

ENTRANCE AGE/ADMISSION OF PERSONS NOT OF SCHOOL AGE

To comply with School Board Policy JEB - Entrance Age/Admission of Persons Not of School Age, the following regulation outlines the early admission requirements in Greene County Public Schools.

Parents of children who have not reached their 5th birthday on or before September 30, but will have reached their 5th birthday by October 31, must submit a letter to the principal of the school of residence requesting early admission no later than August 1.

Upon receipt of the parent's written request, the principal will schedule the administration of a kindergarten readiness assessment. After the assessment has been administered, the principal will review the results with the Director of Teaching and Learning. Based upon the assessment results, the student's social development, and school staffing, the Director of Teaching and Learning will approve or deny the request. No student will be granted early admission if the approval would require the hiring of additional staff.

Notification of the decision to approve or deny the early admission request will be sent to the parents by the Director of Teaching and Learning. Based upon enrollment projections, a final decision may not be guaranteed until after the first day of school.

Parents who wish to appeal the denial of an early admission request must notify the Superintendent or Superintendent's designee in writing within 10 business days of receipt of the Director of Teaching and Learning's decision letter of their desire to appeal. The Superintendent of Superintendent's designee shall render the final decision on appeals.

Tuition Rate

Students approved for early admission may be charged tuition. The tuition rate is set by the superintendent for each academic year.

Adopted: August 14, 2020

ADMISSION OF NONPUBLIC STUDENTS FOR PART-TIME
ENROLLMENT

The School Board will allow non-public and home-schooled students residing in Greene County to enroll in courses on a less than full-time basis at the Greene County Technical Center. Each request will be handled on a case by case basis based on space availability. A person of school age would be deemed to reside in the school division when such person meets the criteria listed in the Greene County Public Schools.

Adopted: August 12, 1997

Legal Refs: Code of Virginia, as amended, section 22.1-78, 22.1-79, 22.1-253.123:1, 22.1-254.1; 1973-74 Ops. Va. Att’y Gen. 305.

Cross Refs: JEC – School Admission

SCHOOL ADMISSION

No person is charged tuition for admission or enrollment in the Greene County Public Schools, whether on a full-time or part-time basis, which is eligible for admission under Policies JEC School Admission or JECA Admission of Homeless Children. School officials do not inquire into the student's citizenship or B, C or D visa status in determining eligibility for tuition-free enrollment in the Greene County Public Schools.

However, the school division may admit and charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is of school age and not a resident of Virginia but is temporarily living with a non-parent who resides within the school division;
- C. Is of school age and resides beyond the boundaries of Virginia but near thereto in a state or the District of Columbia which grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Greene County Public Schools exclusive of capital outlay and debt service; such services shall be eligible for interscholastic programs immediately upon enrollment, provided that such persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a military service member required by the military to live on the military installation as evidenced by a statement on command letterhead signed by, or by direction of, the service member's commanding officer;
- E. Is of school age and attending a school in the division pursuant to a foreign student exchange program approved by the School Board;
- F. Is a resident of the Commonwealth but not of the school division, except as provided in Policy JEC School Admission;
- G. Is of school age and was enrolled in a public school within the division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
- H. Is of school age and residing within the school division, and is enrolled in summer programs other than remediation required under Va. Code § 22.1-253:13.1, or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation,

The following category of students is eligible for consideration for admission:

- School age children of Greene County Public Schools' employees

Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residency of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth in Policy JEC School Admission.

Foreign students in an F-1 immigration status or who obtain F-1 student visas are not admitted in the division's elementary schools or publicly funded adult education programs. Such students may be admitted, for a period up to twelve months, in the division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

Procedure for Admission

The following procedure is followed for application and review of applications for admission of students who are not eligible for tuition-free enrollment

A parent or guardian of a student shall apply for admission on behalf of the student by completing the division application. The application form contains information and agreements including, but not limited to:

- the current legal residence of the child and the school division in which the child is currently enrolled, if any;
- the child's unique student identification number, if any;
- the basis for requesting admission;
- the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division; and,
- the agreement that the student is subject to all policies, regulations and guidelines of the school division, including the Code of Student Conduct.

Within 15 calendar days of receipt of the application, the Greene County School Board Office shall provide the applicant with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent or superintendent's designee shall notify the division which the student previously attended, if any, and make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted and the subsequent conditions which could cause the acceptance to be terminated.

If the application is denied, the Greene County School Board Office shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the superintendent or superintendent's designee within seven calendar days. Applications denied based upon the student's suspension, expulsion, or withdrawal of admission shall be reviewed in as provided in Policy JEC School Admission. For all other denials of admission, the superintendent or superintendent's designee shall respond in writing to the request for review within 10 calendar days.

Tuition Rate

The tuition rate is set by the superintendent for each academic year.

Transportation

Transportation is not furnished to nonresident students except in those cases where:

- agreements between divisions specify transportation services; or
- federal or state legislation mandates the provision of transportation services; or
- transportation services can be provided at no cost to the division.

Adopted: July 10, 2007

Revised: July 8, 2015

Legal Ref: 8 CFR 214.2.

Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5 and 22.1-287.02.

1999 Va. Op. Atty. Gen. 105

Cross Ref.: JEC School Admission

JECA Admission of Homeless Children

LIST OF REQUIRED DOCUMENTS FOR FOREIGN STUDENTS

Before a student is enrolled in Greene County Public Schools, the following original documents are to be presented to the Central Office.

1. Documents related to date of birth, identification, and relationship
 - a. Birth Certificate and passport
2. Documents related to county residency
 - a. Current property tax bill
 - b. Current lease
 - c. Lease and current utility bill
3. Documents for each category below showing name and address of the parent/guardian residing with the student
 - a. Category 1: Documents related to Motor Vehicle Department
 - i. Virginia Driver's License
 - b. Category 2: Documents related to tax or employment
 - i. Current payroll stub and notarized letter in the company stationary signed by authorized officer verifying parent's address and copy of company business license or company tax identification document, IRS forms W-2 or 1099
 - c. Category 3: Official Correspondence
 - i. Official government communications from the House Opportunities Commission, Internal Revenue Services, Immigration and Naturalization Service, etc.; current utility bill: gas, electricity, cable, phone, water; medical bills, letter from management office verifying parent's residency, etc.
4. Other Documentation
 - a. Official school records for the academic years of _____.
 - b. Verification from school indicating _____.
 - c. Evidence that court appointed guardianship has been initiated or completed.
 - d. Notarized document showing legal custody of a minor.
 - e. Notarized letter explaining reasons why student is residing with non-custodial parent.
 - f. Death certificate, medical records, or other evidence of a hardship situation.
 - g. Other: _____

ALL DOCUMENTS MUST BE ORIGINAL WITH ENGLISH TRANSLATION IF PRINTED IN ANOTHER LANGUAGE.

Adopted: May 2001

Cross Ref: JEC & JEC-R

CRITERIA FOR OUT-OF-ZONE/SCHOOL ATTENDANCE AREAS

A. Purpose

The School Board has established attendance and eligibility criteria, building utilization levels, attendance exceptions, and approval and appeal procedures and waivers for those students who request out-of-zone transfers or have been transferred to a school other than the students' established attendance area. The following regulation identifies and explains these requirements. Unless otherwise specified in policy or regulation, a request for an out-of-zone attendance shall not be approved by the appropriate school official where a school exceeds its optimum building utilization level.

B. False Statement Penalty

It is a Class 4 Misdemeanor to knowingly make a false statement concerning the residence of a child in a particular school division or school attendance zone. False statements concerning residency may result in finding the student ineligible to enroll in or attend school in the school division or a particular school attendance zone or program. The person making such false statement may be liable for costs incurred by the school division in educating the student.

