriate Touching. & Subsequent

Note: Harassment of students will not be tolerated. Any such incident must be reported to a Teacher, Counselor, Principal, or Assistant Principal.

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

Consequences

High School & Intermediate
Immediate 1-10 day suspension with possible recommendation for long-term suspension or expulsion. Refer for counseling.

Elementary
Penalty is at the discretion of the principal or his/her designee depending on the circumstances. Consequences should include counseling with student, parent(s), and teachers; alternative assignment, detention, suspension or recommendation for expulsion. Refer for counseling.

High School, Intermediate
Immediate 1-10 day suspension with possible recommendation for long-term suspension or expulsion. Notify Commonwealth Attorney if bodily injury occurred. Refer to counseling.

Elementary
Penalty is at the discretion of the principal or his/her designee depending on the circumstances. Consequences should include counseling with student and parent(s); detention, suspension or recommendation for expulsion. Notify Commonwealth Attorney if bodily injury occurred. Refer for counseling.

Offenses

16. Bullying

Using repeated negative behaviors intended to frighten or cause harm. These may include, but are not limited to, verbal or written threats or physical harm.

17. Cyber Bullying

Any student who uses a school-provided communication device, including a computer or computer network or a personal communication device, on school grounds or at a school-related function, to create a climate of fear, intimidation and/or causes a substantial disruption of the work of the school or impinges on the rights of other students.

Consequences

High School & Intermediate

Immediate 1-10 day suspension with possible recommendation for long-term suspension or expulsion. Refer for counseling.

Elementary

Penalty is at the discretion of the principal or his/her designee depending on the circumstances. Consequences should include counseling with student, parent(s), and teachers; alternative assignment, detention, suspension or recommendation for expulsion. Refer for counseling.

High School & Intermediate

Immediate 1-10 day suspension with possible recommendation for long-term suspension or expulsion. Refer for counseling.

Elementary

Penalty is at the discretion of the principal or his/her designee depending on the circumstances. Consequences should include counseling with student, parent(s), and teachers; alternative assignment, detention, suspension or recommendation for expulsion. Refer for counseling.

CLASS II OFFENSES

The offenses and consequences listed in this section govern students of the Essex Public Schools while on school premises, at school-sponsored activities, and while being transported to and from school activities.

Offenses

1. Rude and Disrespectful Behavior or Refusal to Carry Out Instructions of Faculty or Other Staff Members
2. Rude and Disrespectful Behavior Towards Students
3. Fighting
The exchange of blows between or among students.
4. Threats
Threats against another person
5. Theft
Taking school or personal property.
6. Defacing School or Personal Property
Mar appearance of school property.
7. School and School Bus Disturbance
Acts which interfere with the normal operation of a school or school bus which cause disruption of learning opportunities or school-sponsored activities for the entire school or parts thereof.
8. Forgery of Note or School Form Document for Self or Others

Consequences

High School, Intermediate & Elementary
Penalty is at the discretion of the principal or his/her designee depending on the circumstances. Consequences should include counseling with student, parent(s), and teachers; alternative assignment, detention, loss of extracurricular activities, suspension, or recommendation for expulsion.

High School, Intermediate & Elementary
Same as No. 1

Elementary
Same as No. 1
In severe cases the police may be notified. Third parties who instigate fights may receive the same penalties as those who fight.

Elementary
Same as No. 1

High School, Intermediate & Elementary
Same as No. 1 with Mandatory Restitution.

