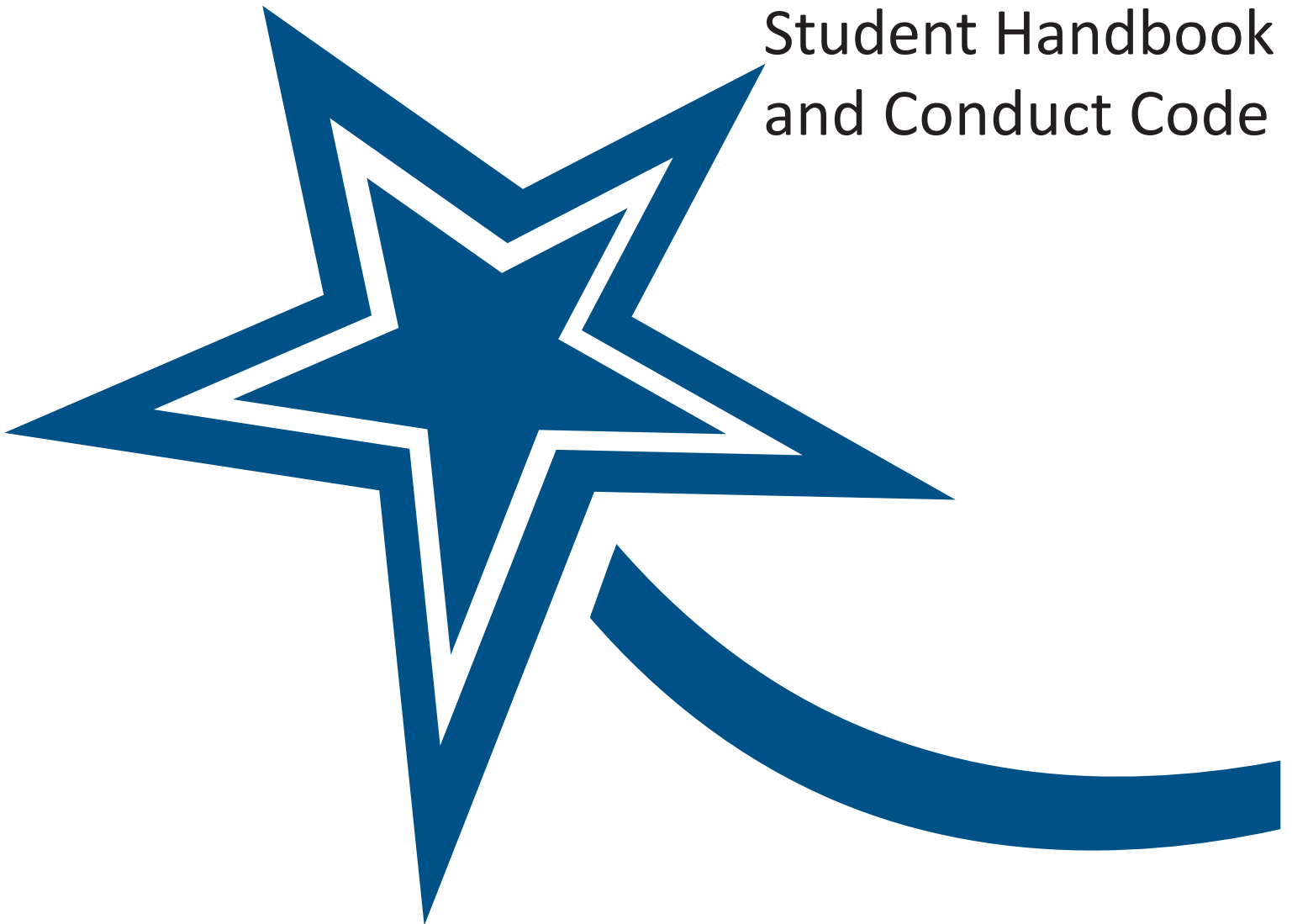


# 2011-2012

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Student Handbook  
and Conduct Code



[yorkcountyschools.org](http://yorkcountyschools.org)

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## 2011-2012 School Calendar

### September 2011

- 6 All Students Report
- 21 **Interim Reports Issued (4x4 only)**

### October 2011

- 7 Early Dismissal
- 13 **Interim Reports Issued**
- 13 **Hybrid AB Interims/4x4 Report Cards Issued**
- 21 **Interim Reports Issued (4x4 only)**

### November 2011

- 1-4 High School Exams (4x4 only)
- 8 Election Day - Student Holiday
  - .5 Elem. Site-Based Professional Development
  - .5 Elem. Student Assessment Day
  - Secondary Professional Development
- 9 Second Quarter Begins
- 11 Veterans' Day - Student Holiday
  - Elementary - Parent Conferences
  - Secondary - .5 Site-Based Professional Development
  - Secondary - .5 Student Assessment Day
- 17 **Report Cards Issued (All students)**
- 23 Early Dismissal
- 24-25 Thanksgiving Holiday \*
- 28 All Students Report
- 28 **Interim Reports Issued (4x4 only)**

### December 2011

- 9 Early Dismissal/Student Assessment Day
- 16 **Interim Reports Issued**
- 16 **Hybrid AB Interims/4x4 Report Cards Issued**
- 21 Early Dismissal (Last Day Before Winter Holiday)
- 22-31 Winter Holiday \*

### January 2012

- 2 Winter Holiday\*
- 3 All Students Report
- 10 **Interim Reports Issued (4x4 only)**
- 16 Martin Luther King Jr. Holiday \*
- 20 High School Exams (Hybrid AB)
- 23 High School Exams (All students)
- 24-26 Early Dismissal K-12/High School Exams (All students)
  - .5 Elem. Prof. Dev. (1/24, 1/25 or 1/26)
- 27 Semester Break/Teacher/Student Holiday (4x4 Teachers Report)
- 30 Student Holiday
  - .5 Regional Professional Development
  - .5 Division Professional Development
- 31 Third Quarter Begins

### February 2012

- 3 **Report Cards Issued (All students)**
- 14 **Interim Reports Issued (4x4 only)**
- 20 Presidents' Day Holiday \*

### March 2012

- 2 Early Dismissal/Student Assessment Day
- 7 **Interim Reports Issued**
- 7 **Hybrid AB Interims/4x4 Report Cards Issued**
- 15 **Interim Reports Issued (4x4 only)**
- 26-29 High School Exams (4x4 only)
- 30 Early Dismissal/Student Assessment Day

### April 2012

- 2-6 Spring Break
- 9 Teacher/Student Holiday\*
- 10 Schools Reopen/Fourth Quarter Begins
- 13 **Report Cards Issued (All students)**
- 25 **Interim Reports Issued (4x4 only)**

### May 2012

- 11 Early Dismissal/Student Assessment Day
- 17 **Interim Reports Issued**
- 17 **Hybrid AB Interims/4x4 Report Cards Issued**
- 28 Memorial Day Holiday \*
- 29 **Interim Reports Issued (4x4 only)**

### June 2012

- 8 High School Exams (Hybrid AB)
- 11 High School Exams (All students)
- 12-14 High (All) /Middle School Exams/Early Dismissal K-12
- 14 Last Student Day
- 14 Graduation (YRA)
- 15 Graduation (YHS, GHS, BHS, THS)/Student Assessment Day
- 21 **Report Cards Issued (All students)**

\*Schools and Offices Closed

## Examination Schedule

### High School

#### Midterms (4x4 Classes)

November 1	1 <sup>st</sup> Block
November 2	2 <sup>nd</sup> Block
November 3	3 <sup>rd</sup> Block
November 4	4 <sup>th</sup> Block

#### Midterms (AB Classes)      Finals (4x4 Classes)

January 20	2A or 2B*	
January 23	2A or 2B*	2 <sup>nd</sup> Block
	2AB (7 <sup>th</sup> Period)	
January 24	Periods 1A & 1B	1 <sup>st</sup> Block
January 25	Periods 3A & 3B	3 <sup>rd</sup> Block
January 26	Periods 4A & 4B	4 <sup>th</sup> Block

\*2A or 2B - applicable to BHS, YHS, and YRA only

#### Midterms (4x4 Classes)

March 26	1 <sup>st</sup> Block
March 27	2 <sup>nd</sup> Block
March 28	3 <sup>rd</sup> Block
March 29	4 <sup>th</sup> Block

#### Finals (AB Classes)      Finals (4x4 Classes)

June 8	2A or 2B*	
June 11	2A or 2B*	2 <sup>nd</sup> Block
	2AB (7 <sup>th</sup> Period)	
June 12	Periods 1A & 1B	1 <sup>st</sup> Block
June 13	Periods 3A & 3B	3 <sup>rd</sup> Block
June 14	Periods 4A & 4B	4 <sup>th</sup> Block

\*2A or 2B - applicable to BHS, YHS, and YRA only

**Note:** Seniors will take their 4<sup>th</sup> Block AB and 4x4 Final Exams on the same day as their 2<sup>nd</sup> Block AB and 4x4 Final Exams (June 8 & 11). Seniors are not scheduled for an exam on June 14, 2012.

### Virtual Learning Program

January 23	Math	3-4:30 p.m.
January 24	English & Elective	12:30-3:30 p.m.
January 25	History/Social Science & Elective	12:30-3:30 p.m.
January 26	Science & Elective	12:30-3:30 p.m.
June 11	Math	3-4:30 p.m.
June 12	English & Elective	12:30-3:30 p.m.
June 13	History/Social Science & Elective	12:30-3:30 p.m.
June 14	Science & Elective	12:30-3:30 p.m.

## Tentative Graduation Schedule

### June 14, 2012

6:00 p.m.	York River Academy	YMS Auditorium
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### June 15, 2012

9:00 a.m.	York High School	William & Mary Hall
12:00 p.m.	Grafton High School	William & Mary Hall
3:30 p.m.	Bruton High School	William & Mary Hall
7:00 p.m.	Tabb High School	William & Mary Hall

Dear Parents and Students:

Welcome to the 2011-12 school year!