C. Transfer of Student as the Result of Crime

When a student has been the victim of any crime against the person (defined in Virginia Code §18.2-30 et seq. and Virginia Code § 21.1-3.3), and the crime was committed by a student in the school, a School Board employee, a volunteer, a contract worker or another person regularly performing services in the school, or the crime was committed on school property or a school bus owned or operated by the school division, such student shall be granted a transfer to a comparable school within the school division if available, upon the request of the parent or legal guardian, or the student, if he/she is an emancipated minor. Such request shall be made in writing to the Superintendent or designee. The student is required to provide safe and punctual transportation to and from the new school.

D. Last Year Options

Student Moving Out of Attendance Zone within the School Division

With the permission of the principal, seniors will be permitted to continue in their previously assigned school if they provide safe and punctual transportation to and from that school.

E. Other Exceptions: Kindergarten through Grade 5

Space Available

A request for out-of-zone attendance shall not be approved where a school exceeds its optimum building utilization level. The Superintendent or Designee may deny an out-of-zone request because the school exceeds the optimum grade level capacity

Exceptional Circumstances

A request for out-of-zone attendance for reasons other than those listed in School Board Policy JEC-R or set forth in subsections A or B above may be approved in the limited circumstances set forth below:

a. Elementary student child care issues. The parent/legal guardian must demonstrate hardship in providing appropriate supervision for the child in the designated school area where the parent/legal guardian resides. Factors the division will consider include, but are not limited to, the age of the child, lack of child care providers in the designated school area, personal circumstances within the parent/guardian's household (i.e. the parent/guardian work schedule, ability to pay for child care, among others), length of time child has been with child care provider, type of care situation (private home vs. day care center), any family relation to child care provider, advantages of the care to be provided in the requested area, and whether the provider will provide safe and punctual transportation to/from the requested school;

b. With the permission of the Assistant Superintendent, students changing residence within the county may complete only the current school year in the school in which he/she was in attendance, providing the parents provide transportation to and from school;

c. Educational reasons, exceptional hardship or other extenuating circumstances other than those set forth in School Board Policy JEC-R or above;

d. Children of School Board employees will be allowed to attend the school to which such parent or guardian reports or is their primary assignment upon approval of the Assistant Superintendent, if the request is submitted in writing at least one month prior to the beginning of the new school year.

F. Approval Process and Appeal of Decision: Kindergarten through Grade 5

1. Student Placement Request Form

The parent/legal guardian must complete a Student Placement Request Form, available in each school, on the school division's website at www.greenecountyschools.com, and from the Office of the Superintendent, and submit the request form and any required documentation to the Assistant Superintendent.

2. Documentation

The parent/legal guardian must provide the following documentation with the Student Placement Request Form in order to have an out-of-zone request considered:

- a. Verification of current address (ex. current water, electric or landline telephone bill); and
- b. Verification from child care provider and information from parent/legal guardian addressing factors set forth in subsection E.2.c; or
- c. Verification from parent/legal guardian of change of residence (ex. housing contract or lease agreement); or
- d. Documentation showing educational reasons, exceptional hardship or other extenuating circumstances; or
- e. Documentation of school division employment status and verification of parent's/legal guardian's reporting school or primary assignment.

3. Central Office Review

The Assistant Superintendent shall review the Student Placement Request Form and necessary documentation to determine compliance with this regulation. In the event that the request pertains to a student with a disability, the principal shall consult with the Office of Student Services, before approving or denying such request. Parents will be notified in writing of the decision by the Assistant Superintendent.

4. Annual Review

A Student Placement Request Application will be annually accepted, reviewed and acted upon in the order in which it is received. Applications will be time and date stamped by Central Office staff upon receipt.

5. Length of Approval

Out-of-zone requests shall be approved for the current school year only. Parents/legal guardians must reapply to the Assistant Superintendent each year for approval. In the event that there is no space available in a school, as defined in Subsection A. above or Policy JEC-R no out-of-zone requests shall be approved unless otherwise specified in this regulation. A submitted application is not to be interpreted as "approved" until official notification has been issued in writing by the appropriate school administration representative as explained in Policy JEC-R and in this Regulation.

6. Appeal of Decision

The Assistant Superintendent in conference with the Superintendent will make the decision; therefore there is no appeal in this process. The decision of the Superintendent or Superintendent's designee is final.

G. Existing Out-of-Zone Students

Students currently approved for an out-of-zone school will be required to fill out a Student Placement Request Form, provide necessary documentation, and continue to meet one of the exceptions outlined herein when their current school year has ended. All new requests for out-of-zone attendance shall be made in accordance with the procedures set forth in this regulation.

H. Revocation of Approval

Approval of out-of-zone attendance can be revoked by the Superintendent at any time with written notification to the parent/legal guardian or adult student. Reasons for revocation include, but are not limited to, overcrowding, poor attendance, habitual tardiness, failure to provide safe and punctual transportation, Code of Student Conduct violations or other discipline issues, failure to maintain passing grades and any action or behavior by the student or parent/legal guardian that is uncooperative, disruptive and/or interferes with the educational process

Adopted: July 10, 2013

Legal Reference:

Code of Virginia §22.1-3.3, as amended. Transfer of students under certain circumstances.

Cross Refs: JEC School Admission

HIGH SCHOOL TO WORK PARTNERSHIP REGULATION STUDENT ABSENCES/EXCUSES/DISMISSALS

Students may participate in a work internship or job shadowing program/experience during the school day at the discretion of the school principal.

A written proposal must be submitted to the student's counselor at least two weeks prior to the requested experience.

The written proposal shall include at minimum:

- The name, address, phone number of the proposed business.
- Name of the direct supervisor with contact information.
- The name of the business owner/manager.
- A one page explanation of the educational benefit of the experience, with;
 - Exact dates and times of the experience.
 - Goals and objectives of the experience.
 - A daily schedule of proposed activities.
 - Timeline of making up missed school work including acknowledgement that all of the student's teachers have been made aware of the student's absence due to the program.
 - Written parent/guardian permission.
 - Written permission from the business employer validating dates and times.

If the above proposal is complete the counselor will pass the request on to the school principal for authorization. The principal may ask for additional information or requirements and has the discretion to ask for a face to face meeting with any or all parties.

Upon completion of the experience, the student will present to his/her counselor validation in writing. Validation will be determined by the school principal.

High school students may spend a **maximum of 5** school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students will be responsible for working out arrangements with teachers about work to be missed and will not be penalized because of their participation in a school to work program.

Students who miss a partial or full day of school while participating in Partnership programs will not be counted as absent for the purposes of calculating average daily membership. They will be coded in attendance records as ACT (School approved activity). This absence will not go against the students' attendance in relation to any awards or attendance based exemptions.

Adopted: July 10, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-258 through 22.1-269,
22.1-279.3, 46.2-323 and 46.2-334.001.

8 VAC 20-110-10 et seq.

Cross Refs.: IGAJ Driver Education
 JFC Student Conduct
 JFC-R Standards of Student Conduct

STUDENT CONDUCT ON SCHOOL BUSES

Transportation of Students

The Board of Education may furnish transportation to resident students enrolled in the schools of the division who satisfy the following requirements:

1. Reside within the attendance area of the school(s) served;
2. Reside beyond approved walking distances;
3. Are present at authorized points for student pick-up at the designated time; and
4. Comply with division standards and regulations in their conduct and behavior.

Student Conduct on School Buses

In the interest of the safety and welfare of school bus passengers, the Board of Education desires the Superintendent of schools and his/her designee to establish and enforce strict school bus discipline and safety regulations. Students who do not conform to all regulations and directives concerning discipline, safety and conduct of whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus may have their bus riding privileges suspended or revoked in accordance with this policy.