High School, Intermediate, & Elementary
Same as No. 1

High School, Intermediate, & Elementary
Same as No. 1

High School, Intermediate, & Elementary
Same as No. 1

Offenses

9. Failure to Accept Disciplinary Action
10. Cheating/Plagiarism
11. Use of Written or Spoken Profane, Vulgar, or Obscene Words or Gestures; Inappropriate Public Display of Affection; Other Actions Which May Disrupt the School Program.
12. Possession of Pornographic, Obscene, or Indecent Literature
13. Leaving School Without Permission or Skipping
14. Possession of Fireworks (Pyrotechnics)
Possession of any explosive device or fireworks prohibited by law
15. Gambling
16. Lying
Verified instances of untruthfulness.
17. Possession of beepers, Cellular Telephones, Personal Digital Assistants (PDAs), or Similar Devices, if not forbidden by the rules as stated in the individual schools student handbook.
Students may possess a beeper, cellular telephone, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time and on buses. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

Consequences

High School, Intermediate & Elementary
Same as No. 1
(for Offenses 7-15)

CLASS III OFFENSES

School, School Bus, or Classroom Disturbances when not specifically defined as Class I or Class II Offenses. High School, Intermediate, and Elementary Consequences Systems are described as follows.

HIGH SCHOOL, INTERMEDIATE, AND ELEMENTARY CUMULATIVE CONSEQUENCES SYSTEMS FOR DISRUPTIVE BEHAVIOR

The cumulative consequences systems begin anew each year (unless student is reinstated on strict probation following suspension for the remainder of previous year). Infractions are cumulative from one staff member to another. These systems apply to Class II and Class III offenses or a combination thereof. In all cases, however, the strongest consequences shall be invoked. The penalty for an accumulation of discipline notices for nondisruptive/minor offenses will be at the discretion of the principal or his/her designee.

HIGH SCHOOL CONSEQUENCES SYSTEM

The following system will apply to the high school for offenses when the division policy does not impose a specific penalty for the misconduct:

1. The first time a student receives a discipline notice, the student will be advised by an administrator to correct the misconduct; and the parent(s) or guardian will be notified.
2. The second time a student receives a discipline notice, the student will be assigned 1-3 days of in-school suspension; and the parent(s) or guardian will be required to attend a conference.
3. The third time a student receives a discipline notice, the student will be assigned 3-5 days of in-school suspension; afterschool work detention will be assigned whenever feasible; and the parent(s) or guardian will be notified. A parent conference with an administrator is required. The administrator will refer the student to guidance to work with the student and parent to develop an improvement plan.
4. The fourth time a student receives a discipline notice, the student will be suspended out of school for 1-3 days; and the parent(s) or guardian will be notified. A parent conference with an administrator is required.

5. the fifth time a student receives a discipline notice, the student will be suspended out of school for 3-5 days; and the parent(s) or guardian will be notified. A parent conference with an administrator is required.
6. The sixth time a student receives a discipline notice, the student will be suspended to the Essex Public Schools Discipline Committee. The Committee will decide on further action following the hearing.

INTERMEDIATE SCHOOL CONSEQUENCES SYSTEM

The following consequences system will apply to the Intermediate school for offenses when the division policy does not impose a specific penalty for the misconduct.

1. The first time a student receives a discipline notice, the student will be placed on probation; and the parent(s) or guardian will be notified. Serious offenses could result in immediate suspension.
2. The second time a student receives a discipline notice, the student will be given 1-3 days in-school suspension and/or afterschool detention; and the parent(s) or guardian will be notified. A conference must be held between the parent(s) and the principal before the student can be reinstated to class.
3. The third time a student receives a discipline notice, the student will be given 3-5 days in-school suspension and/or afterschool detention; work detention will be assigned whenever feasible; and the parent(s) or guardian will be notified. The administrator will refer the student to guidance to work with the student and parent required reinstatement to class.
4. The fourth time a student receives a discipline notice, the student will be suspended from school for 1-5 days; and the parent(s) or guardian will be notified. A parent conference with an administrator is required.
5. The fifth time a student receives a discipline notice, the student will be suspended from school for 3-10 days; and the parent(s) or guardian will be notified. A referral to Essex Public Schools Discipline Committee will be made.
6. All subsequent times a student receives a discipline notice will result in a referral to the Essex Public Schools Discipline Committee for long-term suspension or possible referral to the School Board for expulsion.