As we start the new year, we all are focused on making the most of this school year. We also are focused on ensuring that parents and students are aware of the policies and guidelines that enable us to provide a safe and productive school environment for York County School Division students.

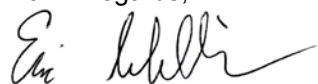
In addition to calendars, school hours and directory information, the ***Student Handbook and Conduct Code*** provides you with the information you will need throughout the school year. Whether you're looking for information on attendance policies or you would like to know the division's policy on contact lenses, you can find it in the ***Student Handbook and Conduct Code***. You'll also find brief descriptions of the many program offerings available in the division. If you'd like more information about these programs, please ask your school office staff or visit our website at [yorkcountyschools.org](http://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*** there is a form that must be completed and signed by all parents and students. Please return these forms to your child's school by September 9, 2011.

Thank you for your continued support of York County schools and let's all have a great school year!

Warm Regards,



Eric Williams, Ed.D.

Division Superintendent

## Hours of Operation

<i>School Hours</i>		
School	Begin	End
Magruder Elementary	8:30 a.m.	3:06 p.m.
Bethel Manor, Coventry, Grafton Bethel, Mt. Vernon and Tabb Elementary	8:45 a.m.	3:21 p.m.
Dare, Seaford, Waller Mill and Yorktown Elementary	9:00 a.m.	3:36 p.m.
Grafton, Queens Lake, Tabb and Yorktown Middle	8:00 a.m.	2:45 p.m.
Bruton, Grafton, Tabb and York High	7:20 a.m.	2:05 p.m.
York River Academy	8:25 a.m.	3:10 p.m.
<i>Office Hours</i>		
Office	Open	Close
Elementary Schools	8:00 a.m.	4:15 p.m.
Middle Schools	7:45 a.m.	4:00 p.m.
High Schools	7:00 a.m.	4:00 p.m.
School Board Office	8:00 a.m.	5:00 p.m.

## Early Dismissal and Exam Day Schedules

Dismissal Times for  
**October 7; November 23; December 9 & 21;**  
**January 24, 25 & 26; March 2 & 30;**  
**May 11; June 12, 13 & 14**

School	Early Dismissal Time
Elementary (K-5)	
MES	12:30 p.m.
BMES, CES, GBES, MVES & TES	12:45 p.m.
DES, SES, WMES & YES	1:00 p.m.
Middle (6-8)	
GMS, QLMS, TMS & YMS	12:00 p.m.
High (9-12)	
BHS, GHS, THS & YHS	11:20 a.m.
YRA	12:30 p.m.

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## 2011-2012 Revisions/Additions

Please refer to the appropriate page for the new or revised text.

Page	Type	Handbook Section
i	Update	Hours of Operation
i	Update	Early Dismissal and Exam Day Schedules
2	Revision	Attendance, Effects of Absence on High School Credits
3	Revision	Enrollment Requirements, Section 1.C. (Physical Examination Documentation)
4	Revision	Enrollment Requirements, Section 1.D. (Immunizations Documentation)
5	Deletion/Addition	Fees and Notes
8	Deletion	Grading, Middle and High School – Item 3
11	Deletion/Addition	Health Services, Medication
11	Revision	Homebound Instruction
11	Revision	Homework Policy
13	Revision	Network Services/Internet Acceptable Use Policy (AUP), Paragraph 2
14	Revision	Network Services/Internet Acceptable Use Policy (AUP), User Privileges
14	Addition	Network Services/Internet Acceptable Use Policy (AUP), User Responsibilities, Item 4
15	Revision	Network Services/Internet Acceptable Use Policy (AUP), Last Paragraph
16	Update/Addition	Nondiscrimination, Title IX and Section 504 Coordinator
16	Revision	Out-of-Zone Attendance
17	Addition	Portable Communication & Privately Owned Electronic Devices
22	Addition	Sexual Misconduct, Discrimination & Harassment (Title IX) Policies
29	Update	Testing Dates – ACT/SAT/IB Programme/ASVAB
30	Update	Testing Dates – State and Division
32	Addition	Transportation, School Bus Safety Rules
49	Revision	Table of Offenses and Ranges of Consequences, #8 Distribution or Sale of Illegal Drugs, Synthetics and Controlled Substances or an Attempt or Conspiracy Thereof
50	Revision	Table of Offenses and Ranges of Consequences, #21 Truancy
52	Revision	Table of Offenses and Ranges of Consequences, #30 Sexual Harassment
53	Revision	Table of Offenses and Range of Consequences, #36 Fighting/Enabling or Instigating Fights (None/Minor Injury)
53	Revision/Addition	Table of Offenses and Range of Consequences, #41 Bullying and Cyberbullying
54	Addition	Table of Offenses and Range of Consequences, #44 Violation of Network Services/Internet Acceptable Use Policy
56	Addition	Procedures for Dealing with Violations and Right of Appeal, Interrogations, Last Paragraph
56	Revision	Procedures for Dealing with Violations and Right of Appeal, Social Probation and Loss of Privilege to Participate in Academic Clubs or Activities
57	Revision	Procedures for Dealing with Violations and Right of Appeal, Parent/Guardian Right of Appeal, Item #3
58	Revision	Forms, Family Life Education, Sentence 1
61	Revision	Forms, Student Handbook and Conduct Code Acknowledgement Form, Top and Bottom of Form
63	Revision	Forms, Removal of a Pupil from Family Life Education - Grades K-12, Top and Bottom of Form and School Year Throughout
65	Addition	Forms, Student Network Services/Internet Acceptable Use Policy

### 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 [www.yorkcountyschools.org](http://www.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, guidance counselors, assistant principals and principals are responsive to questions and concerns and are readily accessible in the school building.

# Student Handbook

## Alternative Programs

**Reference: School Board Policy 9.1.1 and 9.2.9**

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 9.15.1**

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 fifth birthday on or before September 30 of any school year and who has not passed the 18<sup>th</sup> 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).

## 2 York County School Division

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 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 eight days from one class are considered excessive.
- When absences in a class reaches five days (or two days in a half-credit class), the school will mail notification to the parent or guardian.
- When absences in class reaches eight days (or four days in a half-credit class), a second notification will be mailed to the parent or guardian.
- Makeup work for absences in excess of eight 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 four days in a semester class), the school will mail notification to the parent or guardian.
- When absences in class reach 15 days (or seven 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 fifth grade 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.

## 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.

## Documents of General Interest Available at Schools/Online

- Policy Manual ([www.yorkcountyschools.org](http://www.yorkcountyschools.org))
- Gifted Education Plan ([www.yorkcountyschools.org](http://www.yorkcountyschools.org))
- Program of Studies ([www.yorkcountyschools.org](http://www.yorkcountyschools.org))
- Family Life Education (York County School Division)
- Accreditation Report ([www.yorkcountyschools.org](http://www.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 ([www.yorkcountyschools.org](http://www.yorkcountyschools.org))
- Capital Improvement Budget ([www.yorkcountyschools.org](http://www.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

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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: [www.yorkcountyschools.org](http://www.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: 4<sup>th</sup> dose not necessary if 3<sup>rd</sup> 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) Tdap – booster dose of Tdap required for all children entering 6th grade, if at least 5 years since last tetanus-containing dose. All rising 6th, 7th, 8th, 9th and 10th graders will be required to have the Tdap vaccine for the 2011-12 school year.

\*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 90<sup>th</sup> 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. A person who makes false statements concerning residence shall be liable to the school division for tuition as a result of such false statements.

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 (898-0328) for specific information.

2. Students entering kindergarten must have reached their fifth 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 K-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 International Baccalaureate Organization.
- **ART COURSE**  
Full Year (\$10), Semester (\$5) — No Refund  
Nine Weeks (\$3.75), Middle School ONLY — No Refund
- **BAND UNIFORM**  
High School (\$15) — No Refund

- **DRAMA COURSES**  
Middle School ONLY — Full Year (\$10), Semester (\$5),  
Nine Weeks (\$3.75) — No Refund
- **INSTRUMENT RENTAL**  
Middle and High Schools (\$25) — No Refund  
(NOTE: Middle School Only — To be paid AFTER instructions from Band Director)
- **PARKING**  
High School — Full Year (\$100), Semester (\$50) — No Refund
- **CAREER/TECHNICAL EDUCATION**  
Full Year (\$10), Semester (\$5)  
Nine Weeks (\$3.75) — 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 4.13

Fund raising activities are defined as those activities which contribute to the operation or maintenance of any school club or organization.

Fund raising is further defined as internal and external. Internal fund raising activities are defined as those taking place on the school premises or in an alternate location available exclusively to the school. External fund raising activities are defined as those where funds would be procured from the community. Students may not sell, on school property, any item for themselves or a non-school organization.

In accordance with Standards of Accrediting Public Schools in Virginia, Standard D-18, fund raising activities 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 discretion 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 9.1.7

The York County School Division identifies students in grades K-12 who have potential and/or demonstrated abilities and who exhibit high performance capabilities in the area of general intellectual ability.

### Grades K-2

A pool of gifted students is identified in the spring of the kindergarten year and throughout grades 1-2. 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

Students are identified as intellectually gifted as early as the third grade. Gifted students in grades 3-5 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 6-7 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

Intellectually gifted students in grades 8-12 who meet prerequisite criteria have the opportunity to participate in various advanced courses of study including the Honors Program, the Pre-International Baccalaureate Programme, the International Baccalaureate Programme, Advanced Placement courses, the Governor’s School for Science and Technology and the School of the Arts. In addition, concurrent enrollment in cooperation with local colleges, seminars and enrichment activities are available to these students throughout the school year.