Procedural Guidelines

Anyone refusing to abide by the bus rules listed in the section on bus rules will be subject to the following disciplinary procedures:

1. On the first violation of bus rules the driver will warn the student unless the incident is serious enough to report to the principal or his/her designee.
2. On the second violation the driver will report the incident to the principal or his/her designee who will instruct and warn the student. The principal or his/her designee will inform the parents immediately of misconduct and request their cooperation in changing the student's behavior. If the incident is of a serious nature the student could be suspended on the first offense.
3. On the third violation of bus rules the driver will report the incident to the principal or his/her designee and a one to three (1 to 3) day suspension of his/her riding privileges will be enforced. A parent conference will be required if deemed necessary,
4. On the fourth violation of his/her rules, the driver will report the incident to the principal or his/her designee and a three to five (3 to 5) day suspension of the student's riding privileges will be enforced and a parent conference will be held.
5. On the fifth violation of bus rules the driver will report the incident to the principal or his/her designee at which time a Disciplinary Committee will meet consisting of the Principal, Assistant Principal, Administrative Assistant for Business and Finance, Transportation Manager, School Social Worker, Bus Driver (if needed).
6. In situations where a bus driver feels that allowing a student to ride the bus would endanger the safety of other children or the safe operation of the bus the driver may choose to ask the student be denied bus privileges by contacting the Transportation Manager. If bus privileges are denied the Disciplinary Committee will meet to decide further action in this matter.

7. When it is deemed necessary for a student to appear before the School Board, parents will be requested to appear with student, parent and student will be notified of date and time of the meeting.

This policy and applicable regulations shall not be limited in their application to bus riding privileges alone, but shall also extend to all school division provided or supervised transportation.

Nothing contained in this policy shall preclude the imposition of other disciplinary measures as appropriate, including suspension or expulsion from school, in accordance with other division policies and procedures.

Adopted: November 6, 1991

Cross Refs: JFC, Student Conduct
JGD/JGE, Student Suspension/Expulsion
Transportation Manual

GANG ACTIVITY OR ASSOCIATION

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff, and other employees.
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence, or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, and emblem upon any school or personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

Students identified as being gang involved, influenced, or affiliated will be provided assistance, and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Training to provide increased awareness of the threat to the safety of students, staff, and school property which gang-related activity poses, shall be provided on an as-needed basis. Additional presentations will be made available to individual schools, staff or students at the request of the principal. Presentations will provide training in current identification symbols used by those involved in gang-related activity and will include things such as the identification of hand signals, apparel, jewelry, and/or any other pertinent gang-related information.

Adopted: November 6, 1991

SUBSTANCE ABUSE – DRUGS AND ALCOHOL

All students must have an orientation (commensurate with their level of understanding) of the procedures and penalties regarding substance abuse in the Greene County Public Schools. Additionally, excerpts of the information in this administrative regulation will appear in the Student Code of Conduct.

Definitions:

The following words, when and wherever used in this regulation, will have the following definitions:

1. **Drugs:** Any and all substance, which are classified as “scheduled” or “controlled” substances by the Code of Virginia, 1950, as amended, and to expressly include anabolic steroids, prescription medication for which a student has no legitimate prescription, alcohol in any form, and any other substance such as “Liquid Paper”, cough syrup, over-the-counter preparation, look-a-likes, or other materials when used, distributed or undoubtedly possessed for the purpose of intoxication by inhalation or ingestion. In addition, any substance which is distributed as though it were a “drug” as herein defined, even if analysis shows that it is not, will also be deemed a “drug” for purposes of this policy. This also includes the intent to purchase and/or distribute drugs as herein defined. If the principal has reasonable suspicion to believe that a student is guilty of possessing, using, selling, or distributing drugs, alcoholic beverages or a controlled substance or that the student’s behavior, without benefit of any tests, is clearly consistent with being under the influence of any drugs, to expressly include alcohol, as herein above defined, he/she will immediately contact law enforcement personnel and seek their advice for subsequent action. In addition, he/she has the responsibility of informing the parent or guardian.
2. **Distribution:** The act of attempted act of passing a “drug”, as herein above defined, from one person to another, including, but not limited to, sale, attempted sale, gift, attempted gift, purchase, and attempted purchase, whether or not the facts and circumstances clearly establish a “hand-to-hand” transfer.

Student Possession or Use of Controlled Substances on School Property or during School-Sponsored Activities:

- A. When a student is found to have controlled substance or look-alikes (or drug paraphernalia) in his/her possession and/or use the same on school property or during a school-sponsored event, the following actions will be taken if this possession is a FIRST OFFENSE.
 - a. The principal will be notified immediately.
 - b. The principal will notify the Superintendent. The Superintendent will notify the School Board.
 - c. The principal will contact the parent(s) or guardian.
 - d. The principal will notify the sheriff’s department. This behavior will warrant a minimum out of school suspension of ten (10) days.

- e. The student will be referred through the parent(s) or guardian for a substance abuse assessment. The student will be allowed to return to school after:
 - i. The assessment is completed and
 - ii. Verification by the assessing individual or agency has been provided to the principal or assistant principal.If the assessment is not completed within ten (10) days, the case is referred to the Discipline Committee.
 - f. The student will not be allowed to attend or participate in any extra-curricular activities. If the student fails to comply with the recommendations of (A)(e) above, the principal or assistant principal may reinstate social probation for a period of time established by that principal.
 - g. If it is determined that the student is in possession of a controlled substance with the intent to distribute, the student will be referred to the School Board with a recommendation for expulsion. The student will be suspended until the School Board meets.
 - h. The school may follow additional guidelines for disciplinary action.
- B. When a student is found to have a controlled substance in his/her possession and/or use the same on school property or during a school sponsored event, the following actions will be taken if this possession is a SECOND OFFENSE.
- a. The principal will be notified.
 - b. The principal will notify the Superintendent. The Superintendent will notify the School Board.
 - c. The principal will contact the parent(s) or guardian.
 - d. The principal will contact the sheriff's office.
 - e. The student will be referred to the School Board with a recommendation for expulsion.
 - f. The student will be suspended from school until the School Board meets.
 - g. If the student is in treatment, the treatment provider will be notified immediately.

Student Use or Suspicion of Use of Controlled Substances Prior to coming onto school property or attending school-sponsored events

In the event of use or suspicion of use of alcohol or controlled substances prior to coming onto school property or to participating in a school-sponsored event, the following actions will be taken if this use or suspicion of use is a:

FIRST OFFENSE

1. The principal will be notified
2. The principal will notify the Superintendent. The Superintendent will notify the School Board.
3. In the event of suspicion, if use is not founded, the matter is dropped, and no further action is taken. If use is founded the following actions will be taken.
4. The principal will contact the parent(s) or guardian. This behavior will warrant a minimum out of school suspension of ten (10) days.

- a. The student will be referred through the parent(s) or guardian for a substance abuse assessment. The student will be allowed to return to school after:
 - b. The assessment is completed and
 - c. Verification by the assessing individual or agency has been provided to the principal or assistant principal. If the assessment is not complete within ten (10) days, the case is referred to the Discipline Committee.
5. The student will not be allowed to attend or participate in any extra-curricular activities for nine weeks. If the student fails to comply with the recommendations of (A)(e) above, the principal or assistant principal may reinstate social probation for a period of time established by that principal.
 6. The school may follow additional guidelines for disciplinary action.

In the event of use or suspicion of use of alcohol or other controlled substance prior to coming onto school property or to participating in a school sponsored event, the following actions will be taken, if this use or suspicion of use is a:

SECOND OFFENSE

1. The principal will be notified.
2. The principal will notify the Superintendent. The Superintendent will notify the School Board.
3. In the event of suspicion, if use is not founded, the matter is dropped, and no further action is taken. If use is founded, the following actions are taken:
4. The principal will contact the parents.
5. The student will be suspended from school until the next School Board meeting.
6. The student will be referred to the School Board with a recommendation for expulsion.
7. If the student is in treatment, the treatment provider will be notified immediately.

