2014-15 School Calendar

September 2014
1 Labor Day Holiday
2 All Students Report
17 4x4 Interim Reports Issued (YRA only)

October 2014
3 Early Dismissal/Student Assessment Day
9 Interim Reports Issued
9 Hybrid AB Interims/4x4 Report Cards Issued (YRA only)
17 4x4 Interim Reports Issued (YRA only)

November 2014
4 Election Day – Student Holiday
.5 Student Assessment Day
.5 Professional Development
5 Second Quarter Begins
11 Veterans’ Day – Student Holiday
  Elementary – Parent Conferences
  Secondary – Professional Development
13 Report Cards Issued
20 4x4 Interim Reports Issued (YRA only)
26 Early Dismissal
27-28 Thanksgiving Holiday*

December 2014
1 All Students Report
12 Early Dismissal/Student Assessment Day
18 Interim Reports Issued
18 Hybrid AB Interims/4x4 Report Cards Issued (YRA only)
19 Early Dismissal (Last Day before Winter Break)
22-31 Winter Break*

January 2015
1-2 Winter Break*
5 All Students Report
6 4x4 Interim Reports Issued (YRA only)
19 Martin Luther King Jr. Holiday*
21-23 Early Dismissal/Exams
  (YRA only – no exams on 21st)
26 Student Holiday
  Regional and Division-wide Staff Development
27 Third Quarter Begins

February 2015
2 Report Cards Issued
11 4x4 Interim Reports Issued (YRA only)
16 Presidents’ Day Holiday*
27 Early Dismissal/Student Assessment Day

March 2015
5 Interim Reports Issued
5 Hybrid AB Interims/4x4 Report Cards Issued (YRA only)
18 4x4 Interim Reports Issued (YRA only)

April 2015
3 Early Dismissal/Student Assessment Day
6-10 Spring Break*
13 Schools Reopen/Fourth Quarter Begins
16 Report Cards Issued
24 4x4 Interim Reports Issued (YRA only)

May 2015
8 Early Dismissal/Student Assessment Day
14 Interim Reports Issued
14 Hybrid AB Interims/4x4 Report Cards Issued (YRA only)
22 4x4 Interim Reports Issued (YRA only)
25 Memorial Day Holiday*

June 2015
9-11 Early Dismissal/Exams
  (YRA only – no exams on 9th)
11 Last Student Day
11 Graduation (YRA)
12 Graduation (GHS, BHS, THS, YHS)/Student Assessment Day
18 Report Cards Issued

*Schools and Offices Closed

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Tentative High School Examination Schedule

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<tr>
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<td>Period 4A &amp; 4B</td>
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<tr>
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<td>Period 4A (Seniors Only)</td>
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<tr>
<td>June 8</td>
<td>Period 2AB &amp; 4B (Seniors Only)</td>
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<td>June 9</td>
<td>Periods 1A &amp; 1B</td>
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<td>Periods 3A &amp; 3B</td>
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<td>June 11</td>
<td>Periods 4A &amp; 4B</td>
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<td>Periods 1 and 2</td>
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**4x4 Block (YRA only)**

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**Virtual High School**

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Tentative Graduation Schedule

**June 11, 2015**
6 p.m. York River Academy James Weldon Johnson Auditorium, Yorktown Middle School

**June 12, 2015**
9 a.m. Grafton High School William & Mary Hall
12 p.m. Bruton High School William & Mary Hall
3:30 p.m. Tabb High School William & Mary Hall
7 p.m. York High School William & Mary Hall

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York County
School Division
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7 p.m. York High School  William & Mary Hall

York County School Division
Dear Parents and Students:

Welcome to the 2014-15 school year!

The York County School Division strives to engage our students in mastering the skills and knowledge needed to make productive contributions in the world. We believe that students, parents, and staff can collaborate in a safe and productive school environment that offers rigorous educational opportunities. The Student Handbook and Conduct Code provides information and policies that will support our partnership with you.

In addition to calendars, school hours and directory information, the Student Handbook and Conduct Code provides brief descriptions of the program offerings that are available in the division as well as information on division policies. If you’d like additional information on programs or policies, ask your school office staff or visit our website at yorkcountyschools.org.

A significant portion of the Student Handbook and Conduct Code is dedicated to the division’s Conduct Code. Please review this section with your child so that he or she is aware of the division’s expectations for student behavior.

Additionally, in the back of the Student Handbook and Conduct Code are forms that must be completed and signed by all parents and students. Please return these forms to your child’s school by September 5 and 12, 2014.

I wish you and your child a successful and memorable school year. Thank you for your continued support of York County schools!

Sincerely,

Carl L. James, Ed.D.
Interim Division Superintendent

---

### Hours of Operation

<table>
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<td>Queens Lake and Tabb Middle</td>
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<td>Grafton and Yorktown Middle</td>
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### Early Dismissal and Exam Day Schedules

Dismissal Times for
October 3, November 26, December 12, December 19, January 21-23, February 27, April 3, May 8, June 9-11

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### Special Note:
Under many subject headings in this Handbook is a notation citing a section or sub-section of School Board Policy. These notations are provided to give parents and students background information about each topic. The full text of all division policies is available via the web at yorkcountyschools.org. Click on the “School Board” link and then the “Policy” link to access the information.

Parents and/or students with specific questions regarding any policy or procedure listed in this Handbook should first address their concerns to school staff. Teachers, school counselors, assistant principals and principals are responsive to questions and concerns and are readily accessible in the school building.

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Alternative Programs
Reference: School Board Policy IGBG, IGBGA and IGBH
The York County School Division utilizes several alternative programs. A student may be assigned to an alternative program subject to the approval or recommendation of the division superintendent.

At the secondary level, a student may have the opportunity to participate in Virtual High School, in classes at Enterprise Academy, or alternative offerings through the adult education program. Students completing graduation requirements at Enterprise Academy receive their high school diploma through the York County School Division.

Attendance
Reference: School Board Policies JEA, JEC, JED and IUY
The Code of Virginia § 22.1-254 requires every parent, guardian or other person in the Commonwealth having control or charge of any child who will have reached the 5th birthday on or before September 30 of any school year and who has not passed the 18th birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send each child to a public school or to a private denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child.

To comply with the Code of Virginia § 22.1-254, students are expected to attend school every day and be on time unless there is illness or death in the immediate family. Doctor, dental, or personal appointments should be made on days off, half days, or after school hours when possible. Parents/Guardians are responsible for providing the school with a note (within 24 hours) indicating the reason(s) for the absence. Legitimate reasons for absences are: illness, death in immediate family, doctor or dental appointment (not possible to be scheduled on non-school time), and/or exceptional circumstances as determined by the building principal. Standards of Learning tests are federally mandated in conjunction with the No Child Left Behind Act.

Absences occurring on these pre-determined test dates should be avoided and will only be considered excused under extreme extenuating circumstances. For any other reason, the absence is unexcused. If the student accumulates excessive (10) absences, a physician’s note may be required. At least one day will be allowed for make up work for every day of excused absence. If a student is absent due to the observance of a religious holiday, the absence will be recorded as excused on the student’s attendance record. That student cannot be deprived of any award or eligibility or opportunity to compete for any award or of the right to take an alternate test or examination, for any time missed due to the observance of a religious holiday.

When requesting make up work, parents should give teachers 24 hours’ notice to have the child’s assignments prepared for take home work. At least one day will be allowed for make up work for every day of excused absence. Failure on the part of the student to complete make up work on time will result in the student receiving a lowered grade on the assignment. Students are not allowed to make up any daily work or quizzes missed during unexcused absences or unexcused tardies. Students may be given credit for extended assignments with a due date that occurs during an unexcused absence. Extended assignments include, but are not limited to, research papers, essays, book reports, projects, tests, and semester exams. To comply with the Code of Virginia § 22.1-258, the school will attempt to telephone a student’s home to verify absences. Parents are encouraged to notify the school when a student is absent or tardy.

Evidence of a court appearance or a medical appointment should be presented to the principal for administrative review upon the student’s return to school.

To comply with the Code of Virginia § 22.1-258, having more than six unexcused absences could result in a complaint being filed with the York County Juvenile and Domestic Relations Court. Court action could result in suspension of the driver’s license of any minor who has had 10 or more unexcused absences from public school on consecutive school days (Code of Virginia § 46.2-334.001).
In accordance with state regulations, 15 days of consecutive absence will result in withdrawal of the student from the attendance roll.

Parents/Guardians will receive written notification from the school when a student has accumulated five unexcused absences. An accumulation of five unexcused absences will result in a referral to the school division attendance officer, and, if an additional unexcused absence occurs, the attendance officer and parents/guardians will be required to participate in the development of a plan to improve the student’s attendance. Continued unexcused absences may result in a referral of the parent/guardian to court.

Parents/Guardians should discuss with the school principal any absence which the parent/guardian believes constitutes exceptional circumstances. In such event, the principal shall make the final decision as to whether the absence is excused or unexcused.

Tardiness to School - Students are expected to be in their first class on time. Students should bring a note from a parent or guardian indicating the reason for the tardiness, sign in and secure a tardy slip from the attendance office. The determination of whether the tardy is excused or unexcused will be determined by school administration.

Early Dismissal - Students should bring a note from a parent or guardian indicating the reason for the early dismissal, sign out in the office, and sign back in when they return. Parents/Guardians should report to the school office to sign a student out of school during regular school hours.

**Effects of Absence on High School Credits**

**BLOCK CLASSES**

- Absences that exceed **8 days** from one class are considered excessive.
- When absences in a class reaches **5 days** (or **2 days** in a half-credit class), the school will mail notification to the parent or guardian.
- When absences in a class reach **8 days** (or **4 days** in a half-credit class), a second notification will be mailed to the parent or guardian.
- Make up work for absences in excess of **8 days** will be permitted only if extenuating circumstances are documented. The following are considered to be extenuating circumstances:
  1. Prearranged absences approved by the principal.
  2. Natural disaster affecting home (e.g., fire, flood).
  3. Recent death in immediate family.
  4. Serious illness or illness in immediate family as documented by a physician’s note.

- The inability to make up work based on excessive absences may result in a failing grade and denial of high school credit.
- Three unexcused tardies to the same class equals one unexcused absence.

**SINGLE PERIOD (NON-BLOCK) CLASSES**

- Absences that exceed **15 days** from one class are considered excessive.
- When absences in a class reach **10 days** (or **4 days** in a semester class), the school will mail notification to the parent or guardian.
- When absences in a class reach **15 days** (or **7 days** in a semester class), a second notification will be mailed to the parent or guardian.
- Make up work for absences in excess of **15 days** will be permitted only if extenuating circumstances are documented. The following are considered to be extenuating circumstances:
  1. Prearranged absences approved by the principal.
  2. Natural disaster affecting home (e.g., fire, flood).
  3. Recent death in immediate family.
  4. Serious illness or illness in immediate family as documented by a physician’s note.

- The inability to make up work based on excessive absences may result in a failing grade and denial of high school credit.
- Three unexcused tardies to the same class equals one unexcused absence.

### Awards and Recognitions

All elementary students have the opportunity to gain recognition during the school year by achievement in classroom, grade-level, school, county, local, state, and national activities. Appropriate announcements are made in each classroom about activities, programs, and competitions throughout the school year. Students are recognized at award assemblies in each school. The Presidential Award for Educational Excellence is given to grade 5 students who are being promoted to middle school. The criteria for receiving this award include a G.P.A. of 3.5 and a total achievement score at the 85th percentile or higher on a standardized achievement test.

At the secondary level, outstanding student achievement is encouraged and recognized by an award system in each school and in the division. Performance of high quality in academics, the visual and performing arts, career/technical areas, citizenship (or leadership), and athletics is recognized through certificates, medals, trophies, letters, pins, diploma seals, and/or similar awards. Announcements, assemblies, or banquets are conducted to note special student achievement.
Scholarships are actively sought for graduating seniors who plan post-secondary education. Programs, activities and competitions are specified and announced in each school. The following list includes examples of awards and recognitions:

- Academic Challenge
- Mathematics Competitions
- Great Computer Challenge
- Scholarship Competitions
- National Honor Society
- Odyssey of the Mind
- Career & Technical Education Competitions
- Athletics
- Art Contests
- Forensics
- Science Fairs
- Governor’s School
- Debate
- One-Act Plays
- Boys State/Girls State

Bicycles
The York County School Board permits, but does not advocate, the riding of bicycles to school by students. The riding of bicycles is permitted at Bethel Manor Elementary, at Coventry Elementary and at Tabb Middle only if parents have provided written permission to the principals of these schools.

Child Abuse
The law protects children up to 18 years of age from extreme mistreatment at home. It requires that "...any teacher or other person employed in a public or private school..." report cases of suspected child abuse and neglect. School employees must report the family to Child Protective Services. Social workers then investigate the home. If Social Services find that parents are not adequately caring for their children, they provide assistance to try to correct the situation. It is important for students and parents to know this process because the main purpose of the law is to prevent the abuse and neglect of children rather than to punish anyone. Students should report what they believe to be cases of abuse or neglect to a counselor, teacher or principal.

Child Find
Reference: 8 VAC 20-81-50
Child Find is a component of the Individuals with Disabilities Education Act (IDEA). The York County School Division implements on-going and continuous strategies to identify, locate, and evaluate children residing or parentally placed in private schools (including those that are home-schooled or home-tutored) within its jurisdiction who are ages 2 through 21 and are in need of early intervention or special education and related services. YCSD provides screenings and/or evaluations for children who are suspected of having a developmental delay or disability. Please contact the administrator at your child’s neighborhood school for additional information.

Children’s Internet Protection Act (CIPA)
The Children’s Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to offensive content over the Internet on school and library computers. This law applies to all schools that receive e-rate funds from the U.S. Department of Education. YCSD has software in place designed to filter inappropriate content from the Internet that may be harmful to minors.

Children’s Online Privacy Protection Act (COPPA)
The Children’s Online Privacy Protection Act (COPPA) is a federal law enacted in 1998 and applies to the online collection of personal information of children under 13 years of age. Selected web resources may require user information for YCSD student participation. COPPA details what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent or guardian, and what responsibilities an operator has to protect children’s privacy and safety online including restrictions on solicitation to those under age 13.

Contact Lenses
To help ensure eye safety for contact lens wearers, it is imperative that the school be notified if students use contact lenses. Parents should notify school clinic personnel in writing at the time of registration for new students, during the first week of school for returning students, or as soon as a student begins to wear contact lenses.

Counseling Services
Reference: School Board Policy IKB
The York County School Board affirms that parents are a student’s first teachers and that public schools should serve to strengthen family and parental support. The York County School Division offers guidance and counseling services to all students in grades kindergarten through 12. Counselors work closely with parents and school personnel to find and remove barriers to student learning. Parents are encouraged to contact a school counselor to discuss any concerns about their child’s school experience or about child-rearing issues. School counselors provide services in three major areas: academic guidance, career guidance and personal/social counseling.

Academic Counseling
School counselors help students and parents learn about available curricula choices, plan a program of
studies, arrange and interpret academic testing, and seek post-secondary academic opportunities.

All 10th grade students in the York County School Division are encouraged to take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT). The test is administered on a regular school day to students who have registered and paid the appropriate fee. The PSAT/NMSQT provides excellent feedback on personal achievement in mathematics and verbal skills and provides a free score report for students to evaluate themselves in these important subject areas. The PSAT/NMSQT score does not count when taken during the sophomore year. Students will also have the opportunity to pay required fees, register and retake the PSAT/NMSQT during their junior year. Students who achieve strong scores on this exam during their junior year are eligible for the National Merit Scholarship Program, a corporate-sponsored program that provides college scholarships to college-bound students. NMSQT semifinalists can receive finalist recognition and scholarship awards based on an application and their SAT scores, which must be comparable to their PSAT/NMSQT scores. For more information regarding this program or to register for these examinations, contact middle school or high school counselors.

Career Counseling
Counseling services help students acquire information and plan action about work, apprenticeships and post-secondary educational and career opportunities. Students in grades 6 through 11 will participate in a variety of career exploration activities and complete interest inventories and career assessments. Additionally, opportunities will be provided for students to explore career options. Emphasis will be placed on helping students make connections between academic strengths and career goals.

- Career Mentorship is one of several opportunities offered as a class to high school juniors and seniors who wish to gain experience in the world of work. The mentorship program matches qualified students with community members who work in an area of career interest to the student. The non-paid, work-based experience allows students to apply knowledge, develop skills and see a strong work ethic in practice. The mentorship experience is coordinated by a high school teacher.

Personal/Social Counseling
Counseling assists students in developing an understanding of themselves, the rights and needs of others, how to resolve conflict, and how to define individual goals that reflect their interests, abilities and aptitudes. Such counseling may be provided either in groups in which generic issues of social development are addressed or through structured individual or small-group, multi-session counseling which focuses on the specific concerns of participant(s).

Throughout the year parents/guardians may contact their child’s school to review materials and discuss services provided by school counseling staff. During the school year, requests by parents/guardians to change their child’s participation in personal/social counseling services must be provided in writing to the principal of the student’s school.

Discrimination, Harassment and Sexual Misconduct (Title IX) Policies
The York County School Board is committed to maintaining an educational environment and workplace that are free from discrimination, harassment and sexual misconduct. School Board Policy Files GB, GB-F, GBA/JFHA, GB-F/JFHA-F, which are attached to this handbook as appendices (see Appendices A through D), outline the Division’s commitment and procedures for the reporting and handling of complaints.

Documents of General Interest Available at Schools/Online
- Policy Manual (yorkcountyschools.org)
- Gifted Education Plan (yorkcountyschools.org)
- Program of Studies (yorkcountyschools.org)
- Family Life Education (York County School Division)
- Accreditation Report (yorkcountyschools.org)
- Asbestos Inspection Report and Management Plan - AHERA 40 CFR, Part 763 (School)
- School Improvement Plan (School)
- Hazard Communication Standard (School)
- Approved Annual Budget (yorkcountyschools.org)
- Capital Improvement Budget (yorkcountyschools.org)
- Integrated Pest Management on School Property, Code of Virginia § 22.1-132.2 (School)
- Radon Testing for Schools, Code of Virginia § 22.1-138 (School)

All of these documents are available to the public upon request.

Enrollment Requirements
Reference: School Board Policy JEC
A parent or other adult having custody of a student must provide two documented proofs of residence in York County. The Code of Virginia § 22.1-264.1 states that a parent or guardian can be charged with a Class 4
misdemeanor for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides.

1. Any student entering the York County School Division for the first time is required to provide:
   A. Proof of birth (original Birth Certificate or for non-US citizens, other substantiating documents)
   B. Social Security number. The student’s Social Security number should be presented at the time of registration or within 90 days. (Code of Virginia, § 22.1-260C, amended by the 1988 General Assembly)
   C. Documentation of a comprehensive physical examination is required before entry to pre-kindergarten and elementary school (Code of Virginia, § 22.1-270). The physical must be completed no earlier than one calendar year before entry to public pre-kindergarten, kindergarten or elementary school. The physical exam must be performed by a licensed physician, a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician.
   A School Entrance Physical and Immunization Form (MCH 213 G revised 10/2010) may be obtained from any York County School Division school, the Peninsula Health Department, any family practice medical office, military medical clinic, or the YCSD web site: yorkcountyschools.org.
   D. Documented proof of adequate immunization with the prescribed number of doses of each vaccine as required by Virginia law. Listed below are the minimum acceptable immunization levels:
   1) 4 doses of DTP or DTaP for all new children enrolling (kindergarten-12th grade) (one of the four must have been administered on/after the 4th birthday).
   2) 4 doses of Polio (OPV/IPV) for all new children enrolling (kindergarten-12th grade) (one of the four must have been administered on/after the 4th birthday). Note: 4th dose not necessary if 3rd dose administered at 4 years of age or older and at least 6 mos. following previous dose.
   3) *2 doses Measles (first dose on/after 12 mos. of age).
   4) *1 dose Rubella (on/after 12 mos. of age).
   5) *2 doses Mumps (first dose on/after 12 mos. of age).
   6) 3 doses of Hepatitis B vaccine (2 doses of Merck adult formulation if given between 11-15 years of age).
   7) 2 doses of Varicella to susceptible students (first dose on/after 12 mos. of age; second dose prior to entering kindergarten).
   8) ALL rising 6th graders are required to have a dose of Tdap regardless of the interval since the last dose of tetanus-containing vaccine. If there is documentation of receipt of a dose of Tdap prior to 6th grade, another dose is not necessary. All new students entering 6th through 12th grade will be required to have received one dose of Tdap.
   *Note: Measles, Mumps, Rubella requirements also met with 2 MMR – first dose on/after 12 mos. of age; second dose prior to entering kindergarten.
   A child whose immunizations are incomplete may be admitted conditionally, as specified in the Code of Virginia 22.1-271.2 B, provided the parent or guardian has documentation at the time of enrollment indicating that the child has received at least one dose of the required immunizations and has a written schedule for completing the remaining doses within 90 calendar days of enrollment. If the parent has not provided the required documentation by the end of the 90th day, the student will be withdrawn. The 90-day grace period does not apply to the Tdap booster requirement because Tdap is a single dose vaccine, not a series.

E. Exemptions for physicals and immunizations:
   1. A medical exemption is a physician’s written statement that immunizations would be detrimental to the child’s health at that time and future immunization compliance is planned.
   2. A religious exemption is a parent signed and notarized document entitled “Certificate of Religious Exemptions,” Form CRE-1.

F. Documented proof that parent or other adult having custody of the child is a resident of York County. Documents that verify York County residency include utility company statement, bank statement, major credit card statement, auto/homeowner/rental insurance policy, rental contract or rent receipt, notarized letter from homeowner, property tax bill, mortgage verification, close of escrow. Two (2) of the listed documents are required as specified on the Parent Information Form-Residence Verification. Any person who knowingly makes a false statement concerning the residency of a child, as determined by § 22.1-3 of the Code
of Virginia, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to § 22.1-5, for the time the student was enrolled in such school division.

G. Students identified as homeless will be admitted into the York County School Division in accordance with the provisions of the McKinney-Vento Act of 2001. Assistance in obtaining registration documents will be provided.

H. Students who are visiting the United States through a sponsoring exchange agency may be admitted to York County schools with the appropriate paperwork. The U.S. Department of Homeland Security requires that other foreign students who wish to attend school in the United States must be registered with Bureau of Immigration and Customs Enforcement (ICE). Please contact the Department of School Administration (833-7001) for specific information.

I. Pursuant to the Code of Virginia § 22.1-3.4, a student who has been placed in foster care by a local social services agency shall be immediately enrolled, even if the placing social services agency is unable to produce the documents required for enrollment. In such cases, the person enrolling the student shall provide a written statement that, to the best of his/her knowledge, sets forth (i) the student's age; (ii) compliance with the requirements of § 22.1-3.2 of the Code (student’s school status); and (iii) that the student is in good health and is free from communicable or contagious disease.

J. On July 1, 2009, Virginia entered into the Interstate Compact on Educational Opportunity for Military Children (§ 22.1-360 of the Code). This compact facilitates the timely enrollment of children of military families and ensures that they are not placed at a disadvantage due to difficulty in the transfer of education records from the previous school district(s) or variations in entrance requirements. According to the compact, children of military families, without documentation of immunizations, should be immediately enrolled and shall have up to 30 days from the date of enrollment to obtain any immunization(s) required by the receiving state. The compact does not waive the physical examination requirement for these children.

2. Students entering kindergarten must have reached their 5th birthday on or before September 30th of the year in which they enroll.

3. Affidavit of Prior School Expulsions. § 22.1-3.2 of the Code of Virginia requires, upon registration, a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private or public school for an offense relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.” However, a school may disclose the scholastic records to the parents of an eligible student who is age 18 or over and who is considered a dependent student under section 152 of the Internal Revenue Code of 1954 without the consent of the eligible student. A parent of a child with a disability who is 18 may retain his or her rights provided that the child has been determined to be legally incompetent or legally incapacitated.

Family Life Education
A Family Life Education program designed to reach goals established by the Virginia Department of Education is offered in grades kindergarten through 12. The program is available for review by parents in both school and public libraries. Parents who wish to exclude their children from any or all Family Life Education lessons may do so by completing the form included in this handbook.

Fees
Reference: School Board Policy JN

- INTERNATIONAL BACCALAUREATE (IB)
  EXAMS
  Fee determined by the IB Organization
• ART COURSE
  Full Year ($15), Semester ($7.50)—No Refund,
  Nine Weeks ($5) Middle School ONLY—No Refund

• DRAMA COURSES
  Middle School ONLY—Full Year ($15),
  Semester ($7.50), Nine Weeks ($5)—No Refund

• CAREER/TECHNICAL EDUCATION
  Full Year ($15), Semester ($7.50),
  Nine Weeks ($5)—No Refund

• INSTRUMENT RENTAL
  Middle and High Schools ($30)—No Refund
  (NOTE: Middle School ONLY—To be paid
   AFTER instructions from Band Director)

• BAND UNIFORM
  High School ($20)—No Refund

• ATHLETICS
  Middle School—$50 per season; up to $100
  (third season no charge)
  High School—$60 per season; up to $120
  (third season no charge)

• PARKING
  High School—Full Year ($100),
  Semester ($50)—No Refund

NOTES:
• Fees may be subject to change without notice.
• MAKE CHECK PAYABLE TO THE STUDENT’S SCHOOL.
• The charge for lost textbooks will be the current
  replacement cost, and a charge will be made for
  damaged books.
• Students who do not return locks and/or students who
  damage lockers will be assessed replacement or
  repair costs.
• When a student taking career/technical or art courses
  selects a project costing more than the course fee,
  the student will assume the additional cost and the
  project will be retained by the student.
• Special performing groups, such as stage band and
  vocal ensembles, will be required to purchase their
  own attire.
• A waiver of fees or a payment schedule may be
  considered under certain circumstances. All requests
  must be made in writing to the building principal.
• Students enrolling after January 1 will be assessed
  50% of the designated fee(s), except for semester
  classes.
• Schools may charge fees for overdue library books.
• Students who choose to take career/technical
  certification exams will be required to pay the fee as
  designated by the certifying agent. Typical fees range
  from $20 to $120 per exam.