### 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, <http://yorkcountyschools.org>. Anyone interested in serving as a school representative on the Gifted Education Advisory Committee should contact their child’s principal. Anyone interested in serving as an officer of the Gifted Education Advisory Committee Board should complete the form (also found on the division’s website).

Parents should contact the school office for the Gifted Education contact at their student’s school. The Gifted Education contact will be able to provide information and timelines regarding referring students for gifted services, transferring students who were identified gifted in another division and other eligibility criteria.

## Grading

### Reference: School Board Policy 9.12

Student performance is reported to parents every nine weeks. Interim reports are issued at the mid-point of each grading period.

## 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:

Cumulative Average	Rounded Cumulative Average	Letter Grade
91.5 – 91.9	92	A
83.5 – 83.9	84	B
74.5 – 74.9	75	C
66.5 – 66.9	67	D

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 come to school for a conference with the student’s teacher to discuss his/her progress. In addition, written evaluations will be sent home at the end of each quarter. 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 (92-100) = Excellent  
B (84-91) = Good  
C (75-83) = Average  
D (67-74) = Poor  
F (0-66) = 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.

- Quizzes and Tests
  - All papers (quizzes and/or tests) should be returned to students corrected and/or with directions for corrections.
  - Quizzes should be returned to students within a three (3) day period.
  - Tests should be returned to students within a five (5) day period.
  - All quizzes and tests should be evaluated.
- Written Assignments (e.g., homework, make-up work)
  - Required work should be received by the teacher.
  - Required work should be corrected by the student prior to grading.

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- C. Required work should be evaluated.
  - D. Required work should be returned within an eight (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 grades. The numerical scale is as follows:

A	=	92–100
B	=	84–91
C	=	75–83
D	=	67–74
F	=	0–66

The procedure for determining final grades is as follows:

### 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%

*(Semester grades in a year-long course are determined in the same manner as grades in a semester course.)*

**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.

### **Second Semester Exam Exemptions**

#### **Reference: Superintendent Regulation 9.1.7**

Secondary students in credit-bearing courses MAY be exempted from their second semester examinations under either of the following conditions:

- Any secondary student meeting prescribed performance criteria on state SOL assessments.
- 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.

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. If SOL scores have not been received prior to the end of the second day of exams, the SOL scores will not be a factor in student grades. However, if SOL scores are received prior to the end of the second day of exams, the exam exemption policy will be retroactively implemented.

To be exempt from a second semester exam in a year-long course, a senior must have good citizenship in the class, receive no disciplinary notices during the school year, and have an "A" average in the course.

Students exempted from second semester examinations by this policy and accompanying regulations may elect to take the exams at their discretion. The Superintendent shall issue regulations to detail procedures for exemptions outlined by this policy.

### **NOTES:**

1. There are no exemptions for exams in Virtual Virginia courses or in semester courses.
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 9.14**

1. All courses taught in York County middle and high schools are assigned grade-point values as follows:

<u>Grade</u>	<u>Quality Points</u>
A	4 points
B	3 points
C	2 points
D	1 point
F	0 points

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**

$$\frac{\text{Sum of Quality Points}}{\text{Sum of Credits Attempted}} + \frac{\text{Sum of Weighted Course Credits Attempted}}{7X} = \text{GPA}$$

Where: Quality Points are the points assigned for a letter grade earned in a course:

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

- 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.
- 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.
- Students entering the ninth 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.

## Grounds and Facilities, Use of

### Reference: School Board Policy 11.2.5

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.

## Guidance Services

### Reference: School Board Policy 9.7

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 guidance counselor to discuss any concerns about their child's school experience or about child-rearing issues. School guidance counselors provide services in three major areas: academic guidance, career guidance and personal/social counseling.



### Academic Guidance

Guidance helps 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 will take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) on a regular school day at the expense of the York County School Division. Other students may participate in PSAT/NMSQT testing on the same date after registering and paying 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 semi-finalists 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 guidance counselors.

### Career Guidance

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 guidance 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.

## 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 6<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> 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/draining 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.**

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

## Homebound Instruction

### Reference: School Board Policy 9.1.8

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 9.13

#### 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.
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:

Grades K-8	not to exceed 10% of marking period grade (except high school credit courses)
Grades 9-12	not to exceed 20% of marking period grade

#### 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.

Grades K-1	30 minutes, including reading
Grades 2-5	45 minutes, including reading
Grades 6-8	75 minutes*
Grades 9-12	30 min. per class**

\*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 9.31

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.

## 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 sub-

scription 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.

## 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.

## Lunches

### Reference: School Board Policy 5.24

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](http://www.mylunchmoney.com)). Information on mylunchmoney.com can be found on the division website at [www.yorkcountyschools.org](http://www.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 white-board 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

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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 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
- 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.
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, file servers, 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.

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 [www.yorkcountyschools.org/technology/techResource/](http://www.yorkcountyschools.org/technology/techResource/). 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 11.2.7.2

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 [www.yorkcountyschools.org/MaterialDistribution](http://www.yorkcountyschools.org/MaterialDistribution).

## Nondiscrimination

### Reference: School Board Policy Manual, Section JB

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.

Noreen Becci, Title IX Coordinator  
302 Dare Road, Yorktown, VA 23692  
898-0349, [nbecci@ycsd.york.va.us](mailto:nbecci@ycsd.york.va.us)

Lisa Pennycuff, Ed.D., Section 504 Coordinator  
302 Dare Road, Yorktown, VA 23692  
898-0455, [lpennycuff@ycsd.york.va.us](mailto:lpennycuff@ycsd.york.va.us)

## 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 ([www.yorkcountyschools.org](http://www.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](http://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. 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.

With teacher approval, secondary students will be allowed to use privately owned electronic devices to access the YCSD wireless network for instructional purposes. This wireless access by privately owned electronic devices is to be used to enhance the students' educational experience. These devices include, but are not limited to: laptops, netbooks, tablets, iPads, cell phones, PDAs, e-readers and handheld gaming devices. Students may not bring in privately owned electronic devices for instructional use without written permission from parents. Should parental permission not be granted, an instructional activity of equal merit will be provided.

All secondary students in a class that incorporates the use of portable communication and privately owned electronic devices should have the opportunity to participate in the instructional activity, regardless of whether they provide their own personal devices.

Students participating in instructional activities using portable communication and/or privately owned electronic devices will comply with all policies and procedures set forth in the Student Handbook and Conduct Code, the Network Services/Internet Acceptable Use Policy and classroom rules and guidelines provided by school staff. Violations will be addressed using the Conduct Code Table of Offenses and Range of Consequences.

## 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 9.15

In the elementary and middle schools, pupils are promoted from grade to grade primarily based upon achievement in English (reading and language arts) and mathematics as well as performance on state assessments. Achievement in other academic areas may be taken into consideration when determining a student's grade level placement. Elementary and middle school students may be placed in the next grade level without being promoted when factors other than academic achievement are considered.

In the high school, 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 will not be retained in a grade if they have met the requirements for promotion to the next grade.

## 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 or last attended while enrolled in the York County School Division.
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 Sub-Section 10.7.10 and Superintendent's Regulation 10.7.10. The School Board Policy Manual is available for review in each school library of the York County School Division.
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
- 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 or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks 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. The school will keep a record of parties obtaining access to scholastic records collected, maintained or used.
  - G. 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.
  - H. 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.
  - I. 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 five 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 five administrative working days, the school will inform the requesting party and will have an additional seven 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 disclo-

- sure, 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) the specific legitimate interest of such disclosure and the purpose for which the data will be used;
  - 5) and the signature of superintendent's designee.
- 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 the Policy Manual Sub-Section 10.7.10 and Superintendent's Regulation 10.7.10.
- 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

- A. York County School Division destroys 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 five 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.

## 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.

For additional school closing information, watch cable channel YCSD TV-47 (only available in York County) or check our on-line emergency announcements at [www.yorkcountyschools.org](http://www.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 five 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 five days, but no more than 15 days, the school or the schools in the school division shall make up the first five days plus one day for each two days missed in excess of the first five, up to a maximum of nine make-up 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 more than 15 days, the school or the schools in the school division shall make up at least 10 days; or

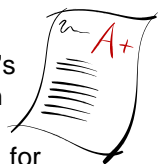
When severe weather conditions or other emergency situations have resulted in the closing of any school in a school division and such school has been unable to meet the 180 teaching day or 990 teaching hour requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days.

### 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: [www.yorkcountyschools.org/aboutUs/testing/default.aspx](http://www.yorkcountyschools.org/aboutUs/testing/default.aspx).



## School Safety and Emergencies

### Reference: School Board Policies 5.10–5.17

The division has established specific policies which outline procedures for students and staff to follow in case of emergencies such as bus accident, fire, injury, illness, intruder, tornado and violent or threatening behavior.

School administrators will review these procedures with students and staff before the end of the first week of school. School safety and emergency information will also be shared with parents through school newsletters and at Back-to-School nights.

## 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.

## Sexual Misconduct, Discrimination & Harassment (Title IX) Policies

In 2011, Virginia Department of Education adopted the "Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools". These guidelines were designed to assist school divisions in the development of policies and procedures that establish clear and reasonable boundaries for interactions between students, teachers, other school board employees and volunteers.

The York County School Board acknowledges the importance of creating a safe learning and teaching environment for students that is free from adult misconduct and has adopted a policy on the prevention of sexual misconduct and abuse. Division regulations set guideline boundaries for interaction and communication with students by division staff and other vendors, set guidelines for training relating to the policy and establish procedures for reporting suspected violations of the policy. This policy and corresponding regulations are in addition to the division's policy on the prevention of unlawful harassment and discrimination.

Division staff and vendors providing services to the division and/or students are obligated to observe professional staff/student relationship boundaries that are consistent with the legal and ethical duty of care that school personnel have for students. A boundary invasion is an act, omission or pattern of behavior that does not have an educational purpose, that violates such professional staff/student boundaries, and that has the potential to abuse the staff/student relationship. Such boundary invasions can create an actual impropriety or the appearance of an impropriety.