ELEMENTARY SCHOOL CONSEQUENCES SYSTEM

The following system will apply to the elementary school for offenses when the division policy does not impose a specific penalty for the misconduct:

1. The first time a student is sent to the office with a discipline notice, the student will be counseled, and the parent notified of the discipline slip.
2. The second time a student is sent to the office with a discipline notice, the student will receive one day in ISS (In School Suspension). The parent(s) or guardian will be notified of the ISS assignment.
3. The third time a student is sent to the office with a discipline notice, the student will receive a three day assignment in ISS. The parent will be notified of the ISS assignment. Work detention will be assigned whenever feasible; and the parent(s) or guardian will be notified. The administrator will refer the student to guidance to work with the student and parent to develop an improvement plan. A parental conference with the principal will be required reinstatement to class.
4. The fourth time a student is sent to the office with a discipline notice, the student will receive 1-3 days of out-of-school suspension. The parent will be notified of the suspension. Afterschool work detention will be assigned whenever feasible; and the parent(s) or guardian will be notified. A parental conference with the principal will be required for reinstatement to class.
5. The fifth and all subsequent discipline notices will result in consequences at the discretion of the principal or his designee. Following the tenth time the student is sent to the office with a discipline notice, that student will be referred to the Essex Public Schools Discipline Committee.

ADDITIONAL SPECIFIC OFFENSES APPLICABLE TO INDIVIDUAL SCHOOLS MAY BE ADDRESSED IN THE INDIVIDUAL SCHOOL'S STUDENT HANDBOOK.

ESSEX COUNTY PUBLIC SCHOOLS

ATTENDANCE CODE

A. General Statements

Students shall comply with the state laws on compulsory attendance. All students who have reached the entrance age (5 years old before September 30) required by the Code of Virginia and who have not passed their 18th birthday or graduated shall attend school regularly.

In addition, the Essex County Public School System fully supports business and industry expectations for employee attendance. Therefore, to maximize students' preparation for the workplace, we ask all students to strive for perfect attendance. The school division recognizes occasionally, circumstances occur which cause a student to be absent.

B. Absences

1. The first day following an absence, the student is to bring a note to the school's Attendance Officer. The note must be signed by the parent/guardian and state the reason for the absence. Consideration will be given for the following reasons to determine if the absence is excused or unexcused: illness (parents are asked to schedule routine appointments for times school is not in session), court subpoena, death in the family, religious holidays or other just cause as approved by the principal. The school will require official documentation. Doctor's notes may be required for students who are chronically ill. If these are not provided, any further absences for illness will be considered unexcused.
2. Students will not be marked absent for school related events.

C. Monitoring Absences

Student absences will be monitored as follows:

1. To be counted as present for the purpose of receiving attendance awards and for participation in extra-curricular activities, a student must spend at least half the day in school. Students present at any time during the day will be counted as present for the state attendance reports.
2. After every unexcused absence, a reasonable effort will be made by *attendance personnel at each* school to contact the parents to contact the parent(s) or guardian by telephone to obtain an explanation for the absence.
3. At the fifth unexcused absence for the school year, the school principal/designee or the school system's attendance officer must make a reasonable effort to ensure that direct contact in person or by telephone is made with the parent to obtain nonattendance. In addition, the school division's attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance, which shall include documentation of the reasons for the pupil's non attendance. The attendance officer may make a referral to guidance, the School Resource officer and to an administrator for disciplinary actions.