For additional information, please check with your
child’s school.

Fire Lanes
Fire Lanes are not parking zones. Fire Lanes in front of
York County School Division schools provide rescue
vehicles with unencumbered access to the schools in
the event of an emergency. Fire Lanes are marked with
yellow paint and/or “No Parking: Fire Lane” signs. Only
driver-attended school buses are allowed to stop in Fire
Lanes for student pick-up and drop-off. Unauthorized
parking in a Fire Lane is a violation of the law as
well as a safety hazard.

Fine Arts
Fine arts education is an integral part of the total
instructional program. Fine arts teachers work directly
with student groups and with other teachers on a
consulting basis to correlate fine arts activities with
other areas of the curriculum. Students are exposed to
many art forms, media, tools and techniques.

Fund Raising
Reference: School Board Policy DCGY
Fund raising activities are defined as those activities
which contribute to the operation or maintenance of
any school club or organization.

In accordance with Standards of Accrediting Public
Schools in Virginia, Standard D-18, fund raising activi-
ties that involve elementary students in door-to-door
solicitation shall be prohibited.

Elementary Schools
Fund raising activities will be restricted to internal fund
raising activities only. Internal fund raising activities
will be left to the discretion and prudent judgment of
the school principal. No external fund raising will be
held in the elementary schools.

Middle Schools
Internal fund raising activities will be left to the discre-
tion and prudent judgment of the school principal.
External fund raising activities will be restricted to one
(1) activity per school per school year.
High Schools
Internal fund raising activities will be left to the discretion and prudent judgment of the school principal. External fund raising activities will be restricted to one (1) activity per school per school year. This limitation does not preclude advertising in school programs, event programs, yearbooks and/or performances. In addition, it does not preclude school clubs and organizations, with the approval of the school principal, from participating in no more than one (1) external fund raising activity per club or organization per school year.

Photographs and Related Items
Sale of photographs and related items to students is considered to be an internal fund raising activity as well as a service to students and their parents. Advertisement for competitive proposals must be made, and proposals must be properly accepted in a confidential manner. The contract may be awarded according to the quality of service as well as price, but no vendor shall be designated as the “official supplier.” An affirmative and complete disclosure must be made by the school to students and parents that the project is a fund raising activity, and that they may purchase the goods elsewhere, if they desire. The disclosure must include the amount that will be retained by the school and the use to be made of these funds.

Publications
Yearbooks, newspapers, journals or other school publications require a charge to pay for the cost of the publication. Cost will vary from school to school. If additional charges are added to the basic publication cost, the project must be considered a fund raising activity. In that case, adherence to School Board policy concerning such activities is required.

Gifted Education
Reference: School Board Policy IGGB
The York County School Division identifies students in grades kindergarten through 12 who have potential and/or demonstrated abilities and who exhibit high performance capabilities in the area of general intellectual ability.

Grades K-2
Gifted students are identified in the spring of the kindergarten year and throughout grades 1 and 2. Identified students may participate in the Primary Enrichment Program (PEP). Kindergarten PEP students attend special seminars each spring during the school day at the division’s gifted education center. First and second grade PEP students travel from their home schools one day each week to attend PEP classes at the EXTEND Center. The PEP teacher provides interdisciplinary activities and enrichment opportunities for identified students.

Grades 3-7
Third through fifth grade students who are intellectually gifted travel from their home schools one day each week to attend the EXTEND Program located at the EXTEND Center on the Dare Elementary School campus. Gifted students in grades 6 and 7 meet weekly with a gifted education teacher in their home schools. For all identified gifted students, learning is “extended” as they participate in interdisciplinary units of study and research activities which emphasize abstract thinking and independent learning.

Grades 8-12
Eligible students in eighth through twelfth grade are encouraged to select from the available advanced secondary program options which include: The York County School Division Honors Program, the Pre-Diploma Program, Virtual Virginia online courses, the International Baccalaureate Diploma Programme, Advanced Placement courses, the School of the Arts, Summer Residential Governor’s School, and New Horizons Governor’s School for Science and Technology. In addition, concurrent dual enrollment in cooperation with local colleges, seminars and enrichment activities is available to eligible students.

Gifted Education Advisory Committee
The Gifted Education Advisory Committee advises and assists the York County School Division on various aspects related to gifted education services. Information about regularly scheduled meetings is posted on the York County School Division web site and school division TV channel, and the gifted center notifies parents about these meetings. Parents are encouraged to attend and share information on issues and concerns regarding gifted education in York County. Each meeting contains a public comment period. For information about this committee, contact one of the committee members. This contact information is listed on the division’s website, yorkcounty schools.org. Anyone interested in serving as a school representative on the Gifted Education Advisory Committee should contact their child’s principal.

Questions regarding referrals for gifted services, timelines, and other eligibility criteria should be directed to the gifted education contact at your child’s school. The school-based contact may also provide assistance regarding transfer students who were identified as gifted in another division.

Grading
Reference: School Board Policy IJ
Student performance is reported to parents every nine weeks. Interim reports are issued at the mid-point of each grading period.
The numerical grading scale was revised to a modified 10-point grading scale for grades 3 through 12 effective September 2012. The new grading scale is as follows:

\[
\begin{align*}
A &= 90-100 \\
B &= 80-89 \\
C &= 70-79 \\
D &= 64-69 \\
F &= 0-63
\end{align*}
\]

**Note:** Student transcripts and transcript supplements will denote both the old and new grading scales and the implementation date for the new grading scale.

**Interim Reports**

Middle and high school students receive interim reports electronically via their activated Edline accounts. Beginning with the 2014-15 school year, all elementary school interim grade reports will be sent electronically via parents’/guardians’ activated Aspen accounts. Parents may contact their child’s school office for information on activating their accounts. Paper copies of interims will be provided for parents upon request and given to students to take home.

**Rounding**

In grades 3-12, when the cumulative grade is within .5 of the next higher letter grade, the grade will be rounded on the interim report/report card as follows:

<table>
<thead>
<tr>
<th>Cumulative Average</th>
<th>Rounded Cumulative Average</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>89.5 – 89.9</td>
<td>90</td>
<td>A</td>
</tr>
<tr>
<td>79.5 – 79.9</td>
<td>80</td>
<td>B</td>
</tr>
<tr>
<td>69.5 – 69.9</td>
<td>70</td>
<td>C</td>
</tr>
<tr>
<td>63.5 – 63.9</td>
<td>64</td>
<td>D</td>
</tr>
</tbody>
</table>

The default setting for the electronic grade book will be set to round the cumulative grade that is calculated whenever a report is viewed or printed.

**Elementary School**

At the end of the first quarter, parents will be invited to a conference to discuss their student’s progress with the teacher. In addition, students will receive feedback on their academic performance through interim and quarterly report cards. Should a conference be requested at any other time during the year, parents should contact the teacher or telephone the office for an appointment that will be mutually convenient to both parent and teacher. The grading scale for elementary students is as follows:

**Grades K-2**

- S = Satisfactory
- P = Progressing
- N = Needs improvement
- V = Not Evaluated

**Grades 3-5**

- A (90-100) = Excellent
- B (80-89) = Good
- C (70-79) = Average
- D (64-69) = Poor
- F (0-63) = Failing

**Middle and High School**

The evaluation of student work is a vital part of the educational process. Students should be aware of their progress as they proceed with their studies.

1. **Quizzes and Tests**
   - A. All papers (quizzes and/or tests) should be returned to students corrected and/or with directions for corrections.
   - B. Quizzes should be returned to students within a 3-day period.
   - C. Tests should be returned to students within a 5-day period.
   - D. All quizzes and tests should be evaluated.

2. **Written Assignments** (e.g., homework, make up work)
   - A. Required work should be received by the teacher.
   - B. Required work should be corrected by the student prior to grading.
   - C. Required work should be evaluated.
   - D. Required work should be returned within an 8-day period, depending on the type of work.
   - E. Failure of the student to turn in an assignment on time may result in the student receiving a lowered grade on the assignment.

3. **Procedures and Regulations: Grading, Averaging of Grades**

   Teachers use numerical scores in determining letter grade. The procedure for determining final grades is as follows (semester grades in a year-long course are determined in the same manner as grades in a semester course):

   **Semester Courses - Credit Bearing:**
   - First or Third Quarter Grade = 40%
   - Second or Fourth Quarter Grade = 40%
   - Semester Exam = 20%

   **Semester Courses - Middle School Only:**
   - First or Third Quarter Grade = 50%
   - Second or Fourth Quarter Grade = 50%

   **Year-Long Courses:**
   - First Semester Grade = 50%
   - Second Semester Grade = 50%

**Transfer Student:** Letter grades from a previous school division will be converted to the York County School Division’s four-point grading scale. Grade Point Average (GPA) will be calculated based on conversion results.

**Note:** Student transcripts and transcript supplements will denote both the old and new grading scales and the implementation date for the new grading scale.
End-of-Course SOL Test Exemption  
Reference: Superintendent Regulation IUW  
1. There will be an end-of-course exam exemption for any student who passes the SOL end-of-course test.  
2. Students who pass the SOL test and still wish to take their regular exam may do so.  
3. An automatic A/100 on the regular exam will be provided for any student who scores in the advanced category on the SOL end-of-course test.  
4. If the SOL end-of-course test scores are not received prior to the beginning of the exam schedule, students will have to take the regular exam. Once SOL scores are received, students eligible for SOL exam exemption will have their grades recalculated using the option that is most beneficial to the student:  
   A. If the regular exam grade benefits the student's semester and final average, then the exam grade would be used and no grade change would be made.  
   B. If the SOL exemption (either an exemption for pass proficient or a grade of 100 for pass advanced) benefits the student's semester or final average, then the SOL exemption would be used to re-calculate the semester and final grade for the course.  

Senior Exemption  
Reference: Superintendent Regulation IUW  
To be exempt from a second semester exam in a one credit course, a senior must have good citizenship in the class, receive no disciplinary notices during the school year, have no unexcused absences from the class, and have an "A" average in the course.  

NOTES:  
1. There is no exemption for exams in Virtual Virginia courses, semester courses or courses taken in Summer Academy.  
2. Good citizenship is determined by the teacher.  
3. An "A" average will be determined as follows:  
   First semester grade x 2 = _________  
   Third quarter grade = _________  
   Fourth quarter grade = _________  
   Total = _________  
   Total ÷ 4 = _________ = Average  
4. To report an exemption, the letter "N" (No Exam) shall be recorded for the semester exam grade.  

Class Ranking  
Reference: School Board Policy IUX  
1. All courses taught in York County middle and high schools are assigned grade-point values as follows:  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>1 point</td>
</tr>
<tr>
<td>F</td>
<td>0 points</td>
</tr>
</tbody>
</table>

High school class ranking within the York County School Division is based upon the grades earned in courses for which high school credit is awarded.  

The following formula is used for computing full-year GPA for class rank:  

(Regular GPA Part) + (Bonus Part) = GPA  

\[
\frac{\text{Sum of Quality Points}}{\text{Sum of Credits Attempted}} + \frac{\text{Bonus Part}}{7X} = \text{GPA}
\]

Where: Quality Points are the points assigned for a letter grade earned in a course:  
   A = 4 points  
   B = 3 points  
   C = 2 points  
   D = 1 point  
   F = 0 points  

Where: 7 represents the number of periods in a regular school day and X represents the unit of time in high school:  
   1 = end of 9th grade  
   2 = end of 10th grade cumulative  
   3 = end of 11th grade cumulative  
   4 = end of 12th grade cumulative  

Note: A weighted course is an advanced placement, advanced or other course in which credit is increased by reason of the rigor of the curriculum and quality of work accomplished.  

2. Class rank is to be determined by assigning the highest grade point average a rank of number one (1); the second highest, the rank of number two (2); etc. In cases where more than one student has the same grade point average, all students with that average will be given the same rank. The next highest average will assume the rank position which will indicate the number of students having higher rank.  
3. Class rank shall be computed at the end of the 11th grade, at the completion of the first semester of the 12th grade, and at the end of the senior year. Class ranking reports to colleges shall be based on the most recent computation. Class rank at the end of the first semester of the senior year shall be used for purposes related to graduation.
4. Students entering the 9th grade and their parents/guardians will be advised, in writing, of the method of calculating class rank and grade point average. Transfer students will receive this information at the time of registration.

Non-York County School Division Courses
High school students who wish to take courses at colleges or other institutions outside the York County School Division must have those courses approved in advance by the principal for high school credit to be awarded. Such courses cannot be offered by the York County School Division or the New Horizons Regional Education Center except under limited circumstances and must be compatible with local and state regulations. Written approval must be secured from the principal prior to enrollment in the course. With the exception of the methodology used to calculate transfer credits, weighted credit will not be awarded for coursework taken outside of the York County School Division.

Grounds and Facilities, Use of
Reference: School Board Policy KG
School grounds and facilities may be used after school hours for purposes and activities which have been authorized by the School Board. Forms to request the use of facilities are available in each school. Forms to request the use of grounds at elementary and middle schools are forwarded via the principal to the Division of Recreational Services. Fees may be charged for facility use.

Unlicensed vehicles are unlawful on school property at all times. Unauthorized motorized vehicles are not permitted on school grounds at any time.

Health Services
School clinics are staffed by registered nurses, licensed practical nurses or trained aides.

Notice of Student Screening
Reference: Code of Virginia § 22.1-273
All students (kindergarten through grade 12) enrolling in a Virginia public school for the first time shall be screened by school health personnel in the areas of vision and hearing within 60 business days from the day of initial enrollment. Additionally, the vision and hearing of all students in grades 3, 7 and 10 shall be screened during the school year.

Students in grades 5, 7 and 9 will be screened for scoliosis. Scoliosis informational letters are sent home to parents of 6th, 8th and 10th grade students. In reference to the above-mentioned screenings, parents will be notified if needed.

Head Lice
Consistent with the Virginia School Health Code (Code of Virginia § 22.1-272), students identified with head lice will not be allowed to remain at school and will not be readmitted to school until they have been treated and are free of all evidence of head lice and nits, as determined by school clinic personnel.

Illnesses/Accidents
Students with infectious or contagious conditions such as conjunctivitis (pink eye), impetigo, head lice, ringworm or scabies may be sent home until treatment is initiated. The Virginia Department of Health guidelines are followed by the school nurse regarding communicable diseases. Your child may be sent home, or asked to remain at home, if any of the following signs or symptoms are present: fever of 100°F or more, vomiting, repeated diarrhea, inflamed or draining eyes/ears, persistent cough/sore throat, skin eruptions/drainage sores. If you know your student is ill, please keep him/her at home. Working together, the spread of illnesses can be minimized.

If a student has an accident or becomes ill during the school day, clinic staff will assess their condition and provide appropriate care. The parents will be contacted immediately if they need to go home or need further treatment. In case of emergencies, clinic staff will provide care until the student can be transported to a hospital. It is important that clinic staff be made aware of current telephone numbers, emergency contacts, changes in health status and student medications, and that emergency contacts live locally.

Medication
Parents should try to schedule medication, including over-the-counter medication, before and after school. However, if a student has to take medicine during the school day, it must be brought to the school by the parent/guardian in the original container with the prescription label intact. It will not be accepted unless in its original container. Over-the-counter medication needed during school hours must be in the original, sealed, unused container. Medication is to be left in the clinic. A signed parental YCSD medication permission form must be completed for medication to be given at school. The medication will be administered as directed per the container label. The clinic cannot accept phone permission for medication dispensing. This includes all over-the-counter medication. The above procedures are designed to help ensure that students receive the appropriate medication and dosage. Cough drops are discouraged at school.
Concussion Guidelines
Concussion Definition – a brain injury that is characterized by an onset of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body which causes a sudden jarring to the head. A concussion can occur with or without a loss of consciousness.

The 2010 Virginia General Assembly passed the Student-Athlete Protection Act (SB 652) to ensure that student-athletes who suffer a concussion are given a proper diagnosis, given adequate time to heal, and are not allowed to return to sports participation until they are symptom free and cleared by the appropriate licensed health care provider. The licensed health care provider must be a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.


Epinephrine Guidelines
Beginning with the 2012-2013 school year, all public school systems in Virginia will be required to have epinephrine available in each school for the emergency treatment of anaphylaxis. Each school will be required to have at least two employees trained in the administration of epinephrine. The York County School Division will follow the guidelines on epinephrine as set forth by the Virginia Department of Education.

Seizure Management Guidelines
Seizure Definition – temporary change in behavior resulting from a sudden, abnormal burst of electrical activity in the brain. Depending on where the electrical disturbance occurs in the brain constitutes whether the seizure is partial or generalized.

Recognizing that students with a history of seizures attend public school, every effort is made to accommodate the student in the school setting. York County School Nurses follow the Seizure Management Guidelines as set forth by the Virginia Department of Education at: http://www.doe.virginia.gov/support/healthmedical/index.shtml.

Managing a seizure in the school setting consists of protecting the student, observing the student, and administering medical assistance when needed. The Seizure Action Plan should be used with students being treated for a seizure disorder and contains vital information which may assist if a seizure occurs during the school day.

Should you have questions or concerns, please contact your child’s school clinic directly.

Homebound Instruction
Reference: School Board Policy IGBG
Homebound instruction will be made available to eligible students who are confined at home or in a health care facility for periods that would prevent normal school attendance. Contact the school’s main office for information and necessary forms.

Homeless Children & Youth
The McKinney-Vento Act of 2001 ensures that homeless students have access to the same, free, appropriate public education provided to other children and youth. Students identified as homeless will be enrolled in the York County School Division and assistance in obtaining registration documents will be provided. Services for homeless students may include transportation to their school of origin or to the school in the district in which they live, as well as referral to local service agencies.

Homework Policy
Reference: School Board Policy IKB
Guidelines
Homework assignments will depend upon the age and ability levels of students. In making homework assignments, teachers will adhere to the following guidelines:

1. Homework should be valuable to students. It should be reasonable in length and related to specific goals. For example, if a student can correctly multiply 10 three-digit decimal problems, there is little validity in assigning more. Such an assignment becomes busy work and has little educational value.
2. With the exception of reading, all homework will be practice and application of previously taught concepts.
3. Clear, specific directions with step-by-step examples will be given when the assignment is made. To minimize confusion about the specifics of an assignment, the homework assignment will be displayed in a strategic place for students to copy. The homework assignment will include a concise description of expectations for completion and evaluation.
4. Homework expectations will be communicated to students and to parents. Evaluation procedures, the part homework will play in determining students’ grades and other information that may help avoid confusion will be clearly stated.

2014-15 Student Handbook and Conduct Code
5. Time will be provided for students to complete assignments requiring access to technology. For such assignments, a reasonable completion deadline will be set that permits all students equal access to school resources. Teachers will make every effort not to make assignments that require significant financial contribution from students or parents. Teachers will inform parents of resources available through the school.

6. In support of differentiated instruction, teachers may vary homework assignments.

7. Homework will never be used for disciplinary purposes.

Evaluation
Written homework assignments will be explained, evaluated and returned in a timely manner to students. “Evaluation” does not necessarily require the “grading” of each assignment. Check marks, stickers for reinforcement and written comments are examples of how assignments can be graded. The message that students should receive is that homework is important enough to be monitored. Non-written assignments such as reading assignments may be monitored by assessing student participation in class discussion or by written assessment on the previously read material. Standards for the weighting of homework are indicated below:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K-8</td>
<td>not to exceed 10% of marking period grade (except high school credit courses)</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>not to exceed 20% of marking period grade</td>
</tr>
</tbody>
</table>

Suggested Time Standards
The amount of homework assigned should be appropriate to the needs of students. While it is recognized that homework assignments may vary in length, the following daily homework maximum standards are recommended:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Time Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K-1</td>
<td>30 minutes, including reading</td>
</tr>
<tr>
<td>Grades 2-5</td>
<td>45 minutes, including reading</td>
</tr>
<tr>
<td>Grades 6-8</td>
<td>75 minutes*</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>30 min. per class*/**</td>
</tr>
</tbody>
</table>

*Students in grades 6-12 who are enrolled in advanced, honors and AP courses may be assigned additional homework.
**Because of the alternating-day block schedule in high schools, a maximum of 30 minutes of homework should be assigned for each class meeting. Example:

- Class meets 2 times week #1 = 60 minutes homework per week
- Class meets 3 times week #2 = 90 minutes homework per week

Honor Roll
Elementary, middle and high school students are eligible for Honor Roll status based on specific criteria:

Elementary and Middle School
- Will consist of “All A” and “A-B” honor rolls.
- Will be based on quarter grades.
- Will be based on core classes in elementary schools.
- Will be based on all classes in middle schools.
- Will not include citizenship as criteria.

High School
- Will be based on Grade Point Averages (Highest Honors 3.75 or above and Honors 3.25 to 3.7499).

Hotline Number
The division has an emergency HOTLINE number for the purpose of allowing students, parents and members of the community to anonymously report actual or suspected threats to the safety of students, division personnel or facilities (e.g., bomb threats, fights, possession of drug paraphernalia).

Reports to this HOTLINE will be retrieved daily and investigated by the proper authorities. All calls are confidential.

HOTLINE NUMBER: 890-1096

Insurance
Reference: School Board Policy JHC
Accident and dental insurance are offered at the beginning of the school year. Information regarding the available plan is sent home with all students. No monies for insurance will be collected at school.

The York County School Board carries liability insurance only. This insurance does not include medical coverage for students in the event of accidents.

Instructional Materials
Reference: School Board Policy IIAU
1. A multi-text approach may be used in some classes. Textbooks may be issued for part of or the entire year.
2. The following procedures are to be used for textbooks:
   A. The teacher issuing the text to a student will write the following in ink:
   1) student’s name
   2) date issued
   3) condition when issued - N(New), G(Good), F(Fair), P(Poor)
B. Individual copies of classroom sets may be issued to a student overnight. The student, however, must sign the book out on an overnight issue sheet and sign it back in the next day.

C. Periodic checks for lost and damaged books will be made by the teacher. If a student loses or damages a book, he/she is not to be issued another book until damages are paid or until the book is replaced.

D. If a student loses or damages a textbook, the student will be required to pay the replacement cost of the book. Students may be denied parking privileges as well as participation in extracurricular activities to include, but not limited to, athletics, clubs, non-curricular trips, dances and graduation ceremonies until the cost of lost books or materials has been paid in full.

Lost and Found
The school cannot accept responsibility for lost articles. Lost and found articles may be claimed in the school’s office or other designated area. Unclaimed articles are disposed of periodically.

Interscholastic Athletics
Reference: School Board Policy JFCB
Interscholastic activities may not be conducted in the elementary grades. Middle school students in grades 7 and 8 have the opportunity to participate in interscholastic athletics. At the high school level, student participation in interscholastic athletics is governed by VHSL (Virginia High School League) rules.

Library Media Center
Each Library Media Center is a dynamic extension of the classroom that provides students with opportunities to read, research, study and explore areas of interest. The library blends traditional print materials, books, reference materials and periodicals, with digital multimedia research resources delivered via the wide-area network and the Internet. Web-based subscription resources support and enhance exemplary content area instruction.

Students are expected to use all resources knowledgeably and should demonstrate an understanding of the ethics and fair use of materials. Every student must have a signed Network Services/Internet Acceptable Use Agreement on file with the school prior to accessing any electronic resource.

Lunches
Reference: School Board Policy EF
Students may pay for lunches in advance by making deposits in their school lunch account. Parents can also use their credit cards to make payments to their children’s lunch accounts using mylunchmoney.com (www.mylunchmoney.com). Information on mylunchmoney.com can be found on the division website at yorkcountyschools.org. Lunch prices are posted in the cafeteria. Free or reduced price lunches are available (upon application and approval) to students whose family income falls within federally established guidelines. Only approved food and drink items will be sold to elementary school students. Neither the cafeteria nor the school can accept lunch charges. Students may not leave school grounds during lunch.

Minute of Silence
The York County School Division, in compliance with the Code of Virginia § 22.1-203, shall establish a daily observance of one minute of silence in each division classroom.

Network Services/Internet Acceptable Use Policy (AUP)
York County School Division network services provide access to an extensive array of Local Area Network/Wide Area Network (LAN/WAN) and web-based services and applications to staff and students. These network and Internet resources support the delivery of the division’s program of studies, the Virginia Standards of Learning, and also assist with and enhance innovative instruction and educational excellence. Instructional staff evaluates the validity and appropriateness of all network and Internet resources used in instruction.

Students and staff are provided with instruction on social and ethical issues of Internet use including copyright, fair use and plagiarism, and Internet safety and security. Additionally, students and staff are provided with instruction on the use of portable communication or privately owned electronic devices in the classroom. These devices include, but are not limited to: laptops, netbooks, tablets, iPads, cell phones, PDAs, e-readers and hand-held gaming devices.

Training includes:
• Internet safety review for secondary students
• Internet safety lessons integrated into instruction by classroom teachers and library/media specialists
• Multimedia reminders of Internet safety and ethical behavior including safe use of portable communication or privately owned electronic devices used for instruction

Under the terms and conditions stated in this Acceptable Use Policy (AUP), all authorized users have access to:

• Productivity and instructional applications via the Local Area Network (LAN)
• Virtual classroom instruction via distance learning services
• Web-based electronic research and instructional services via the Wide Area Network (WAN)
• Internet access to news, university and public library access to print and multimedia assets, and content-rich activities available from sites across the World Wide Web
• Electronic communication locally, regionally and globally, including but not limited to electronic discussion groups, email, video conferences and whiteboard communications
• Public domain multimedia files

1. Every division student who wishes to use YCSD network services, web-based resources and the Internet must have a parent/guardian signature on this AUP form and return the form to school.
2. Every division student will receive Internet safety instruction. Parents/guardians may opt out a student by indicating that choice on the signature form.
3. Any parent who wishes to revoke permission for a student’s access to all network services may sign a “Removal of Permission for Network Services” form which is available at every YCSD school.
4. Parents may reinstate permission for student access to all computer, network and Internet services at any time by signing a Network Services/Internet Acceptable Use Policy. This form is also available at all YCSD schools.