Adopted: July 14, 2004

BULLYING

1. Purpose

The School Board of Greene County, Virginia, is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

2. Definitions

A. “Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.

Bullying may involve, but is not limited to:

- 1) **Verbal:** Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- 2) **Nonverbal:** Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- 3) **Physical:** Hitting, punching, pushing, shoving, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.
- 4) **Emotional (psychosocial):** Rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- 5) **General.** Hazing, taunting, teasing, confinement, assault, demands for money, extortion, theft of valued possessions, ridicule, slurs, jokes, innuendos, demeaning comments, and ostracism.

It is further defined as any unwanted and repeated purposeful gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e.; internet, cell phone or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, ethnicity, color, religion, ancestry, national origin, gender, sex, sexual orientation, gender identity and expression, marital status, socio-economic background, social/family background, linguistic preference political beliefs, or a mental physical, or sensory disability, difference, or impairment; or by any other distinguishing characteristic or because of one’s association with a particular person or group of persons.

Bullying involves actions that are carried out repeatedly; or are sufficiently severe and persistent or pervasive; or are systematically and chronically abusive.

Bullying occurs when the actions:

- 1) create an intimidating, hostile, threatening, abusing, or offensive educational or work environment;
- 2) cause long term damage;
- 3) cause discomfort or humiliation;
- 4) unreasonably interfere with the individual's school performance or participation;
- 5) place the individual in reasonable fear of harm or damage to a person's property; or,
- 6) have the effect of substantial, negative impact on the person's emotional or mental well-being.

B. "Cyber bullying" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, "sexting", instant messaging, or video voyeurism.

C. "Cyber stalking" means to engage in a course of conduct to communicate or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

D. "Prohibited Harassment" includes, but is not limited to, oral, written, psychological, physical (both climate and contact), and other demonstrative actions with regard to race, creed, ethnic origin, religious preference, gender, disability, or sexual orientation that is harassing.

E. "Accused" is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

F. "Complainant" is defined as any individual who has a complaint or concern.

G. "Victim" is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the District, who is reported to have been the target of an act of bullying during any educational program or activity conducted by GCPS.

3 **Expectations**

The Board expects students and staff to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the

rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for the school and community property.

Since bystander support of bullying can support these behaviors, GCPS prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The school district upholds that bullying of any student or employee is prohibited:

- A. During an education program or activity;
- B. During any school-related or school-sponsored program or activity;
- C. On a school bus or going to and from school;
- D. Through the use of data or computer software that is accessed through a computer, computer system or computer network; or
- E. Any instance that occurs outside of school but causes a disruption during the school day.

4. Procedures to Address Bullying

The following actions will be taken when bullying is reported:

A. **Investigate** - Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School Resource Officer, school counselors, school psychologist and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

B. **Notify** - At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

C. **Concluding the Investigation** – Absent extenuating circumstances, the investigation should be completed within ten school days from the date of the report; however, the principal or designee shall take additional time if necessary to complete a thorough

evaluation. The principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Office of Student Achievement and Accountability for data collection and reporting purposes.

D. Discipline - Upon confirming that bullying has occurred, the accused student should be given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. The principal shall convene the school's Intervention Team (IT) for the purpose of developing a plan of action/interventions for the victim and/or perpetrator, even if the investigation concludes that the conduct did not rise to the level of bullying under this policy.

E. Follow Up - Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

5. Confidentiality

To the greatest extent possible, GCPS shall respect the privacy of the complainants, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

6. Appeals Process

If the Intervention Team and administrator determine that no bullying occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the Superintendent or designee within 5 calendar days of receiving the decision.

Adopted: February 8, 2012

STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Assault and Battery

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

An assault is a threat of bodily injury.

A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Bomb Threats

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

4. Bullying

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

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

5. Bus-Related Offenses

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

6. Cheating

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

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

7. Communication Devices

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. Defiance of the Authority of School Personnel

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

9. Disruptive Conduct

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

10. Electronic Cigarettes

Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.

11. Extortion

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

12. Felony Charges

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

13. Fighting

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

14. Gambling

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

15. Gang Activity

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

16. Harassment

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

17. Hazing

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

18. Internet Use

Students shall abide by the Greene County School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. Other Conduct

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

21. Possession or Use of Weapons or Other Dangerous Articles

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

22. Profane, Obscene or Abusive Language or Conduct

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

23. Reports of Conviction or Adjudication of Delinquency

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

24. Stalking

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

25. Student Dress

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

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

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

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

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

26. Theft

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

27. Threats or Intimidation

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

28. Trespassing

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

29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

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

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

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

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic

athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

30. Vandalism

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

CORRECTIVE ACTIONS

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

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school sponsored activity

20. Evaluation for alcohol or drug abuse

21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

Adopted: June 4, 2008

Revised: April 8, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-56, 18.2-83, 18.2-85, 18.2-87.1, 18.2-119, 18.2-308, 18.2-308.1, 18.2-308.7, 18.2-371.2, 18.2-433.1, 22.1-70.2, 22.1-78, 22.1-202, 22.1-253.13:7.C.3, 22.1-276.3, 22.1-277, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.6, 46.2-323, 46.2-334.001.

Student Code of Conduct Policy Guidelines (Virginia Board of Education October 2013).

Information Brief: Cyberbullying and School Policy (Virginia Department of Education August 2008).

Cross Ref.:	CLA	Reporting Acts of Violence and Substance Abuse
	ECAB	Vandalism
	GAB/IIBEA	Acceptable Computer System Use
	GAB-R/IIBEA-R	Acceptable Computer System Use Regulation
	GBECA	Electronic Cigarettes
	IEA	Pledge of Allegiance
	IGAG	Teaching About Drugs, Alcohol and Tobacco
	JED	Student Absences/Excuses/Dismissals
	JFC	Student Conduct
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JFCF	Drugs in School
	JFHA/GBA	Prohibition Against Harassment and Retaliation
	JGA	Corporal Punishment
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students With Disabilities
	JGDB	Discipline of Students With Disabilities for Infliction of Serious Bodily Injury
	JHCD	Administering Medicines to Students
	JN	Student Fees, Fines and Charges

ACKNOWLEDGMENT CONCERNING THE USE OF STUDENT LOCKERS

I acknowledge and understand that:

1. Student lockers are the property of the school system;
2. Student locker remain at all times under the control of the school system;
3. Students are expected to assume full responsibility for school lockers; and
4. The school system retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

Student

Date

Locker Number

ACKNOWLEDGEMENT CONCERNING USE OF STUDENT PARKING LOTS

I acknowledge and understand that:

1. Students are permitted to park on school premises as a matter of privilege, not of right;
2. The school system retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property;
3. The school system may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobiles;
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant; and
5. If a student fails to provide access to the interior of his/her car upon request by a school official, he/she will be subject to school disciplinary action and parking privileges will be revoked.
6. All motor vehicle policies contained in the student handbook will be followed.

Student

Date

REPORT OF HARRASSMENT

Name of Complaint:

For Students, School Attending:

For Employees, Position:

Address and Phone Number:

Date(s) for Alleged Incident(s) of Harassment:

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

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

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please not any witnesses that may have observed the incident(s). Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

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

Signature of Complaint

Date

Complaint received by: _____
(Principal or Compliance Officer) Date

STUDENT SUSPENSION/EXPULSION

The following violations of the Code of Student Conduct and School Board policy are grounds for suspension:

- Bearing False Witness in investigation of disciplinary cases
- Cheating
- Defiance of authority
- Excessive tardies
- Forgery
- Public display of affection
- Skipping
- Theft
- Throwing objects
- Vandalism/destruction of property
- Horseplay
- Gambling
- False alarm or bomb threat
- Fighting
- Making threats of any sort to a school employee
- Weapons
- Physical assault on a school employee
- Gang activity
- Bullying
- Cursing or making obscene gestures to school employees
- Possession of fireworks, smoke bombs, and other such items

The decision of the superintendent or his/her designee regarding a suspension for 10 days or less may not be appealed to the School Board. The decision of the superintendent or designee is final.