All division staff are required to report suspected abuse to local or state social service agencies or to the building principal, or his/her designee. In addition, the principal of each school shall, through meetings held with staff members, ensure that all building-level staff are aware of their obligation to report suspected misconduct to the principal or his/her designee. The superintendent has designated an administrator within the division's school board office to receive and investigate reports of alleged sexual misconduct. That administrator is the Title IX Coordinator.

The superintendent shall notify the Virginia superintendent of public instruction within 10 business days of a licensed employee resigning or being dismissed due to a conviction of a barrier offense or a founded case of child abuse and further requiring the superintendent to provide the school board with documentation of the notification.

### **The School Board's Title IX Policy**

Pursuant to Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Using the guideline of Title IX, the York County School Board is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior.

It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties subject to the supervision and control of the School Board to harass or discriminate against a student based upon sex. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities or field trips.

### **Sexual Harassment Defined**

Sexual harassment is any *unwelcome* conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interfere with an individual's education; or limit an individual's ability to participate in or benefit from the education program. Such conduct includes, but is not limited to:

*verbal harassment or abuse; pressure for sexual activity; sexually motivated or inappropriate hugging, kissing, patting, massages or pinching; sexual behavior or words, including demands for sexual favors; implied or overt threats accompanied with demand for sexual favors; remarks of a sexual nature about a person's clothing or body; fondling or grabbing; spreading sexual gossip; subjecting someone to sexual materials; and sexual assault or rape.*

### **Gender Discrimination Defined**

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the York County School Board prohibits gender discrimination in areas including, but not limited to:

*educational assistance, i.e., tutoring; after-school learning; counseling services; receiving college preparation materials; receiving preparatory materials for school testing; physical education and athletics; student rules and policies; and extracurricular activities.*

The School Board is committed to providing both genders with a positive learning environment and will enforce that all individuals, regardless of gender, receive equitable treatment and benefits.

Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator. The Title IX Coordinator will then notify the school principal of the alleged acts. **Complaints should be directed to: Noreen Becci, Title IX Coordinator, 302 Dare Road, Yorktown, Virginia, 23692; 898-0349.**

1. Reporting and Investigating of Harassment or Discriminatory Behavior
  - A. Reporting
 

Any student who believes he/she has been the victim of harassment or discriminatory

behavior by another student, teacher, administrator, school personnel, agent, volunteer or third party is to immediately report the alleged conduct. A student need not fill out a formal complaint when reporting alleged harassment or discriminatory behavior. The reporting of harassment or discriminatory acts can be informal or made orally to the Title IX Coordinator or another designated authority. Generally, a report should be made within 45 days of the conduct or act giving rise to the complaint.

A student shall report harassment or discriminatory acts without fear of any retaliatory action regarding educational assistance, receiving testing and college preparation materials, counseling services, physical education, athletics, or participation in extracurricular activities. If the student subsequently receives unfair treatment as a result of the complaint, he or she is to report such behavior directly to the superintendent or his/her designee.

1) Reports Made in School Building

Any assistant principal, school administrator or staff member who receives notice that a student has, or may have been the victim of harassment or a discriminatory act, is to immediately report the alleged conduct to the Title IX Coordinator. The Title IX Coordinator will document the complaint and immediately notify the principal. The principal or his or her designee will provide a written report of the facts alleged (regardless of whether initial complaint was written or oral) and forward as soon as practicable to the superintendent or his/her designee. An investigation will not begin by the School Board until the superintendent or his/her designee has received the written report of the alleged acts. Failure to forward any harassment or discriminatory behavior report or complaint as provided herein will result in disciplinary action against the principal.

2) Reports Made to the School Board

The student, parent or guardian is not prevented from first notifying the designated authority of the School Board of alleged harassment or discriminatory conduct. If the complaint involves the school principal, the complaint shall be made or filed directly with the designated authority of the School Board. Upon the receipt of all complaints made to the

School Board, the designated authority must provide a written report of the allegations to the superintendent, the principal, and the Title IX Coordinator before an investigation can begin.

B. Investigation

The School Board will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or other discriminatory acts and will discipline or take appropriate action against any student, teacher, administrator, school personnel, agent, volunteer, or a third party who is found to have violated this policy. The School Board will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

The investigation may include, but is not limited to reviewing documentation, conducting phone conferences, on-site observations, or personal interviews with the complainant, the individual(s) against whom the complaint is filed, individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

In determining whether alleged conduct constitutes a violation of this policy, the School Board should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. A preponderance of evidence standard of proof will be applied to all situations involving complaints and grievances alleging harassment and discriminatory acts.

The investigation by the School Board will be completed within 10 school days. If the investigation should take longer than the allotted 10 days, all parties involved will receive written notice of the estimated date for the investigation to be completed. At all times during the investigation, the School Board designee will keep all matters confidential when applicable. At the conclusion of the

investigation, the School Board designee will provide a written report to the superintendent. The report shall include a determination of whether the allegations have been corroborated and found to be factual. Generally, the report will be submitted to the Superintendent within a period of 15 days.

If at any time during the investigation the complaint is deemed to include false reports provided by a student or any school employee, the individual will be subjected to disciplinary action that includes, but is not limited to suspension, expulsion, or termination of employment.

All students subjected to sexual harassment or discriminatory behavior will be provided all available support services from counselors, school psychologists, and school social workers to receive adequate emotional and physical support. No reprisals will be taken against any complainant on account of any complaint made in good faith and subsequently decided as a result of an investigation.

## 2. Student Grievance Policy Procedures and Timelines

The party asserting the grievance may elect to have an informal or formal grievance.

### A. Informal Grievance

#### 1) Alleged Acts not involving the principal or member of School Board

The student may elect to have an informal grievance when the nature of the grievance concerns the behavior of any peer or school employee (other than the principal or member of the School Board). It is not required that a student have an informal grievance.

**Step One:** Within five days following the event or condition that is the basis for the grievance, the complainant may request a meeting with the student or employee with whom they disagree, members of the grievance committee, and the Title IX Coordinator (the principal may or may not be present during this first meeting of the informal grievance process).

**Step Two:** Within five days following the conference request, the student or employee may elect to confer with the complainant under the supervision of the Title IX Coordinator and attempt to

resolve the grievance through an oral response.

**Step Three:** If the complainant is not satisfied with the student or employee's oral response, the informal grievance will advance to the principal in the event that the original grievance did not involve the principal. The principal will take the notes provided by the Title IX Coordinator and schedule another meeting in an attempt to resolve the conflict between the complainant and the student or the employee. At the conclusion of the meeting, the principal shall then consider the informal grievance and provide an oral or written response to the complainant within five days.

**Step Four:** In the event that the complainant is still not satisfied with the outcome of the grievance, he/she must file a formal grievance within five days of the oral or written response of the principal or the grievance will be deemed abandoned.

#### 2) Alleged Acts Involving the principal or member of the School Board

If the nature of grievance involves the misconduct of the principal or any board member of the School Board, the complainant must first contact the Title IX Coordinator.

**Step One:** The complainant has five days to request an appointment with the Title IX Coordinator following the event or condition.

**Step Two:** Serving as mediator, the Title IX Coordinator will then schedule an appointment with the complainant, the principal or board member designee. Before the conclusion of the meeting, the principal or the board designee must attempt to resolve the grievance verbally. If the complainant is not satisfied with the verbal response, he/she must file a formal grievance within five days of the verbal response or the grievance is deemed abandoned.

### B. Formal Grievance

A student may elect to first participate in the formal grievance procedure.

**Step One:** Under the formal grievance, generally, the complainant should submit his/her complaint in writing within 45 days. The Formal Grievance Form (a copy of the form is located in the administrative office of each

school) may be used, but is not required. The student should address the form to the principal or his/her designee, who will then present a copy of the form to the person who is the nature of the grievance. The complainant must provide the following information in order to be considered complete:

- 1) name of the person against whom the grievance is against;
- 2) the specific nature of the grievance;
- 3) date, time, and place of the event or condition that caused the grievance;
- 4) witnesses present during the alleged act(s);
- 5) the name and title of the third party representative (if applicable) of the complainant;
- 6) the action requested to resolve the grievance; and
- 7) the signature of the complainant.

**Step Two:** The principal may schedule a meeting with the complainant and the person who is the subject matter of the grievance. The person(s) whom the grievance is against shall respond to the complainant in writing within five days of the meeting and present it to the principal. The principal will make a copy of the response and submit it to the complainant.

**Step Three:** In the event that the complainant is not satisfied with the response, the principal will begin an investigation and will schedule another meeting with the complainant where the principal will explain the nature of the investigation and provide an approximate timeline for the investigation. At the conclusion of the investigation, the principal may schedule a meeting with the complainant, the person whom the grievance is against, and a Board designee. The Board designee will serve as mediator and attempt to resolve the conflict. Within five days of the meeting, the Board designee will provide the complainant with a written response outlining his/her decision about the complainant's grievance.

3. Student Appeals Process

If the complainant is still not satisfied with the result of the formal grievance process, he/she may appeal the decision within 30 days of receipt.

**Step One:** The complainant must direct all notifications of appeal to the attention of the superintendent. The student must provide reasons for the appeal and provide such justification

on the Formal Grievance Form. Within 10 days of receiving the Formal Grievance Form, the superintendent will then review any documentation leading to this event, and present his/her response in writing to the complainant.

**Step Two:** If the complainant is not satisfied with the response of the superintendent, he/she has five days to submit a written request to the members of the School Board to schedule a grievance hearing. The Board will provide the complainant with at least 2 days notice of the grievance hearing. The complainant, parents/guardians, third party representative (if applicable), and the person whom the grievance is against are asked to be present at the hearing.