Use of network services and the Internet is a privilege, not a right. System users have no right of privacy nor an expectation of privacy for any activities conducted on any division computer system or the network, including but not limited to email or materials sent, received and/or stored on any division system. Division officials reserve the right to monitor and record all user activity. Should there be any evidence of violation of this AUP, School Board policy or regulations, Student Conduct Code or any local, state or federal law, division network personnel will provide such evidence to division administrators or to law enforcement officials, as appropriate, for disciplinary action and/or criminal prosecution.

Division Staff Responsibilities
The Division staff will:
• Monitor and evaluate all Internet safety instruction for staff and students and update as needed;
• Evaluate annually the division’s technology infrastructure and the network, Internet and data security procedures in place;
• Remain cognizant of the latest developments in Internet vulnerabilities, legal issues and capabilities related to instruction and impact on division students;
• Provide professional development for all staff on the social and ethical issues of Internet use including copyright, fair use and plagiarism, and Internet safety and security;
• Evaluate the effectiveness of the division AUP and update annually as needed;
• Assess the need for community outreach related to Internet use and safety issues; and,
• Provide frequent information related to Internet safety and security to parents and the community via the division web site, y-Line, Channel 47, other division public news conduits and the York County Council of PTAs

User Privileges
1. Students and staff may make use of all district technology, software and network services for approved instructional purposes such as research, communication and production only. Projects and assignments may be posted electronically and could include personally identifiable information that may be classified as an educational record under FERPA (Family Education Rights and Privacy Act). Efforts will be made to restrict the amount of personally identifiable information when communicating electronically over the Internet. Assignments and activities conducted online may receive teacher comments, grades or evaluations; under no circumstances will comments, grades or evaluations be posted publicly.
2. Email accounts will be assigned to teachers and staff on a continuing basis. Email accounts for students will be assigned only for the duration of teacher-directed projects.
3. Students and staff may access information from outside resources via the Internet that facilitates or supports learning and educational activities. Student Internet use must occur in a supervised environment.
4. Students and staff may download and transfer data files necessary and approved for daily instruction over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and or no freeware, shareware, games or other executable files are placed on network stores.
5. Students may use portable communication or privately owned electronic devices for instructional activities as directed by school staff and as set forth in this handbook.

User Responsibilities

1. Any user under age 18 must have a parent/legal guardian sign this agreement prior to first use of any network service or Internet access. Users age 18 or older must sign this agreement prior to first use of any network service or Internet access.

2. Users must maintain the privacy and security of passwords and accounts. Users shall not attempt to learn another user’s password, access another user’s account or impersonate another user on the network.

3. Users may not operate any division technology for commercial use, personal gain or product advertisement.

4. Users shall not be connected by cable to the school division network using any portable communication or privately owned electronic device.

5. Users shall respect the property of others. Users shall not access, modify or delete any network files, documents, applications or data files belonging to others. Vandalism, defined as a malicious attempt to harm or destroy another user’s data or network service, will result in cancellation of privileges and disciplinary action.

6. Users shall not attach equipment to the cable plant that serves the data and voice systems without express authorization in writing from the Director of Information Services or his designee. (Televisions and VCRs may be attached to the cable TV distribution system without express authorization.) Data connection prohibitions include but are not limited to computer workstations, laptops/notebooks/tablet PCs, fileservers, printers, networkable scanners, network switches or hubs, routers, PDAs, PDA/cell phone combination units and all other wired or wireless devices. This prohibition includes connecting to the network via a wireless connection.

Voice connection prohibitions include but are not limited to analog telephones, ISDN (digital) telephones, FAX machines and modems.

7. Users shall utilize proper network and email etiquette. Harassment, discriminatory remarks, hate mail and threats, obscene or vulgar language, and conduct prohibited by the Student Conduct Code, School Board policy, federal or state law are prohibited in email or other electronic communications.

8. Users shall properly use and care for all hardware and ancillary computer and network equipment available for use at any division site. Vandalism or destruction of any technology or related component will result in cancellation of privileges, disciplinary action and restitution to the school division.

9. Users shall be responsible for all material in his/her network account and agree to maintain the account free from pornographic, undesirable or inappropriate materials, files or emails and to prevent such materials from entering the network via the Internet or other source. Personal software may not be installed on any division hardware. Users shall adhere to the Copyright Act of 1976 and the Fair Use provisions as related to education. Transmission of any material in violation of federal or state law or regulation is prohibited and will be dealt with according to criminal statutes and the Student Conduct Code.

10. Any staff member or student who gains access to inappropriate or undesirable Internet materials becomes aware of a network or hardware security problem, copyright or fair use infringement, or any Internet safety issue shall immediately notify the Manager of Network Services or Department of Instruction for assistance.

The York County School Division will take precautions to restrict access to undesirable or inappropriate materials using firewalls, encryption schematics and filtering applications and other security measures as well as provide error-free, dependable access to electronic resources via the LAN. All division teachers and staff will monitor all user activity in classrooms, labs and libraries and will pursue appropriate disciplinary actions based on the Student Conduct Code or criminal statutes as appropriate for any violations of this AUP. Appropriate, safe and valuable use of the Internet is the responsibility of students, parents and York County School Division staff. Parents can assist school division staff by: monitoring student Internet use at home; establishing rules for on-line behavior at home; and reinforcing the division’s Internet safety instruction by encouraging discussion of the positive and negative aspects of Internet use.

The York County School Division makes no warranties of any kind, expressed or implied, for the network services it provides. YCSD is not responsible for any damages users may incur, including loss of data due to delays, non-deliveries, mis-deliveries, equipment failures or service interruptions. Due to the vast, diverse, unmanaged character of the Internet, YCSD will not be responsible for the accuracy, nature or quality of information gathered from the Internet. YCSD is not responsible for personal property used to access division hardware or networks or the Internet or for any financial obligations resulting from Internet access provided by the division.

2014-15 Student Handbook and Conduct Code
The York County School Division Network Services/Internet Acceptable Use Policy complies with all local, state and national telecommunications rules and regulations. The York County School Division Network Services/Internet Acceptable Use Policy is available for review at yorkcountyschools.org/technology/tech Resource. Please contact the Office of Instruction with comments or questions at 833-2215.

Non-Custodial Parents' Rights
The Code of Virginia § 22.1-4.3 states that unless there is a court order to the contrary, non-custodial parents can be denied neither access to academic records nor the opportunity to participate in school activities such as lunch breaks, parent-teacher conferences and extracurricular activities. If there is a court order denying specific access, it is the responsibility of the custodial parent to provide a copy of the order to the school. Non-custodial parents will be listed as emergency contacts unless a copy of a court order denying access is provided to the school.

Non-Instructional Materials, Distribution of
Reference: School Board Policy KF
The distribution of all non-instructional materials for outside organizations, both non-profit and for-profit, must be approved by the division’s Community and Public Relations Coordinator through an online application available on the division’s website at yorkcountyschools.org/Material Distribution.

Nondiscrimination
Reference: School Board Policy GB
The President and the Congress of the United States and the General Assembly of Virginia have enacted laws and issued directives affirming their intent to protect and grant equal opportunities to employees and students. Also, the federal government and Virginia have enacted and enforced laws regarding the quality and equality of opportunities in education.

In the York County School Division, students will be admitted, retained, dismissed, assigned and/or transferred and be allowed to participate in all programs and activities in the York County School Division without regard to race, color, creed, sex, national origin, political affiliation, age, disability or belief, except as permitted by state or federal law.

The division superintendent shall take appropriate steps to implement and oversee this policy in accordance with federal and state laws and regulations, including:

• designating Title IX and Section 504 Coordinators and giving notice to parents/guardians, students and employees of their identity;
• establishing procedures for dealing with complaints and grievances alleging violations of this policy as reported by any employee, student or third party;
• training of employees on the policy and complaint procedures; and
• publicizing this policy and the procedures for dealing with reported violations to the general public, to parents, to students and to all employees.

Director of Human Resources, Title IX Coordinator
302 Dare Road, Yorktown, VA 23692
898-0349

Director of Accountability and Instructional Services
Section 504 Coordinator
302 Dare Road, Yorktown, VA 23692
898-0455

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
Parental consent must be obtained for a child to participate in any student survey, analysis or evaluation that concerns one or more of the eight areas of protected information. Parents must also consent to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings.

The eight areas of protected information are:

• political affiliations or beliefs;
• mental or psychological problems;
• sex behavior or attitudes;
• illegal, anti-social, self-incriminating or demeaning behavior;
• critical appraisals of others;
• illegally recognized privileged relationships;
• religious practices, affiliations or beliefs; and,
• income other than required by law.
Parents/guardians and eligible students have the right to be notified of, to inspect, and to opt out of participation in any of the above surveys, analyses, or evaluations as well as any survey that is sponsored/funded by sources other than the U.S. Department of Education.

Open Enrollment
Reference: School Board Policy JC
Based on capacity and program offerings, students may enroll in middle and high schools other than those in their assigned attendance zone. Applications and additional information may be obtained from any elementary or secondary school main office or the School Board Office.

Out-of-Zone Attendance
Reference: School Board Policy JC
Students may apply to attend an elementary school outside their attendance area for documented family need. Applications will be reviewed on a case-by-case basis. Applications and additional information may be obtained from the elementary school office or School Board Office.

Out-of-zone attendance for certain secondary schools is permissible based on the availability of space, completion of an application and the approval of the division superintendent or his/her designee.

Out-of-zone high school students, with the exception of rising freshmen who choose to transfer under the “non-resident policy” will be ineligible to compete in Virginia High School League-sponsored athletic or scholastic activities for 365 consecutive calendar days after being enrolled in the new school.

Students must maintain good attendance and behavior to remain in the out-of-zone placement. Attendance and discipline problems could result in revocation of the out-of-zone attendance approval.

Parent Resources
Curriculum information, reading lists, writing requirements and helpful web addresses are posted on the York County School Division web site (yorkcountyschools.org). Parents may obtain a paper copy of this information by contacting their child’s school.

Parent Universities
The York County School Division recognizes that a student’s family is his or her first and most important teacher. Our mission is to provide learning opportunities for parents that may serve their needs as parents.

Parent Universities may include such topics as Family Math, Family Literacy, Technology Nights, Parent Skills, Homework Help and College and Career Nights. Each school will publicize Parent Universities in August or September Back-to-School newsletters as well as in other school newsletters or with special announcements throughout the year.

Plagiarism
By simple definition, plagiarism is literary theft – the act of appropriating the work of another without giving credit to the original creator of the work. The York County School Division requires all division students to respect the intellectual property of others by practicing appropriate academic integrity and attributing material with cites to the originators (e.g., words, ideas, data or digital products).

The school division employs a web-based service, turnitin.com (www.turnitin.com) to prevent instances of plagiarism in student work at the high school level. This web service is a tool designed to detect potential instances of plagiarism and allow dialog between students and teachers to address any problems. All students will submit work to turnitin.com as instructed by classroom teachers. Intentional plagiarism is not tolerated and offenses will be addressed according to the consequences outlined in the Conduct Code.

Pledge of Allegiance and Patriotic Songs
Section 22.1-202 of the Code of Virginia states that each school board shall require the daily recitation of the Pledge of Allegiance in each classroom of the school division. No student shall be compelled to recite the pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds. Students not reciting the pledge must sit or stand quietly and make no display that disrupts or distracts others who are reciting the pledge. Students will be afforded the opportunity to sing the national anthem and other patriotic songs. Principals are charged with the responsibility to see that each classroom is furnished with an American flag.

Portable Communication & Privately Owned Electronic Devices
To avoid disruption of the instructional process, students shall not display, use or activate portable communication devices or other electronic devices during the instructional day, during after-school activities or on the school bus with the exception of structured Bring Your Own Technology (BYOT) instructional activities.
supervised by a classroom teacher (see BYOT below). The instructional day includes, but is not limited to, lunch breaks, class changes and other structured instructional activities that occur during the normal school day. Students must ensure that such devices are turned off and out of sight during the instructional day, during after-school activities and on the school bus. Items that disrupt instruction may be confiscated by school personnel. Confiscated items will only be returned to parents at the end of the school day.

**Bring Your Own Technology (BYOT)**

Third and fourth graders are allowed to bring privately owned e-Reader devices to school for the purpose of “Independent Reading” during appropriate instructional times as designated by the teacher. Students may not use these devices to access the Internet using any WiFi or private 3G or 4G subscriptions through their own Internet provider.

Students in grades 5 through 12 are allowed to use privately owned electronic devices to access the YCSD wireless network. This wireless access by privately owned electronic devices is to be used as a means to enhance the students' classroom educational experience. All students will have the opportunity to participate in the instructional activity, regardless of whether they provide their own personal devices. Permission to bring and use privately owned devices is contingent upon adherence to the following guidelines. Failure to comply with the guidelines established will result in disciplinary action.

**General Rules**

1. Each student has the privilege of requesting that their privately owned electronic "Internet ready" device(s) be added to the YCSD wireless network by completing and submitting the Student/Parent Technology Usage form to the school's front office staff.
2. Requests to connect a privately owned electronic device may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school’s network or staff would be unreasonable.
3. No privately owned electronic device may be attached to any YCSD network without prior approval to do so.
4. All information related to the privately owned electronic device(s) that is requested by the Student/Parent Technology Usage form will be submitted by the student prior to any approval.
5. No privately owned electronic device should ever be connected by cable to the school system network. Network access is provided via Wi-Fi wireless connection only. No one is allowed to connect a privately owned electronic device to the network by an Ethernet cable plugged into a data jack in the school. Violation will result in disciplinary action and revocation of access to the network.
6. Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or the class period. Voice, video, and image capture applications may only be used with teacher permission and for specific instructional purpose(s).
7. The use of the privately owned electronic device is solely limited to support the instructional activities currently occurring in the instructional environment and must be turned off and put away if requested by the teacher.
8. All sound should be muted unless the teacher grants permission for use of sound associated with instructional activities.
9. No student shall be directed to share a privately owned electronic device with another student.
10. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.
11. No student shall install division-owned licensed software on their privately owned electronic device.
12. No student shall establish a wireless Ad-hoc network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
13. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption or harm to the school network, Internet services, or any other electronic device owned by the school, any school personnel and/or student.
14. Students may not attempt to, or use any software, utilities or other means to access Internet sites or content blocked by Internet filters.
15. Students have no expectation of privacy in their use of a privately owned electronic device(s) while at school. The school reserves the right to search (Code of Virginia § 22.1-279.6) a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated the laws of the Commonwealth of Virginia, YCSD policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
16. Division software does not filter inappropriate content for devices accessing the Internet through private subscriptions. Parents are encouraged to
have their own security and filtering controls on these devices.

17. Students using cell phones and other devices are prohibited from accessing the Internet through their personal Internet Service Provider while at school. The York County School Division is not responsible for any financial obligations resulting from calls, Internet access, application downloads, or messaging services not provided by the division.

Privately Owned Electronic Device Security Risks

Laptops and other portable electronic devices are especially vulnerable to loss and theft. These items may be targeted in school, on school grounds, parking lots and on buses. If a privately owned electronic device is stolen, the theft must be reported immediately to a building administrator. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school division computer.

The student must be responsible and aware of all risks. The York County School Division will not accept responsibility for loss, damage, theft or non-working personal property. Students who bring privately owned electronic devices on school property must assume the total responsibility of these items. The school division and division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software. Laptops, netbooks, and all other portable electronic devices should NEVER be left unattended for ANY period of time by the owner. When not in use they should be at the student’s side or in a secured location such as a school locker when applicable. If a privately owned electronic device is found unattended, it will be turned into the school administration.

Private Transportation

Students who are brought to school by private means of transportation should arrive no earlier than 15 minutes before the start of the school day. Teachers have assigned responsibilities prior to the beginning of classes. Responsibility for the supervision of students who arrive earlier will not be accepted by the school. All students who go home by means of private transportation must be picked up at the appropriate dismissal time. Private vehicles are not permitted in areas designated for the loading and unloading of school buses. Please observe signs that are posted at school entrance ways. Private vehicles on School Board property can be searched if there is a cause to suspect violation of School Board Policy.

Promotion Policy

Reference: School Board Policy IUY

In the elementary schools, students are promoted from grade to grade based upon achievement in the areas of language arts, reading and mathematics, as well as test results from the Virginia assessment program. A student may remain for more than one year in a designated elementary grade if his or her academic achievement in any of the areas of language arts, reading or mathematics is unsatisfactory or is significantly less than the established achievement level.

In the middle schools, students are promoted from grade to grade based upon achievement in all subject areas. A student must successfully complete English, mathematics, science and social studies or a recommended summer program that is approved by the middle school principal to be promoted to the next grade level. Students failing a class will also be evaluated for promotion based on standardized tests scores and completion of a remediation program. Remediation may be comprised of summer school and/or a targeted skill program.

In the high schools, promotion is based upon achievement reflected by the number of credits earned. The grade level designations will be determined as follows:

- Grade 10 - 5 credits minimum
- Grade 11 - 10 credits minimum
- Grade 12 - 15 credits minimum

Students who meet the requirements for promotion to the next grade level should not be retained in a grade level. When considering retention for a student, teachers should follow the guidelines outlined in Standard Operating Procedure: Retention.

Records

Reference: School Board Policy JO

1. Accurate and complete individual, permanent and cumulative records are maintained for each student in the York County School Division. All data maintained on an individual student is considered to be the scholastic record. The content of the scholastic record is limited to data needed by the school to assist the student in his/her personal, social, educational and vocational development and in his/her educational and vocational placement. Scholastic records are maintained in the school that the student attends.

2. The principal of the school in which the scholastic record is held is responsible for maintaining the record. Additionally, the principal is responsible for
maintaining a record log of parties to whom data has been disclosed and the purpose of disclosure.

3. The policies and procedures for reviewing and expunging scholastic records are included in School Board Policy Manual File JO and Superintendent’s Regulation JO. A current copy of all division policies are posted on the division’s website. Printed copies of the policies are available as needed to citizens who do not have online access.

4. Parents/Guardians and eligible students may challenge the content of scholastic records and may request the amendment of inaccurate or misleading information. If the request for amendment is denied by school officials, the parents/guardians or eligible students will be advised of the right to a hearing. Parents/guardians or eligible students also have the right to File with the Family Education Rights and Privacy Act Office a complaint concerning an alleged failure of the York County School Division to comply with 20 U.S.C. 1232g.

5. Parents/Guardians and eligible students may be charged a fee for copying scholastic record data. That fee may not exceed the cost of reproduction.

6. Parents/Guardians and eligible students may obtain, upon request, a copy of the written policy and procedure on the management of and location of scholastic records.

7. Maintenance

A. Students’ scholastic records are under direct supervision of the school principal.

B. Pursuant to the Family Education Rights and Privacy Act (Title 20, U.S. Code, § 1232g, 1986) procedures are established for inspecting, viewing, challenging and/or releasing personally identifiable data contained in students’ scholastic records.

C. Every student shall have a student scholastic record that contains some or all of the following:
   1) Identifying data: name, birth date, latest address;
   2) Parent/Guardian name and address
   3) Scholastic work completed, level of achievement (grades);
   4) Results of standardized achievement and ability tests required by the state
   5) Attendance data;
   6) Health, physical examination report, immunization certificate;
   7) Type of diploma;
   8) Permission for testing;
   9) Reports of initial and periodic assessment;
   10) Special education information;
   11) Individualized Educational Program (IEP);
   12) Legal, psychological, medical reports, social history;
   13) Record of sensitive physical problems;
   14) Verified reports of recurrent, atypical behavior; and,
   15) Reports from agencies such as juvenile court, probation, welfare

ALL DATA IN A STUDENT’S SCHOLASTIC RECORD ARE REGARDED AS CONFIDENTIAL.

8. Access

A. The school presumes that both parents have the authority to inspect and review records relating to the student unless the school has been advised that both parents do not have the authority under applicable state law governing such matters as guardianship, separation and divorce.

B. Parents or eligible students may inspect and review scholastic records relating to the student which are collected, maintained or used by the school division. The school will comply with a request without unnecessary delay and in no case more than 14 calendar days after the written request has been received. Parents and eligible students will be notified of the time and place where records may be inspected.

C. The school division will comply with a request to inspect and review scholastic records before any meeting regarding an Individualized Education Program or hearing relating to the identification, evaluation or educational placement of a student or provision of a free, appropriate public education.

D. Those persons within the school who are involved directly in the supervision or instruction of students have access to records. These include building principals, assistant principals, teachers, supervisors, School Board members, and related service providers, e.g., occupational and physical therapists. Permission for certain other parties requesting access, e.g., law-enforcement officials, persons with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist), or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks may be granted in accordance with the Guidelines for the Management of Student’s Scholastic Record in Virginia Public Schools.

E. The right to inspect and review scholastic records includes:
1) The right to a response from the school to reasonable requests for explanations and interpretations of scholastic records;
2) The right to request that the school provide copies of scholastic records containing the information if failure to provide the copies would effectively prevent the parent from exercising the right to inspect and review scholastic records; and
3) The right to have a representative of the parent inspect and review the scholastic records.
F. If any scholastic record includes information on more than one student, parents of those students will have the right to inspect and review only the information relating to their child or to be informed of that specific information.
G. When requested, the school will provide parents or eligible students with a list of the types and locations of scholastic records collected, maintained or used by the school.
H. All parental rights regarding student records will pass to the child upon reaching age 18 or when attending an institution of post-secondary education, unless a specific statute or court decision directs otherwise.

9. Disclosure
A. When a request for disclosure of scholastic record data is made, such a request will be granted immediately, if practical, but in no case more than 5 administrative working days after the date of the request. If the school determines that it is practically impossible to provide the requested records or to determine whether they are available within 5 administrative working days, the school will inform the requesting party and will have an additional 7 administrative working days to provide the requested records.
B. A school may disclose, upon student transfer, information from scholastic records to another school or school division without parental consent, unless prohibited by other applicable law. Scholastic information may also be provided to an institution of post-secondary education to which a student seeks to enroll.
C. The school will keep permanently with the student’s scholastic file a RECORD DATA DISCLOSURE FORM showing:
1) the parties who have requested and/or obtained scholastic record data disclosure, with the exception of adult clerical and professional personnel within the school division; the parent or eligible student; and the parties receiving directory information;
2) the agency or institution represented, if appropriate;
3) the date of the disclosure;
4) and the specific legitimate interest of such disclosure and the purpose for which the data will be used.
D. When personally identifiable information concerning a student with a disability is no longer needed, it must be destroyed at the request of the parents (except that the student’s name, address, telephone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation). If parents do not request the destruction of the personally identifiable information, it may be retained permanently.
E. The record data disclosure form will be available to parents or eligible students, to school officials responsible for record maintenance and to authorized parties.
F. Personally identifiable information from scholastic records, with the exception of directory information will be disclosed to a third party only on the condition that said party will not redisclose such information without the written consent of the parent or eligible student. Such disclosure will be accompanied by a written statement explaining the above stated condition. If a third party is an institution, agency or organization, the disclosed personal information may be used by its officers, employees and agents, but only for the purpose for which the disclosure was made.
G. A listing of parties to whom scholastic record data will be disclosed, upon request, and the conditions of such disclosures is available in each school in School Board Policy Manual File JO.
H. The principal or his designee may disclose identifying information from a pupil’s scholastic record for the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. In addition to those agencies, the principal or his designee may disclose identifying information from a pupil’s scholastic record to attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be
disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is 18 years of age or older.

I. When parental consent is required in order to release a student’s scholastic record data, and the parent refuses to give such consent, the LEA (Local Education Agency) must use informal means to secure the consent. If the parent continues to refuse to give consent, the LEA must provide written notification to the person/agency requesting the information that parental consent is required and has been refused. If the LEA wishes to disclose information and has been unable to secure the necessary consent through informal means, the LEA may use more formal measures, as appropriate, to effect release of information.

10. Directory Information
A. Data considered to be directory information is as follows:
   1) name of student in attendance or no longer in attendance;
   2) address;
   3) date and place of birth;
   4) telephone listing;
   5) dates of attendance;
   6) participation in officially recognized activities and sports;
   7) height and weight, if member of athletic team;
   8) awards and honors received; and
   9) other similar information.
B. Parents or eligible students may refuse permission to disclose directory information by notifying the principal in writing within 15 administrative working days that any part of or all such information shall not be disclosed without prior consent.
C. In the absence of parent or eligible student request for nondisclosure, the school division will disclose directory information in accordance with school division policy.
D. The school is not required to maintain a record of the disclosure of directory information.

11. Destruction of Non-Permanent Records
York County School Division destroys the non-permanent records (not scholastic records) of all students including special needs students in accordance with the Code of Virginia and the guidelines provided by the State Board of Education and the Library of Virginia. These records must be retained 5 years after the student graduates or withdraws from York County School Division or transfers to another school division. Should this information be needed for social security benefits or other purposes, the student (or parent, if the former student is less than 18 years of age) may obtain a copy of his/her records by calling 898-0314 no later than 5 years after the student has withdrawn or graduated from the York County School Division.

12. Permanent or Long-Term Records
The permanent or long-term records include the academic transcript, immunization verification access log, final opt-out for directory information and termination (graduation/withdrawal) information. These records are retained for 75 years and are then destroyed.

Release of Students
Reference: School Board Policy JED
No student will be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a duly authorized school employee, a law enforcement officer, a court official, or the parent or guardian who has custody of the child unless written permission is first received from the parent or guardian of the student.