4. Following the 6th unexcused absence the school principal/designee or the attendance officer shall schedule a conference within 10 school days with the pupil, his/her parent, and school personnel (and community service providers, as needed) to resolve issues related to the pupil's nonattendance, which conference shall be held no later than 15 school days after the absence.
5. Following the next unexcused absence, the school principal/designee shall notify the attendance officer, who shall enforce the provisions of the compulsory attendance law by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. (This is required by law.) In the event that both parents have been awarded joint physical custody pursuant to § 20-124-2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.
6. Nothing in this attendance code shall be construed to limit in any way the authority of the attendance officer or division superintendent to seek immediate compliance with the compulsory school attendance law.
7. A student in grades 7-12 will not be able to have more than six (6) daily absences from school per semester from a high school credit course unless the absences can be documented by a medical excuse (doctor/dentist), a legal/court excuse or death in the family. Students must be in class for 168 days in order to receive credit for each high school credit course. Attendance in each class is defined as a minimum of thirty (30) minutes. (School related functions such as field trips, etc. are not counted as absences from class.)
Students who miss more than six (6) days per semester from school and do not meet the absence policy guidelines will receive a grade of 69 or their earned grade if it is lower. Parents will be notified in writing when a student accumulates four (4) unexcused absences in a semester. A second letter at seven (7) absences will be sent to parents to inform them of the status of their student. Students who wish to appeal failures to attendance may submit an appeal for the semester to the Assistant Principal. Deadlines for the appeals will be one week (five school days) from the date that report cards with semester grades are issued. Appeals beyond this time frame will not be considered.
Note: This portion of the policy is in effect for Essex Intermediate School students who are taking a course for high school credit (Algebra, Geometry, Spanish, or French).

D. Tardiness and Early Pick Up

Excessive tardiness and early pick up, which involve missing class, may result in loss of credit for the class. Please refer to your child's school handbook for the specific consequences of missing classes due to tardiness and early pick up.

E. Enrolling

1. Any student enrolling in an Essex Public School shall be accompanied by the parent/legal guardian responsible for the student. This responsible adult, in addition to any other enrollment requirements, will provide the receiving school with a legal residence address and his or her name as the adult resident of Essex County who is in charge of the enrolling student. Non-resident tuition student applications are available at the School Board Office.
2. Any student who has been suspended from another school division will not be permitted to enroll in this division until eligible to re-enroll in his or her former division or until the superintendent of schools has reviewed the prior suspension and determined that the suspension was illegal or improperly given.

E. Promotion and Retention

Decisions regarding promotion and retention in grades K-12 will be evaluated carefully. The decision to promote, or retain a student will be based on a set of multiple criteria including:

- Academic performance
- Prior retentions
- Attendance
- Standards of Learning test scores
- Developmental needs, and
- Teachers' recommendations

Students promotion will be based on each student learning the relevant grade level/ subject matter. Students will not be excluded from membership in a grade, or participation in a course, in which SOL tests are administered. A copy of Essex County Public Schools' promotion/retention policy will be given to each student annually at the beginning of the year.

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

I. Policy Statement

The Essex County School Division is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, Essex County School Division 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 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:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- (ii) 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
- (iii) 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 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:

- (i) creates an intimidating, hostile or offensive working or educational environment; or
- (ii) substantially or unreasonably interferes with an individual's work or education; or

(iii) 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 or her 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. Complaint 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 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 on all the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the Superintendent upon completion of the investigation. 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 Essex County 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 receive 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 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 relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Officer

The Essex County School Board has designated Thomas M. Saville, Superintendent as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer Janice Pierson, Director of Instruction. Note: this individual must be of the opposite gender of the Compliance Officer. 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

each be informed that they have the right to abandon the informal procedure 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 Policy

Training to prevent sexual 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: April 11, 2000.

Revised: July 9, 2002.

Legal Refs: 20 U.S.C. §§ 1681-1688
29 U.S.C. § 794
42 U.S.C. §§ 2000d-2000d-7
42 U.S.C. §§ 2000e-2000e-17

34 C.F.R. part 106

Cross Refs: AC - Nondiscrimination
AD - Educational Philosophy
GB - Equal Employment Opportunity/Non-Discrimination
JB - Equal Educational Opportunities/Non-Discrimination
JFC – Student Conduct
JFC-R – Standards of Student Conduct
GCPD – Professional Staff Members: Contract Status and Discipline
GDPD – Support Staff Members: Contract Status and Discipline

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Essex County Public Schools has adopted policies, in a consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information of marketing, sales, or other distribution purposes. Essex County Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Essex County Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.
Parents/eligible students who believe their rights have been violated may file a complaint with:

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

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:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

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

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

Parent or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal and 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.