**Step Three:** The complainant or any party representing the complainant, as well as the opposing party, will be allowed to present a five-minute opening statement. Each side will then have no more than 30 minutes to present their position. Following the presentation of positions, each side will have no more than five minutes to present a closing statement. During any part of the presentation, each party may present the School Board with any copies of documentation to aid the Board in its review. It is required that each board member receive at least three copies of all materials presented.

**Step Four:** Upon the conclusion of the presentations, the School Board will convene privately to make a decision and verbally present the decision to the parties. Each party will also receive a written response from the School Board within 5 days of the grievance hearing.

**This completes the School Board's formal grievance process.**

**LEGAL REFERENCES:**

*Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Title IX, Education Amendments of 1972; 34 C.F.R. Sect. 106.41 of the Title IX Regulation; Section 504, Rehabilitation Act of 1973; Education for all Handicapped children Act of 1975; Age Discrimination Act of 1975, P.L. 94-135; 15CFR8.a*

**Special Education**

**Reference: School Board Policy 9.1.6**

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.

### **The Early Childhood Special Education Preschool Program**

#### **Reference: School Board Policy 9.1.6**

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.

### **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 parent coordinator of the Parent Resource Center at 890-1017 or contact one of the committee members. This contact information is listed on the division's website, [www.yorkcountyschools.org](http://www.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 infor-

mation. 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 9.1.8 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 un-timed. 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 are 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](http://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 language. Students in grade 5 are tested in the fall, and students in grade 2 are tested in the spring.

### 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 three-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

All tenth grade students take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test at the expense of the York County School Division in October. Other students may opt to register, pay the required fee and take the PSAT/NMSQT. This test is administered at all York County high schools.

The PSAT/NMSQT is a shortened version of the SAT which measures critical reading, writing and mathematical abilities important in college work. While all sophomores 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 required to take the AP Exam to receive course credit. 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**

International Baccalaureate examinations are administered to students who complete each of the six IB courses: Language A (English), Language B (French or Spanish), Biology (HL) or Physics (HL or SL), IB History of the Americas, Mathematics (HL), Mathe-

matics (SL) and Geography (SL). College credit may be offered to students who achieve satisfactory grades on these examinations and/or Advanced Placement exams. These exams 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 10, 2011
- October 22, 2011
- December 10, 2011
- February 11, 2012
- April 14, 2012
- June 9, 2012

**SAT Testing Dates**

- October 1, 2011
- November 5, 2011
- December 3, 2011
- January 28, 2012
- March 10, 2012
- May 5, 2012
- June 2, 2012

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

**IB Programme Examination Schedule**

- May 2, 2012 English A1 HL Paper 1
- May 3, 2012 Math HL & SL Paper 1
- May 4, 2012 Math HL & SL Paper 2
- May 4, 2012 Geography SL Paper 1
- May 7, 2012 Geography SL Paper 2
- May 7, 2012 Math HL Paper 3
- May 9, 2012 English A1 HL Paper 2
- May 10, 2012 Physics HL & SL Paper 1 & 2
- May 11, 2012 Physics HL & SL Paper 3
- May 11, 2012 History HL Paper 1 & 2
- May 14, 2012 History HL Paper 3
- May 17, 2012 Spanish B SL Paper 1 & 2
- May 17, 2012 Biology HL Paper 1 & 2
- May 18, 2012 Biology HL Paper 3
- May 22, 2012 French B SL Paper 1 & 2

**ASVAB Testing Dates**

- |                                 |                     |
|---------------------------------|---------------------|
| To Be Announced                 | York High School    |
| October 7, 2011 & March 2, 2012 | Tabb High School    |
| To Be Announced                 | Bruton High School  |
| November 2011 – To Be Announced | Grafton High School |
| To Be Announced                 | York River Academy  |

## TESTING DATES 2011 - 2012

### York County School Division

#### State Testing

Date	Standards of Learning	Grade/Subject*
July 19-21, 2011	English: Writing	EOC
July 20, 2011	English: Writing SP	EOC
July 27, 2011	Summer School Non-Writing	EOC
August 2, 2011	VHS Non-Writing	EOC
September 13-14, 2011	Regular Summer Non-Writing	EOC
September 21-22, 2011	Summer Expedited	EOC
October 17-20, 2011	English: Writing	11
October 19, 2011	English: Writing SP	11
January 11-13, 2012	Fall Non-Writing	EOC
January 20 & 23, 2012	Expedited Retakes	EOC
March 6-9, 2012	English: Writing	5,8,11
March 8, 2012	English: Writing SP	5,8,11
March 13-30, 2012	Access for ELLS (LEP Test)	2-12
April 20, 2012	VA Alternative Assessment Collection of Evidence (VAAP)	3-8 & 11
April 25-26, 2012	Term Graduate	EOC
May 11, 2012	VA Grade Level Assessment <i>Collection of Evidence (VGLA)</i>	3-8
May 15-29, 2012	Elementary School Non-Writing	3-5
May 23 - June 11, 2012	Middle School Non-Writing	EOC & 6-8
May 30 - June 6, 2012	High School Non-Writing	EOC
June 8 & 11, 2012	Expedited Retakes Online	EOC

#### Division Testing

Date	Test	Grade/Subject*
September 26-29, 2011	Stanford 10 Reading, Math, Language	5
October 6-14, 2011	Gifted	1-12
October 12, 2011	PSAT	10
November 1-4, 2011	Division Benchmark Mid-Term (4x4 classes)	EOC
November 2-15, 2011	Division Benchmark 1	2-8
December 7-16, 2011	Gifted	1-12
January 23-26, 2012	Division Benchmark Mid-Term (AB classes and MS)	EOC
January 23 - February 3, 2012	Division Benchmark 2	2-8
February 1-9, 2012	Gifted	K
February 27 - March 6, 2012	Gifted	1-12
March 27-30, 2012	Division Benchmark Mid-Term (4x4 classes)	EOC
March 27 - April 13, 2012	Division Benchmark 3	2-8
April 23-26, 2012	Stanford 10 Reading, Math, Language	2
April 30 - May 4, 2012	Gifted	2

\*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

### Schedules

#### Reference: School Board Policy 5.25

1. The transportation department determines bus routes, bus and driver assignments, bus stops and pick-up times.
2. Secondary students can 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.
3. 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. Additionally, elementary students living in some neighborhoods zoned for Bethel Manor, Coventry and Mt. Vernon are required to walk to and from school.
4. 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.
  - A. 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 Pre-K-1 grade levels shall occur during the first week of school with additional training on a periodic basis during the year.
  - B. Emergency exit drills shall be practiced by all pupil riders during the first 30 instructional days and the second in the second semester.
5. Any other information needed in reference to school division transportation should be directed to the transportation department at 898-0344.

### 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 complete and sign the appropriate form 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).

### Bus Stop Behavior

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.

### Bus Drivers

Students who attend the York County School Division are provided free transportation. At the same time, 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 student's proper behavior.

### Misconduct

#### Reference: School Board Policy 5.16.3

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 Safety Rules

The School Bus Safety 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.

### 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:

- A. 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.
- B. 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 11.2.2

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. 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.

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
- 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

## 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 may be obtained in high school offices.

## 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, [www.yorkcountyschools.org](http://www.yorkcountyschools.org). Once you subscribe, you'll receive email messages based on your interests, including:

- Emergency Notifications
- Budget Information
- Boundary (school attendance area) Changes
- Calendar Updates
- Special Education
- Gifted Education
- School Board News
- Adult and Continuing Education

# Elementary Schools

## 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. 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 Math, Science & Technology Magnet School provides students in grades 1-5 with enriched instructional opportunities for in-depth, process-oriented studies of math, science and technology in conjunction with a strong academic program in all core subjects. As young mathematicians and scientists expand their horizons, they develop critical thinking and problem-solving skills, and experience enhanced self-esteem. Students participate in a wide variety of math, science and technology experiences that facilitate the development of scientific inquiry skills, and they benefit from mentoring by real-world scientists and mathematicians. "Exploratoriums," delivered in a resource setting, integrate instructional technology and focus on various aspects of science and mathematics. Please call 898-0358 for additional information.

# Middle and High Schools

## Academic Programs and Recognition

### 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 Middle Years Programme

The Middle Years Programme (MYP) is a course of study for academically talented students in grade 6-8. Admission to the MYP is by application. All MYP courses are taught by instructors trained in MYP instruction at workshops conducted by the International Baccalaureate Organization (IBO). The courses are designed to develop strong writing, and critical thinking skills, and to promote international understanding and responsible citizenship. Through five Areas of Interaction (approaches to learning, community and service, human ingenuity or human creativity, the environment and health and social

education) students focus on connections among the disciplines and between subject content and the real world.

The Middle Years Programme provides students with a thematic approach to learning through interdisciplinary units of study in core and elective courses. Students take English, Social Studies, Math, Science, P.E., Spanish, French, and Visual and Performing Arts. Technology is integrated across the curriculum. Students develop interactive notebooks in all subjects and complete the MYP with an individual culminating project.

### International Baccalaureate Programme

The International Baccalaureate (IB) Programme is a college preparatory course of study for academically talented high school students. Admission to the Pre-IB Diploma Programme for grades 9 and 10 is by application, and this program prepares accepted students for participation in the IB Programme in grades 11 and 12. All IB courses are taught by instructors trained in IB instruction by the International Baccalaureate Organization (IBO). IB courses are designed to develop students' strong writing, analytical, time-management and critical thinking/higher-order thinking skills. In addition, through these courses, each student is exposed to the interdisciplinary nature of the diverse IB liberal arts curriculum.

Students who complete all components of the IB curriculum [designated core courses, the Theory of Knowledge (ToK) course, 150 hours of Community Action Service (CAS), the Extended Essay, maintain a specified GPA and pass six IB examinations] are eligible to receive the IB diploma (issued by the IBO) in addition to the appropriate York County School Division diploma. Students who complete the IB components and who pass fewer than six IB examinations are eligible to receive IB certificates for the IB examinations. IB Programme students also are considered for awards and scholarships.