In the case of a suspension for more than ten days if the School Board's regulations provide for a hearing by the superintendent or his designee, the regulations shall also provide for an appeal of the decision to the full School Board. Such appeal shall be decided by the School Board within 30 days. If the regulations of the School Board provide for a hearing by a committee of the School Board, the regulations shall also provide that such committee may confirm or disapprove the suspension. If the committee's decision is not unanimous, the student or his parent may appeal the committee's decision to the full School Board. Such appeal shall be decided by the School Board within 30 days.

Expulsion

The following violations of the Code of Student Conduct and School Board policy are grounds for expulsion:

- Drugs
- Alcohol
- Weapons
- Physical Assaults (multiple offenses or based on severity)

In the case of expulsion, the School Board shall confirm or disapprove the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

Adopted: November 20, 2002
Revised: May 8, 2013

GUIDELINES FOR SCHOOL ATTENDANCE FOR STUDENTS WITH HUMAN IMMUNODEFICIENCY VIRUS

The Greene County School Board recognizes its dual obligations to protect the rights of individual students infected with human immunodeficiency virus (HIV) and to provide a safe environment for students, staff, and the public. Because HIV is not transmitted through casual contact, any student who is HIV-infected will continue in a regular classroom assignment unless the student's health significantly interferes with his or her ability to benefit from the educational program

Greene County Public Schools will work cooperatively with the local health department with regard to the school attendance of students infected with HIV. To enhance the school attendance of students who are HIV-infected, the school division will collaborate with public and private organizations in the provision of support services to HIV-infected students.

All students are expected to satisfy the immunization requirements of Virginia Code §22.1-271.2 unless a required immunization would be harmful to the health of the student. Students who are HIV-infected or have acquired immune deficiency syndrome (AIDS) may be exempted from obtaining immunizations which would otherwise be required. School personnel will cooperate with public health personnel regarding exemptions from the requirements.

Mandatory screening for HIV infection is not warranted as a condition of school attendance. Upon learning that a student is HIV-infected or has AIDS, the division Superintendent may consult with the student's family, the student's family physician, or an official from the local department of health to determine whether the student is well enough to stay in school. If a change in the student's program is necessary because of the student's health, the division Superintendent or designee will work with the student's family, family physician or local health official to develop an educational plan for the student.

Any School Board employee or volunteer who has any information regarding a student's HIV-infected status will treat that information as confidential. Division personnel will share information regarding a student's HIV status only with the written consent of the student's parent or guardian.

Despite the extremely remote risk that exposure of skin to blood could result in infection, the following universal precautions for handling blood will be implemented within schools and on school buses:

- Persons involved in cleaning surfaces exposed to blood and persons rendering first aid to bleeding students should wear disposable gloves to avoid exposure of open skin lesions and mucous membranes to blood.
- Surfaces contaminated with blood should be promptly cleaned with household bleach (1 part bleach to 9 parts water) using disposable towels and tissues;
- Hands must be washed after gloves are removed;
- If one person's skin is exposed to the blood of another person, the exposed areas should be washed with soap and water.

Universal precautions do not apply to feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus unless they contain blood.

To ensure implementation of the proper procedures for all body fluids, training will be provided to all school personnel. Training will include information regarding the following: etiology, transmission, prevention, and risk reduction of HIV; standard procedures for handling blood and body fluids; community resources available for information and referral; and local division policies.

Comprehensive and age-appropriate instruction on the principal modes by which HIV is spread and the best methods for the reduction and prevention of AIDS will be provided.

Adopted: April 13, 2005

GREENE COUNTY PUBLIC SCHOOLS
ANAPHYLAXIS POLICY
(Severe Allergic Reaction)

It is the policy of Greene County Public Schools to provide at least two (2) doses of auto-injectable epinephrine (hereinafter called ‘unassigned or stock epinephrine’) in each school, to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day. The *Code of Virginia* (§8.01-225) provides civil protection for employees of a school board who are appropriately trained to administer epinephrine.

Policy Limitations

Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the students’ health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. This anaphylaxis policy is not intended to replace student specific orders or parent provided individual medications. This policy **does not** extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).

Overview

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can occur up to one to two hours after exposure to the allergen.

Symptoms of Anaphylaxis

- Shortness of breath or tightness of chest; difficulty in or absence of breathing
- Sneezing, wheezing or coughing
- Difficulty swallowing
- Swelling of lips, eyes, face, tongue, throat or elsewhere
- Low blood pressure, dizziness and/or fainting

- Heart beat complaints: rapid or decreased
- Blueness around lips, inside lips, eyelids
- Sweating and anxiety
- Itching, with or without hives; raised red rash in any area of the body
- Skin flushing or color becomes pale
- Hoarseness
- Sense of impending disaster or approaching death
- Loss of bowel or bladder control
- Nausea, abdominal pain, vomiting and diarrhea
- Burning sensation, especially face or chest
- Loss of consciousness

Although anaphylactic reactions typically result in multiple symptoms, reactions may vary. A single symptom may indicate anaphylaxis. **Epinephrine should be administered promptly at the first sign of anaphylaxis. It is safer to administer epinephrine than to delay treatment for anaphylaxis.**

Training

Building level administration shall be responsible for identifying at least two employees, in addition to the school nurse (RN or LPN), to be trained in the administration of epinephrine by auto-injector. Only trained personnel should administer epinephrine to a student believed to be having an anaphylactic reaction. Training shall be conducted in accordance with the most current edition of the Virginia Department of Education's *Manual for Training Public School Employees in the Administration of Medication*. Training shall be conducted annually or more often as needed.

Standing Orders

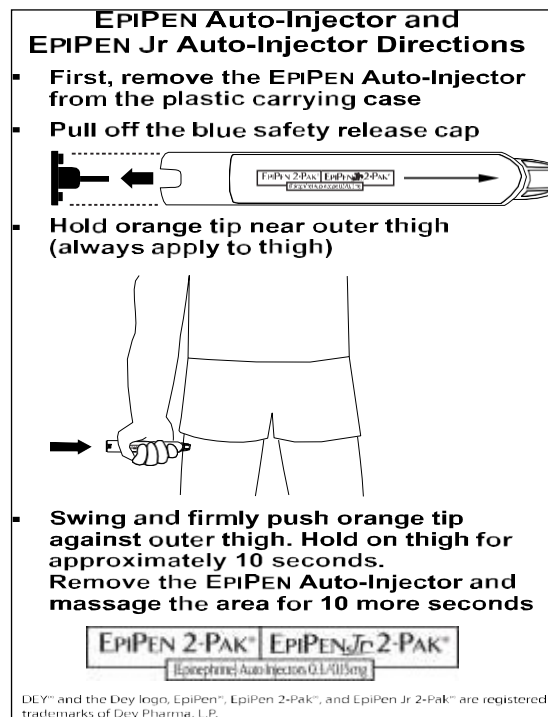
Standing orders are written to cover multiple people as opposed to individual-specific orders, which are written for one person. Greene County Public Schools shall designate an authorized medical provider (MD, DO, PA, or NP with prescriptive authority) to prescribe non-student specific epinephrine for the school division, to be administered to any student believed to be having an anaphylactic reaction on school grounds, during the academic day. Standing orders must be renewed annually and with any change in prescriber.

Responding to Anaphylaxis

~If student-specific orders are on file they should be followed for students with known life threatening allergies and/or anaphylaxis.

