

GRADING SCALE

The following codes will be used for marking Greene County Public Schools students in grades K-3 (numerical grades will not be given):

E	Exceeds the standards
M	Meets the standards
P	Progressing toward the standards
L	Limited understanding of the standards
N	Not evaluated at this time

The numerical scale approved for use in Greene County Public Schools for grades 4-12 is as follows:

A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59 and below	Failing

The school board also abolished the indiscriminate use of zeros and that any assignment, including homework, which is given a zero must be approved by the Principal. Each school has established its own procedure for allowing students ample opportunity to complete an assignment before a zero is recorded.

Adopted: September 25, 1990

Revised: April 14, 2010

HOMEBOUND, CORRESPONDENCE AND ALTERNATIVE MEANS OF INSTRUCTION

Regulations for method of instruction for an approved correspondence course

Students may enroll in and receive a standard and verified unit of credit for supervised correspondence courses with prior approval of the principal. Standard units of credit will be awarded for the successful completion of such courses when the course is equivalent to that offered in the regular school program and the work is done under the supervision of a licensed teacher, or a person eligible to hold a Virginia license, approved by the School Board. Verified units of credit may be earned when the student has passed the SOL test associated with the correspondence course completed.

1. Upon a student request to take a correspondence course, the principal will designate a committee made up of a counselor and instructional staff certified in the area of the course.
2. The committee will determine if the proposed course is aligned with state and GCPS curricular requirements.
3. If a teacher is required to provide instruction, the committee will develop a checklist of requirements and guidelines for instruction.
4. The committee will make a recommendation to the principal upon completion of the course and corresponding SOL as to whether the student has met the requirements for a verified credit.

Regulations for Instruction through Alternative Technological Means

Standard units of credit will be awarded for the successful completion of courses delivered through emerging technologies and other similar means when the course is equivalent to that offered in the regular school program and the work is done under the supervision of a licensed teacher, or a person eligible to hold a Virginia license, and approved by the School Board. Verified units of credit may be earned when the student has successfully completed the requirements and passed the SOL test associated with the course.

1. Upon a student request to take a course through emerging technology, the principal will designate a committee made up of a counselor, technology staff member and instructional staff certified in the area of the course.
2. The committee will determine if the proposed course is aligned with state and GCPS curricular requirements.
3. If a teacher is required to provide instruction, the committee will develop a checklist of requirements and guidelines for instruction.
4. The committee will make a recommendation to the principal upon completion of the course and corresponding SOL as to whether the student has met the requirements for a verified credit.

Adopted: July 10, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 54.1-2952.2, 54.1-2957.02.
8 VAC 20-131-180.

Cross Ref.: IGBGA Online Courses and Virtual School Programs

STUDENT ORGANIZATIONS (Secondary Schools)

1. Any group seeking to meet on school premises during non-instructional time as a student organization shall submit a written application to the principal. Applications shall be made on division approved forms only and shall include at least the following information:
 - a. Name of the organization.
 - b. Name (s) of the faculty sponsor (s) or matter (s).
 - c. A general statement of the purposes of the organization.
 - d. A description of the qualifications of membership, if any. If students' sex is a qualification, the description shall state the reasons there for.
 - e. A statement that the organizing students have read, understood, and agrees to comply with Division Policy IGDA and all applicable school guidelines and rules.
 - f. Applications for curriculum-related student organizations shall include a statement of the relation of the organization to the regular school curriculum. This shall include specific reference to classes or other elements of the educational program which the organization is intended to supplement and a description of how the organization will serve as an extension of or adjunct to the curriculum; and a description of the function of the faculty advisor in the promotion, supervision and leadership of the organization.
2. The principal shall review the application and such other information as he or she considers appropriate and shall approve or disapprove of the organization within ten (10) school days after receipt of the application. The principal's decision shall specify whether or not the student organization is approved as a curriculum-related student organization. The principal's decision shall be in writing, and a copy shall be given to the applicant. If the application is disapproved, the principal shall state the reasons for disapproval in the decision.
3. The applicant may appeal the principal's decision to the Superintendent of Schools, or his/her designee, by written appeal submitted to the Superintendent within five (5) school days after receipt of the principal's decision. The written appeal shall state the reasons for the appeal and shall enclose copies of the application and the principal's decision. The Superintendent, or his/her designee, shall review the appeal and such other information as he or she considers appropriate and give a written decision within ten (10) school days after receipt of the appeal.
4. The applicant may appeal the decision of the Superintendent, or his/her designee, to the board of Education by written appeal submitted to the Clerk of the Board within five (5) school days after receipt of such decision. The written appeal shall state the reasons for the appeal and shall enclose a copy of the application, the appeal to the Superintendent and all prior decisions. The Board shall review the appeal and such other information as it considers appropriate and shall notify the applicant of the date and time at which it will meet to render a decision. At the meeting, the Board shall enter its order affirming or reversing the decision of the Superintendent. The decision of the Board shall be final.