Applications for the YCSD fully-accredited IB Programme, which is housed at York High School, may be obtained from the guidance department at each middle and high school. Please contact the IB Programme coordinator at 898-5014 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 9-12 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 6-12). 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 web site, [www.yorkcountyschools.org](http://www.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:

1. Honor Roll posted.
2. Certificates for all "A's."

High schools recognize outstanding academic achievement as follows:

1. 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.
2. 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.

3. 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.
4. 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 & 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 9.16

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.

Diploma Options and Virginia Graduation Requirements					
Type of Diploma:	Advanced Studies*		Standard*		Modified Standard**
Content Area	Standard Units of Credit	Verified Credits*	Standard Units of Credit	Verified Credits#	Standard Units of Credit
English	4	2	4	2	4
Mathematics <sup>A</sup>	4	2	3	1	3
Science <sup>B</sup>	4	2	3	1	2
History & Social Studies <sup>C</sup>	4	2	4	1	2
World Language <sup>D</sup>	3				
Health & Physical Education	2		2		2
Fine Arts or Practical Arts	1		1		1
Electives <sup>E</sup>	2		5		6
Student-Selected Test		1		1	
<b>Total Number of Credits Required</b>	<b>24</b>	<b>9</b>	<b>22</b>	<b>6</b>	<b>20</b>

For more information, visit the High School Graduation link on the Virginia Department of Education's website at [www.doe.virginia.gov](http://www.doe.virginia.gov).

\* An Advanced Studies or Standard Diploma terminates the York County School Division's obligation to provide free appropriate public education to a special education student.

\*\* Students must meet the 8<sup>th</sup> grade SOL literacy and numeracy cut scores established by the Virginia Board of Education to qualify for a Modified Standard Diploma. End-of-Course SOLs are approved as substitute assessments for the literacy and numeracy competency requirements. Students receiving a Modified Standard Diploma are eligible to receive special education services through age 21.

# A verified unit of credit in a course is awarded when a student passes an end-of course SOL test.

<sup>A</sup> **Mathematics:** For the *Advanced Studies Diploma*, credits must be at or above the level of Algebra I and include course selections from among Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II. For the *Standard Diploma*, credits must be at or above the level of Algebra I and include course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of algebra and geometry. For the *Modified Standard Diploma*, credits must be from among applications of algebra, geometry, and personal finance and statistics courses.

<sup>B</sup> **Science:** For the *Advanced Studies Diploma*, credits must be from at least three different science disciplines. 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.

<sup>C</sup> **History & Social Studies:** for the *Advanced Studies and Standard Diplomas*, credits must include World History to 1500AD, World History from 1500AD to the Present, 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.

<sup>D</sup> **Foreign Language:** For the *Advanced Studies Diploma*, credits must include three years of one language or two years of two languages.

<sup>E</sup> **Electives:** For the *Standard and Modified Standard Diplomas*, credits must include two sequential electives.

### 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 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 Certificate (GED)

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 Guidance 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 guidance 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 pro-

fessional 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 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** – Students who complete the course of study and exams for the International Baccalaureate Programme will receive the IB Diploma in addition to the appropriate York County high school diploma with applicable seals.

**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.

# Student Conduct Code

## 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 son/daughter and returning the attached statement.

Thank you for your support.

YORK COUNTY SCHOOL BOARD

Barbara S. Haywood, District 1  
Linda S. Meadows, District 2  
Mark A. Medford, District 3  
R. Page Minter, District 4  
Robert W. George, D.D.S., 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 § 22.1-253.13:4 Standard 4.C)

### 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
  - tight or suggestive clothing
  - clothing which promotes drugs or alcohol
  - clothing which leaves undergarments exposed
  - non-religious head coverings
  - shoes with rollers
- Additional guidelines may be issued by individual school principals.

# Citizenship

*Citizenship is more than not breaking the rules.*

A major goal for the division is to join with parents in helping students develop responsible attitudes and behaviors and 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.

The instructional program will be organized to support the tenets of good citizenship.

## **CITIZENSHIP GUIDELINES**

Examples of criteria to be used in evaluating a student's citizenship are:

1. Attends class regularly except for excused absences
2. Comes to class on time
3. Comes to class with necessary materials
4. Completes homework assignments
5. Meets deadlines
6. Does his/her own work when independent work is required
7. Participates in class activities and discussions
8. Exercises reasonable care of school property
9. Shows respect for others
10. Does not disrupt class; exercises good conduct

Teachers are required to discuss these standards with their students and explain their expectations.

For students who receive "unsatisfactory" evaluations, the following privileges may be 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
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 ceremony



# 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 standard of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
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; and
  - 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.
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 that could result in a suspension, whether or not the administration has imposed such disciplinary action. The notice shall state the date and particulars of the violation, the parents' obligation to assist the school in improving the student's behavior, and that if the student is suspended the parents may be required to accompany the student to meet with school officials.
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

*Violations of rules must be followed by 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;
  - G. arson and related crimes;
  - H. burglary and related offenses;
  - I. robbery;
  - J. prohibited street gang participation or 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 charged with an offense relating to the Commonwealth’s laws on weapons, alcohol or drugs, or intentional injury to another person, to attend an alternative 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:

<b>Level I</b>	Conference (with student and/or parent)
<b>Level II</b>	Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)
<b>Level III</b>	Short Term Suspension from 1 to 10 school days
<b>Level IV</b>	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
  - K. Psychological evaluation and/or counseling
3. Virginia state law permits disciplinary actions including suspensions and expulsions.

4. A consequence for the violation of Offense #3, Offense #4, Offense #5, Offense #6, Offense #7, Offense #8, Offense #9 and/or Offense #23, as well as for placement in alternative education, shall be 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.
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, and after-prom 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, psychological evaluation and/or counseling as a consequence of a violation of the Code of Conduct.

#### **Mandatory Reporting to Law Enforcement**

The principal of each school should report to a law enforcement agency any violations related to the following offenses:

1. Assault and Battery
2. Any conduct involving illegal substances or facsimile
3. Theft, or attempted theft, of student prescription medications
4. Threats against school personnel
5. The illegal carrying of a firearm or a weapon onto school property
6. Conduct involving firebombs, explosives or hoax explosives
7. Conduct involving explosive/incendiary devices
8. Use of chemical bombs capable of producing smoke
9. Threats to bomb made against school personnel or involving school property or buses
10. Stalking

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 in his/her assigned school.

# Table of Offenses and Range of Consequences

Offenses	Range of Consequences		
	Grade	Minimum	Maximum
<b>1. DAMAGING SCHOOL OR PERSONAL PROPERTY</b> Damage or destruction of school property or property of others is forbidden. This includes, but is not limited to, arson, 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.	K-12	I	IV
<b>2. DISOBEDIENCE/DISRESPECT/INSUBORDINATION</b> 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.	K-12	I	IV
<b>3. USE, UNDER THE INFLUENCE OF OR POSSESSION OF ALCOHOLIC BEVERAGES</b> Students are forbidden to be under the influence of or have on school property or at school activities alcoholic beverages. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement. A consequence for the violation of this offense shall be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for 60 school days.	K-12	III	III
<b>4. USE, UNDER THE INFLUENCE OF, OR POSSESSION OF ILLEGAL DRUGS OR SYNTHETICS (INCLUDING ANABOLIC STEROIDS OR PARAPHERNALIA, FACSIMILES OR LOOK ALIKES)</b> Students are forbidden to be under the influence of or have on school property or at school activities illegal drugs, synthetics, or paraphernalia including anabolic steroids. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement. A consequence for the violation of this offense shall be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for 60 school days.	K-12	IV	IV
<b>5. POSSESSION AND/OR USE OF PRESCRIPTION DRUGS IN A NON-PRESCRIBED MANNER</b> The inappropriate use and/or distribution of prescription drugs in a non-prescribed manner is forbidden. An additional consequence for the violation of this offense shall be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for 60 school days.	K-12	III	IV
<b>6. POSSESSION AND/OR USE OF OVER-THE-COUNTER DRUGS IN A NON-PRESCRIBED MANNER</b> Unlawful use, distribution, sale, solicitation, purchase, possession, transportation, or importation of over-the-counter medication is forbidden. An additional consequence for the violation of this offense shall be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for 60 school days.	K-12	III	IV

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 11-364 days, Alternative Educational Placement, or Expulsion

Offenses	Range of Consequences		
	Grade	Minimum	Maximum
<p><b>7. POSSESSION AND/OR USE OF OR UNDER THE INFLUENCE OF INHALANTS OR OTHER NOXIOUS CHEMICALS (e.g. glue, silicone, lubricants, butane lighter fluid)</b></p> <p>Students are forbidden to be under the influence of or have on school property or at school activities inhalants or noxious chemicals. An additional consequence for the violation of this offense shall be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for 60 school days.</p>	K-12	III	IV
<p><b>8. DISTRIBUTION OR SALE OF ILLEGAL DRUGS, SYNTHETICS AND CONTROLLED SUBSTANCES OR AN ATTEMPT OR CONSPIRACY THEREOF</b></p> <p>Students are forbidden to distribute, attempt or conspire to distribute or to sell illegal drugs, synthetics or controlled substances. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement. An additional consequence for the violation of this offense shall be loss of privilege to participate in extracurricular activities including academic clubs, athletics, school dances or proms.</p>	K-12	IV	IV
<p><b>9. DISTRIBUTION OR SALE OF ALCOHOLIC BEVERAGES OR AN ATTEMPT OR CONSPIRACY THEREOF</b></p> <p>Students are forbidden to distribute, attempt to or conspire to distribute, or sell alcoholic beverages. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement. An additional consequence for this violation shall be the loss of privilege to participate in extracurricular activities including academic clubs, athletics, school dances or proms for 60 school days.</p>	K-12	IV	IV
<p><b>10. SMOKING/POSSESSION OF TOBACCO AND TOBACCO-RELATED PARAPHERNALIA</b></p> <p>Smoking and/or possession of tobacco and tobacco-related paraphernalia is forbidden.</p>	K-12	II	III
<p><b>11. PROMOTION OF ALCOHOL, TOBACCO AND/OR OTHER ILLEGAL SUBSTANCES</b></p> <p>Students are forbidden to promote or display the use of alcohol, tobacco and/or other illegal substances through, but not limited to, clothing, jewelry, pictures, buttons, bumper stickers or other paraphernalia.</p>	K-12	I	IV
<p><b>12. ATTEMPTING TO SELL, PURCHASE OR DISTRIBUTE ANYTHING WHICH IS AGAINST SCHOOL RULES</b></p> <p>Students are forbidden to attempt to sell, purchase or distribute items that are not authorized by school personnel.</p>	K-12	I	III
<p><b>13. GAMBLING</b></p> <p>Gambling is forbidden.</p>	K-12	I	III
<p><b>14. OBSCENITY</b></p> <p>Cursing or using offensive language, including remarks intended to demean a person's race, religion, sex, national origin, disabling condition or intellectual ability is forbidden. 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).</p>	K-12	I	III