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

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

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

Upon request, the School discloses education records without consent to officials of

another school district in which a student seeks or intends to enroll. Essex County Public Schools will forward records to another district on request.

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

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

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the Essex Public Schools maintain, their locations, and their custodians.

Types: Cumulative, Confidential Disciplinary

Location: School Office
Custodian: Principal

RECORD OF REQUESTS FOR DISCLOSURE

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

CONFIDENTIALITY OF HIV AND DRUG AND ALCOHOL TREATMENT RECORDS

The Essex Public Schools shall comply with the confidentiality requirements of section 32.1-36.1 of the Code of Virginia, 1950, as amended, providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division shall maintain confidentiality of drug and alcohol treatment records as required by federal and state law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and privacy Act* (FERPA), a Federal law, requires that Essex County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Essex County 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 Essex County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Essex County 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 15th of the school year. Essex County Public Schools has designated the following information as directory information:

Student's name, gender, date and place of birth of students, student's email address, student's major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, states of attendance, degrees or awards received by students and photographs.

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

ACCEPTABLE COMPUTER SYSTEM USE

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

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include:

1. a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
 - a. child pornography as set out in VA Code § 18.2-374.1:1 or as defined in 18 U.S.C. §2256;
 - b. obscenity as defined in VA Code § 18.2-372 or 18 U.S.C. §1460; and
 - c. material that the school division deems to be harmful to juveniles as defined in VA Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
4. provisions establishing that the online activities of minors will be monitored
5. provisions designed to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online; and
7. provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors.

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

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

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

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

Amended: August 8, 2000

Amended: July 31, 2001

Amended: October 9, 2001

Amended: August 9, 2005

Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

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

ACCEPTABLE COMPUTER SYSTEM USE REGULATIONS

All use of the Essex County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes 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, or photographs, about themselves or others.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others.
- Users shall not read, modify or delete data owned by others.

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

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

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

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

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

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

Adopted: April 11, 2005

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

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

Cross Refs: JFC Student Conduct
JFC-R Standards of Student Conduct

Essex County Schools

District Wide Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

Essex County Schools agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

(A) *that parents play an integral role in assisting their child's learning;*

(B) *that parents are encouraged to be actively involved in their child's education at school;*

(C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

(D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **Essex County Schools** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
 - Each school will convene an annual meeting in September of each school year.
 - Multiple opportunities will be available for parents to attend the annual meeting.
 - The first annual meeting session will be held from 3:30 p.m. until 4:30 p.m. and the second session will be held from 6:00 p.m. until 7:00 p.m.
 - Curriculum information will be made available to all parents at the annual meeting.
 - Assessment information will be made available to all parents at the annual meeting.
 - The school division will establish a Title I Advisory Council and a minimum of three parents from each school will serve on the Division Title I Advisory Council which will meet quarterly.
 - Meeting agendas and minutes for the monthly meetings will be available to parents via the division website, school website, and central office.
 - The Advisory Council will provide a time slot on each agenda for public comment.

2. **Essex County Schools** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - The Title I Advisory Council meetings will be open to all parents.