If a student is to be dismissed early, the parent, guardian or an adult approved by the parents must sign the child out from the office. For the student’s own protection, he/she will not be permitted to meet adults at a car, wait outside the building or walk home. Students may not be picked up directly from classrooms. Parents are required to supply the school with written notification when their student is left in someone else’s care.

School Closings
In the event of school closings, a phone message will be delivered via the division’s telephone notification system to all phone numbers on file for each student. In most instances these calls will begin at 5:30 a.m. on the morning of the school closing. In the event of a 2-hour delay, no pre-kindergarten or Extend classes will be held.

For additional school closing information, watch cable channel YCSD TV-47 (only available in York County) or check our on-line emergency announcements at yorkcountyschools.org. Parents may also sign up for the Y-Line to receive email notifications of school closings. The school division has no oversight of local radio and television stations and cannot guarantee the broadcast or accuracy of closure announcements on these stations.

In accordance with Section 22.1-98 of the Code of Virginia the following provisions are required:
When severe weather conditions or other emergency situations have resulted in the closing of a school or the schools in a school division for less than 5 days, the school or the schools in the school division shall make up such days as may be required by the Board’s regulations; however, the required make up days shall not exceed the missed teaching days;

When severe weather conditions or other emergency situations have resulted in the closing of a school or the schools in a school division for 5 days, but no more than 15 days, the school or the schools in the school division shall make up the first 5 days plus 1 day for each 2 days missed in excess of the first 5, up to a maximum of 9 make up days;

When severe weather conditions or other emergency situations have resulted in the closing of any school in a school division and such school has been unable to meet the 180 teaching day or 990 teaching hour requirement, the school division may make up at least 10 days; or

New Horizons Regional Education Center

When the majority of the five school divisions on the Peninsula are closed for inclement weather, New Horizons Regional Education Center will be closed. Announcements will be made on local radio and television stations.

School Report Cards

The Virginia Department of Education’s School Report Cards provide information on student achievement, accreditation, safety and attendance. This information for the York County School Division, as well as for individual schools, is available through our testing page. The URL is: yorkcountyschools.org/aboutUs/testing/.

School Safety and Emergencies

Search and Seizure

Lockers and other storage facilities are the property of the School Board and are lent to the student for his/her use during school hours. School officials have the authority to open and inspect any and all storage spaces.

School officials also have the right to search any student and/or a student’s personal effects (e.g., purse, book bag) when there is reasonable suspicion to believe that the student possesses an item which violates the law, school policies and regulations, or which may be harmful to the school or its students. Such searches will be conducted by the administration with another person present. In no event will strip-searches of students be conducted.

The school administration has the authority to conduct routine patrols of student parking lots. Automobiles on school property are subject to search whenever a school administrator has reasonable suspicion to believe that illegal or unauthorized materials are contained in or on an automobile.

Random searches may be conducted on school property using metal detectors or dogs capable of detecting drugs, bombs and firearms. These searches may be conducted by school administrators or by law enforcement officers in coordination with school administrators. Canines shall not be used to search students.

Weapons of any nature on school property or at school functions are prohibited by policy and state law. The school administration has the authority to use stationary or mobile metal detectors to ensure that weapons and other dangerous objects are not brought onto school property or to school-sponsored functions.

School authorities may seize any illegal, unauthorized or contraband items or materials discovered on school grounds.
Section 504 of the Rehabilitation Act of 1973
Services for students who have been determined eligible under Section 504 of the Rehabilitation Act of 1973 are available in each school. Contact the building principal for information and referral procedures.

Sex Offender Registry Notification
The York County School Division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school, or are at school-related activities, each school in the York County School Division shall request electronic notification of the registration or re-registration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police.

Special Education
Reference: School Board Policy IGBA
In accordance with the Individuals with Disabilities Education Improvement Act (IDEA), special education and related services are provided at no cost to eligible students with disabilities ages 2 through 21. A multidisciplinary team, including the parents or the adult student, determines eligibility for services based on evaluations conducted by school division and appropriate outside agencies. Disabilities include autism, deaf-blindness, developmental delay, hearing impairment including deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, severe disability, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment including blindness.

If your child was identified for special education in another locality or another state, please provide the school with that information either upon enrollment or as soon as possible. For more information about special education and the services provided, contact either your school principal or the director of student services. To make a referral for special education consideration, please contact your school principal.

Note: Special education records are destroyed 5 years after student withdraws, transfers to another school division, graduates or completes a board of education program.

The Early Childhood Special Education Preschool Program
Reference: School Board Policy IGBA
The Early Childhood Special Education Program (ECSE) is Part B of IDEA in Virginia and provides services for children from age two to kindergarten age who qualify according to state and federal law. The ECSE Program provides early intervention services for children who have delayed functioning; manifest atypical development or behavior; or have behavioral disorders that interfere with the acquisition of developmental skills.

Preschoolers may be found eligible for ECSE services under one or more of the 14 disability categories which are defined in federal and state regulations. The goals, settings, and related services that are needed to assist identified children’s development are individualized. School personnel working collaboratively with the child’s family develop an individualized plan with goals and objectives to meet the child’s developmental needs.

A limited number of preschool classrooms are part of the Integrated Preschool Outreach Program (IPOP). IPOP is a language-based, preschool environment offering a wide variety of enriching activities in an educational setting which serves both students who are typically developing and those with special needs. The curriculum places emphasis on socialization and readiness skills. Students are involved in all school-wide activities including library, art and music classes.

The Virginia Preschool Initiative Program (VPI) serves at-risk students who have reached their fourth birthdays by September 30th and are not served by the Head Start Program. VPI is a family-focused, language-based preschool program where students are engaged in high quality educational activities with a primary focus on school readiness, health, nutrition and social skills. Students participate in all school-wide activities, including library, art and music classes.

Special Education Advisory Committee
The Special Education Advisory Committee advises and assists the York County School Division on various aspects related to special education services. Information about regularly scheduled meetings is posted on the YCSD web site and school division TV channel, and the schools notify their parents about these meetings. Parents are encouraged to attend and to share information on issues and concerns regarding special education in York County. Each meeting includes a public comment period. For information about this committee, contact the Department of Accountability & Instructional Services at 898-0308 or contact one of the
committee members. This contact information is listed on the division’s website, yorkcountyschools.org.

Anyone interested in serving on the Special Education Advisory Committee should submit a letter stating his or her qualifications and reasons for wanting to serve as a committee member to the director of student services.

Parent Resource Center
The Parent Resource Center (PRC) was established as a part of the York County School Division to help parents become effective partners in planning and implementing appropriate special education programs for their children. The PRC provides assistance to parents who need help finding information and resources for their children. Assistance is also available to parents in the areas of special education process, current issues and support. Assistance may be provided individually, in small groups or by providing workshops on various topics.

Student Property
Students should be cautious with valuable personal items to prevent loss. In addition, students should not carry large amounts of cash. Schools are not responsible for lost items or theft of student property. Possession of items forbidden in the Conduct Code or items that disrupt instruction may be confiscated by school personnel. In some cases confiscated items will be returned only to parents. Illegal or contraband materials shall be turned over to the proper legal authorities for ultimate disposal.

Telephone Notification System
The telephone notification system enables division administrators to reach parents immediately in the event of a division or school-wide emergency and to communicate important school or division information. The system can deliver up to 3,000 messages within minutes ensuring that parents quickly know what is going on in the case of an emergency.

To receive these messages, the school must have your up-to-date contact information. If you move, change jobs or obtain a new cell phone number, be sure to provide your child’s school with the new contact information so you won’t miss a single notification message.

Telephone Use
The telephone is an essential instrument for school operation. Therefore, students will be allowed to use the phone only in the event of unusual circumstances. Parents should limit requests for delivery of reminders or messages to students to only those of an urgent nature. Emergency or time-sensitive messages should be called into the front office and not left on classroom voice mail.

Testing and Assessment
Reference: School Board Policy IKF and IKFA
Standards of Learning
By emphasizing the Virginia Standards of Learning (SOL) throughout the instructional process, YCSD provides its students with a sound instructional program and prepares them for state-mandated SOL testing that occurs in the spring. SOL tests are untimed. In elementary and middle schools, students take the following SOL tests: English (Reading & Writing), History/Social Science, Math and Science. End-of-Course SOL tests are given to students enrolled in the following subjects taken for high school credit: English: Reading & Writing (two tests given in grade 11 cover English 9-11 SOLs), Algebra I, Algebra II, Geometry, World History I, World History II, World Geography, U.S. History, Earth Science, Biology and Chemistry.

All students are required to earn a certain number of Verified Credits to be eligible for a Standard or Advanced Studies high school diploma. Verified Credits for graduation are based on a passing score on the required End-of-Course SOL tests or state-approved substitute tests. Intervention plans may be available for students who do not achieve a pass/ proficient rating on SOL tests. Test accommodations may be provided for identified students with disabilities as documented in an Individualized Education Program (IEP) or 504 Management Plan and as appropriate. Students identified as Limited English Proficient (LEP) are also eligible for test accommodations as described in their LEP Plan.

Students and families are strongly encouraged to speak with the guidance staff at their school for information about fees, schedules, deadlines and related topics. More specific information for SOL tests is available on-line at www.doe.virginia.gov.

ACCESS for English Language Learners (ELLs)
In accordance with the requirements of the No Child Left Behind (NCLB) Act, Limited English Proficient (LEP) students in grades K-12 must participate in language proficiency testing. The ACCESS for ELLs test assesses speaking, listening, reading and writing skills of LEP students.

Stanford Achievement Test (SAT 10)
The Stanford Achievement Test is a nationally norm-referenced test that assesses reading, math and
College Entrance Examinations

- Scholastic Aptitude Test (SAT) I: Reasoning Test
- SAT II: Subject Tests
- American College Test (ACT)

Most degree-granting colleges require an admission examination of some kind, as specified in their bulletins or catalogs. Most colleges and sponsors of financial aid programs ask students to take either the ACT or the College Entrance Examination Board (CEEB) Tests. The fall dates of either program are recommended for seniors. The spring dates are recommended for juniors who plan to apply under an early decision plan or to military academies. The ACT and SAT are administered at Grafton High School.

The ACT measures ability to perform types of intellectual tasks typically required of college students. Subjects covered are English, Math, Social Studies and Natural Sciences.

The SAT I: Reasoning Test is a 3-hour test of critical reading, writing and mathematical abilities. Information booklets are available in guidance offices. The SAT II: Subject Tests are one-hour tests in specific secondary school subjects. Colleges that require these tests of applicants specify the subjects and dates in their catalogs.

PSAT/NMSQT

Tenth grade students are encouraged to take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test. This test is administered at all York County high schools, in October, to students who have registered and paid the required fees.

The PSAT/NMSQT is a shortened version of the SAT which measures critical reading, writing and mathematical abilities important in college work. While sophomores are encouraged to take the PSAT/NMSQT, the test is also recommended for juniors who plan to continue their education beyond high school. Taking this test in the junior year is the first step in entering the National Merit Scholarship Program and the National Achievement Scholarship Program for Outstanding Negro Students.

Advanced Placement (AP) Tests

Students enrolled in AP courses are encouraged to take AP Exams. Many colleges offer advanced placement, college credit or both to students who obtain satisfactory scores. These tests are administered at all York County high schools.

International Baccalaureate Diploma Programme (IB DP)

International Baccalaureate Diploma Programme examinations are available to students who complete courses in any or all of the six IB DP subject groups: English A Language and Literature HL; Classical Languages Latin SL, French SL or HL, Spanish SL or HL; History of the Americas HL; Biology HL, Physics SL or HL; Mathematical Studies SL or Mathematics HL; Geography SL, Theatre HL. Colleges and universities may award credit to students based on their IB grades in these courses. IB grades are determined by the International Baccalaureate Organization based on student performance on both Internal Assessments and the end-of-course examinations. These assessments are administered at York High School.

Armed Services Vocational Aptitude Test Battery (ASVAB)

This test is primarily for juniors and seniors. It measures aptitude in various vocational areas to provide assistance in determining possible life-long work-study goals. It provides an opportunity to view military service as a potential career option while examining alternative civilian options. The test’s scores are combined to form five aptitude job clusters. The job reference guide lists civilian job categories and military job specialties for which one of the five aptitudes is most relevant. Information regarding the ASVAB can be located in high school guidance offices. The ASVAB is administered at all York County high schools on an “opt-in” basis with parent permission. High schools in the York County School Division will not release test results to the military, unless requested by the student.
ACT Testing Dates

- September 13, 2014
- October 25, 2014
- December 13, 2014
- February 7, 2015
- April 18, 2015
- June 13, 2015

SAT Testing Dates

- October 11, 2014
- November 8, 2014
- December 6, 2014
- January 24, 2015
- March 14, 2015
- May 2, 2015
- June 6, 2015

ACT and SAT registration materials are available in the guidance offices at all high schools.

IB DP Examination Schedule

- May 4, 2015: English HL Paper 1
- May 5, 2015: English HL Paper 2
- May 6, 2015: Biology HL Paper 1 & 2
- May 7, 2015: Biology HL Paper 3
- May 12, 2015: Math HL & SL Paper 1
- May 12, 2015: Spanish SL Paper 1
- May 13, 2015: Spanish SL Paper 2
- May 13, 2015: Math HL & SL Paper 2
- May 14, 2015: History HL Paper 1
- May 15, 2015: History HL Paper 2
- May 18, 2015: French SL Paper 1
- May 19, 2015: French SL Paper 2
- May 19, 2015: Geography SL Paper 1
- May 20, 2015: Geography SL Paper 2
- May 21, 2015: Math HL Paper 3

ASVAB Testing Dates

- October 3, 2014: York High School
- October 3, 2014 and February 27, 2015: Tabb High School
- October 21, 2014: York River Academy
- November 13, 2014 and April 17, 2015: Bruton High School
- November 13 and 14, 2014 and February 12, 2015: Grafton High School
## State Testing

<table>
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<th>Date</th>
<th>Standards of Learning</th>
<th>Grade/Subject*</th>
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<td>July 16-18, 2014</td>
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<td>EOC</td>
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<td>October 20-22, 2014</td>
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<tr>
<td>April 13-17, 2015</td>
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<tr>
<td>April 22, 2015</td>
<td>VAAP Collection of Evidence</td>
<td>3-8 &amp; 11</td>
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<tr>
<td>April 20-24, 2015</td>
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</tbody>
</table>

*Term Graduates can have up to 4 attempts for Non-Writing Subjects and 3 attempts for Writing during each administration.

## Division Testing

<table>
<thead>
<tr>
<th>Date</th>
<th>Test</th>
<th>Grade/Subject*</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 22-25, 2014</td>
<td>Stanford 10 Reading, Math, Language</td>
<td>5</td>
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<tr>
<td>October 15, 2014</td>
<td>PSAT</td>
<td>10</td>
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<tr>
<td>December 5-12, 2014</td>
<td>Gifted</td>
<td>1-12</td>
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<tr>
<td>February 3-7, 2015</td>
<td>Gifted</td>
<td>K</td>
</tr>
<tr>
<td>February 24-28, 2015</td>
<td>Gifted</td>
<td>1-12</td>
</tr>
<tr>
<td>April 20-23, 2015</td>
<td>Stanford 10 Reading, Math, Language</td>
<td>2</td>
</tr>
<tr>
<td>April 28 – May 2, 2015</td>
<td>Gifted</td>
<td>K-12</td>
</tr>
</tbody>
</table>

*EOC = End of Course

Standards of Learning tests (SOLs) are federally mandated in conjunction with the No Child Left Behind Act. Absences occurring on these pre-determined test dates should be avoided and will only be considered excused under extreme extenuating circumstances.
Transportation

Reference: School Board Policy EEAB

Students who attend the York County School Division, and who live within the county and outside of walking zones, are provided free transportation to and from designated bus stops to the zoned school. Transportation is also available for many after-school activities.

Safety

While safety is a priority for our bus drivers, we all have a responsibility to make our children's ride on the school bus a safe one. The drivers not only rely on school administrators and office staff to help them keep their buses safe at all times, but they also need support from the children who ride the bus and their parents. Below are some helpful safety tips for parents and students.

Walking to the Bus Stop or School

- Supervise young children walking or biking to school or as they wait at the school bus stop.
- Consider sharing "watch" responsibilities with other parents so children have an adult present.
- If possible, develop a buddy system or have your children always walk in groups of at least two or three.
- Children should walk on the sidewalks. If there are no sidewalks, walk facing traffic.
- Leave plenty of time to walk safely to the school or bus stop.
- Children should be reminded to cross streets only at corners or crosswalks.
- When crossing a street, remind your child how important it is to look left, then right, then left again before stepping into the road.
- Remain alert at all times. Students should not wear headphones or text while walking as they may not hear the sounds of oncoming traffic.
- Wait for the school bus at least 10 feet from the road and further away if the weather is bad.
- If a stranger approaches your child, tell him/her to run away and immediately report the incident to an adult.
- Whenever possible, please try to get the plate number of any suspicious vehicle in your neighborhood, particularly during the morning pick-up and afternoon delivery times. Please report this information to the police and the school.

Getting On and Off the Bus

- Wait for the bus to come to a complete stop before you get on or before you stand up to get off.
- If you drop something near the bus, do not pick it up as the driver may not see you. Instead, ask the driver for help.

- Hold the handrail while going up and down the stairs.
- Find a seat and sit down immediately.
- Do not wear clothing or carry backpacks with drawstrings or dangling straps that may catch on bus handrails and doors.

Riding the Bus

- Always follow the instructions of and be courteous to your school bus driver.
- Always remain in your seat while the bus is in motion.
- Keep bus aisle clear at all times.
- Talk and laugh quietly with friends so the driver will not be distracted.

A copy of bus rider safety, emergency exit drill and behavior rules, along with an acknowledgment form, shall be sent to parents at the beginning of the school year. Acknowledgment forms must be completed by parents and returned to the school by the end of the first week of school.

- In addition, pursuant to the Code of Virginia § 22.1-16, § 22.1-177 and § 22.1-178, initial pupil rider safety training at the PreK-1 grade levels shall occur during the first week of school with additional training on a periodic basis during the year.
- Emergency exit drills shall be practiced by all pupil riders during the first 30 instructional days and the second in the second semester.

Schedules and Routes

The Transportation Department establishes bus routes, bus and driver assignments, bus stops and pick-up times. Parents will be notified prior to the start of the school year if there is any change in bus routes or bus stop locations from the previous year. In addition, this information is mailed to all Kindergarten, sixth grade, and ninth grade students, as well as all new students whose registration is received by Transportation prior to the third week in August.

Bus services will not be provided on dead-end streets or roads that are less than .25 mile from a principal road or street. Also, bus service will not be provided on those roads which have not been accepted by the Virginia Department of Transportation for maintenance.

Following are the schools with neighborhoods designated as walking zones:

- Bethel Manor Elementary School – part of attendance area
- Coventry Elementary School – part of Coventry subdivision
- Dare Elementary School – Grafton Station Apartments

2014-15 Student Handbook and Conduct Code
- Mt. Vernon Elementary and Tabb Middle Schools – Kings Villa and Plantation Acres
- Queens Lake Middle School – Creekside Landing subdivision
- Grafton Middle and Grafton High Schools – Glen Laurel and Grafton Woods subdivisions

**Bus Stops**
Secondary students may be required to walk up to .4 mile and elementary students .25 mile to a bus stop. Bus stops for after-school activities can require some secondary students to walk up to 1 mile.

Students should arrive at the bus stop no more than 15 minutes and no less than 10 minutes prior to the time for them to be picked up. Parents or their designee are encouraged to accompany their young children to and from the bus stop and remain until the bus has loaded or unloaded. Students are expected to stand quietly in line while waiting for the bus and to remain out of the street. Unavoidable bus delays occasionally occur; therefore, students should remain at the bus stop for at least 15 minutes beyond normal pick up time.

**Kindergarten Transportation**
Kindergarten students are transported to and from school with students in grades 1 through 5 who live in the same neighborhood. At the end of the school day, kindergarten students are dropped off at the bus stop with other students who are exiting the bus. If a kindergarten student is the only child at the bus stop, a parent (or other adult with permission to care for the child) must be present at the bus stop or the child will be returned to school.

Parents who do not want their child to be dropped off with other students must notify the Transportation Department and the principal at the elementary school their child attends.

**Requesting Bus Change**
Requests from parents for a student to occasionally ride a bus different from their regular bus for special activities must be in writing. A permanent bus change must be in writing and forwarded to the Associate Director of Vehicle Maintenance and Transportation. If a student is going home with another student, parents of both students must send a note requesting the change. Generally, school buses operate at capacity; therefore, permission may be given for baby-sitting purposes but not necessarily for other activities (e.g., parties, visiting to play).

**Conduct on School Buses**

**Reference: School Board Policy EEA**
Students have the responsibility to maintain the same level of discipline and behavior as they would in the classroom. The school bus driver has been trained in care, maintenance and safety factors involved in the operation of a school bus, and the driver is responsible for administering these instructions. He or she is in charge of the school bus. Safe bus operation depends on students’ proper behavior.

**Misconduct**
The behavior of students, whether on the bus or at the bus stop, is the responsibility of the school administrator. Students who violate rules of conduct will be disciplined by a school administrator. Consequences also apply to students who misbehave while going from home to the bus stop or from the bus stop to home.

**School Bus Conduct Rules**
The School Bus Conduct Rules include, but are not limited to the following:

1. *Students must* obey the instructions of the bus driver at all times.
2. *Students must* wait for the bus at the designated bus stop—off the roadway.
3. *Students must* enter the bus in an orderly manner and take a seat.
4. *Students must* remain seated at all times.
5. *Students must* not bring animals, aerosol cans, glass objects, balloons or any other item which compromises the safe operations of the bus.
6. *Students must* keep arms, legs and head inside of the bus.
7. *Students must* not shout at pedestrians or people in other vehicles.
8. *Students must* not throw objects in the bus or out of the windows.
9. *Students must* not tamper with the emergency door or other bus equipment.
10. *Students must* keep seats, aisles and exits clear (large musical instruments and other oversized objects may not occupy seat space if it is needed to accommodate students).
11. *Students must* not bring food or drinks onto the bus—unless in back pack or lunch box.
12. *Students must* not use cell phones on the school bus at any time.

2014-15 Student Handbook and Conduct Code
Non-Students on Buses and/or Field Trips
Insurance regulations prohibit any child not enrolled in the York County School Division from riding school buses. **Note:** This includes the children of parents who chaperone field trips on school buses.

Transportation to Special Instructional Programs
The York County School Division will allow students to enroll in instructional programs in schools other than their home schools and will provide transportation for one of the following reasons:
1. Enrollment in an instructional program that is not offered in the student’s home school during the 4 years in which he/she is scheduled to attend that school. **Note:** High school students may not enroll in an instructional program if it is offered virtually in their home school.
2. Enrollment in a YCSD magnet program or in the Governor’s School.

Video Surveillance
Video surveillance equipment will be used to monitor security and student behavior in high traffic areas of the schools or on school buses. Surveillance equipment may or may not be monitored at any time. Video recordings may be used for disciplinary purposes. Law enforcement representatives may view video recordings pertaining to criminal investigations.

Volunteers
Volunteers play a vital role in each of our schools. Volunteers assist in the front office, in the classroom and on field trips. Volunteers also may act as mentors to students in our schools. If you would like to volunteer, or if you have questions about a school’s volunteer program, please contact your child’s school for more information.

Visiting Schools
**Reference: School Board Policy KK**
All visitors must report to the office where they will be issued a visitor’s pass. Proper identification may be required before a visitor’s pass is issued.

Students from other schools inside or outside the county are forbidden to come on the campus of another school without a specific reason (e.g., to pick up a brother or sister, tutoring).

Parents wishing to visit classes should contact the school principal in advance of the proposed visit and arrange an appropriate visitation schedule. They also must obtain a visitor’s pass prior to going into classrooms. **Passes must be visibly displayed throughout any visit to the school.**

Walking to School
Walking to school is discouraged except in neighborhoods for which no transportation is provided (see Transportation Schedules and Routes). Students must have written permission from parents and the approval of the school to walk from neighborhoods in which transportation is provided. Walkers should not arrive at school more than 15 minutes before the beginning of the school day. Walkers must wait until buses have departed before leaving school grounds.

Any other information needed in reference to school division transportation should be directed to the Transportation Department at 898-0344.

Withdrawals
Parents are requested to notify the school office and the teacher at least one week in advance of withdrawing students from school so that there will be adequate time to prepare records.

If a student withdraws prior to the last 15 days of school, grades to date will be given, but no indication of promotion/retention will be made on the report card. If a student withdraws within the last 15 days of the school year, final grades and grade placement for the next school year will be indicated.

Upon request, parents may hand carry their child’s records to the new school. Parents must pick up these records in person and sign a release form for them. If records are to be sent directly to the receiving school, a release form should be signed by the parent. Parents may review their child’s records by contacting the school to schedule an appointment.

Work Permits
Work permits are no longer obtained from the schools. The Virginia Department of Labor and Industry issues work permits, now called employment certificates. More information may be found at [http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html](http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html).

y-Line (Email Notification System)
Parents may sign up to receive York County School Division information via email. School-specific information will be emailed through the schools. Go to the YCSD website, [yorkcountyschools.org](http://yorkcountyschools.org). Once you subscribe, you’ll receive email messages based on your interests, including:

- Emergency Notifications
- Budget Information
- Calendar Updates
- Boundary (school attendance area) Changes
- Adult and Continuing Education
- Gifted Education
- School Board News
- Special Education
Elementary Instructional Program
The elementary instructional program is based on developmentally appropriate practices for children in kindergarten through grade 5. Within the learning environment, the intellectual, social, emotional and physical growth of students are considerations in daily instruction. The program offers opportunities for the learning of meaningful content, individual development and cooperation with others. The Virginia Standards of Learning are the foundation of each content area.