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 11-364 days, Alternative Educational Placement, or Expulsion

Offenses	Range of Consequences		
	Grade	Minimum	Maximum
<b>15. ASSAULT/BATTERY ON SCHOOL PERSONNEL (NO WEAPON)</b> Verbal or physical abuse by a student on school personnel is forbidden. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.	<b>K-12</b>	<b>III</b>	<b>IV</b>
<b>16. ASSAULT/BATTERY ON SCHOOL PERSONNEL (WEAPON)</b> Physical abuse by a student on school personnel that involves firearm, knife, stun weapon, laser, and/or other devices constructed for the purpose of being used as a weapon, including self-defense weapons such as mace, pepper spray, etc. is forbidden. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.	<b>K-12</b>	<b>IV</b>	<b>IV</b>
<b>17. VERBAL ABUSE/INCITEMENT</b> Intentionally making derogatory comments and/or racial or ethnic slurs is 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.	<b>K-5</b> <b>6-12</b>	<b>I</b> <b>III</b>	<b>IV</b> <b>IV</b>
<b>18. THREATS AGAINST SCHOOL PERSONNEL</b> Threats of force or injury to school personnel or their property are forbidden. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.	<b>K-5</b> <b>6-12</b>	<b>I</b> <b>III</b>	<b>IV</b> <b>IV</b>
<b>19. THREATS AGAINST STUDENTS</b> Threats of force or injury to students or their property are forbidden.	<b>K-5</b> <b>6-12</b>	<b>I</b> <b>III</b>	<b>IV</b> <b>IV</b>
<b>20. CHEATING, PLAGIARISM AND/OR FALSIFICATION</b> Cheating, by definition, is considered to include the following: a) Cheating - 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. b) Plagiarism - Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. c) Falsification includes the verbal or written statement of any untruth and/or the misrepresentation of person, official record or other document.	<b>K-5</b> <b>6-12</b>	<b>I</b> <b>II</b>	<b>III</b> <b>III</b>
<b>21. TRUANCY</b> Failure to attend school without a legitimate excuse (e.g., illness, doctor appointment, funeral in the immediate family, administrative approval).	<b>K-12</b>	<b>I</b>	<b>II</b>
<b>22. TARDINESS</b> Failure to report to class on time without a legitimate excuse or failure to report to class for a portion of the day.	<b>K-12</b>	<b>I</b>	<b>II</b>
<b>23. VIOLATIONS OF THE LAW/CRIMINAL CHARGES</b> 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. The superintendent is notified by court authorities when students are charged with or convicted of certain offenses relating to weapons, alcohol or drugs, or intentional injury outside of school. Disciplinary actions may be taken as a result of such offenses. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.	<b>K-5</b> <b>6-12</b>	<b>I</b> <b>II</b>	<b>III</b> <b>IV</b>

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

Offenses	Range of Consequences		
	Grade	Minimum	Maximum
<p><b>24. POSSESSION OF NON-PROJECTILE WEAPONS, SMOKE BOMBS OR FIRECRACKERS</b></p> <p>Possession and/or use of knives or other dangerous non-projectile weapons, mace, tasers, pepper gas, stink bombs, ammunition, firecrackers or objects that can be used as weapons on school property or at school-sanctioned activities is forbidden. Claims of self-defense do not constitute a valid defense against possession of a weapon on school property or at any school-sponsored activity. Intentionally setting off or causing to be set off any chemical bomb capable of producing smoke is also forbidden. The Code of Virginia § 22.1-279.3:1D requires principals to report certain violations of this offense to law enforcement.</p>	K-5 6-12	II III	IV IV
<p><b>25. POSSESSION OF HANDGUN, RIFLE, SHOTGUN, PROJECTILE WEAPON, BOMB</b></p> <p>Possession of firearms, B-B/pellet guns, other projectile weapons and/or explosives on school property or at school-sanctioned activities is forbidden. 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. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.</p>	K-12	IV	IV
<p><b>26. USE OF EXPLOSIVES</b></p> <p>Use of a destructive bomb or explosives on school property or at school-sanctioned activities is forbidden. The Code of Virginia § 22.1-279.3:1D requires principals to report certain violations of this offense to law enforcement.</p>	K-12	III	IV
<p><b>27. POSSESSION/USE OF FACSIMILES</b></p> <p>Possession and/or use of any facsimiles of firearms, knives, explosives or other dangerous weapons, or objects on school property or at school-sanctioned activities is forbidden.</p>	K-5 6-12	I I	III IV
<p><b>28. STALKING</b></p> <p>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. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.</p>	K-12	III	IV
<p><b>29. DISRUPTIVE BEHAVIOR</b></p> <p>a) 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.</p> <p>b) 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.</p>	K-12	II	IV

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 11-364 days, Alternative Educational Placement, or Expulsion

Offenses	Range of Consequences		
	Grade	Minimum	Maximum
<p>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.</p> <p>Note: 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.</p> <p>d) Public Display of Affection (PDA) - Students may be disciplined for kissing, touching, hugging and other public displays of affection.</p>	<b>K-12</b>	<b>II</b>	<b>IV</b>
<p><b>30. SEXUAL HARASSMENT</b> 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.</p>	<b>K-12</b>	<b>I</b>	<b>IV</b>
<p><b>31. SEXUAL ASSAULT/BATTERY</b> Any unwanted touching of a person's intimate areas or clothing covering such areas is forbidden. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.</p>	<b>K-5</b> <b>6-12</b>	<b>I</b> <b>III</b>	<b>IV</b> <b>IV</b>
<p><b>32. THEFT</b> The taking of the property of others without permission is forbidden.</p>	<b>K-5</b> <b>6-12</b>	<b>I</b> <b>II</b>	<b>IV</b> <b>IV</b>
<p><b>33. ROBBERY/EXTORTION</b> The use of threats, physical force or weapons for the purpose of obtaining money or possessions is forbidden.</p>	<b>K-5</b> <b>6-12</b>	<b>I</b> <b>III</b>	<b>IV</b> <b>IV</b>
<p><b>34. BOMB THREAT/FALSE FIRE ALARMS</b> 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. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.</p>	<b>K-12</b>	<b>III</b>	<b>IV</b>
<p><b>35. SEXUAL MISCONDUCT</b> Sexual misconduct may include but are not limited to the following actions: a) Indecent Exposure - The uncovering of any personal or private area of one's body, including "mooning." b) Consensual Sex - Any activities involving any act of consensual sex between two persons on School Board property. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.</p>	<b>K-5</b> <b>6-12</b>	<b>I</b> <b>III</b>	<b>IV</b> <b>IV</b>

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

Offenses	Range of Consequences		
	Grade	Minimum	Maximum
<p><b>36. FIGHTING/ENABLING OR INSTIGATING FIGHTS (NONE/MINOR INJURY)</b> Any fight involving two or more individuals in which no individual sustains serious injury (e.g., scrapes, minor bruising) is forbidden. Engaging in a physical fight, regardless of which participant is the aggressor, is defined as fighting. This includes luring others to a fight, instigating a fight, encouraging others to fight and/or cheering on a fight. Exceptions may result when the evidence clearly supports that a student is assaulted and then acted solely in self-defense after having made previous efforts to avoid such confrontations and/or reporting concerns to teaching or administrative staff.</p>	K-5 6-12	I III	IV IV
<p><b>37. FIGHTING/ENABLING OR INSTIGATING FIGHTS (SERIOUS INJURY)</b> Any fight involving two or more individuals in which one or more individuals sustains an injury requiring immediate, professional medical attention (e.g., bullet or stab wound, fractured bones, concussion, cuts requiring stitching, profuse bleeding, etc.) is forbidden. This includes luring others to a fight, instigating a fight, encouraging others to fight and/or cheering on a fight. Exceptions may result when the evidence clearly supports that a student is assaulted and then acted solely in self-defense after having made previous efforts to avoid such confrontations and/or reporting concerns to teaching or administrative staff. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.</p>	K-5 6-12	I III	IV IV
<p><b>38. ASSAULT/BATTERY ON STUDENT (NO WEAPON)</b> Intentional verbal or physical abuse by a student on another student. The Code of Virginia § 22.1-279.3:1D requires principals to report certain violations of this offense to law enforcement.</p>	K-12	III	IV
<p><b>39. ASSAULT/BATTERY ON STUDENT (WEAPON)</b> Intentional physical abuse by a student on another student that involves a firearm, knife, stun weapon, laser and/or other devices constructed for the purpose of being used as a weapon, including self-defense weapons such as mace, pepper spray, etc. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.</p>	K-12	IV	IV
<p><b>40. ASSAULT/BATTERY – MALICIOUS WOUNDING WITHOUT A WEAPON</b> Maliciously causing bodily injury to a person (without a weapon) with the intent to maim, disfigure, disable, or kill. The Code of Virginia § 22.1-279.3:1D requires principals to report violations of this offense to law enforcement.</p>	K-12	IV	IV
<p><b>41. BULLYING AND CYBERBULLYING</b> Using repeated negative behaviors intending to frighten or cause harm and targeting a specific victim. Bullying may occur when there is an unfair match between the students and may include, but is not limited to, physical intimidation, taunting, name calling, insults, falsifying statements about other persons and/or comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person. Cyberbullying is defined as using information and communication technologies such as cell phone text messages and pictures, email, social networking web sites, defamatory personal web sites, and defamatory online personal polling web sites to support deliberate, hostile behavior intended to harm others.</p>	K-12	I	III