- The primary function of the Title I Advisory Council will be to allow parents to review available data with school staff and to provide input to assist schools in modifying and updating School Improvement Plans.
 - The Title I Advisory Council will provide ongoing communication and monitoring concerning the progress of the goals and objectives outlined in School Improvement Plans.
 - If the school operates under Alternative Guidance a representative of the Title I Advisory Council will serve on the Alternative Guidance Committee and report out to the Title I Advisory Council.
3. **Essex County Schools** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- Each individual school will receive a budget for parental involvement activities using Title I funds.
 - School level parent involvement programs will include information regarding local and state assessment programs, curriculum content and available after school programs.
4. **Essex County Schools** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs by:
- Essex County Schools will work collaboratively with the local *Head Start Program*.
 - Each school will be required to develop a series of Family Reading Night activities that are funded with Title I Parental Involvement funds.
5. **Essex County Schools** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- Essex County Schools will conduct a parent survey in April of each year in order to determine the level of participation and to identify barriers that have prevented participation.
- Parent surveys will be school-based and will be offered in English and Spanish.
- Parent surveys will be available on paper and in an electronic format.
- Each building principal will use the parent survey as baseline data for the upcoming year and establish a parental involvement participation goal for the next school year.
- As part of the School Improvement Plan, each school will develop and implement strategies to increase parental involvement based on survey data.
- The Title I Advisory Council will be representative of the following stakeholders: economically disadvantaged, disabled, limited English proficiency, limited literacy, or any racial or ethnic minority background.
- The Title I Advisory Council will work collaboratively with schools to develop the School Improvement Plan.
- Essex County Schools will continue to utilize the local newspaper, website and flyers to notify parents of meetings and important school events.

6. **Essex County Schools** will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

- Essex County Schools will establish dates on the school calendar for parent/teacher conferences.
- School and individual teacher websites will provide information regarding school events and contact information.

- The division’s parental involvement policy will be available in each student handbook and on the division website.
 - Dates for interim reports and 9-week report cards will be included on the school calendar and on the division website.
 - Information regarding how to access division curriculum and state standards will be available in each student handbook and on the division website.
 - The Central Office staff will conduct workshops at each Title I school outlining state and local assessments to be administered during the school year. Principals will schedule the dates and times of these workshops so that they are conducive to maximum parental participation.
 - The Central Office staff will review established benchmarks for achieving state accreditation and Adequate Yearly Progress as defined by No Child Left Behind legislation. Principals will schedule the dates and times of these workshops so that they are conducive to maximum parental participation.
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
- Family Literacy Night activities will be developed by reading specialists.
 - Technology workshops will be offered through the Parent Resource Center.
 - Parenting skills workshops will be offered through the Middle Peninsula Northern Neck Community Services Board.
- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- The division will annually conduct in-service on community outreach with administrators and supervisory personnel.
 - Community outreach will be a component of the division’s beginning teacher orientation program.

- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, public preschool and other programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children, by:
- Essex County Schools will work collaboratively with the local *Head Start Program*.
 - Essex County Schools will coordinate a summer reading program that incorporates parental involvement as a component.
 - Essex County Schools will operate a Virginia Preschool Initiative class for at risk four-year old children with state and local funding.
 - All parents of preschool children will be required to sign a parental involvement agreement in which they agree to attend a parenting skills workshop and participate in a home-school visit.
 - Preschool workshops will be available in the following areas: Virginia's Foundation Blocks for Early Learning, Home Safety, and Health & Nutrition.
 - Preschool workshops will be held and the school and offered at various times to accommodate parent schedules.
 - Preschool teachers will be required to conduct two home visits per school year.
 - All preschool applications and notifications will be available in Spanish and interpreters will be provided to assist parents in completing applications.
 - Each school will be required to develop a series of Family Reading Night activities that are funded with Title I Parental Involvement funds.
 - Essex County Schools will disseminate information in accordance with federal guidelines for Supplemental Education Services.
- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Essex County Schools will establish dates on the school calendar for parent/teacher conferences. The school calendar will be available on the division website and in the opening school information package.

- Upcoming programs and events will be listed weekly on the division and school websites.
- School and individual teacher websites will provide information regarding school events and contact information.
- The division's parental involvement policy will be available in each student handbook and on the division website.
- Dates for interim reports and 9-week report cards will be included on the school calendar provided to parents in September and on the division website.
- Information regarding how to access division curriculum and state standards will be available in each student handbook and on the division website.

PART III. ADOPTION

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the minutes from quarterly Division Advisory Council meetings.

This policy is pending adoption by the Essex County School Board on 9/10/2009 and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 12, 2009.