English: Reading
Reading is the core of the elementary program. Comprehension, phonics, word patterns, structure and other strategies are taught. The reading program uses the rich language of literature and ideas from other content areas such as history and science to expand vocabulary, meaning and interest for the learner. Skills are developed as students read for understanding. Utilization of a wide variety of instructional materials such as textbooks, literature (prose and poetry), library books, reference materials, magazines, computer software and newspapers enhance the English program.

English: Writing
Writing, speaking and listening are important communication skills closely linked to the reading program. Students are encouraged to express ideas and share information through the writing process. Composition skills of grammar, spelling and mechanics are developed by drafting, editing, rewriting and publishing. Journals, stories, poems, essays, letters, reports, presentations and dramatizations are among the ways students are taught to communicate effectively.

Mathematics
Concepts, computation and problem solving provide the foundation for a mathematics program designed to develop skill and competency in each student. Manipulative materials are used extensively in mathematics instruction to promote student understanding and ability to apply mathematical principles.

History/Social Sciences
The study of families, communities, the Commonwealth of Virginia, the United States and ancient world cultures reveals an ever-expanding vision of the world for the elementary student. Exploration of history, cultures, customs, geography, economics and current events are key components of history/social science instruction.

Science/Health
In the elementary program, the study of science and health includes experiments, field experiences and "hands-on" investigations designed to provide meaningful learning about the physical and biological world. Textbooks, laboratory materials, trade books and scientific equipment are used to develop scientific literacy.

Resource Classes
In addition to the core content areas, elementary students also receive instruction in physical education, the fine arts and library skills. Physical education is composed of five instructional elements: physical fitness and conditioning; movement exploration; rhythmic activities and dance; stunts, tumbling and gymnastics; and game skills. Fine arts instruction includes active learning in the visual arts and music, as well as performance and exhibit opportunities. In the library resource class, students engage in research and reference activities.

Fine Arts Magnet - Waller Mill Elementary
At the Fine Arts Magnet, students in grades 1 through 5 receive enrichment and instruction in choral/exploratory instrumental music, drama, visual arts and dance. Young artists work together to prepare performances and create exhibitions that display their appreciation of the arts, develop critical thinking and problem-solving skills, and enhance self-esteem. In addition, specific activities develop creativity and critical thinking, and students benefit from partnerships with community fine arts groups and organizations. Excellence in the arts is both a natural extension of the academic program and an integral part of the core curriculum.

The curriculum for this magnet program integrates the fine arts into core academic areas (e.g., history: a study of the music and art of a particular time period as a reflection of the culture and society of that era). The interdisciplinary focus of this arts and academics program provides students with core instructional hours similar to those of non-magnet school students and prepares them for the Standards of Learning tests.

2014-15 Student Handbook and Conduct Code
Reading and technology instruction continue as appropriate at all grade levels. Please call 220-4060 for additional information.

Math, Science & Technology Magnet - Yorktown Elementary
The Yorktown Elementary Magnet Program provides students in first through fifth grade with enriched instructional opportunities with an emphasis on STEM (Science, Technology, Engineering, and Math) topics designed to encourage critical thinking and prepare students for globally relevant careers. As young mathematicians, scientists, and engineers expand their educational horizons, they develop collaborative problem-solving skills, critical thinking, and an interdisciplinary approach to learning.

Students participate in a wide variety of math, science and technology activities that facilitate the development of scientific inquiry skills. Students also benefit from mentoring by real-world mathematicians and scientists. STEM design briefs, transformative learning experiences, and research-based projects, delivered in a resource setting, that integrate technology and focus on practical applications of science and mathematics.

The Math Science & Technology Magnet integrates math and science into the other academic areas of English, reading, and social studies through the use of technology and multi-disciplinary activities. This integrated approach provides students with traditional hours in all academic areas and prepares them for the Standards of Learning Assessment. Students participate in the traditional resource areas of physical education, music, art, and library with the addition of math and science resource classes.

Please call 898-0358 for additional information.
Middle and High Schools

Academic Programs and Recognition

Community Service Program
The York County School Division Community Service Program offers recognition for students who perform 150 or more hours of community service during grades 9–12. The optional program began with students who entered ninth grade during the 2011-12 school year. After the 2011-12 school year, students who transfer into the York County School Division the summer before or anytime during grades 10-12 are required to complete a prorated number of hours. Students who successfully complete the Community Service Program are recognized with the Community Service Seal on their diplomas.

Honors Program
The York County School Division Honors Program is designed to provide students in grades 8-12 with the opportunity to complete a rigorous academic program. Eligible students choosing to participate in this program are required to complete courses prescribed by the Honors Program, maintain a specific grade point average and complete 20 hours of community service outside of school. For going beyond the state’s requirements for an Advanced Studies Diploma, students who successfully complete the Honors Program are recognized with the Honors Seal on their diplomas and have the opportunity to be considered for special awards and scholarships.

Middle School Arts Magnet
The Middle School Arts Magnet (mSAM) provides students in grades 6-8 with a creative and challenging arts experience. Interested middle school students may apply for this program at Queens Lake Middle School (QLMS). Learning activities encourage students to work independently and collaboratively to develop their appreciation of the arts as well as develop critical thinking and problem-solving skills. Literary Arts, Theatre Arts and Rhythmic Arts classes are delivered at the School of the Arts (SOA) at Bruton High School; students complete the remaining core and elective middle school courses at QLMS. All students participating in mSAM are enrolled at QLMS. For additional information on mSAM, please contact the QLMS principal at 220-4080.

International Baccalaureate Diploma Programme
The International Baccalaureate Diploma Programme (IB DP) is a college preparatory course of study for academically talented students in grades 11 and 12. Admission to the York High Pre-Diploma Program and Diploma Programme is by application. All IB DP courses are taught by instructors trained in IB instruction at workshops conducted by the International Baccalaureate Organization (IBO). The courses are designed to develop strong writing, time-management, and critical/higher order thinking skills in students. In addition, through these courses, each student is exposed to the internationally minded, interdisciplinary nature of the IB liberal arts curriculum.

The IB DP spans grades 11 and 12. IB courses marked SL (Standard Level) require a minimum of 150 instructional hours. Courses marked HL (Higher Level) require 240 instructional hours. All IB DP courses carry weighted credit. In addition to courses from six subject groups, the following are requirements of the IB DP: a Theory of Knowledge (ToK) course, successful completion of Creativity Action Service (CAS), and an Extended Essay (4,000 words of original research). Students who successfully complete the full requirements of the IB DP in grades 11 and 12 and who pass six examinations (at least 3 at HL) are eligible to receive the Diploma of the International Baccalaureate (issued by the IBO) in addition to the appropriate York County School Division diploma. Students who complete the IB DP course components but pass fewer than six IB examinations are eligible to receive IB certificates for the IB DP examinations, in addition to their York County School Division diploma.

Students in grades 11 and 12 who have not been accepted to the full IB DP may enroll in an IB course with teacher recommendation provided there is space available, and all course-specific prerequisites have been met.

Students are responsible for the costs associated with all examinations as well as the IB registration fee. Students with demonstrated financial need may request a waiver of the IB registration and examination fees from the principal.

In YCSD, the IB DP is housed at York High School. Applications for the Pre-Diploma Program and IB DP may be obtained from the school counseling office at...
each middle and high school. Please contact the Program Coordinator for International Baccalaureate at 890-5014 for additional information.

School of the Arts
The York County School of the Arts (SOA) is designed to provide high school students with enriched and challenging fine arts educational opportunities in literary arts, theatre arts and rhythmic arts. SOA is located at Bruton High School and is open to students in grades 9 through 12 in the York County School Division. Admission to SOA is determined by application/audition. Students must maintain a specified GPA each semester to continue in SOA. Please contact the School of the Arts coordinator at 220-4095 for additional information.

Virtual Learning Program
The goal of the Virtual Learning Program is to offer anytime, anywhere education to secondary students (grades 6 through 12). Additionally, various AP and elective courses are offered online through the Virtual Advanced Placement School sponsored by the Virginia Department of Education. Coursework offered online by highly qualified teachers provides students with opportunities for expanded course selection, solutions to course conflicts and summer academic online courses. For information, contact the Coordinator of Online Learning at 898-0454 and visit the division website, yorkcountyschools.org.

York River Academy
York River Academy (YRA), a charter school operated by the York County School Division on the campus of Yorktown Middle School, is designed to provide selected students in grades 9, 10, 11 and 12 with an innovative academic and career-preparatory education in core subject areas with emphasis on computer repair/cabling and web design. Applications for YRA may be obtained from the guidance department in each middle and high school. Please contact the YRA principal at 898-0516 for information.

Academic Achievement
Middle schools recognize outstanding academic achievement as follows:
• Honor Roll posted.
• Certificates for all “A’s.”

High schools recognize outstanding academic achievement as follows:
• Awards will be made based on achievement at the end of the third quarter. Each award will be based on the previous year’s fourth quarter and the first three quarters of the current year.
• Students with a cumulative 3.75 grade point average or above for four quarters will be awarded a school letter, an honors pin and a certificate. Duplication in following years will be recognized as determined by the individual school.
• Students with a cumulative 3.25-3.749 grade point average for four quarters will be awarded an honors pin and a certificate. Duplication in following years will be determined by the individual school.
• Upon receipt of an academic letter, the student is entitled to purchase a letter jacket.

Note: High schools compute GPAs for outstanding achievement according to class ranking practices.

Clubs and Activities
The policy governing membership in school clubs and organizations, and the duties and responsibilities of these groups, is basically the same at all division middle schools and high schools. Information concerning membership privileges and responsibilities may be obtained from sponsors. With certain specified exceptions, high school students are required to pass a minimum of five subjects, or the equivalent, during the semester prior to participation in extracurricular activities. Credit for summer school work must be applied to the immediate preceding semester.

Driving and Parking
1. Only those students in work-study programs, in mentorships and practicums, with medical excuses, or with special permission of the principal have permission to have vehicles on school property.
2. Driving/parking permits are issued by the principal or his/her designee.
3. Violators are subject to loss of permits, suspension and/or removal of vehicles.
4. All vehicles parked on school property must be locked.
5. Students who drive vehicles onto school property are responsible for any and all contents in the vehicles.
6. All vehicles on school property are subject to search.
7. All students will be charged a parking fee of $50 per semester for a total of $100 for an academic year. A $5 fee will be charged to the following:
   • Career Mentoring, Marketing, Business and Human Services students participating in work-study programs for credit
   • Governor’s Science and Technology Magnet students participating in the Mentorship Program for credit
   • School of the Arts students participating in a practicum for credit
8. All fees are non-refundable.
9. Temporary permits may be issued by the principal or his/her designee.
Graduation Requirements

Reference: School Board Policy IKF and IKFA

The Standards for Accrediting Schools in Virginia, adopted by the Virginia Board of Education, establish high school graduation requirements and certain diploma seal recognitions. In addition, the York County School Division and the International Baccalaureate Programme offer additional academic recognitions.

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<tr>
<th>Diploma Options and Virginia Graduation Requirements</th>
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<tr>
<td>for Students Entering 9th Grade in 2013-14 and Later</td>
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<tr>
<th>Type of Diploma:</th>
<th>Advanced Studies*</th>
<th>Standard*</th>
<th>Modified Standard**</th>
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<tr>
<td></td>
<td>Standard Units of Credit</td>
<td>Verified Credits*</td>
<td>Standard Units of Credit</td>
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<tr>
<td>English</td>
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<td>2</td>
<td>4</td>
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<tr>
<td>MathematicsA</td>
<td>4</td>
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<td>ScienceB</td>
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<tr>
<td>History &amp; Social StudiesC</td>
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<tr>
<td>World LanguageD</td>
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<td>Health &amp; Physical Education</td>
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<td>Economics and Personal Finance</td>
<td>1</td>
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<tr>
<td>Fine Arts or Career/Technical Education</td>
<td>1</td>
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<tr>
<td>World Language, Fine Arts, or Career/Technical EducationE</td>
<td>2</td>
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<tr>
<td>ElectivesF</td>
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<td>Student-Selected Test</td>
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<td>Career/Technical Education CredentialH</td>
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For more information, visit the High School Graduation link on the Virginia Department of Education’s website at www.doe.virginia.gov.

A Mathematics: For the Advanced Studies Diploma, credits shall include at least four different course selections from among Algebra I, Geometry, Algebra, Functions and Data Analysis (AFDA), Algebra II, or other mathematics courses above the level of Algebra II. AFDA must be taken prior to Algebra II for credit towards the advanced studies graduation requirement; if out of sequence, the course will count as a math elective. For the Standard Diploma, three credits must be earned at or above the level of Algebra I and shall include at least two different course selections from Algebra I, Geometry, Algebra, Functions and Data Analysis, Algebra II, or other mathematics courses above the level of Algebra II. Computer Mathematics may be used in conjunction with Algebra I and Geometry to satisfy mathematics graduation requirements if the student also completes a career and technical concentration. For the Modified Standard Diploma, credits must be from among applications of Algebra, Geometry, Personal Finance and Probability and Statistics courses.

B Science: For the Advanced Studies Diploma, credits must be from at least three different science disciplines: Earth Science, Biology, Chemistry, or Physics or completion of the sequence of science courses required for participation in the International Baccalaureate Diploma Programme. For the Standard Diploma, credits must be from at least two different science disciplines. For the Modified Standard Diploma, credits must include at least two of the following: Applications of Earth Science, Biology, Chemistry, or Physics.

C History & Social Studies: For the Advanced Studies Diploma, credits must include World History to 1500 AD or AP Human Geography, World History from 1500 AD to the Present or AP European History, Virginia and U.S. History, and Virginia and U.S. History and Virginia and U.S. Government. For the Modified Standard Diploma, credits must include Virginia and U.S. History and Virginia and U.S. Government. The Superintendent or superintendent’s designee may waive specific local course requirements for transfer students or students moving out of the IB Diploma Programme, as long as all requirements set forth by the Code of Virginia and State Board of Education are met.

D World Language: For the Advanced Studies Diploma, credits must include three years of one language or two years of two languages.

E World Language, Fine Arts, or Career/Technical Education: At least one of the two credits must be Fine Arts or Career/ Technical Education.

F Electives: For the Standard and Modified Standard Diplomas, credits must include two sequential electives.

G Virtual Course: Students shall successfully complete one virtual course, which may be a noncredit-bearing course, or may be a course required to earn this diploma that is offered online.

H Career/Technical Educational Credential: Students shall earn a career and technical educational credential approved by the Board of Education that could include, but not be limited to, the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
Requirements for a Special Diploma
In accordance with the requirements of the Standards of Quality, a student with disabilities who completes the requirements of his or her Individualized Education Program (IEP) and does not meet the requirements for other diplomas shall be awarded a Special Diploma. Students receiving a Special Diploma are eligible to receive special education services through the age of 21.

Requirements for a Certificate of Program Completion
This certificate option is for students who have sufficient credits for a Standard, Modified Standard or Advanced Studies Diploma, but who have not met all of the requirements of those diploma options (i.e., verified credits).

General Education Development (GED) Certificate
The GED Battery includes five tests that measure the skills considered to be the major outcomes of a high school education. The tests focus on the major use of skills and concepts rather than upon recall of specific facts. The questions focus on the general abilities to analyze, evaluate and draw conclusions. The subject areas of the tests are as follows:

Test 1 – Language Arts – Writing
Test 2 – Language Arts – Reading
Test 3 – Science
Test 4 – Interpreting Literature and the Arts
Test 5 – Mathematics

General Achievement Diploma (GAD)
For additional information, contact a School Counselor.

Expectations
The York County School Division expects that students enrolled in a York County high school for at least the last two years of high school will:
1. successfully complete course work in preparation for higher education and/or be a vocational completer,
2. earn an Advanced Studies Diploma, a Standard Diploma or a Modified Standard Diploma, or
3. receive a Special Diploma/Special Certificate.

A. Certain students identified with disabilities who complete the requirements of their Individualized Education Programs shall be awarded Special Diplomas by the local school board.
B. Certain students who have completed a prescribed course of study as defined by the local school board shall be awarded certificates by the local school board if they do not qualify for diplomas.

Notes:
• Electives must be approved by a school counselor and must be in accordance with the educational career plan of the student.
• Courses with low enrollment or requiring special facilities may not be offered at all locations or not offered during a given school year.
• Courses taken by high school students at colleges or other institutions outside the York County School Division must be approved in advance by the principal for high school credit to be awarded. Credit toward requirements for graduation may be accepted from an accredited two-year or four-year college if the student secures written approval from the principal prior to enrollment in the course. The principal may award weighted credit based on the content of the course.

Verified Credits
All students are required to earn verified credits by passing a specific number of End-of-Course SOL tests in certain subject areas prior to high school graduation.

Additional Information
1. Only those students completing requirements for graduation during the summer, fall or first semester will be eligible to participate in commencement exercises the succeeding spring. Foreign students who complete the requirements for graduation in their respective countries will be allowed to participate in York County commencement exercises at the school that they attended.
2. In order for a student to participate in commencement exercises, it is required that the student be present and participate in practice for the event.
3. Students who do not participate in commencement exercises are to be handed their diploma by...
a member of the school administration as soon as practical following the regular commencement.

4. Graduation is a formal affair and one that will be remembered by students for the rest of their lives. The attire of cap and gown worn at graduation is very formal and the clothing worn under the gown should reflect the formality of the occasion. Exceptions or additions to the recommended attire must be approved by the principal.

A. The recommended attire for the young man is a white or light colored shirt with tie and trousers or slacks of dark color. In addition, dress shoes and dark socks will be worn. Jeans and tennis shoes are not formal attire and will not be worn.

B. The recommended attire for the young lady is an appropriate colored dress or light colored blouse with slacks of dark color under the gown plus appropriate footwear.

C. Students must meet all requirements for graduation in order to participate in the graduation ceremony. Students not abiding by the above regulations or who have been denied this privilege by the principal will not be allowed to participate in graduation exercises.

Diploma Seals

• **State Board of Education Seal** – Students who earn the Advanced Studies Diploma or the Standard Diploma with an average grade of “A” or better will receive the State Board of Education Seal.

• **Governor’s Seal** – Students who entered 9th grade in 2005 or earlier who earn the Advanced Studies Diploma with an average grade of “B” or better and complete at least one Advanced Placement (AP), International Baccalaureate (IB), or college-level course for credit will receive the Governor’s Seal. Students who entered 9th grade in 2006 or later who earn an Advanced Studies Diploma with a “B” average or better, and who successfully complete college-level coursework to earn nine transferable college credits in Advanced Placement (AP), International Baccalaureate (IB), dual enrollment (Early College Scholars) or college-level courses for credit will receive the Governor’s Seal.

• **State Board of Education Career & Technical Education Seal** – Students who earn the Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career/technical education concentration and maintain a “B” average in those courses or pass a certification examination or acquire a professional license will receive the State Board of Education Career & Technical Education Seal on the diploma.

• **State Board of Education Seal of Advanced Mathematics & Technology** – Students who earn the Standard or Advanced Studies Diploma and satisfy all of the mathematics requirements for the Advanced Studies Diploma and maintain a “B” average in those courses and either pass a certification examination from a recognized industry, trade or professional organization or acquire a professional license in a career/technical area or pass an exam approved by the Board that confers college-level credit in a technology or computer science area will receive the State Board of Education Seal of Advanced Mathematics & Technology on the diploma.

• **State Board of Education Seal for Excellence in Civics Education** – Students who earn the Standard or Advanced Studies Diploma and complete Virginia and U.S. History and Virginia and U.S. Government with a grade of “B” or higher, and complete 50 hours of voluntary participation in community service or extracurricular activities (e.g., volunteering for an organization that provides services to the poor, sick, less fortunate or participating in: Boy Scouts, Girl Scouts and similar organizations; NJROTC; political campaigns or government internships, Boys State, Girls State, Model General Assembly; and/or school-sponsored extracurricular activities that have a civic focus) or enlist in the United States military prior to graduation and have good attendance with no disciplinary infractions as determined by local School Board policy, receive the State Board of Education Seal for Excellence in Civics Education on the diploma.

• **York County School Division Community Service Seal** – Beginning with the graduating class of 2015, students who complete requirements for York County School Division’s Community Service Program will receive the Community Service Seal on the diploma in addition to other applicable seals.

• **York County School Division Honors Seal** – Students who complete the course of study for the York County School Division Honors Program will receive the Honors Seal on the diploma in addition to other applicable seals.

• **International Baccalaureate Diploma Programme** – Students who successfully complete the full requirements of the IB Diploma Programme and pass six IB examinations (at least 3 at HL) are eligible to receive the Diploma of the International Baccalaureate (issued by the International Baccalaureate Organization) in addition to the appropriate York County School diploma with applicable seals.
Social Networking and the Use of Web Resources
The World Wide Web’s portability and access to mobile technologies has increased active engagement and learning in the classroom. Social networking enables learners to connect, collaborate and form virtual communities. Students and teachers are able to use various web-based tools including, but not limited to blogs, wikis, podcasts and social networking applications solely to support instruction. Teachers will monitor and educate students about online safety and responsible use of social networking applications.

Uniforms
Uniforms for cheerleaders, majorettes and other school marching or performing units may be prescribed as part of the requirements of membership. Purchase, rental or cleaning costs are the responsibility of unit members and their parents. Gym suits are available for purchase, but students are not required to buy them. Proper gym attire, suitable for exercise, is required of every student and will be explained by physical education instructors. Requirements may be different for middle and high school students depending on the physical demands of the program.
A Word to Parents

“A child’s education cannot merely be turned over to the public schools.”

Kenneth Eble

A PERFECT EDUCATION

Dear Parents/Guardians:

Schools do the best job of educating your children when they can concentrate on teaching and not on maintaining order. We must all work together. Both the home and the school must support the proposition that students have responsibilities as well as rights.

When you think we are right, back us at home. When you think we are wrong, come to school and discuss it with us. That is a reasonable course for people who have the same goal – a good education for your child in a well-disciplined environment.

You can begin by reading this conduct code, discussing it with your student, and signing and returning the parental acknowledgement form at the back of this handbook.

Thank you for your support.

YORK COUNTY SCHOOL BOARD

Barbara S. Haywood, District 1
Cindy Kirschke, District 2
Mark A. Medford, District 3
R. Page Minter, District 4
Robert W. George, District 5
Student Rights

A right is a privilege to which one is justly entitled.

Students in the York County School Division have both rights and responsibilities. It is the obligation of the school division to protect those rights and insist upon those responsibilities.

ALL STUDENTS HAVE THE RIGHT TO:

1. **EQUAL EDUCATIONAL OPPORTUNITY**
   The schools must provide all students a chance to get an education. This means free admission to the schools and the right to attend school until the age of 18 or graduation from high school.

   Students will not be denied participation in any curricular or extracurricular activity because of race, color, creed, sex, national origin, political affiliation or belief except as permitted by state or federal law.

   Students have the right to equal educational opportunity without interference from other students and from trespassers on School Board property.

   Students who fail to graduate or who fail to achieve the number of verified credits required for graduation have the right to a free public education until the year in which the students reach their 20th birthday on or before August 1. Students for whom English is a second language have the right to a free public education through the age of 21. *(Code of Virginia § 22.1-253.13:4C)*

2. **FREE EXPRESSION**
   Students are entitled to express their opinions both verbally and in writing. This right does not entitle them to misinform, slander and/or display pornography.

   No form of expression shall interfere with the right of others to express themselves or with the conduct of school and classroom activities.

3. **FREEDOM OF ASSEMBLY**
   Students, with the approval of the principal, may hold meetings at a time, place and in a manner which does not disrupt or disturb classroom instruction.

4. **DUE PROCESS**
   Students facing disciplinary action are entitled to fair procedures to determine if they are at fault.

   Students are entitled to appeal decisions resulting in disciplinary action such as suspension, expulsion, exclusion or transfer to another school.
Student Responsibilities

A responsibility is an obligation one has because it is right.

ALL STUDENTS HAVE THE RESPONSIBILITY TO:

1. **PROTECT THE RIGHTS OF OTHERS TO STUDY AND LEARN**
   Parents/Guardians send their children to school and students attend school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of others.

2. **ATTEND SCHOOL DAILY UNLESS ILL OR LEGALLY EXCUSED**
   In Virginia a student is required by law to attend school until the age of 18. Schools cannot educate students who do not attend class, and schools will not promote or allow to graduate those who do not attend. Parents are encouraged to call the school when their child will be absent or tardy.

3. **BE ON TIME FOR ALL CLASSES**
   Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit. Future employers are not going to take the time to teach it.

4. **ABIDE BY STUDENT CONDUCT CODE**
   The Conduct Code is designed to allow a school to meet its obligation to educate students. The schools cannot achieve this task if school personnel must spend much of their time maintaining order.

5. **VOLUNTEER INFORMATION AND COOPERATE WITH SCHOOL STAFF IN DISCIPLINARY CASES**
   Every community depends upon the willingness of citizens to play a part in upholding the rules. It is wrong to expect help when your rights have been violated but refuse to help others protect theirs.

6. **COMPLETE ALL IN-CLASS AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES**
   The full responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether or not they will do the assigned work. Everything that must be learned cannot be accomplished during the school day.

7. **RESPECT PUBLIC PROPERTY AND CAREFULLY USE AND RETURN ALL MATERIALS AND EQUIPMENT**
   Schools are a community’s gift to its young people. It is wrong to abuse that gift. It forces the people to spend additional money in order to provide the same opportunities for those students who come after you.

8. **COME TO CLASS WITH NECESSARY BOOKS AND MATERIALS**
   A teacher should not have to delay starting class because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study.

9. **SEE THAT SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME**
   Education requires a partnership between the parent/guardian and the school. For a partnership to work, everyone must know what is happening – good and bad. Sometimes students are asked to be the messenger. Often, students are told to meet their responsibility to be honest and not intercept and destroy progress reports, attendance information and other communication sent from the school to parents.