5. The principal may revoke approval of any student organization at any time upon his or her own initiative or on complaint by any student or staff member for good cause. Revocation may be appealed to the Superintendent, or his or her designee and the Board as provide hereinabove.
6. At any time, the Superintendent or the Board may, on his/her or its own initiative, review the approval of any student organization and revoke the same for good cause. Any such action by the Superintendent may be appealed to the Board as provided hereinabove.

Adopted: November 6, 1991

ACCEPTABLE COMPUTER SYSTEM USE

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

Computer System Use – Terms and Conditions

1. **Acceptable Use** – Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. **Privilege** – The use of the division's computer system is a privilege, not a right.
3. **Unacceptable Use** – Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
 - b. Sending, receiving, viewing or downloading illegal material via the computer system.
 - c. Unauthorized downloading of software.
 - d. Downloading copyrighted material for unauthorized use.
 - e. Using the computer system for private financial or commercial gain.
 - f. Wastefully using resources, such as file space.
 - g. Gaining unauthorized access to resources or entities.
 - h. Posting material authorized or created by another without his or her consent.
 - i. Using the computer system for commercial or private advertising.
 - j. Submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - k. Using the computer system while access privileges are suspended or revoked.
 - l. Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
4. **Network Etiquette** – Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - a. Be polite.
 - b. Users shall not forge, intercept or interfere with electronic mail passages.
 - c. Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
 - d. Students shall not post personal contact information, including names, home, school or work addresses, or telephone numbers about themselves or others.

- e. Users shall respect the computer system's resource limits.
 - f. Users shall not post chain letters or download large files.
 - g. Users shall not use the computer system to disrupt others.
 - h. Users shall not read, modify or delete data owned by others.
5. **Liability** – The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
 6. **Security** – Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep passwords confidential and shall follow computer virus protection procedures.
 7. **Vandalism** – Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
 8. **Charges** – The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
 9. **Electronic Mail** – The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored and accessed the school division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
 10. **Enforcement** – Software will be installed on the division's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of minors may also be monitored manually.

Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Adopted: April 13, 2005

Legal Refs: 18 U.S.C. §§1460, 2256.
47 U.S.C. §254.
Code of Virginia, 1950, as amended, §18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2
and 22.1-78.

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

FIELD TRIP PROCEDURES

1. Field trips are intended to serve a worthwhile educational purpose. Each trip must make a definite contribution to the overall school experience and be correlated to the appropriate Standards of Learning. It is the teacher's responsibility to organize and justify all requests for field trips. This includes describing the related instruction and activities that will occur prior to and following each field trip. Parents or guardians should be notified in advance of the purpose, format to be followed, and the itinerary. They will also be informed of the educational importance of the trip, that it counts as a regular school day, and that all students are encouraged and expected to participate.
2. When a school bus is to be used as transportation for a field trip, a licensed school bus driver must drive and must be paid by the group making the trip. An appropriate charge per student will be required to cover transportation cost if a school bus is used. This must be forwarded to the School Board Office by check. An additional fee may be charged to cover the stipend for the driver.
3. Field trips can be taken within a sixty (60) mile radius shall be requested on the forms provided for that purpose. These trips shall be approved by the principal and by the Superintendent or his/her designee. School Board approval is not required. The requests should be submitted at least one week in advance of the date requested. Two trips of this nature will be allowed for each grade level in the elementary and middle schools. Any exception to the number of trips taken shall be approved by the principal and by the Superintendent or his/her designee. In the high school, two trips per subject area will be allowed with the exception of vocational areas. All vocational trips from the technical school must be approved by the vocational principal and the Superintendent or his/her designee. All vocational trips from the high school must be approved by the vocational principal, the high school principal, and the Superintendent or his/her designee.
4. All field trips outside the sixty (60) mile radius must be submitted at least one month in advance for approval by the School Board which meets the second Wednesday of each month. Any exceptions must be approved by the principal. Requests must be submitted by the sponsoring teacher or teachers and be approved by the principal and School Board.
5. Each grade level in elementary and middle schools is allowed one long field trip per year. Trips must be planned as an extension of a specific unit of study and correlated to specific Standards of Learning.
6. Field trips within a fifteen mile radius shall need approval only of the principal. The principal shall clear all buses to be used through the Central Office. The Superintendent shall be notified of all trips taken regardless of the length.
7. All conferences and weekend trips must be submitted and approved although they may not require a school bus. Trips such as these would not count as one of the allowed trips.
8. Overnight trips are prohibited except under special circumstances. These should be scheduled during weekends or school vacations and must be approved by the principal, Superintendent and School Board.
9. Since clubs are academically oriented any club sponsored trip must be taken as part of the subject area trip.