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 11-364 days, Alternative Educational Placement, or Expulsion

Offenses	Range of Consequences		
	Grade	Minimum	Maximum
<b>42. HAZING</b> 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).	K-12	I	III
<b>43. GANG-RELATED ACTIVITIES</b> <b>Code of Virginia § 18.2-46.1-3</b> Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e. clothing that symbolizes association, rituals associated with, or activities by an identified group of students).	K-12	I	IV
<b>44. VIOLATION OF NETWORK SERVICES/INTERNET ACCEPTABLE USE POLICY</b> 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, network or Internet services. Violations include, but are not limited to: <ul style="list-style-type: none"> <li>a) Unauthorized use of, revealing, sharing or transferring any user password.</li> <li>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.</li> <li>c) Accessing files using division hardware or network resources without a signed Network Services/Internet Acceptable Use Policy.</li> <li>d) Intentionally altering or damaging files, applications or standard hardware or network configuration settings.</li> <li>e) Intentionally introducing viruses or other destructive executables to computer or network resources.</li> <li>f) Unauthorized use of portable communication and/or privately owned electronic devices.</li> </ul>	K-12	I	IV
<b>45. REPEATED VIOLATIONS AND OTHER CONDUCT</b> Repeated violations of the Conduct Code are forbidden. 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.	K-12	I	IV

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 11-364 days, Alternative Educational Placement, or Expulsion

# 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 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.



# Forms

## 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. Parents/guardians are urged to become familiar with its contents. 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. Each school provides orientation during the first two weeks of the school year. Throughout the year parents/guardians may continue to review printed and audiovisual materials of the Family Life Education program at the York County Public Library, the Bethel Manor Air Force Library and in the school libraries by appointment with the school librarian. Printed materials also are available for review 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 form on page 63 and returning it to the school by September 9, 2011. **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.

Directory information, as defined by the Code of Virginia, § 22.1-287 (amended 1983), may include the following:

- Student's name
- Sex of student
- Date and place of birth
- Name of parent or guardian
- Student's home address
- Telephone listing
- School which student attends
- Student's home address
- Participation in officially recognized activities and sports
- Course of study
- Awards and honors received
- Height and weight, if a member of an athletic team
- Dates of attendance (by school year)

### 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 form on page 61.

### 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 ([www.yorkcountyschools.org](http://www.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. See page 13 for the policies and guidelines.



**This Page Intentionally Left Blank**

**RETURN THIS PAGE TO THE SCHOOL BY SEPTEMBER 9, 2011**  
(Applicable to all students)

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 41-57); and
2. Compulsory Attendance Law - Code of Virginia § 22.1-254 (page 1); and
3. Virginia Procedural Safeguards Notice (IDEA; P.L. 108-446; 20 USC § 1400 et seq) (Parents of students with disabilities only).

**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 9, 2011.**



**RETURN THIS PAGE TO THE SCHOOL BY SEPTEMBER 9, 2011  
ONLY IF YOU ARE OPTING YOUR CHILD OUT OF FAMILY LIFE.**

Last Name

First Name

Grade Level

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

<b>Removal of a Pupil from Family Life Education – Grades K-12</b>
--

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 2011-12 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: 2011-12 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: 2011-12 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 date below.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Please return this form to your child's homeroom teacher  
no later than Friday, September 9, 2011.**



**RETURN THIS PAGE TO THE SCHOOL BY SEPTEMBER 9, 2011**  
(Applicable to all students)

Last Name	First Name	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*.

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 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 it is the policy of the division that students may not provide personal information to a website or on-line service while using division property and I/we have discussed this prohibition with my/our child.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to your child's homeroom teacher  
no later than Friday, September 9, 2011.**  
(Applicable to all students)



# DIRECTORY

<b>Bethel Manor Elementary School</b> <i>Elizabeth Poulsen, Ed.D., Principal</i> 1797 First Street Langley AFB, VA 23665	<b>867-7439</b>	<b>Tabb Middle School</b> <i>Susan Rhew, Principal</i> 300 Yorktown Road Yorktown, VA 23693	<b>898-0320</b>
<b>Coventry Elementary School</b> <i>Peggie Constantino, Ph.D., Principal</i> 200 Owen Davis Boulevard Yorktown, VA 23693	<b>898-0403</b>	<b>Yorktown Middle School</b> <i>Candi Skinner, Principal</i> 11201 George Washington Highway Yorktown, VA 23692	<b>898-0360</b>
<b>Dare Elementary School</b> <i>Mary Ahearn, Principal</i> 300 Dare Road Yorktown, VA 23692	<b>898-0362</b>	<b>Bruton High School</b> <i>Vicky Corlett, Principal</i> 185 East Rochambeau Drive Williamsburg, VA 23188	<b>220-4050</b>
<b>Grafton Bethel Elementary School</b> <i>Karen Grass, Ed.D., Principal</i> 410 Lakeside Drive Yorktown, VA 23692	<b>898-0350</b>	<b>Grafton High School</b> <i>Royce Hart, Principal</i> 403 Grafton Drive Yorktown, VA 23692	<b>898-0530</b>
<b>Magruder Elementary School</b> <i>Michael Lombardo, Principal</i> 700 Penniman Road Williamsburg, VA 23185	<b>220-4067</b>	<b>Tabb High School</b> <i>Angela Seiders, Principal</i> 4431 Big Bethel Road Yorktown, VA 23693	<b>867-7400</b>
<b>Mt. Vernon Elementary School</b> <i>Mary Lugo, Principal</i> 310 Mt. Vernon Drive Yorktown, VA 23693	<b>898-0480</b>	<b>York High School</b> <i>Antonia Fox, Principal</i> 9300 George Washington Highway Yorktown, VA 23692	<b>898-0354</b>
<b>Seaford Elementary School</b> <i>Edward Holler, Ed.D., Principal</i> 1105 Seaford Road Seaford, VA 23696	<b>898-0352</b>	<b>York River Academy</b> <i>Walter Cross, Principal</i> 11201 George Washington Highway Yorktown, VA 23692	<b>898-0516</b>
<b>Tabb Elementary School</b> <i>Cheryl Parr, Principal</i> 3711 Big Bethel Road Yorktown, VA 23693	<b>898-0372</b>	<b>York County School Board Office</b> 302 Dare Road Yorktown, VA 23692	
<b>Waller Mill Elementary Fine Arts Magnet School</b> <i>Jennifer Goodwin, Principal</i> 314 Waller Mill Road Williamsburg, VA 23185	<b>220-4060</b>	<b>Switchboard</b>	<b>898-0300</b>
<b>Yorktown Elementary Math, Science &amp; Technology Magnet School</b> <i>Karen Washington, Principal</i> 131 Siege Lane Yorktown, VA 23692	<b>898-0358</b>	<b>FAX</b>	<b>890-0771</b>
<b>Grafton Middle School</b> <i>Laura Abel, Principal</i> 405 Grafton Drive Yorktown, VA 23692	<b>898-0525</b>	<b>Community &amp; Public Relations</b>	<b>898-0492</b>
<b>Queens Lake Middle School</b> <i>Kendra Crump, Ed.D., Principal</i> 124 West Queens Drive Williamsburg, VA 23185	<b>220-4080</b>	<b>Accountability &amp; Instructional Services</b>	<b>898-0308</b>
		<b>Adult Education</b>	<b>833-2259</b>
		<b>EXTEND Center</b>	<b>898-0389</b>
		<b>International Baccalaureate Programme</b>	<b>898-5014</b>
		<b>Knowledge Learning Corp./Champions Child Care</b>	<b>833-8294</b>
		<b>New Horizons Regional Education Center</b> Butler Farm Road	<b>766-1100</b>
		Children's Center (Kiln Creek)	<b>886-7958</b>
		Woodside Lane	<b>874-4444</b>
		<b>School of the Arts</b>	<b>220-4095</b>
		<b>Transportation</b>	<b>898-0344</b>



## York County School Division

*Eric Williams, Ed.D.*  
Division Superintendent  
898-0310

*Carl L. James, Ed.D.*  
Chief Operations Officer  
898-0466

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

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

### School Board

*Barbara S. Haywood, District 1*  
593-9071

*Cindy Kirschke, District 2*  
897-1929

*Mark A. Medford, District 3*  
898-6900

*R. Page Minter, District 4*  
898-5604

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

### Instruction

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

*Amy C. Colley*  
Director of Elementary Instruction  
898-0450

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

### Administration

*Catherine L. Jones, Ed.D.*  
Director of School Administration  
833-2182

To contact School Board office staff via e-mail, visit <http://yorkcountyschools.org>

**Division HOTLINE Number: 890-1096**

*The York County School Division does not discriminate on the basis of race (Title VI), color, religion, national origin, sex (Title IX), age or disability (Section 504) in its educational programs, activities or employment.*

*For more information, contact:*

*Noreen Becci  
Title IX Coordinator  
302 Dare Road  
Yorktown, VA 23692  
(757) 898-0349*