10. **DRESS APPROPRIATELY FOR SCHOOL**
    - Student dress and appearance is to be neat, clean and conducive to the educational process. The principal reserves the right to determine what dress and appearance is appropriate for the learning environment.
    - Non-religious head coverings and sunglasses may not be worn.
    - Clothing that is too tight, too short or too revealing may not be worn.
    - Clothing that may be disruptive to the normal operation of the school or promotes a violation of school rules may not be worn.
    - Examples of inappropriate clothing or attire include, but are not limited to:
      - halter tops, tank tops, spaghetti straps
      - clothing which exposes the midriff
      - clothing which promotes drugs or alcohol
      - clothing which leaves undergarments exposed
      - shoes with rollers
    - Additional guidelines may be issued by individual school principals.
Citizenship

Citizenship is more than not breaking the rules.

The York County School Division’s character education program is designed to build the student’s capacity to become civic-minded participants in the school, community, and society by the time the student completes high school. Through this model character education is interwoven into the K-12 instructional program, the school procedures, and the school environment. A major goal of the York County School Division’s character education program is to join with parents in helping students develop responsible attitudes and behaviors in an effort to prepare them for adult citizenship as well as for work and further education. For this reason, it is as important for the school to teach and evaluate citizenship as it is to teach and evaluate academic work.

Citizenship Guidelines:
Teachers are required to discuss the following citizenship standards with their students:

1. Attending class regularly except for excused absences;
2. Coming to class on time;
3. Coming to class with necessary materials;
4. Completing homework assignments;
5. Meeting deadlines;
6. Doing his/her own work when independent work is required;
7. Participating in class activities and discussions;
8. Exercising reasonable care of school property;
9. Showing respect for others; and,
10. Exercising good conduct

For students who receive “unsatisfactory” evaluations, the following privileges may be withdrawn:

Elementary Schools:
Students in elementary school will receive a quarterly citizenship evaluation based on the citizenship displayed at school.

Students may receive a grade of Satisfactory, Progressing, Needs Improvement, and Not Evaluated based on the "Citizenship Guidelines" listed above. Comments that support the citizenship evaluation may also be included on the school report card.

Secondary Schools:
Students in secondary schools do not receive an official evaluation on citizenship, however, teachers may include comments relating to citizenship on the report card. Secondary students who exhibit “unsatisfactory” citizenship may have the following privileges withdrawn:

Middle Schools
1. Athletics
2. After-school recreation
3. School clubs
4. Student government
5. Public performance of music, dance, drama, cheerleading and speech
6. Special field trips not a part of regular classroom work, and/or
7. School dances and assemblies

High Schools
1. Athletics
2. School clubs
3. Student government
4. Public performance of music, dance, drama, cheerleading and speech
5. Special field trips not a part of regular classroom work
6. School dances and assemblies
7. Graduation activities
Parental Rights and Responsibilities

Parental involvement is the key to a successful educational experience.

The Code of Virginia § 22.1-279.3 contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct. Through the enactment of this legislation, the General Assembly has asserted its position that parents do not relinquish their responsibility for disciplining or managing their children while they are attending public schools. Rather, parents must work in partnership with school administrators to maintain a safe and orderly school environment.

Requirements of this section of the code are listed below:

1. Each parent has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere supportive of individual rights and free of disruption and threat to persons or property.
2. The School Board will provide opportunities for parental and community involvement in each school.
3. Within one calendar month of the opening of school, the School Board must, simultaneously with any other materials customarily distributed at the time, send to the parents of each enrolled student:
   A. a notice of the requirements of the Code of Virginia § 22.1-279.3;
   B. a copy of the School Board’s standards of student conduct;
   C. a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the rights to express disagreement with a school’s or school division’s policies or decisions.
4. Parents must sign and return a statement acknowledging receipt of the School Board’s standards of student conduct and the notice of the requirements of the Code of Virginia § 22.1-279.3, and the compulsory school attendance by law.
5. Each school must maintain records of the signed statements. The school principal may request that the student’s parents meet with the principal or designee to review the standards of student conduct and the parent’s responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improving the student’s behavior and educational progress.
6. The school principal may notify the parent when a student violates a School Board policy or the compulsory school attendance requirements when such violation could result in a suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the parents’ obligation to take actions to assist the school in improving the student’s behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parents may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstance to declare the student a child in need of supervision.
7. Suspended students may not be readmitted to the regular school program until the student and parent meet with school officials to discuss improving the student’s behavior, unless the principal or designee determined that readmission, without the parent conference, is appropriate for the student.

If parents fail to comply with these requirements, the School Board may petition the juvenile and domestic relations court to proceed against the parents for willful and unreasonable refusal to participate in efforts to improve the student’s behavior.
Conduct Code Violations and Consequences

Introduction
School officials are authorized to suspend or expel students for sufficient cause. It should be understood that the list of offenses that follows includes only the most common infractions of school and bus rules. School officials are authorized to utilize any and all of the disciplinary actions permitted by Virginia state law.

1. School authorities are required to report any incidents which may "constitute a criminal offense" to the local law enforcement agency. The following acts must be immediately reported to the local law enforcement agency: any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices or chemical bombs on a school bus, on school property, or at a school-sponsored activity. In addition, school authorities must report threats or false threats to bomb made against school personnel or involving school property or school buses.

2. In accordance with the Code of Virginia § 16.1-260 (G), the Department of Juvenile Justice will notify the York County School Division when a student has been charged with an offense relating to one or more of the laws of the Commonwealth involving:
   A. a firearm offense;
   B. homicide;
   C. felonious assault and bodily wounding;
   D. criminal sexual assault;
   E. the manufacture, sale, gift, distribution or possession of a Schedule I or II controlled substance;
   F. the manufacture, sale or distribution of marijuana or synthetic cannabinoids;
   G. arson and related crimes;
   H. burglary and related offenses;
   I. robbery;
   J. prohibited street gang activity; or
   K. the recruitment of other juveniles for criminal street gang activity;

   The term "charged" means that a petition or warrant has been filed or is pending against the student.

3. In accordance with the Code of Virginia § 22.1-277.2:1, a school board may require any student who has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (ii) found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) found to have committed a serious offense or repeated offenses in violation of school board policies; (iv) suspended; or (v) expelled, to attend an alternative education program. Any such assignment shall be accomplished in accordance with the procedures set forth in the Code of Virginia § 22.1-277.2:1 (B).

4. Teachers shall have the initial authority to remove a student from class for disruptive behavior. Disruptive behavior is defined as a violation of School Board regulation governing student conduct that disrupts or obstructs the learning environment.

5. Because other forms of misconduct are not listed does not mean they will be permitted.

Consequences for Offenses

1. Consequences apply to offenses occurring on any York County School Division property, during any school-sponsored activity, on any York County school bus, designated school bus stops, and to students moving from home to a bus stop or from a bus stop to home.

2. Any student found in violation of the rules and regulations as listed in the table of offenses will be disciplined per the level of the offense as shown. The levels of consequences are defined as:

   Level I Conference (with student and/or parent)
   Level II Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)
   Level III Short Term Suspension from 1 to 10 school days
   Level IV Long-Term Suspension from 11 to 364 days, Alternative Education Placement, or Expulsion

   Consequences may also include:
   A. Warning;
   B. Parent contact;
   C. Confiscation;
   D. Restitution;
   E. Detention;
   F. Loss of privilege to ride a school bus or hold a parking permit;
   G. Social probation;
   H. Loss of privilege to participate in extracurricular activities including academic clubs, athletics, school dances or proms;
   I. Court referral;
   J. Drug screening; and,
   K. Psychological evaluation and/or counseling
3. Virginia state law permits disciplinary actions including suspensions and expulsions.
4. Certain violations may have a consequence of placement in alternative education and the loss of the privilege to attend or participate in York County School Division sponsored activities including, but not limited to: athletics, academic clubs, graduation ceremonies, school dances, school proms, and after-prom activities for 60 school days. With an alternative education program placement, the social probation may be more than 60 school days.
5. Placement in an alternative education program shall result in the loss of the privilege to attend or participate in York County School Division sponsored activities, including, but not limited to: athletics, academic clubs, school dances, school proms, after-prom activities, and graduation activities during the time frame of the alternative placement. Students placed in alternative education shall not be allowed on school property.
6. In cases involving exceptional circumstances, parents may appeal in writing the loss of the privilege to participate in graduation ceremonies.
7. Repeat offenders will face the possibility of other disciplinary actions based on their individual disciplinary record.
8. Students may be asked/required to participate in drug screening, threat assessments, psychological evaluation and/or counseling as a consequence of a violation of the Code of Conduct.

Mandatory Reporting to Law Enforcement
All criminal activity that comes to the attention of the principal or school staff shall be reported immediately to the SRO or in their absence the SHERIFF. The following lists certain incidents which school officials must immediately report to local law enforcement in accordance with Virginia Code § 22.1-279.3:1 (A):

1. the assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity involving middle school aged children and older;
2. the assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Virginia Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
3. any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in Section 18.2-248.1:1, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
4. any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
5. the assault or assault and battery of any school personnel while on a school bus, on school property or at a school-sponsored activity;
6. the illegal carrying of a firearm, as defined in Virginia Code § 22.1-277.07, onto school property;
7. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Virginia Code § 18.2-85, or explosive or incendiary devices, as defined in Virginia Code § 18.2-433.1, or chemical bombs, as described in Virginia Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
8. any threats or false threats to bomb, as described in Virginia Code § 18.2-83, made against school personnel or involving school property or school buses; or
9. the arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefor.

The School Resource Officer (SRO) is a sworn York-Poquoson Deputy Sheriff assigned to provide the law enforcement expertise and resources to assist school staff(s) in maintaining safety, order and discipline within the assigned school. The SRO will be considered an active member of the administrative team (i.e., school personnel) in his/her assigned school.

Expulsion of Students under Certain Circumstances
In compliance with the federal Improving America's Schools Act of 1994 (Part F - Gun-Free Schools Act of 1994) and the Code of Virginia, a school board shall expel from school attendance for a period of not less than one year any student whom such school board has determined, in accordance with the procedures set forth in this article, to have possessed a firearm on school property, or at school activities as prohibited by § 18.2-308.1 of the Code of Virginia; to have possessed a firearm or destructive device as defined in subsection E of the Code of Virginia, a firearm muffler or firearm silencer, or a pneumatic gun as defined in subsection E of § 15.2-915.4 of the Code of Virginia on school property, or at school activities. A school administrator, pursuant to school board policy, or a school board may, however, determine, based on the facts of a particular situation that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. A school board may expel from school attendance for a period of not less than one year any student whom such school board has determined to have possessed a firearm in vehicles on school property in accordance with § 18.2-308 of the Code of Virginia.
Table of Offenses and Range of Consequences

*Violations of rules must be followed by consequences.*

Introduction

The York County School Division believes in a preventive approach to improper behavior.

Students, staff and parents are encouraged to share in the responsibility for a safe and orderly school environment. Information about drugs, weapons, bullying and cyber bullying behaviors or other factors which may be harmful to the school environment should be reported. Reports may be made to a teacher, to a school administrator or to other staff. Anonymous reports may also be made by placing a call to the Division’s Hotline at 890-1096. Students should also immediately contact an administrator, teacher or counselor if they have been the victim of discrimination, harassment, or other violations of the Code of Conduct. Any retaliation for the reporting of Conduct Code violations shall be addressed by appropriate disciplinary measures.

If a student discovers something in his or her possession which is not permitted at school, that student should immediately report it to an administrator or other staff. Staff responsible for initiating follow-up action shall take into account that the student voluntarily brought the matter to the attention of staff.
Table of Offenses and Range of Consequences

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Grade</th>
<th>Min</th>
<th>Max</th>
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<tbody>
<tr>
<td><strong>1. Alcohol – Use, Possession, and/or Sale/Distribution</strong></td>
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<td>Violating laws or ordinances prohibiting the manufacture, sale, purchase,</td>
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<td>transportation, possession, or consumption of intoxicating alcoholic</td>
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<td>beverages or substances represented as alcohol is forbidden. Students</td>
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<td>are forbidden to be under the influence of, to distribute, attempt to</td>
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<td>or conspire to distribute, to sell alcoholic beverages, or have such</td>
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<td>items on school property, in vehicles on school property, or at school</td>
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<td>activities. A consequence for the violation of this offense shall be</td>
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<td>the loss of the privilege to participate in extracurricular activities,</td>
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<td>including academic clubs, athletics, school dances or proms for 60</td>
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<td>school days. With an alternative education program placement, the</td>
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<td>social probation may be more than 60 school days.</td>
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<tr>
<td>AC1 Alcohol Use*</td>
<td>K-12</td>
<td>III</td>
<td>III</td>
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<td>AC2 Alcohol Possession*</td>
<td>K-12</td>
<td>III</td>
<td>III</td>
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<td>AC3 Alcohol Sale or Distribution*</td>
<td>K-12</td>
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<td><strong>2. Arson</strong></td>
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<td>Unlawfully and intentionally damaging or attempting to damage any</td>
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<td>school or personal property by fire or incendiary device is forbidden.</td>
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<td>Students who are found responsible for this offense shall be held</td>
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<td>liable for the cost of the damages.</td>
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<td>AS1 Arson: Actual*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>AS2 Arson: Attempted*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>AS3 Lighted Firecrackers, Cherry Bombs or Stink-bombs that Contribute</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<td>to a Damaging Fire*</td>
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<tr>
<td><strong>3. Assault/Battery on Students or Staff</strong></td>
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<tr>
<td>Intentional verbal or physical abuse by a student on another student</td>
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<td>or on staff is forbidden. Intentional physical abuse by a student on</td>
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<td>another student or on staff that involves a firearm, knife, stun</td>
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<td>weapon, laser and/or other devices constructed for the purpose of</td>
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<td>being used as a weapon, including self-defense weapons such as mace,</td>
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<td>pepper spray, etc., is also forbidden. Exceptions may result when the</td>
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<td>evidence clearly supports that a student is assaulted and then acted</td>
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<td>solely in self-defense after having made previous efforts to avoid</td>
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<td>such confrontations and/or reporting concerns to teaching or</td>
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<td>administrative staff.</td>
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<tr>
<td>BA1 Assault/Battery with a Firearm or Other Weapon Against Staff*</td>
<td>K-12</td>
<td>IV</td>
<td>IV</td>
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<tr>
<td>BA2 Assault/Battery with No Firearm or Other Weapon Against Staff*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>BA3 Assault/Battery with a Firearm or Other Weapon Against Student*</td>
<td>K-12</td>
<td>IV</td>
<td>IV</td>
</tr>
<tr>
<td>BA4 Assault/Battery with No Firearm or Other Weapon Against Student**</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>BA5 Assault/Battery – Malicious Wounding Without a Weapon*</td>
<td>K-12</td>
<td>IV</td>
<td>IV</td>
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</tbody>
</table>

* The Code of Virginia § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement. **Middle and High Schools: violations of this offense will be reported to law enforcement.
Table of Offenses and Range of Consequences

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Grade</th>
<th>Min</th>
<th>Max</th>
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<tbody>
<tr>
<td>4. Attendance – Tardiness, Truancy and/or Failure to Report to Class</td>
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<tr>
<td>Violating state, school division or school policy relating to attendance</td>
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<td>is forbidden. The failure to attend school without a legitimate excuse</td>
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<td>(e.g., illness, doctor appointment, funeral in the immediate family,</td>
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<td>administrative approval) or the failure to report to class on time or for</td>
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<td>a portion of the day without a legitimate excuse is forbidden.</td>
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<td>A1T Attendance</td>
<td>K-12</td>
<td>I</td>
<td>II</td>
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<tr>
<td>ATO02 Class Cutting</td>
<td>K-12</td>
<td>I</td>
<td>II</td>
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<tr>
<td>ATO03 Truancy</td>
<td>K-12</td>
<td>I</td>
<td>II</td>
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<tr>
<td>ATO04 Brought to School by Police</td>
<td>K-12</td>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td>ATO05 Leaving School Grounds without Permission</td>
<td>K-12</td>
<td>I</td>
<td>II</td>
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<tr>
<td>5. Bullying and Cyber Bullying</td>
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<tr>
<td>Bullying is defined as any aggressive and unwanted behavior that is</td>
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<tr>
<td>intended to harm, intimidate, or humiliate the victim; involves a real or</td>
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<tr>
<td>perceived power imbalance between the aggressor or aggressors and</td>
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<tr>
<td>victim; and is repeated over time or causes severe emotional trauma.</td>
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<tr>
<td>Bullying includes cyber bullying. Bullying does not include ordinary</td>
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<tr>
<td>teasing, horseplay, argument or peer conflict. (Code of Virginia</td>
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<tr>
<td>22.1-276.01) Using repeated negative behaviors intending to frighten or</td>
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<tr>
<td>cause harm and targeting a specific victim is forbidden. Bullying may</td>
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<tr>
<td>occur when there is an unfair match between the students and may include,</td>
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<tr>
<td>but is not limited to, physical intimidation, taunting, name calling,</td>
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<tr>
<td>insults, falsifying statements about other persons and/or comments</td>
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<tr>
<td>regarding the race, gender, religion, physical abilities or</td>
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<tr>
<td>characteristics of associates of the targeted person. Cyber bullying is</td>
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<tr>
<td>defined as using information and communication technologies such as cell</td>
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<tr>
<td>phone text messages and pictures, email, social networking web sites,</td>
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<tr>
<td>defamatory personal web sites, and defamatory online personal polling</td>
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<td>web sites to support deliberate, hostile behavior intended to harm others.</td>
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<tr>
<td>Cyber bullying which occurs off school grounds and or does not involve</td>
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<tr>
<td>the use of the York County School Division network or computers may</td>
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<td>result in disciplinary actions if it causes a substantial disruption to</td>
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<tr>
<td>the operation of a school or the School Division, if it</td>
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<tr>
<td>threatens the safety and mental or physical well-being of students or</td>
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<td>staff, or if it threatens the safety of school buildings or school</td>
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<tr>
<td>property.</td>
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<tr>
<td>Students and parents are encouraged to report incidents of bullying or</td>
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<tr>
<td>cyber bullying to teachers or school administrators. Anonymous reports</td>
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<tr>
<td>may also be made by placing a call to the Division's Hotline at 890-1096.</td>
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<tr>
<td>BU1 Bullying</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>BU2 Cyber Bullying*</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
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<tr>
<td>6. Burglary</td>
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<tr>
<td>Unlawfully entering or attempting to enter a building or other structure</td>
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<tr>
<td>with intent to commit a crime is forbidden.</td>
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<tr>
<td>BK1 Burglary: Actual*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>BK2 Burglary: Attempted*</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
</tbody>
</table>

* The Code of Virginia § 22.1-279.3:10 and/or the York County School Division require principals to report violations of this offense to law enforcement.

**Middle and High Schools: violations of this offense will be reported to law enforcement.
## Table of Offenses and Range of Consequences

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Grade</th>
<th>Min</th>
<th>Max</th>
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<tbody>
<tr>
<td><strong>7. Disorderly Conduct/Insubordination</strong></td>
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<tr>
<td>Unwillingness to submit to authority or refusal to respond to a reasonable request is forbidden. Any act that intentionally disrupts the orderly conduct of a school function is also forbidden. Students are required to obey school rules and submit in a respectful manner to the authority and directions of teachers and other school personnel. No student may assist another student in the breaking of a school rule. The following behaviors that substantially disrupt the orderly learning environment are considered to be disorderly conduct.</td>
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<tr>
<td>a) Cursing or using offensive language, including remarks intended to demean a person’s race, religion, sex, national origin, disabling condition or intellectual ability. This includes actions or displays of an obscene nature, the wearing of clothing or adornments which themselves convey sexually suggestive messages, or any materials that are obscene or sexually suggestive. Cursing or violent abusive language that provides a breach of the peace is considered a Class 3 misdemeanor (Code of Virginia § 18.2-416).</td>
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<tr>
<td>b) Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school, is dangerous to the health or safety of students or others, or results in destruction of property. Noise, activity or possession of items including, but not limited to: toys, laser pointers, stink bombs, skateboards, radios, beepers, and unauthorized photographs and video recordings which disrupt the peaceful and normal operation of the school and/or which threaten the student’s own safety or the safety and activities of others is forbidden. Violations may be cited for actions in any part of the building, on school grounds, on the school bus or at other school activities.</td>
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<tr>
<td>c) To avoid disruption of the instructional process, students shall not display, use, or activate portable communication devices during the instructional day, during after-school activities or on the school bus. The instructional day is to include, but is not limited to, lunch breaks, class changes and other structured instructional activities that occur during the normal school day. Students must ensure that such devices are turned off and out of sight during the instructional day, during after-school activities and on the school bus. <strong>Note:</strong> Certain instructional activities supported by portable communication devices or cell phones may occur during the school year. Use of such devices in opposition to the above referenced instructions will be directly supervised by a teacher.</td>
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<tr>
<td>d) Public Display of Affection (PDA) - Students may be disciplined for kissing, touching, hugging and other public displays of affection.</td>
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<tr>
<td>D1C Disrespect/Walking Away</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
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<tr>
<td>D2C Defiance/Refuses Request</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
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<tr>
<td>D3C Disruptive Demonstrations</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
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<tr>
<td>D4C Possession of Obscene or Disruptive Literature</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
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<tr>
<td>D5C Classroom or Campus Disruption</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
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<tr>
<td>D6C Using Obscene or Inappropriate Language or Gestures</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
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<tr>
<td>D8C Minor Insubordination</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
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</tbody>
</table>

**Level I:** Conference (with student and/or parent)  
**Level II:** Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)  
**Level III:** Short Term Suspension from 1 to 10 school days  
**Level IV:** Long Term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion

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# Table of Offenses and Range of Consequences

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<tr>
<th>Offenses</th>
<th>Grade</th>
<th>Min</th>
<th>Max</th>
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<tbody>
<tr>
<td><strong>8. Drug Violations</strong></td>
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<tr>
<td>Students are forbidden to:</td>
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<tr>
<td>a) be under the influence of, or have on school property, or in vehicles</td>
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<tr>
<td>on school property, or at school activities, illegal drugs, synthetics,</td>
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<tr>
<td>or paraphernalia including anabolic steroids.</td>
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<tr>
<td>b) use and/or distribute prescription drugs in a non-prescribed manner.</td>
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<tr>
<td>c) unlawfully use, distribute, sell, solicit, purchase, possess, transport,</td>
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<tr>
<td>or import over-the-counter medication.</td>
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<tr>
<td>d) distribute, possess and/or be under the influence of, or have on</td>
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<tr>
<td>school property, or in vehicles on school property, or at school</td>
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<tr>
<td>activities, inhalants or noxious chemicals.</td>
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<tr>
<td>e) distribute, attempt or conspire to distribute or to sell illegal</td>
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<tr>
<td>drugs, synthetics or controlled substances.</td>
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<tr>
<td>A consequence for the violation of this offense shall be the loss of the</td>
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<tr>
<td>privilege to participate in extracurricular activities, including</td>
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<tr>
<td>academic clubs, athletics, school dances or proms for 60 school days.</td>
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<tr>
<td>With an alternative education program placement, the social probation</td>
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<tr>
<td>may be more than 60 school days.</td>
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<tr>
<td>D4G Over the Counter Medicine Use</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>D5G Over the Counter Medicine Possession</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>D6G Over the Counter Medicine Sale or Distribution</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>D10 Other Drug Use/Overdose*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>D11 Other Drug or Paraphernalia Possession*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>D12 Other Drug Sale or Distribution*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>D15 Possession of Inhalants</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>D16 Use of Inhalants</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>D17 Use or Possession of Substances Represented as Drugs (Look-alikes)*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>D19 Anabolic Steroid Sale or Distribution*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>D20 Anabolic Steroid Use or Possession*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>DG1 Schedule I &amp; II Drug Use*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>DG2 Schedule I &amp; II Drug Possession*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>DG3 Schedule I &amp; II Drug Sale or Distribution*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>DG5 Synthetic Marijuana Use or Possession*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>DG6 Synthetic Marijuana Sale or Distribution*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>DG7 Marijuana Use*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>DG8 Marijuana Possession*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>DG9 Marijuana Sale or Distribution*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>DR3 Attempted Theft or Theft of Prescription Medication*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Level I</th>
<th>Conference (with student and/or parent)</th>
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<td>Long Term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion</td>
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<tbody>
<tr>
<td><strong>9. Electronic Devices</strong></td>
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<tr>
<td>The use of electronic devices</td>
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<td>that are deemed inappropriate</td>
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<tr>
<td>in an educational setting is</td>
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<tr>
<td>forbidden.</td>
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<tr>
<td>C1M Beepers</td>
<td>K-12</td>
<td>I</td>
<td>II</td>
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<tr>
<td>C2M Cellular Telephones</td>
<td>K-12</td>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td>C3M Electronic Devices</td>
<td>K-12</td>
<td>I</td>
<td>II</td>
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<tr>
<td><strong>10. Extortion</strong></td>
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<tr>
<td>Extortion is defined as</td>
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<td>unlawfully obtaining or</td>
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<td>attempting to obtain something</td>
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<td>of value from another by</td>
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<td>compelling the other person to</td>
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<td>deliver it by the threat or</td>
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<td>eventual physical injury or</td>
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<td>other harm to that person or</td>
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<td>person’s property. The use of</td>
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<td>threats, physical force or</td>
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<td>weapons for the purpose of</td>
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<td>obtaining money or possessions</td>
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<tr>
<td>is forbidden.</td>
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<tr>
<td>ET1 Extortion: Actual</td>
<td>K-5</td>
<td>I</td>
<td>IV</td>
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<tr>
<td>6-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>ET2 Extortion: Attempted</td>
<td>K-5</td>
<td>I</td>
<td>IV</td>
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<tr>
<td>6-12</td>
<td>III</td>
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<tr>
<td><strong>11. Fighting/Conflict</strong></td>
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<tr>
<td>Mutual participation in a</td>
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<td>fight involving physical</td>
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<td>violence where there are no</td>
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<td>or minor injuries or a</td>
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<td>confrontation, tussle or verbal</td>
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<td>physical aggression that does</td>
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<td>not result in injury is</td>
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<td>forbidden. Any fight involving</td>
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<td>the following circumstances is</td>
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<td>forbidden:</td>
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<tr>
<td>a) two or more individuals in</td>
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<tr>
<td>which no individual sustains</td>
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<td>serious injury (e.g., scrapes,</td>
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<tr>
<td>minor bruising).</td>
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<td>b) two or more individuals in</td>
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<td>which one or more individuals</td>
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<tr>
<td>sustains an injury requiring</td>
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<td>immediate professional</td>
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<tr>
<td>medical attention (e.g., bullet</td>
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<td>or stab wound, fractured bones,</td>
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<td>concussion, cuts requiring</td>
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<td>stitching, profuse bleeding,</td>
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<tr>
<td>etc.).</td>
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<td>Engaging in a physical fight,</td>
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<tr>
<td>regardless of which participant</td>
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<tr>
<td>is the aggressor, is defined</td>
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<tr>
<td>as fighting. This includes</td>
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<tr>
<td>luring others to a fight,</td>
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<td>instigating a fight,</td>
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<td>encouraging others to fight</td>
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<td>and/or cheering on a fight.</td>
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<tr>
<td>Exceptions may result when</td>
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<td>the evidence clearly supports</td>
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<td>that a student is assaulted and</td>
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<td>then acted solely in self-</td>
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<td>defense after having made</td>
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<tr>
<td>previous efforts to avoid</td>
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<td>such confrontations and/or</td>
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<td>reporting concerns to teaching</td>
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<tr>
<td>or administrative staff.</td>
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<tr>
<td>FA2 Fighting with No or Minor</td>
<td>K-5</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>Injury</td>
<td>6-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>F1T Altercation or Confrontation</td>
<td>K-5</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>with No Injury</td>
<td>6-12</td>
<td>III</td>
<td>IV</td>
</tr>
</tbody>
</table>