10. There must be one teacher accompanying every group of students up to thirty (30) or a portion thereof. These must be a chaperone for every ten students. Any adult who is chaperoning a trip should be aware that he/she will be in charge of a small group of students. Any exceptions must be approved by the principal of the school involved.
11. All students on school trips are expected to conduct themselves in the proper manner. Specific rules of conduct shall be set by the sponsors of the trip. Students shall be made aware that these rules are being enforced by both the teacher and the chaperones. Any violations of the rules shall received disciplinary action by the principals of the school involved.
12. Each student must present a permission slip, signed by a parent or guardian. Permission slips are available in each school office or from the student's teacher. The teacher must keep these signed permission slips on file for at least thirty (30) days after the trip.
13. When students are assigned or approved to participate in school activities such as field trips, they must be counted present.
14. When the financial situation prohibits the student from meeting the cost of a field trip, arrangements shall be made to cover the expense. The teacher shall notify the principal whenever it is suspected that a student is financially unable to go on a field trip. Principals will remind teachers of this policy on an annual basis.
15. If a student is not given permission to go on a field trip, he or she will be assigned to another classroom with appropriate assignments. If there are a number of students to warrant it, a teacher must stay back and conduct class. The principal has the latitude to accommodate individual needs whenever these situations arise. Parents shall be notified of the plans for the students who are not going on the trip.

Recreational Trips

1. All recreational trips whether during or after school hours must follow the same guidelines as field trips.
2. Elementary and middle school grades shall be limited to one recreational trip a year during school hours. This is to be taken near the end of the year and after the completion of SOL testing. Trips of this nature should be tied into an educational trip whenever possible.
3. On the secondary level, only the senior class is allowed to take a recreational trip during school hours. Any other recreational trips must be taken after school hours or on weekends.

Revised: September 15, 1999

**GUIDELINES FOR STANDARD DIPLOMA
CREDIT ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
LOCALLY AWARDED VERIFIED CREDITS**

Student Eligibility Criteria:

- Determination to use credit accommodation is made by the IEP team or 504 Plan committee using a criteria sheet (from VDOE).
- The decision must be reviewed by:
 - Guidance Counselor;
 - School Director of Testing;
 - Building Administrator.

The student must meet the following criteria to be eligible to receive credit accommodations for the Standard Diploma:

- a. Student must have a current IEP or 504 plan with standards-based content goals.
- b. Student has a disability that precludes him or her from achieving and progressing commensurate with grade level expectations, but is learning grade level content.
- c. Student needs significant instructional support to access grade level Standards of Learning (SOL) content and to show progress.
- d. Based on multiple objective measures of past performance, student might not be expected to achieve the required standard and verified units of credit within the standard time frame.

Locally Awarded Verified Credits

Local school Boards are permitted to award locally verified credits in reading, writing, and mathematics, in addition to science and history, to students with disabilities. Use the same criteria for awarding credits currently approved for science and history. Eligible students must:

- a. Pass the high school course,
- b. Score within 375-399 scale score on any administration of the Standards of Learning test after taking the test at least twice, and
- c. Demonstrate achievement in the academic content through an appeal process administered at the local level.

Appeal Process

The Greene County School Board shall appoint a review panel comprised of at least three educators. Different panels may be appointed for individual schools or groups of schools.

The review panel will review information which provides evidence of the student's achievement of adequate knowledge of the Standards of Learning content. The panel will have discretion in determining the information it will consider. That information may include, but is not limited to, results of classroom assignments, division-wide exams, course grades and additional academic assignments (e.g. papers, projects, essays or written questions) as the panel deems appropriate.

Based on the evidence it reviews, the review panel may:

- award the verified credit;
- deny the verified credit;
- suggest participation in a remedial program and retesting; or
- make additional academic assignments prior to determining whether to award the verified credit.

The decision of the review panel may be appealed to the School Board in accordance with regulations developed by the Board.

Adopted: July 10, 2013

Legal Refs.: 8 VAC 20-131-110.B.3.

Proposed Emergency Regulations 8 VAC 20-131-5, 8 VAC 20-131-50 (Virginia Register of Regulations May 6, 2013)

Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities (Virginia Department of Education March 28, 2013) (attachment to Virginia Department of Education Superintendent's Memo No. 105-13 (Apr. 19, 2013)).

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students (attachment to Virginia Department of Education Superintendent's Memo No. 52 (Aug. 9, 2002)), as amended by the Board of Education October 25, 2006.