For suspected anaphylaxis without specific orders:

1. Based on symptoms, determine that an anaphylactic reaction is occurring.
2. Act quickly. It is safer to give epinephrine than to delay treatment.
This is a life and death decision.
3. Determine the proper dose and administer epinephrine. Note the time.
4. Direct someone to call 911 and request medical assistance. Advise the 911 operator that anaphylaxis is suspected and that epinephrine has been given.
5. Stay with the person until emergency medical services (EMS) arrives.
6. Monitor their airway and breathing.
7. Reassure and calm person as needed.
8. Call School Nurse/Front Office school personnel and advise of situation.
9. Direct someone to call parent/guardian
10. If symptoms continue and EMS is not on the scene, administer a second dose of epinephrine 5 to 15 minutes after the initial injection. Note the time.
11. Administer CPR if needed.
12. EMS to transport individual to the emergency room. Document individual's name, date, and time the epinephrine was administered on the used epinephrine auto-injector and give to EMS to accompany individual to the emergency room.
13. Even if symptoms subside, 911 must still respond and individual must be evaluated by a physician. A delayed or secondary reaction may occur.
14. Document the incident and complete the incident report.
15. Replace epinephrine stock medication as appropriate.



Courtesy of FAAN, 2012

Post Event Actions

- Once epinephrine is administered, local Emergency Medical Services (911) shall be activated and the student transported to the emergency room for follow care. In some reactions, the symptoms go away, only to return one to three hours later. This is called a “biphasic reaction.” Often these second-phase symptoms occur in the respiratory tract and may be more severe than the first-phase symptoms. Therefore, follow up care with a health care provider is necessary. The student will not be allowed to remain at school or return to school on the day epinephrine is administered.
- Document the event
- Complete incident report
- Replace epinephrine stock medication immediately

Storage, Access and Maintenance

Epinephrine should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 59-86 degrees F). **Epinephrine should not be maintained in a locked cabinet or behind locked doors.** Staff should be made aware of the storage location in each school. It should be protected from exposure to heat, cold or freezing temperatures. Exposure to sunlight will hasten deterioration of epinephrine more rapidly than exposure to room temperatures. The expiration date of epinephrine solutions should be periodically checked; the drug should be replaced if it is approaching the expiration date. The contents should periodically be inspected through the clear window of the auto-injector. The solution should be clear; if it is discolored or contains solid particles, replace the unit.

Each school should maintain documentation that stock epinephrine has been checked on a monthly basis to ensure proper storage, expiration date, and medication stability.

The school division shall maintain a sufficient number of extra doses of epinephrine for replacement of used or expired school stock on the day it is used or discarded. Expired auto-injectors or those with discolored solution or solid particles should not be used. Discard them in a sharps container.

Adopted: August 8, 2012

ADMINISTERING MEDICINE TO STUDENTS

The purpose of the medication policy is to provide a safe and effective procedure for handling medications during school hours. Too often, children come to school with unidentified pills wrapped in a tissue and no note from home. This is a potentially dangerous situation for the student with the medication and other students.

It is our school policy to administer medication during school hours only when necessary to permit the student to attend school. We define medication to mean all drugs, including prescription and non-prescription medication. Only those medications sent or brought to school by parents will be administered. **The school will not supply medications such as over the counter products.**

We prefer that you not send medications to school. Cold medications such as decongestants and antihistamines often cause side effects that can interfere with a child's school performance. We also limit the number of over-the-counter medications (e.g. Tylenol, Advil) to 2 types. If your child needs to take an antibiotic, you should ask your provider to design a treatment schedule that would avoid the necessity of taking medications during the school day. If it becomes necessary for your child to have medication during school hours, the following guidelines **must** be followed:

1. All medications must be accompanied by a **Medication Authorization Form**. **NO MEDICATION WILL BE GIVEN UNLESS ACCOMPANIED BY THIS FORM EXCEPT FOR STUDENTS HAVING AN ASHTMA ACTION OR AN ALLERGY ACTION FORM.** These two forms contain an authorization for medication.
2. An adult must bring all prescription medications to school unless the student has a contract to **Self-Carry/Administer Medication**. The adult and clinic personnel must fill out and sign a form pertaining to the number of pills that are being brought to school. Any prescription medication must have the prescriber's signature on the **Medication Authorization** form.
3. Prescription medication must be in a container appropriately labeled by a pharmacy or physician to include the student's name, medication name, and time and amount to administer. Non-prescription medication must also be labeled with the student's name.
4. Always give the first dose of the medication at home.
5. All medications need to be brought to the clinic or office at the beginning of the school day.
6. Medication will only be given in the clinic.
7. Parents are also responsible for providing any equipment needed to administer medications or provide care for medically fragile students in school, such as syringes, supplemental formulas, gastrostomy tubes, etc.
8. If school is delayed or closed early, such as for inclement weather, the parent should communicate with designated school staff to be sure the student does not miss or take additional doses of scheduled medication.
9. Parents must provide prescription medication to school in a timely manner when school staff have indicated that medication needs refill. If the medication has been discontinued, the parent should provide written notice to the school from the physician.

10. Parents must provide the school with new authorization and correctly labeled bottle whenever the physician changes the medication dosage. School staff can only accept changes in orders from legally authorized prescriber, unless the parent wishes to completely discontinue the medication.
11. Parents should collect medication no later than the last day of school. Medication will be destroyed the last day the nurse is in the health office. Parents should collect medication that has been discontinued. Expired or discontinued medication cannot be held at school and will be destroyed.
12. Students are not permitted to carry or self-administer any medication while on school property unless the student has an **Individualized Health Care Plan**.
13. If it is deemed necessary for a student to carry and self-administer medication the student and parent must sign a **Contract for Self-Carry/Administer Medication** and spare medication must also be kept in the school clinic.

Parents of children who need to take daily medications should contact the school at the beginning of the school year. Appropriate routines for each student will be established based on individual needs. If you have questions or concerns, please feel free to contact the Nursing Coordinator.

Adopted: August 8, 2012

CHILD ABUSE AND NEGLECT REPORTING

Definitions

- A. The Code of Virginia requires teachers or other persons employed in the public schools to report suspected child abuse and neglect.
- B. An abused or neglected child shall mean any child less than 18 years of age whose parent(s) or other person(s) responsible for the child's care:
 - a. Creates or inflicts, or threatens to create or inflict, upon such child a physical or mental injury by other than accidental means; or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions.
 - b. Neglects or refuses to provide care necessary for the child's health; provided, however, that not child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child.
 - c. Abandons such child.
 - d. Commits or allows to be committed any sexual act upon a child.

Reporting Procedures

- A. Any teacher or other person employed by the Greene County Public Schools who has reason to suspect that a child is an abused or neglected child shall immediately notify the principal of the school in which the child is enrolled or the principal's designee.
- B. The principal, in consultation with appropriate division staff, shall report the matter to the Department of Social Services.
- C. If an employee of the Department of Social Services is suspected of abusing or neglecting a child, the principal, in consultation with appropriate division staff, shall make the report to the Juvenile and Domestic Relations Court.
- D. The Department of Social Services has, by law, the responsibility for receiving and investigating complaints and reports, except in cases where the reports or complaints are to be made to the Juvenile and Domestic Relations District Court. In accordance with §63.1-248.10 of the Code of Virginia, a child protective services worker or a police officer may talk to any child suspected of being abused or neglected, or to any of his or her siblings, without the consent of and outside the presence of the parent, legal guardian, or school personnel. In cases of interviews of children on school grounds, the child protective services worker or police officer will furnish proper identification and make appropriate arrangements for the interview with the principal or the principal's designee.
- E. If a report of abuse or neglect is unfounded, the Department of Social Services shall transmit a report to such effect to the principal and to the parent or guardian or person responsible for the care of the child in those instances where such person was suspected of abuse or neglect. Such reports, however, are not to be filed in the child's school record.