**Level I**  Conference (with student and/or parent)<br>**Level II**  Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)<br>**Level III**  Short Term Suspension from 1 to 10 school days<br>**Level IV**  Long Term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion

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<tr>
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<th>Grade</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Gambling</td>
<td>K-12</td>
<td>I</td>
<td>III</td>
</tr>
<tr>
<td>Making, placing, or receiving any bet or wager of money or other thing of value dependent upon the result of the game, contest, or any other event with uncertain outcome is forbidden.</td>
<td>G1B</td>
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</tr>
</tbody>
</table>

| 13. Gang Activity          | K-12  | I   | IV  |
| A street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, that has as one of its primary objectives or activities to commit one or more criminal or non-criminal gang activities. This includes articles of clothing that symbolize association, rituals, or activities identified by groups of students (Code of Virginia § 18.2-46.1-3). Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, hand gestures or signs, graffiti, rituals associated with, or activities by an identified group of students). | GA1   |     |     |

| 14. Harassment             | K-12  | I   | IV  |
| Repeatedly annoying or attacking a student or a group of students or staff which creates an intimidating or hostile educational or work environment is forbidden. | HR1   |     |     |

| 15. Hazing                 | K-12  | I   | III |
| Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into groups such as, but not limited to, student organizations, athletic teams or classes is forbidden. Hazing is a Class 1 misdemeanor (Code of Virginia § 18.2-56). | H1Z   |     |     |

| 16. Homicide               | K-12  | IV  | IV  |
| Causing the death of a student or staff member from the use of a firearm or other weapon is forbidden. | HO1   |     |     |
| HO2 Homicide Against a Student with a Firearm* | K-12  | IV  | IV  |
| HO3 Homicide Against Staff with Other Weapon* | K-12  | IV  | IV  |
| HO4 Homicide Against a Student with Other Weapon* | K-12  | IV  | IV  |

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<tbody>
<tr>
<td><strong>17. Inciting a Riot</strong>&lt;br&gt;Unlawful use of force or violence that seriously jeopardizes the public safety, peace or order is forbidden. Intentionally making derogatory comments and/or racial or ethnic slurs is also forbidden. Actions, comments or written messages intended to cause others to fight or which may result in a fight is forbidden. This includes luring others to a fight, encouraging others to fight and/or cheering on a fight. Three or more people acting together can be considered as inciting a riot.&lt;br&gt;RG1 Inciting a Riot</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>RG2 Attempting to Incite a Riot</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td><strong>18. Kidnapping</strong>&lt;br&gt;Unlawfully seizing, transporting, and/or detaining a person against his/her will, or a minor without the consent of his/her custodial parent(s) or legal guardian is forbidden. This includes hostage taking.&lt;br&gt;KI1 Kidnapping</td>
<td>K-12</td>
<td>IV</td>
<td>IV</td>
</tr>
<tr>
<td><strong>19. Other Violations</strong>&lt;br&gt;Conduct that is inappropriate for school, including but not limited to the following, is forbidden.&lt;br&gt;a) Cheating - includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.&lt;br&gt;b) Plagiarism - includes the copying of the language, structure, ideas and/or thoughts of another and representing it as one’s own original work.&lt;br&gt;c) Falsification - includes the verbal or written statement of any untruth and/or the misrepresentation of person, official record or other document.&lt;br&gt;d) Promotion of alcohol or other illegal substances – includes the promotion or display of the use of alcohol and/or other illegal substances through, but not limited to, clothing, jewelry, pictures, buttons, bumper stickers or other paraphernalia.&lt;br&gt;e) Unauthorized sale, purchase or distribution of items – includes attempting to sell, purchase or distribute anything which is against school rules or not authorized by school personnel.&lt;br&gt;f) Violation of the law/criminal charges – includes conduct which is a violation of the law on or off school grounds will be a violation of the law on school grounds. An additional consequence for the violation of this offense will be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for 60 school days. With an alternative education program placement, the social probation may be more than 60 school days.&lt;br&gt;g) Repeated violations and other conduct – includes continual violations of the Conduct Code. In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state or local law.&lt;br&gt;S1V Inappropriate Personal Property (i.e., dress code violation or possession of other items not appropriate for the school environment)</td>
<td>K-5</td>
<td>I</td>
<td>III</td>
</tr>
<tr>
<td>S2V Misrepresentation (i.e., lying, cheating, plagiarism and/or falsification)</td>
<td>6-12</td>
<td>II</td>
<td>IV</td>
</tr>
<tr>
<td>S3V Other School Code of Conduct Violation Not Otherwise Included (i.e., promotion of alcohol or other illegal substances; unauthorized sale, purchase or distribution of items; violation of the law/criminal charges; and repeated violations and other conduct)</td>
<td>K-5</td>
<td>II</td>
<td>III</td>
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<td></td>
<td>6-12</td>
<td>IV</td>
<td>IV</td>
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<th>Min</th>
<th>Max</th>
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</thead>
<tbody>
<tr>
<td><strong>20. Robbery</strong></td>
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<tr>
<td>Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or putting the victim in fear is forbidden.</td>
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<tr>
<td>RB1 Robbery: Actual*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>RB2 Robbery: Attempted*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td><strong>21. School Threat</strong></td>
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<tr>
<td>Expression of the intention to inflict misfortune, danger or harm upon persons or property via a bomb reportedly placed on School Board property is forbidden. Summoning an ambulance or fire-fighting apparatus or activating a manual or automatic fire alarm without just cause is forbidden. Intentionally setting off or causing to be set off any apparatus capable of producing smoke or foul odor is also forbidden.</td>
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<tr>
<td>BO1 Bomb Threat*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>BO2 Chemical or Biological Threat*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>BO3 Terrorist Threat*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>BO4 Setting off False Fire Alarm*</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td><strong>22. Sexual Misconduct Offenses</strong></td>
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<tr>
<td>Sexual misconduct is forbidden. Sexual offenses may include but are not limited to the following actions:</td>
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<tr>
<td>a) Indecent Exposure - the uncovering of any personal or private area of one's body, including &quot;mooning.&quot;</td>
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<tr>
<td>b) Consensual Sex - any activities involving any act of consensual sex between two persons on School Board property.</td>
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<tr>
<td>c) Sexual Harassment - unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment. Sexual harassment shall be understood to be: any action or statement which creates an intimidating, hostile or offensive school environment (i.e., exposure, gestures). All complaints of sexual harassment by a student, whether the alleged perpetrator is another student or an adult, will be handled in accordance with the School Board’s Procedure for Student Complaints of Sexual Harassment or Other Types of Discrimination.</td>
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<tr>
<td>d) Sexual Battery - any unwanted touching of a person’s intimate areas or clothing covering such areas. Sexual battery includes, but is not limited to, an offensive or intentional threat, intimidation, deception or physical helplessness of sexual abuse.</td>
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<td>e) Forcible Assault – penetration without consent.</td>
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<td>f) Improper physical contact – any unwanted touching that is offensive, undesirable, and/or unwanted.</td>
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<tr>
<td>SB1 Sexual Battery against Staff*</td>
<td>K-5</td>
<td>I</td>
<td>IV</td>
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<td></td>
<td>6-12</td>
<td>III</td>
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<tr>
<td>SB2 Sexual Battery against a Student*</td>
<td>K-5</td>
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<td>IV</td>
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<td>6-12</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>SX0 Sexual Harassment</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>SX1 Offensive Sexual Touching against Staff</td>
<td>K-5</td>
<td>I</td>
<td>IV</td>
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<td></td>
<td>6-12</td>
<td>III</td>
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<tr>
<td>SX2 Offensive Sexual Touching against a Student</td>
<td>K-5</td>
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<td>6-12</td>
<td>IV</td>
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<tr>
<td>SX3 Forcible Sexual Assault against Staff*</td>
<td>K-12</td>
<td>IV</td>
<td>IV</td>
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<tr>
<td>SX4 Forcible Sexual Assault against a Student*</td>
<td>K-12</td>
<td>IV</td>
<td>IV</td>
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<tr>
<td>SX5 Attempted Forcible Sexual Assault against Staff*</td>
<td>K-12</td>
<td>IV</td>
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<tr>
<td>SX6 Attempted Forcible Sexual Assault against a Student*</td>
<td>K-12</td>
<td>IV</td>
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<tr>
<td>SX7 Sexual Offense without Force*</td>
<td>K-5</td>
<td>I</td>
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<td></td>
<td>6-12</td>
<td>III</td>
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<tr>
<td>SX8 Aggravated Sexual Battery of a victim less than 13 years of age*</td>
<td>K-12</td>
<td>IV</td>
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</tbody>
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<tbody>
<tr>
<td><strong>23. Stalking</strong></td>
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<tr>
<td>Engaging in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury is forbidden.</td>
<td>ST1</td>
<td>K-12</td>
<td>III IV</td>
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<tr>
<td><strong>24. Technology Use Violations</strong></td>
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<tr>
<td>The York County School Division provides access to an extensive array of LAN/WAN and web-based services and applications. Use of all of these services is a privilege not a right. Students will be held accountable for misuse or abuse of division hardware, software, and network or Internet services. Students who are found responsible for lost, stolen, or damaged equipment due to misconduct or negligence shall be held liable for the cost of replacement of the lost, stolen, or damaged equipment. Violations include, but are not limited to:</td>
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<tr>
<td>a) Unauthorized use of, revealing, sharing or transferring any user password.</td>
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<tr>
<td>b) Uploading or downloading unauthorized files including but not limited to: any instant messenger software and companion files, MP3 or other audio files, any video clips, files or full-length movies not approved for instructional use by a teacher.</td>
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<tr>
<td>c) Accessing files using division hardware or network resources without a signed Network Services/Internet Acceptable Use Policy.</td>
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<tr>
<td>d) Intentionally altering or damaging files, applications or standard hardware or network configuration settings.</td>
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<td>e) Intentionally introducing viruses or other destructive executables to computer or network resources.</td>
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<td>f) Unauthorized use of portable communication and/or privately owned electronic devices.</td>
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<tr>
<td>T1C Unauthorized Use of Technology or Information</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>T2C Causing or Attempting to Cause Damage to Computer Hardware, Software or Files</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>T3C Violations of Acceptable Usage Policy</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>T4C Violations of Internet Policy</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
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2014-15 Student Handbook and Conduct Code
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<tr>
<td><strong>25. Theft</strong></td>
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<tr>
<td>The taking of the property of others without permission is forbidden. (This violation may be reported to law enforcement.)</td>
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<tr>
<td>TF1 Theft of School Property</td>
<td>K-5 6-12</td>
<td>I  II</td>
<td>IV  IV</td>
</tr>
<tr>
<td>TF2 Theft of Staff Property</td>
<td>K-5 6-12</td>
<td>I  II</td>
<td>IV  IV</td>
</tr>
<tr>
<td>TF3 Theft of Student Property</td>
<td>K-5 6-12</td>
<td>I  II</td>
<td>IV  IV</td>
</tr>
<tr>
<td>TF4 Possession of Stolen Property</td>
<td>K-5 6-12</td>
<td>I  II</td>
<td>IV  IV</td>
</tr>
<tr>
<td>TF6 Theft or Attempted Theft of a Motor Vehicle</td>
<td>K-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td><strong>26. Threats Against Students and Staff</strong></td>
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<tr>
<td>Unlawfully placing a staff member or student in fear of bodily harm through physical, verbal, written or electronic threats which immediately creates fear of harm without displaying a weapon or subjecting the person to actual physical attack is forbidden.</td>
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<tr>
<td>TI1 Threats Against Staff*</td>
<td>K-5 6-12</td>
<td>I  III</td>
<td>IV  IV</td>
</tr>
<tr>
<td>TI2 Threats Against a Student (This violation may be reported to law enforcement.)</td>
<td>K-5 6-12</td>
<td>I  III</td>
<td>IV  IV</td>
</tr>
<tr>
<td><strong>27. Tobacco/Electronic Cigarette Offenses</strong></td>
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<tr>
<td>Students are forbidden to use, distribute or sell tobacco products, including smokeless tobacco, or have on school property, in vehicles on school property, at school activities, or on school transportation. The promotion or display of the use of tobacco and/or other illegal substances on clothing, jewelry, pictures, buttons, bumper stickers or other items is also forbidden. Students are prohibited from possessing and/or using electronic cigarettes on school buses, on school premises and at school-sponsored activities.</td>
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<tr>
<td>TC1 Tobacco Use</td>
<td>K-12</td>
<td>II</td>
<td>III</td>
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<tr>
<td>TC2 Tobacco Possession</td>
<td>K-12</td>
<td>II</td>
<td>III</td>
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<tr>
<td>TC3 Tobacco Sales or Distribution</td>
<td>K-12</td>
<td>II</td>
<td>III</td>
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<tr>
<td>T4B Tobacco Paraphernalia</td>
<td>K-12</td>
<td>II</td>
<td>III</td>
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<tr>
<td><strong>28. Trespassing</strong></td>
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<tr>
<td>Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave is forbidden.</td>
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<tr>
<td>TR1 Trespassing</td>
<td>K-12</td>
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*The Code of Virginia § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement.

**Middle and High Schools; violations of this offense will be reported to law enforcement.**
### Table of Offenses and Range of Consequences

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Grade</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>29. Vandalism</strong></td>
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<tr>
<td>Damage or destruction of school property or property of others is forbidden. This includes, but is not limited to, arson, graffiti, theft, vandalism, destruction of computer hardware, modification of installed software, modifications to the LAN/WAN network configurations and/or installation of unauthorized software, including viruses. Students who are found responsible for lost, stolen, or damaged equipment due to misconduct or negligence shall be held liable for the cost of replacement of the lost, stolen, or damaged equipment.</td>
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<tr>
<td>VN1 Vandalism of School Property</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>VN2 Vandalism of Private Property</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>VN3 Graffiti</td>
<td>K-12</td>
<td>I</td>
<td>IV</td>
</tr>
</tbody>
</table>

* The Code of Virginia § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement.

**Middle and High Schools: violations of this offense will be reported to law enforcement.**

**Level I** Conference (with student and/or parent)
**Level II** Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)
**Level III** Short Term Suspension from 1 to 10 school days
**Level IV** Long Term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion
## Table of Offenses and Range of Consequences

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Grade</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30. Weapons</strong></td>
<td></td>
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</tr>
<tr>
<td>Students are forbidden to have weapons or to use weapons or to use other objects as weapons on school property, in vehicles on school property, or at school activities. Claims of self-defense do not constitute a valid defense for the possession of a weapon on school property or at any school-sponsored activity. The Code of Virginia (§ 22.1-277.07) requires expulsion for not less than one year for certain students whom the School Board determines have brought firearms to school.</td>
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<tr>
<td>Examples of weapons shall include but are not limited to the following:</td>
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<tr>
<td>a) handgun or pistol;</td>
<td>K-5</td>
<td>II</td>
<td>IV</td>
</tr>
<tr>
<td>b) shotgun or rifle;</td>
<td>6-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>c) any item designed to expel a projectile or that may be readily converted or modified manufactured guns to expel a projectile by the action of an explosive device;</td>
<td>K-5</td>
<td>I</td>
<td>IV</td>
</tr>
<tr>
<td>d) knife with a blade of three inches or more;</td>
<td>6-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>e) any other item that will or is designed to expel a projectile by the action of an explosive. This includes firearms not mentioned previously (operable or in-operable, loaded or unloaded) such as, but not limited to, a zip or starter gun;</td>
<td>K-5</td>
<td>II</td>
<td>IV</td>
</tr>
<tr>
<td>f) any item, instrument, or object that is designed or may be readily converted to inflict harm on another person (i.e., golf club, baseball bat, chains, nunchukus, or billy club);</td>
<td>6-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>g) pneumatic gun or rifle that is air powered (i.e., BB, paint ball, or pellet gun);</td>
<td>K-5</td>
<td>II</td>
<td>IV</td>
</tr>
<tr>
<td>h) any weapon that explodes or is designed to or may be readily converted to explode;</td>
<td>6-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>i) any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion;</td>
<td>K-5</td>
<td>II</td>
<td>IV</td>
</tr>
<tr>
<td>j) ammunition;</td>
<td>6-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>k) look-alikes;</td>
<td>K-5</td>
<td>II</td>
<td>IV</td>
</tr>
<tr>
<td>l) any substance used as a weapon to include mace, tear gas or pepper spray;</td>
<td>6-12</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>m) knife less than three inches, razor blades, box cutters, fireworks, firecrackers, stink bombs; and</td>
<td>K-5</td>
<td>II</td>
<td>IV</td>
</tr>
<tr>
<td>n) taser or stun gun</td>
<td>6-12</td>
<td>III</td>
<td>IV</td>
</tr>
</tbody>
</table>

**Level I** Conference (with student and/or parent)
**Level II** Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)
**Level III** Short Term Suspension from 1 to 10 school days
**Level IV** Long Term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion

*The Code of Virginia § 22.1-279.3:10 and/or the York County School Division require principals to report violations of this offense to law enforcement.

WS1 Possession of a Stun Gun*

WT1 Possession of a Taser Gun*

**Level I** Conference (with student and/or parent)
**Level II** Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)
**Level III** Short Term Suspension from 1 to 10 school days
**Level IV** Long Term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion

*The Code of Virginia § 22.1-279.3:10 and/or the York County School Division require principals to report violations of this offense to law enforcement.

WS1 Possession of a Stun Gun*

WT1 Possession of a Taser Gun*
Procedures for Dealing with Violations and Right of Appeal

Fair rules should not be unfairly enforced and must be enforced in accordance with existing laws and regulations.

Due Process
No student may be punished for alleged misconduct without due process.

A student is entitled to an oral or written notice of the charges, an explanation of the evidence and an opportunity to present his/her side of the story.

Dispositions
Student Conference: The first line of discipline is with the classroom teacher. Formal and informal conferences are held between the student and teacher. If problems become more serious, the administrator will hold a conference with the student in an attempt to improve behavior. Many times the student’s counselor will also be included in the conference. Where appropriate, the student may be given a warning that a particular behavior is unacceptable and that repetition of such behavior could result in more severe consequences. Parents will not necessarily be contacted before administrators discuss an incident with students who are involved or who are witnesses.

Parent Contact: The most effective person in dealing with student discipline problems is the parent. Teachers, counselors and administrators will contact parents by phone or letter in an effort to keep parents informed of student conduct.

School Conference with Parent/Guardian: Parents are encouraged to set up an appointment with any teacher, counselor or administrator to discuss their son’s or daughter’s progress or problems. In a time of suspension, a parent may be asked to come to school to reinstate the student.

Confiscation: Any student’s property which disrupts the learning environment will be removed from that student’s possession.

Restitution: The replacement of or payment for property lost, damaged, destroyed or stolen will be required. The Code of Virginia § 22.1-280.4 provides that a School Board may take action against a pupil or the pupil’s parent(s) for any actual loss, breakage, destruction or failure to return property.

Detention: Detention requires a student to spend additional time at school or denies a student access to a class or activity. This is a method of discipline that may be employed by any teacher or administrator to keep a student beyond school hours in the hope of correcting inappropriate behavior. Parents/guardians must be notified, and detention generally should not exceed two hours. Students may be assigned a detention on Saturdays for a maximum of four (4) hours.

Searches and Seizures: Lockers and other storage facilities are the property of the School Board and are lent to the student for his/her use during school hours. School officials have the authority to open and inspect any and all storage spaces.

School officials also have the right to search any student and/or a student’s personal effects (e.g., purse, book bag) when there is reasonable suspicion to believe that the student possesses an item which violates the law, school policies and regulations, or which may be harmful to the school or its students. Such searches will be conducted by the administration with another person present. In no event will strip-searches of students be conducted.

The school administration has the authority to conduct routine patrols of student parking lots. Automobiles on school property are subject to search whenever a school administrator has reasonable suspicion to believe that illegal or unauthorized materials are contained in or on an automobile.

Random searches may be conducted on school property using metal detectors or dogs capable of detecting drugs, bombs and firearms. These searches may be conducted by school administrators or by law enforcement officers in coordination with school administrators. Canines shall not be used to search students.

Weapons of any nature on school property or at school functions are prohibited by policy and state law. The school administration has the authority to use stationary or mobile metal detectors to ensure that weapons and other dangerous objects are not brought onto school property or to school-sponsored functions.
School authorities may seize any illegal, unauthorized or contraband items or materials discovered on school grounds. Illegal or contraband materials shall be turned over to the proper legal authorities for ultimate disposal.

**Interrogations:** Law enforcement officials will be permitted to question students while they are under the authority of the school. The following provisions will be met:
1. In most cases, the student’s parent or guardian will be called and be present if the parent or guardian desires; in case the parent cannot be contacted, a probation officer of the juvenile court solicited by the law enforcement official or a school administrator will be present;
2. The interrogation will take place in a school with a school administrator present;
3. Information derived from questioning will be kept in strict confidence by school officials unless legal procedures will require otherwise.

Students are not to be released into the custody of others without establishing the fact that the person assuming custody is the parent or legal guardian or a person designated by same. Students will not be released into the custody of legal officers unless the officer presents proper identification.

**Loss of Privilege to Ride a School Bus:** This is a method of discipline which may be employed by an administrator in the hope of correcting inappropriate behavior on the school bus.

Parents must be notified when their child will not be permitted to ride the bus. If bus privileges are denied, parents are responsible for providing transportation to and from school.

**Court Referral:** Warrants or petitions will be filed for unlawful conduct. In case of a drug offense, assault or other violation of the Code of Virginia, a student may be taken to court. The plaintiff may be either the school or the victim.

**Social Probation and Loss of Privilege to Participate in Academic Clubs or Athletics:** This is a method of discipline employed by administrators as a consequence for inappropriate behavior and for Level II, III or IV violations of the conduct code. Length of exclusion from extracurricular activities, including academic clubs, graduation activities or athletic participation, may extend to the end of the academic year.

**Suspension**

**Short-Term Suspension of Students:** A short-term suspension is any disciplinary action whereby a student is not permitted to attend school for a period not to exceed 10 days of school.

**Long-Term Suspension of Students:** A long-term suspension is any disciplinary action whereby a student is not permitted to attend school for more than 10 school days but less than 365 calendar days.

Students with disabilities may be suspended for a maximum of 10 days in accordance with state and federal regulations. Short-term suspension does not constitute a change in placement.

A student under suspension is not to enter onto any York County School Division property or bus in York County nor is he/she to participate in or attend any school-sponsored activity in which a York County school is involved. To do so is considered trespassing.

A suspension is considered an unexcused absence. Students are not allowed to make up any daily work or quizzes missed during unexcused absences or unexcused tardies. However, credit shall be given for extended assignments with a due date that occurs during an unexcused absence. Extended assignments include, but are not limited to, research papers, essays, book reports, projects, tests and semester exams.

**Due Process - Suspensions**

1. **Student’s Right to a Hearing:**
   The principal or designee shall meet with the student for the purpose of:
   a) Presenting oral or written notice of the charges,
   b) Giving an explanation of the evidence, and
   c) Giving the student an opportunity to present his/her side of the story.

   If it is determined that the student is responsible for a violation of school rules, the student may be suspended for no more than 10 consecutive school days.

2. **Parent/Guardian Conference:**
   When a student is suspended, the principal or designee will make multiple efforts to contact and inform the parent or guardian by phone or by email. Parents and guardians are asked to ensure that contact information is correct.

   In addition, within one school day, the principal or designee will send a notice to the parent/guardian containing the following information:
   a) A statement of the facts leading to the decision to suspend,
   b) The date and time when the student will be allowed to return to school,
   c) A statement of the parent’s or student’s right to have access to the student’s records.
The parent/guardian is required to respond to any request from school officials to attend a conference regarding their behavior.

3. **Parent/Guardian Right of Appeal:**
   A review of a less than 10-day suspension may be requested of the principal within 5 days of the incident. The decision of the principal may be appealed to the superintendent or his designee within 5 days of the principal’s decision. The decision of the superintendent or his designee is final.