ESSEX COUNTY PUBLIC SCHOOLS

P. O. Box 756

TAPPAHANNOCK, VIRGINIA 22560

PHONE 804-443-4366

FAX 804-443-4498

School Board

CARL W. SLAUGHTER, *Chairperson*

LARRY R. BULLIS, *Vice Chairperson*

MARY B. GASKINS

KEREN R. ELLIS

RAYMOND WHITAKER

DR. JOHSEPH MELVIN
Superintendent

STEPHANIE D. BASSETT
*Assistant Superintendent of
Instruction & Federal
Programs*

Essex County Public Schools Right to Request Information on Teacher Qualifications As Required Under the *No Child Left Behind Act of 2001*

September 6, 2011

Dear Parent,

On January 8, 2002, the *No Child Left Behind Act of 2001* (NCLB) was signed into law. Section 1111(h)(6)(A) states that as a parent of a student in Tappahannock Elementary and Essex Intermediate which are receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification, or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Dr. Wayne Lewis, Director of Student Services by phone at (804) 443-4366, or in writing at Essex County Public Schools, P. O. Box 756, Tappahannock, VA 22560.

Sincerely,

Wayne E. Lewis
Director of Student Services

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian must sign this Agreement before being granted use of the School Division's computer system. Read this Agreement carefully before signing.

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

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

Student/Employee Signature _____

Date _____

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

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

Parent/Guardian Signature _____

Date _____

Parent/Guardian Name _____

(Please Print)

Only return if you wish to opt your child's picture out of any publication

ATTENTION PARENTS Press Information

Essex County students excel in many areas. The Essex County School Board is making an effort to inform the public about our students' successes and about programs educators are developing within our school system. As part of this endeavor, we will be publishing pictures of students in various forms. Some examples follow:

- Division Highlights (annually)
- Weekly stories submitted to local papers
- Essex School News (distributed 3 times per year)
- Website (no student names will be used on the website)

We realize there may be instances when a parent does not wish a picture of his/her child to be published; therefore, we are providing this form for your convenience.

Unless we receive the bottom of this form by September 17, 2010, we may publish your child's picture in some form in a publication associated with the school system. If you have any questions, please contact the School Board Office at 443-4366.

Parental Dissent Form

1) I do **NOT** wish my child's picture published in any form.

Parent/Guardian

Date

Child's Name

Grade

Teacher

Please return this page to your child's teacher within 2 weeks of enrollment of each new school year if you DO NOT wish for your child's picture to be in any publication.



ESSEX COUNTY PUBLIC SCHOOLS

P. O. Box 756

TAPPAHANNOCK, VIRGINIA 22560

PHONE 804-443-4366

FAX 804-443-4498

School Board

CARL W. SLAUGHTER, *Chairperson*

LARRY R. BULLIS, *Vice Chairperson*

MARY B. GASKINS

KEREN R. ELLIS

RAYMOND WHITTAKER

DR. JOHSEPH MELVIN
Superintendent

STEPHANIE D. BASSETT
*Assistant Superintendent of
Instruction & Federal
Programs*

September 2011

Dear Parents:

Please sign below to acknowledge that you and your school age children have read and understand:

Essex County Public Schools Behavior and Attendance Code

Essex County Acceptable Use Policy Permission Sheet

Essex County Public Schools Directory Information Release

Parental Involvement Right to Request Information on Teacher Qualifications

Parent Signature

Date

**Please return this sheet to your child's school by
September 16, 2011.**

Honor Code and Work Ethic Code

Honor Code: I pledge to behave honorably while at school, on school buses, or while attending school sponsored activities. This includes following all rules in the Code of Student Conduct. I further pledge to tell the truth and to not give or receive help on quizzes, tests, exams, projects, or written papers.

Work Ethic Code: I pledge to work hard on and turn in all assignments, tests [including the SOL Tests], exams, papers, and projects during this school year. I will not take the easy way out by "just doing enough to pass." I am committed to working hard to constantly improve my knowledge and skills.

Student Signature

Date