Penalties

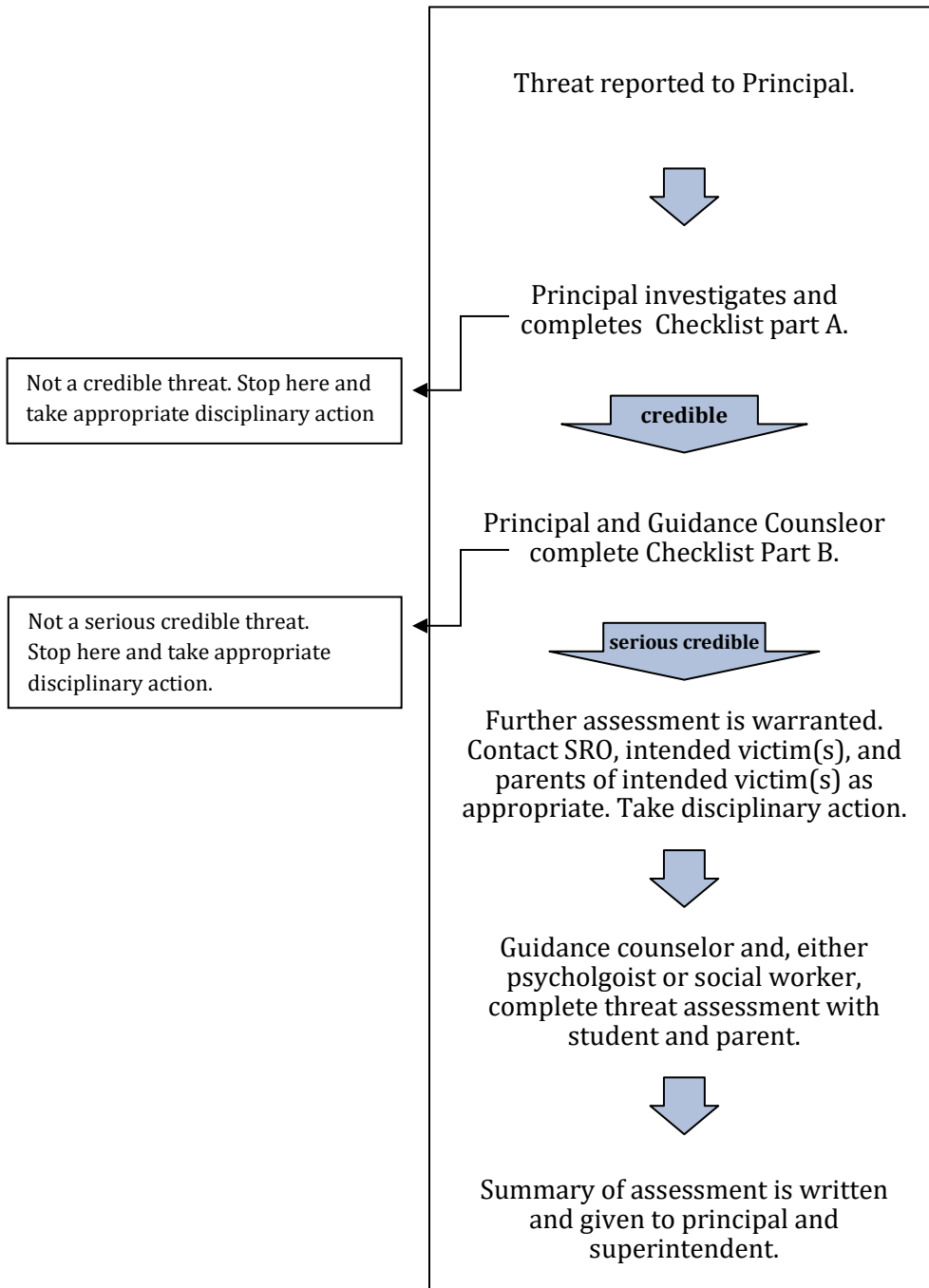
- A. Any person required to file a report regarding suspected child abuse and neglect who is found guilty of failure to do so shall be fined not more than \$500 for the first failure.
- B. Subsequent failures incur a fine of not less than \$100 or more than \$1,000.

Immunity

Any person who makes such a report or who participates in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in connection there with, unless it is proven that such person acted with malicious intent.

Adopted: November 6, 1991

Flow Chart for Investigation of Threatening Statements or Actions



Student Name _____

Date _____

School Personnel _____

School _____

Risk Assessment: Harm to Self

Stress	<input type="checkbox"/> Loss of loved one (Separation, Divorce, Break-up,) _____ <input type="checkbox"/> Loss of peer relationships, break-up with boy/girlfriend _____ <input type="checkbox"/> Family Factors (economic, unemployment, frequent moves, etc.) _____ <input type="checkbox"/> Academic Pressures _____ <input type="checkbox"/> Abuse/Neglect _____ <input type="checkbox"/> Threat of discipline/criminal involvement, etc. _____ <input type="checkbox"/> Other _____	
Symptoms	<input type="checkbox"/> Sad/Depressed <input type="checkbox"/> Angry/Upset <input type="checkbox"/> Anhedonia <input type="checkbox"/> Lonely/Withdrawal <input type="checkbox"/> Ashamed/Embarrassed <input type="checkbox"/> Acting Out <input type="checkbox"/> Guilt/Remorse <input type="checkbox"/> Cutting/Self-Mutilation	<input type="checkbox"/> Lethargy/Insomnia <input type="checkbox"/> Hopelessness <input type="checkbox"/> Alcohol/Drug Use or Inappropriate Rx Use <input type="checkbox"/> Reduced communication w/ _____ <input type="checkbox"/> Weight Loss/Gain (inc. eating disorders) <input type="checkbox"/> Mood Swings/Temper Tantrums <input type="checkbox"/> Making final arrangements (possessions, etc.) <input type="checkbox"/> Other _____
Current Suicide Plan <input type="checkbox"/> Yes <input type="checkbox"/> No	How? <input type="checkbox"/> Gun/Knife <input type="checkbox"/> Pills <input type="checkbox"/> Hanging <input type="checkbox"/> Other _____ When? _____ Where? _____	
Prior Behavior <input type="checkbox"/> Yes <input type="checkbox"/> No	When? _____ Where?_ Why? _____ _____ How? _____	
Resources <input type="checkbox"/> Yes <input type="checkbox"/> No	Who? <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Sibling _____ <input type="checkbox"/> Relative _____ <input type="checkbox"/> Friend _____ Is he/she aware of the suicidal intent? <input type="checkbox"/> Yes <input type="checkbox"/> No Additional Resources Discussed: _____	
RISK ESTIMATION <input type="checkbox"/> Low (Monitor/Notify Parents/Contract/Provide Resources) <input type="checkbox"/> Medium (Monitor/Notify Parents/Contract/Provide Resources) <input type="checkbox"/> HIGH (Supervise/Meet with parents/Contract/Make Referral)		

The following is to be used as a guide. Always defer to professional, clinical judgment and air on the side of caution.
Low Risk – Thoughts of death, no intent or risky behavior. Strong protective factors. Reasons for Living > Reasons for Dying.
Medium Risk – Suicidal ideation with a plan, but no intent. Some protective Factors. Reasons for Living ≥ Reasons for Dying.
HIGH Risk – Potentially lethal suicide attempt or persistent ideation with strong intent or suicide rehearsal.
 INTENT, PLAN, LETHAL MEANS. Reasons for Living < Reasons for Dying.