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

1. The staff member initially receiving a complaint about instructional materials will refer the complaint to the building administrator. The complainant will be informed of the particular place the questioned materials occupy in the educational program and their intended usefulness. The administrator may involve appropriate division personnel in the explanation of the materials selection procedure, criteria, and qualifications of those persons selecting the materials.
2. In the event the person making an objection is not satisfied with the initial explanation, he/she may submit a written request for reconsideration with the Superintendent. All formal objections to instructional materials must be made on the appropriate form (see following pages) and filed by a resident of the school division. Within ten (10) business days, the Superintendent, or persons designated by the Superintendent, will file the form with the reconsideration committee for re-evaluation.
3. The reconsideration committee will meet in open session and distribute copies of the completed request form; distribute copies of the challenged materials as available; give the complainant or group spokesperson an opportunity to talk about the request; and provide reputable professional views of the materials, when available. At a second or subsequent meeting, the committee will make its recommendation in open session. The committee's final recommendation may be to take no removal action or to remove all of part of the challenged materials from all or part of the school environment. The written recommendation and its justification will be forwarded to the Superintendent.
4. The Superintendent will consider the committee's recommendation and make a decision. The Superintendent's decision will be forwarded to the Board. Upon review by the Board, the Superintendent will notify the complainant by letter to the division's action.
5. If the complainant is not satisfied with the division's decision, he/she may request that the matter be placed on the agenda of the next regularly scheduled Board meeting. The Board will decide at that time whether it will conduct a hearing or abide by the original decision.
6. Questioned materials purchased through normal selection procedures will usually remain in use throughout the reconsideration process. In exceptional circumstances, the reconsideration committee at its initial meeting may temporarily suspend use of the materials pending final determination by the committee, Superintendent, and the Board.

The reconsideration committee will be made up of the following members: Assistant Superintendent for Instruction, two students selected by the high school building principal (if high school materials are involved); one teacher, one media specialist, one building principal, three to five community members—all appointed by the Superintendent.

Adopted: November 6, 1991

CHALLENGE OF CONTROVERSIAL INSTRUCTIONAL MATERIALS

Type of Material _____
(Book, Film, etc.)

Title _____

Author _____

Publisher/Producer _____

Date of Work _____

Name of Complainant _____

Telephone _____ Address _____

City _____ State _____ Zip Code _____

Citizen represents: (Please check)

Himself/Herself _____ Organization/Group _____

Name of Organization/Group _____

1. How did you become aware of the use of this work in the school system?

2. Where is it being used in the school system (class, library, etc)?

3. What do you find objectionable in this work? Please be specific; cite pages of sections, particular words, ideas, etc.

4. What effect do you believe the objectionable material might have on a student?

5. What value, if any, do you see in this work?

6. For what age group would you recommend this work?

7. Which portion of the work did you read, view, or hear (list or describe the specific sections)?

8. Are you aware of any written critiques of this work?

9. Why do you believe this work has been included in the instructional program?

10. What do you request the school to do with this work?

11. Other comments and/or suggestions?

Signature of Complainant

RELIGION IN THE SCHOOLS

Since religious institutions and diverse beliefs have been a force in a shaping human experience, past and present, awareness of these significant forces is part of a complete education. It is essential that the teaching about—not of—religion be conducted in a factual, objective and respectful manner.

There, the practice of the Greene County Schools will be to:

- Emphasize that religious themes in the arts, literature, and history, both in curriculum and school activities, be only as extensive as necessary for a balanced and comprehensive study of these areas. The curriculum should address a diversity of religious, using materials reflecting secular educational values. Studies should never foster any particular religious tenets or demean any religious or non-religious beliefs;
- Recognize the age and developmental difference of students and accommodate these variances in instructional approach.
- Ensure that the expenditure of school time, money, and materials for this area of the curriculum be kept to a minimum;
- Provide training for teacher in both the substantive content to be taught and in methods of teaching to ensure the transmission of accurate information, a sensitive approach, and consistency throughout the division;
- Ensure that teachers preview any material presented in their classroom for compliance with these guidelines;
- Provide a process for students to be excused from this instruction if their parents so desire. Students of appropriate maturity should be able to excuse themselves. A student who is excused should be given reasonable alternative accommodations and materials to work on that area of educational benefit. To the degree possible, alternative studies should deal with the subject of pluralism and diversity. The curriculum, however, should be such as to minimize the need for such requests;
- Provide training for administrators and teachers with excusals and absences for religious reasons;
- Provide an instructional atmosphere which would not require students to reveal their personal beliefs but which would allow them to express those beliefs of their own violation.

Since holiday recognition is an opportunity to expand learning opportunities about the diversity and variety of religious traditions, it will further be the practice of the Greene County Schools to:

- Ensure that recognition of religious holidays be a valid objective educational experience and comply with curriculum guidelines.
- Ensure that classroom discussions and other activities concerning religious holidays are accurate in content, objectively presented to foster understanding and respect, and carefully limited so as to avoid the excessive or unproductive use of school time.
- Ensure that religious holiday themes and symbols not be utilized as the instructional content in unrelated curriculum areas.

Adopted: November 6, 1991