   A review of a 10-day or more suspension may be requested of the Superintendent or his designee within 5 days of the incident. Thereafter, the decision of the Superintendent or his designee may be appealed further to the School Board within 5 days of receipt of the Superintendent’s decision. The Board has the ability to increase or decrease the consequence.

4. **Administrative Review:**
   A review of a 10-day or more suspension may be conducted by the Division Superintendent or his designee to further assess the recommendations made by school administration regarding the student. Thereafter, any recommendation for expulsion shall be forwarded to the School Board in accordance with the policies contained herein.

**Expulsion**
An expulsion is any disciplinary action imposed by the School Board whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

A student with a disability may be recommended for expulsion only after an IEP committee has determined whether or not a causal relationship exists between the disabling condition and the misconduct.

**Due Process - Expulsions Hearing:**
1. Expulsion requires a formal hearing before members of the School Board.
2. Parent/Guardian must receive written notice that a recommendation for expulsion has been made regarding a student. An administrative hearing will be held by the Superintendent or his designee prior to the recommendation for expulsion being forwarded to the School Board for formal action. Parent/Guardian must receive written notice that the School Board will thereafter consider expulsion. This notice will include the date, time, place of the hearing and the specific charges.
3. The student and his/her parent/guardian (or a legal representative) has the right to call witnesses, question school officials, and present information on behalf of the student.
Appendices

Appendix A

School Board Policy GB
Equal Employment Opportunity/Nondiscrimination

Policy Statement
The York County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, age, marital status, genetic information or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation. The York County School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the York County School Board shall not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

The statement, “York County School Board is an equal opportunity employer,” shall be placed on all employment application forms.

Notice of Policy/Prevention
This policy shall be: (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

• Complaint Procedure
  A. File Report
     Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the Compliance Officers designated in this policy. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

     The reporting party should use the form, Report of Discrimination, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the Compliance Officers designated in this policy. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

     The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

  B. Investigation
     Upon receipt of a report of alleged discrimination, 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 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the superintendent. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the Superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.
The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, 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 discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent
Within 5 school days of receiving the Compliance Officer’s report, the superintendent or designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. If the complaint alleges that the superintendent has violated this policy, the School Board’s standing Equal Employment Opportunity/Nondiscrimination Committee shall make the decision and determine what action should be taken.

If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the Compliance Officer’s report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken.

The written decision must be mailed to or personally delivered to the complainant within 5 calendar days of the issuance of the decision. If the superintendent or committee concludes that prohibited discrimination occurred, the BLANK 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 dismissal.

D. Appeal
If the Division Superintendent or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the Division Superintendent, or the committee, whichever issued the written decision, and any other individual the School Board deems relevant. Written notice of the School Board’s decision will be given to the complainant.

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

E. Compliance Officer and Alternate Compliance Officer
The York County School Board has designated the Director of Human Resources as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer, the Division’s Chief Operations Officer.

The Compliance Officer shall:
• receive reports or complaints of discrimination;
• conduct or oversee the investigation of any alleged discrimination;
• assess the training needs of the School Division in connection with this policy;
• arrange necessary training to achieve compliance with this policy; and
• ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity, and has the authority to protect the alleged victim and others during the investigation.

Retaliation
Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The School Division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

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 discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

Prevention and Notice of Policy
Training to prevent discrimination should be included in employee orientations and in-service training. This policy shall be (1) displayed in prominent areas of each division building in a location accessible to school personnel, and (2) included in employee handbooks. All employees shall be notified annually of the names and contact information of the Compliance Officers.

False Charges
Employees who knowingly make false charges of discrimination shall be subject to disciplinary action.

ADOPTED: January 27, 2014


CROSS REFERENCES: AC Nondiscrimination; GBA/JFHA Prohibition Against Harassment and Retaliation; GBM Professional Staff Grievances; GCPD Professional Staff Discipline; JB Equal Educational Opportunities/Nondiscrimination
Appendix B

School Board Policy GB-F
Report of Discrimination

Name of Complainant: ____________________________________________

For Employees, Position: __________________________________________

For Applicants, Position Applied For: _________________________________

Address, Phone Number and Email Address: __________________________

---------------------------------------------------------------------

Date(s) of Alleged Discrimination:

Name(s) of person(s) you believe discriminated against you or others:

---------------------------------------------------------------------

Please describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Please name any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

---------------------------------------------------------------------

Signature of Complainant ___________________________ Date

---------------------------------------------------------------------

Complaint Received By: Compliance Officer ___________________________ Date

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Appendix C

School Board Policy GBA/JFHA

Prohibition against Harassment and Retaliation

I. Policy Statement
The York County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the School Board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The York County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student’s or employee’s sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, 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 harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity; (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. Harassment Based on Sex
Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when
• submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
• 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
• 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 harassment based on sex if it meets the immediately preceding definition include:
• unwelcome sexual physical contact;
• unwelcome ongoing or repeated sexual flirtation or propositions, or remarks;
• sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
• graphic comments about an individual’s body;
• sexual jokes, notes, stories, drawings, gestures or pictures;
• spreading sexual rumors;
• touching an individual’s body or clothes in a sexual way;
• displaying sexual objects, pictures, cartoons or posters;
• impeding or blocking movement in a sexually intimidating manner;
• sexual violence;
• display of written materials, pictures, or electronic images; and,
• unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

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, which may include use of cell phones or the internet, relating to an individual’s race, national origin, disability or religion when the conduct:
• creates an intimidating, hostile or offensive working or educational environment;
• substantially or unreasonably interferes with an individual’s work or education; or
• otherwise is sufficiently serious to limit an individual’s employment opportunities or to limit a student’s ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:
• graffiti containing racially offensive language
• name calling, jokes or rumors
• physical acts of aggression against a person or his property because of that person’s race, national origin, disability or religion
• hostile acts which are based on another’s race, national origin, religion or disability
• written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

Additional Prohibited
Behavior that is not unlawful or does not rise to the level of illegal harassment or retaliation may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation.

The York County School Division expects its entire staff, including the Division Superintendent, the School Board, teachers, other school board employees, employees of virtual school programs, school volunteers who work with or in its schools (“Division Personnel”) and other vendors providing services to the Division and/or students, to set examples for students in terms of appropriate conduct and behavior. Students are best served by a school climate that is both welcoming and professional with very clear standards of conduct. All adults in the Division share the responsibility in creating a safe learning and teaching environment that is free from adult misconduct including adult sexual misconduct.

The protection of students from such misconduct is a Division priority and it is the obligation of all Division Personnel to observe boundaries governing interaction and communication with students. The Division demonstrates its commitment to protecting students from sexual abuse and misconduct through:
• Strict compliance with all state laws and regulations related to the screening of prospective employees for the conviction of barrier crimes and founded cases of child abuse and neglect;
• The development, effective implementation, training and education relating to and enforcement of clear and reasonable policies governing the interaction of students and Division Personnel;
• The establishment of channels of reporting by students and parents of suspected misconduct and abuse, and the prompt notification of law enforcement when criminal activity is alleged or suspected;
• Disclosure of formal reprimands and dismissals for violating Division policies on sexual misconduct and abuse prevention to school divisions seeking references; and
• Strict compliance with all state laws and regulations related to reporting to the Virginia Department of Education of resignations and dismissals of licensed employees related to convictions of barrier crimes and founded cases of abuse.

Adherence to Division policy on student - Division Personnel interactions not only creates a safe and healthy environment for students, it also serves to protect Division Personnel from false accusations and accusations based on misunderstandings.

This policy expands upon, and is established in addition to, the Division policy on the prevention of unlawful harassment.

The Division Superintendent shall take appropriate steps to implement and oversee this Policy by promulgating and implementing Regulations which address:
• Communications between Division Personnel and students;
• Physical contact between Division Personnel and students;
• Social interaction between Division Personnel and students;
• Training relating to and dissemination of this Policy;
• Reporting of suspected misconduct or abuse; and
• Such other topics as may be necessary for the implementation of the provisions of this Policy

2014-15 Student Handbook and Conduct Code
III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or Division personnel who believes he or she has been the victim of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/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 school 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 school 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, Child Abuse and Neglect Reporting.

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 will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.
In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the Division 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 school days of receiving the Compliance Officer’s report, the Division 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 it is more likely than not that prohibited harassment occurred, the York 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 receives counseling.

4. Appeal
If the superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board’s decision will be given to both the alleged harasser and the person allegedly harassed.

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

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

Compliance Officer
The York County School Board has designated the Director of Human Resources as the Compliance Officer responsible for identifying, investigating, preventing and remediying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer, the Division’s Chief Operations Officer.

The Compliance Officer shall:
• receive reports or complaints of harassment;
• conduct or 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; and
• ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, and has the authority to protect the alleged victim and others during the investigation.
B. Informal Procedure
If the complainant and the person accused of harassment agree, the student’s principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure 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. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

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

VI. Prevention and Notice of Policy
Training to prevent harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, and genetic information 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: January 27, 2014


CROSS REFERENCES: AC Nondiscrimination; GB Equal Employment Opportunity/Nondiscrimination; GBA-F/JFHA-F Report of Harassment; GBM Professional Staff Grievances; JB Equal Educational Opportunities/ Nondiscrimination; JFC Student Conduct; GCPD Professional Staff Discipline; JHG Child Abuse and Neglect Reporting
Appendix D
School Board Policy GB-F/JFHA-F
Report of Harassment

Name of Complainant: ______________________________________________________

For Students, School Attending: ____________________________________________

For Employees, Position and Location _______________________________________

Address, Phone Number and Email Address: _________________________________

Date(s) of Alleged Incident(s) of Harassment _______________________________

Name of person(s) you believe harassed you or others:

________________________________________________

If the alleged harassment was toward another, please identify that person:

________________________________________________

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge:

__________________________________________________________  _______________________
Signature of Complainant  Date

Complaint Received By: ____________________________  _______________________
(Principal or Compliance Officer)  Date

ADOPTED: January 27, 2014


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2014-15 Student Handbook and Conduct Code
Animal Dissection
In compliance with state law, the York County School Division offers students alternatives to animal dissection in relevant course work if their parents choose to opt them out of the animal dissection portions of a particular course. Dissection is defined as "the manipulation of properly preserved animals or animal parts for scientific study, which includes incising and may be followed by inspecting, touching, handling, and mounting."

Alternatives to animal dissection may include, but are not limited to: computer programs, Internet simulations, plastic models, videotapes, digital videodiscs, and charts. Alternatives to animal dissection techniques are available in biological science classes that incorporate dissection exercises. Alternative to dissection techniques are designed to provide the student, through means other than dissection, with knowledge similar to that expected to be gained by other students in the course who perform, participate in, or observe the dissection.

Opt out forms are available from science teachers.

Family Life Education
The instructional program of the York County School Division includes a Family Life Education curriculum in grades kindergarten through 12. Current themes include child abuse, family and community relationships, human sexuality, human growth and development, human reproduction, sexually transmitted diseases, substance abuse, positive self-concept, communication skills, decision-making skills and peer relationships. Parents/guardians are urged to attend orientation sessions that are held in schools each year prior to the beginning of Family Life Education instruction. Printed and audiovisual materials of the Family Life Education program are also available for review at the York County Public Libraries, as well as at the Williamsburg Regional Public Library.

Parents who wish to remove their children from selected lessons or all of the Family Life Education program for the current school year must do so by completing the appropriate form and returning it to the school by September 12, 2014. If the parent/guardian does not complete and return this form, the pupil will participate in the entire program at his/her current grade level.

During the school year requests by parents/guardians to change the extent of their child’s participation in Family Life Education must be provided in writing to the principal of the pupil’s school.

Release of Information
Under no circumstances will information concerning a student's test data or other information of a personal nature be released without written consent of the parent, guardian or student (if 18 years of age or over). Discipline information will be released to other schools. Copies of the division's written policy concerning the management of student scholastic records in the York County School Division may be obtained by contacting the principal's office.

The division releases other information based on parent permission:

Directory Information
During the school year, the York County School Division, upon request, provides student directory information to appropriate organizations and publishes student information in yearbooks, extra-curricular and athletic programs, and on graduation lists and honor rolls.

Such directory information, as defined by the Code of Virginia, § 22.1-287.1 (amended 1983), may include the student’s name, sex, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and other similar information.

Military Recruiters
The No Child Left Behind (NCLB) Act requires school divisions to provide military recruiters with information about high school juniors and seniors. Parents may opt to not provide this information by checking the applicable box on the Parental Acknowledgement/Release Form.

Media/Web Sites/Division Publications
The local news media cover education in York County and are interested in stories involving students and staff in the division. The school division also highlights student and staff activities on the division’s cable channel (YCSD TV-47), web site (yorkcountyschools.org) and in division publications and videos.
Examples of information that could be released to the media or presented on division outlets include: honor roll, graduation lists, curricular and extra-curricular student achievement, involvement in division programs, athletics or activities, special events, etc. While the division, within the scope of the media release form, allows members of the media to interview, photograph or videotape our students, the division does not allow news media access to students that would interrupt the instructional day or for interviews during a crisis or an emergency.

Additionally, the division's web site is created and monitored by division personnel with an emphasis on sharing successes while keeping in mind student security issues.

Once a child enters the York County School Division, parents are asked to complete a media release form indicating their preference regarding the release of information to media and through division communications outlets. This form is valid for the duration of your child's attendance in the York County School Division, but may be modified at any time by submitting a written request to the school office.

Student Network Services/Internet Acceptable Use Policy (AUP)
This form is signed by a parent/guardian at registration. This form is on file with the student’s records.
PARENTAL ACKNOWLEDGEMENT/RELEASE FORM
(Applicable to all students)

RETURN THIS FORM TO THE SCHOOL BY SEPTEMBER 5, 2014

Student’s Name: _____________________________________ DOB: __________________________

School: ___________________________________ Homeroom Teacher: ________________________ Grade: _____

Acknowledgement of Parental Responsibility

Please complete and sign this form to acknowledge that you have received and have had the opportunity to review and to discuss with your child the important documents contained in the York County School Division Student Handbook and Conduct Code.

I have received and reviewed each of the following with my child:

1. Student Conduct Code (pages 41-66); and
2. Compulsory Attendance Law - Code of Virginia § 22.1-254 (page 1); and

Notice to Parents/Guardians

Please be advised that by returning the signed form acknowledging receipt of this Handbook and reading and discussing it with your child, you do not waive any of your rights. Under Virginia law, parents, in signing the acknowledgment, expressly reserve rights protected by the constitutions and laws of the United States and the Commonwealth of Virginia. Furthermore, a parent/guardian has the right to express disagreement with a school's or the York County School Division's policy or decision, despite having acknowledged reading and discussing the Handbook.

Please complete and sign this form to acknowledge that you have received and reviewed the important documents contained in the York County School Division Student Handbook and Conduct Code.

Print Parent/Legal Guardian Name: ___________________________________________________________________

Signature of Parent/Legal Guardian: __________________________________________________________ Date: __________

Signature of Student Age 18 or Above: ___________________________________________ Date: __________

Release of Information to Military Recruiters

Parents of high school juniors and seniors: The No Child Left Behind (NCLB) Act requires school divisions to provide military recruiters with information about high school juniors and seniors. Parents may opt to not provide this information by checking the box below.

☐ I DO NOT give permission for ANY student directory information on my child to be released to military recruiters.

Print Parent/Legal Guardian Student Name: ______________________________________________________

Signature of Parent/Legal Guardian: __________________________________________________________ Date: __________

Please return this form to your child’s homeroom teacher no later than Friday, September 5, 2014.

2014-15 Student Handbook and Conduct Code
FAMILY LIFE EDUCATION FORM
(Applicable ONLY IF YOU ARE OPTING YOUR CHILD OUT OF FAMILY LIFE)

RETURN THIS FORM TO THE SCHOOL BY SEPTEMBER 12, 2014

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Grade Level</th>
</tr>
</thead>
</table>

School: ___________________________ Homeroom Teacher: ___________________________

Removal of a Pupil from Family Life Education – Grades K-12

The purpose of this form is to give a student’s parent/guardian the opportunity to remove a student from selected lessons or the entire York County Program of Family Education during the 2014-15 school year. Please complete and sign the following ONLY if the student is to be REMOVED from selected lessons or the entire program.

☐ Choice 1  Removal from the entire Family Life Education Program: 2014-15 school year
  Check this box if your child is to be REMOVED from all lessons of the Family Life program for his/her current grade.

☐ Choice 2  Removal from selected lessons of Family Life Education Program: 2014-15 school year
  Check this box if your child is to be REMOVED from selected lessons of Family Life for his/her current grade. Indicate below those lessons from which your child is to be removed.

Lessons: __________________________________________________________________________

Please check the appropriate boxes listed below if applicable.

☐ I have reviewed the Family Life Education Curriculum Guide.
☐ I have reviewed printed/audio-visual materials not bound in the Family Life Education Curriculum Guide.
☐ I attended a Family Life Education Orientation Program.

If you wish to REMOVE your child from Family Life Education, please sign and date below.

_________________________________  __________________________
Signature of Parent/Guardian  Date

Please return this form to your child's homeroom teacher no later than Friday, September 12, 2014.

2014-15 Student Handbook and Conduct Code
STUDENT/PARENT TECHNOLOGY USAGE FORM
(Applicable to all students)

RETURN THIS FORM TO THE SCHOOL BY SEPTEMBER 5, 2014

Last Name
First Name
Student ID#
Grade Level

SCHOOL ___________________________________________ TEACHER ___________________________________________

STUDENT NETWORK SERVICES/INTERNET ACCEPTABLE USE POLICY

☐ I give permission for my child to use Network Services and Internet services provided by the York County School Division.

☐ I give permission for my child to use ONLY Network Services provided by the York County School Division.

☐ I DO NOT give permission for my child to use any Network Services provided by the York County School Division.

☐ I DO NOT give permission for my child to receive Internet Safety Instruction.

STUDENT/PARENT PERMISSION TO USE A PRIVATELY OWNED ELECTRONIC DEVICE

☐ I give permission for my child to use a privately owned electronic device (applies to grades 3-12 only).

☐ I DO NOT give permission for my child to use any privately owned electronic device.

POSTING OF STUDENT WORK ELECTRONICALLY

☐ I DO NOT give permission for my child’s projects and assignments to be posted electronically.

I/We understand that these permissions may be changed at any time during a school year by contacting the school and submitting the appropriate forms.

I agree to the terms and conditions contained in this Network Services/Internet Acceptable Use Policy and Permission for use of a Privately Owned Electronic Device. I/We understand that any misuse or abuse of these terms and conditions will result in the suspension or revocation of those privileges, disciplinary actions up to and including expulsion from the York County School Division and/or appropriate legal action.

I/We acknowledge that while it is the policy of the division that students not provide personal information to a website or online service while using division property, applications used for instructional activities may require this student information. I/We have discussed this with my/our child.

I/We understand that projects and assignments may be posted electronically and could include personally identifiable information that may be classified as an educational record under FERPA (Family Education Rights and Privacy Act). Efforts will be made to restrict the amount of personally identifiable information when communicating electronically over the Internet. Assignments and activities conducted online may receive teacher comments, grades or evaluations; under no circumstances will comments, grades or evaluations be posted publicly.

Student Signature: ____________________________ Date: ____________________________

Parent/Guardian: ____________________________ Date: ____________________________

Please return this form to your child’s homeroom teacher no later than Friday, September 5, 2014.
(Applicable to all students)

2014-15 Student Handbook and Conduct Code
## DIRECTORY

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone Number</th>
<th>Address</th>
<th>Principal Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Bethel Manor Elementary School</td>
<td>867-7439</td>
<td>1797 First Street, Langley AFB, VA 23665</td>
<td>Michael Lombardo, Principal</td>
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</tr>
<tr>
<td>Coventry Elementary School</td>
<td>898-0403</td>
<td>200 Owen Davis Boulevard, Yorktown, VA 23693</td>
<td>Paula Sasin, Principal</td>
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</tr>
<tr>
<td>Dare Elementary School</td>
<td>898-0324</td>
<td>300 Dare Road, Yorktown, VA 23692</td>
<td>Lindsey W. Caccavale, Principal</td>
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</tr>
<tr>
<td>Grafton Bethel Elementary School</td>
<td>898-0350</td>
<td>410 Lakeside Drive, Yorktown, VA 23692</td>
<td>Lisa Ruffieux, Principal</td>
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</tr>
<tr>
<td>Magruder Elementary School</td>
<td>220-4067</td>
<td>700 Penniman Road, Williamsburg, VA 23185</td>
<td>Jane Core Yatzeck, Principal</td>
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<tr>
<td>Mt. Vernon Elementary School</td>
<td>898-0480</td>
<td>310 Mt. Vernon Drive, Yorktown, VA 23693</td>
<td>Mary Lugo, Principal</td>
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<tr>
<td>Seaford Elementary School</td>
<td>898-0352</td>
<td>1105 Seaford Road, Seaford, VA 23692</td>
<td>Christina Head, Principal</td>
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<tr>
<td>Tabb Elementary School</td>
<td>898-0372</td>
<td>3711 Big Bethel Road, Yorktown, VA 23693</td>
<td>Cheryl Parr, Principal</td>
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<tr>
<td>Waller Mill Elementary Fine Arts Magnet School</td>
<td>220-4060</td>
<td>314 Waller Mill Road, Williamsburg, VA 23185</td>
<td>Jennifer Goodwin, Principal</td>
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<tr>
<td>Yorktown Elementary Math, Science &amp; Technology Magnet School</td>
<td>898-0358</td>
<td>313 Siege Lane, Yorktown, VA 23692</td>
<td>Karen Washington, Principal</td>
<td></td>
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<tr>
<td>Grafton Middle School</td>
<td>898-0525</td>
<td>405 Grafton Drive, Yorktown, VA 23692</td>
<td>Karen Cagle, Ed.D., Principal</td>
<td></td>
</tr>
<tr>
<td>Queens Lake Middle School</td>
<td>220-4080</td>
<td>124 West Queens Drive, Williamsburg, VA 23185</td>
<td>Scott Meadows, Principal</td>
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<tr>
<td>Tabb Middle School</td>
<td>898-0320</td>
<td>300 Yorktown Road, Yorktown, VA 23693</td>
<td>Antonia Fox, Ed.D., Principal</td>
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<tr>
<td>Yorktown Middle School</td>
<td>898-0360</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>Susan Hutton, Ph.D., Principal</td>
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<tr>
<td>Bruton High School</td>
<td>220-4050</td>
<td>185 East Rochambeau Drive, Williamsburg, VA 23188</td>
<td>Alexis Swanson, Ed.D., Principal</td>
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<td>Grafton High School</td>
<td>898-0530</td>
<td>403 Grafton Drive, Yorktown, VA 23692</td>
<td>Royce Hart, Principal</td>
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<td>Tabb High School</td>
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<td>Angela Seiders, Principal</td>
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<td>York High School</td>
<td>898-0354</td>
<td>9300 George Washington Highway, Yorktown, VA 23692</td>
<td>Kendra Crump, Ed.D., Principal</td>
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<tr>
<td>York River Academy</td>
<td>898-0516</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>Walter Cross, Principal</td>
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<tr>
<td>York County School Board Office</td>
<td>898-0300</td>
<td>302 Dare Road, Yorktown, VA 23692</td>
<td>Switchboard</td>
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<td>Switchboard</td>
<td>855-878-9063</td>
<td>302 Dare Road, Yorktown, VA 23692</td>
<td>FAX</td>
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<tr>
<td>Community &amp; Public Relations</td>
<td>898-0492</td>
<td>9300 George Washington Highway, Yorktown, VA 23692</td>
<td>Accountability &amp; Instructional Services</td>
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<td>Accountability &amp; Instructional Services</td>
<td>898-0308</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>Adult Education</td>
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<td>898-0469</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>EXTEND Center</td>
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<td>EXTEND Center</td>
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<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>International Baccalaureate Programme</td>
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<td>International Baccalaureate Programme</td>
<td>898-5014</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>Knowledge Learning Corp./Champions Child Care</td>
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<td>Knowledge Learning Corp./Champions Child Care</td>
<td>833-8294</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>New Horizons Regional Education Center</td>
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<td>New Horizons Regional Education Center</td>
<td>766-1100</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>Butler Farm Road</td>
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<td>Butler Farm Road</td>
<td>886-7958</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>Children's Center (Kiln Creek)</td>
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<td>Children's Center (Kiln Creek)</td>
<td>874-4444</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>Woodside Lane</td>
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<td>Woodside Lane</td>
<td>220-4095</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>School of the Arts</td>
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<tr>
<td>School of the Arts</td>
<td>898-0344</td>
<td>11201 George Washington Highway, Yorktown, VA 23692</td>
<td>Transportation</td>
<td></td>
</tr>
</tbody>
</table>
School Board

Barbara S. Haywood, District 1
593-9071

Cindy Kirschke, District 2
812-8992

Mark A. Medford, District 3
898-7348

R. Page Minter, District 4
898-5604

Robert W. George, D.D.S., District 5
897-1925

York County School Division

Carl L. James, Ed.D.
Interim Division Superintendent
898-0310

Catherine L. Jones, Ed.D.
Interim Chief Operations Officer
833-2182

Dennis R. Jarrett, CPA, CPFO
Chief Financial Officer
898-0449

Stephanie Guy, Ed.D.
Chief Academic Officer
898-0366

Instruction

Lisa Pennycuff, Ed.D.
Director of Accountability and Instructional Services
898-0455

Candi Skinner
Director of Elementary Instruction
898-0450

Kipp Rogers, Ph.D.
Director of Secondary Instruction
898-0409

Administration

Manuel Dillard
Associate Director of School Administration
898-0468

To contact School Board office staff via email, visit yorkcountyschools.org

Division HOTLINE Number: 890-1096