Threat Assessment Checklist (Part A)

To be completed by Administrator

Date:

Student Name:

DOB:

Grade:

Date of Incident:

Principal:

Description of Incident: (setting, time, witnesses)

1. What was the trigger for the threat?

2. Was the threat verbal or written? (circle one)

3. What kind of threat was made? (circle one) *see definitions

Direct Threat Indirect Threat Veiled Threat Conditional Threat

4. What was the intent of the threat? (circle one)

Joke/Figure of Speech Impulsive Statement To Defend Self To Intimidate Others Real

5. How did the victim perceive the threat? (circle one)

Joke/Figure of Speech Impulsive Statement To Defend Self To Intimidate Others Real

6. How did witnesses perceive the threat? (circle one)

Joke/Figure of Speech Impulsive Statement To Defend Self To Intimidate Others Real

7. Does the student have a plan (date, place, time, victim)? Yes / No
 - If Yes, please elaborate:

8. If yes to 7: Does the student have access to the plan? Yes / No
 - If Yes, please elaborate:

9. Is further assessment needed? Yes/ No (If yes proceed to part B)

****Threat Definitions***

Direct threat: identifies a specific act against a specific target and is delivered in straightforward, clear, and explicit manner. Ex. “I am going to place a bomb in the school’s gym.”

Indirect threat: tends to be vague, unclear, and ambiguous. The plan, the intended victim, the motivation, and other aspects of the threat are masked or equivocal. Ex. “If I wanted to, I could kill everyone at this school!” While violence is implied, the threat is phrased tentatively—“If I wanted to”-- and suggests that a violent act could occur, not that it will occur.

Veiled threat: is one that strongly implies but does not explicitly threaten violence. Ex. “We would be better off without you around anymore.” It clearly hints at a possible violent act, but leaves it to the potential victim to interpret the message and give a definite meaning to the threat.

Conditional threat: is the type of threat often seen in extortion cases. It warns that a violent act will happen unless certain demands or terms are met. Ex. “If you don’t pay me one million dollars, I will place a bomb in the school.”

Threat Assessment Checklist (Part B)

To be completed by Administrator & School Counselor

1. Does the student have a history of making threats? Yes / No
 - If Yes, please elaborate:

2. Does the student have a history of violent/aggressive behavior? Yes / No
 - If Yes, please elaborate:

3. Does the student have a history of engaging in bullying behavior? Yes / No
 - If Yes, please elaborate:

4. Does the student have history of being teased/bullied? Yes / No
 - If Yes, please elaborate:

5. Has the student experienced any recent stressors/losses? Yes / No
 - If Yes, please elaborate:

6. Does the student have a history of being dishonest? Yes / No
 - If Yes, please elaborate:

7. Does the student have a diagnosed disability (medical or mental health)? Yes / No
 - If Yes, please elaborate:

8. Is the student currently taking any medication? Yes / No / Unknown
 - If Yes, please elaborate:

9. Does the student have a history of substance abuse? Yes / No

- If Yes, please elaborate:

10. Has the student ever threatened to hurt him/herself? Yes / No

- If Yes, please elaborate:

11. Is the student receiving Special Education services? Yes / No

- If Yes, please elaborate:

12. Does the student have a support system? Yes / No

- If Yes, please elaborate:

13. Any other concerns about the student?

A referral for a complete threat assessment is warranted. Yes/ No

(If yes, please answer the following two questions and use this form as your referral for further evaluation.)

1. What information do you hope to gain from the assessment?

2. What will you do with the information?

(For example, use it for discipline committee, school board, etc...)

Principal

School Counselor

Threat Assessment Summary

Date of Assessment:				
Student:				
DOB:				
Interviewed by:				
Statement of event resulting in referral:				
Student’s perspective of event resulting in referral:				
Relevant background information:				
Student Characteristics	Poor	Adequate	Strong	Comments
The ability of the student to respond to frustrating situations.				
The ability to cope with conflicts, disappointments, failures, insults, or other stresses in everyday life.				
The ability to express anger appropriately.				
The ability to be resilient after a setback, failure, perceived criticism, disappointment, or other negative experience.				
The ability to respond to rules, instruction, or authority figures.				
The ability to demonstrate empathy for the feelings of others.				
The ability to demonstrate a positive and accepting attitude toward others.				
The ability to accept responsibility for actions or behaviors.				
The ability of the student to make and maintain friendships.				
The ability of the student to make and maintain “love” relationships.				
The ability of the student to maintain a normal sleeping routine and have enough daytime energy for life activities.				

Area	Low	Moderate	High	Comments
The level of alienation the student feels from – Peers Family School Staff				
The level of self-confidence the student feels about – Academic Sports Other Areas				
The amount of different or changed behaviors or attitudes within the last 3 to 6 months.				
The level of fascination or involvement with violence filled entertainment.				
The number of negative role models either real or media.				
The level of turbulence within the family and between the student and parents.				
The degree to which the student has access to weapons.				
The amount of supervision or monitoring done by the caregivers.				
The amount of involvement with agencies outside of school (courts, social services, etc).				
Degree of academic success historically and currently.				
The amount of drugs and/or alcohol.				
The number and quality or outside interests.				
Overall level of cooperation with this assessment				
Student: Poor Guarded Fair Good Excellent				
Parent(s): Poor Guarded Fair Good Excellent				
Strengths:				
Concerns:				

Threat Risk: **(check the one that applies)**

_____ *Low Level of Threat* (threat is vague and indirect; information contained within the threat assessment is inconsistent; implausible or lacks detail; threat lacks realism; content of the threat suggests person is unlikely to carry it out)

_____ *Medium Level of Threat* (threat is more direct and more concrete than a low level threat; working in the threat suggests that the person making the threat has given some thought to how the act will be carried out, there may be a general indication of possible place and time; there is no strong indication that the person making the threat has taken preparatory steps – although there may be some veiled reference or ambiguous or inconclusive evidence pointing to that possibility; there may be specific statements seeking to convey that the threat is not empty)

_____ *High Level of Threat* (threat is direct, specific, and plausible; threat suggests concrete steps have been taken toward carrying it out)

Recommendations:

School Counselor

Psychologist/Social Worker

Original to school administrator, copy to superintendent, copy for interviewer's file, and copy to parents if requested.

PROCEDURES FOR RESPONDING TO THREATS OF HARM TO SELF OR OTHERS

Pursuant to Policy JHH and Va. Code 22.1-272.1, any person licensed as an administrative or instructional personnel by the Board of Education and employed by Greene County Public Schools who, in the scope of his employment, has reason to believe that a student is in danger of harming himself or someone else, shall as soon as practicable, contact at least one of such student's parents to inform them of the student's mental state and whether the parent wishes to obtain or has obtained counseling for such student.

The procedure below is to be followed by Greene County Public Schools' mandated reporters in the event that a student makes a threat of suicide/harm to self or harm to others:

1. Contact administration/school counselor immediately
2. Counselor is to meet with student and assess severity of threat (use Risk Assessment form)
3. *Except in cases of abuse or neglect*, the following contact steps should be made together by the counselor and mandated reporter who observed the threat of harm to self or others (document using Parent/Guardian Contact form):
 - a. Contact parent/guardian and provide name and position in school
 - b. Inform parent/guardian of the current concerns with their child regarding harm to self or others
 - c. Assure the parent/guardian that their child is currently safe
 - d. State legal requirement for the call – Va. Code 22.1-272.1
 - e. Ask parent/guardian if they are aware of their child's current mental state
 - f. Ask parent/guardian if they have obtained or wish to obtain counseling for their child
 - g. Provide names of community counseling resources if appropriate and offer to facilitate the referral
 - h. Determine the parent/guardian's intent to seek appropriate services for their child
4. In cases of abuse and neglect: If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, this contact shall not be made with the parent. Instead, the person shall as soon as practicable, notify the local Department of Social Services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the State Department of Social Services' toll free child abuse and neglect hotline as required by Policy JHG and Va. Code 63.2-1509. When giving this notice to the local or state department the person shall stress the need to take immediate action to protect the child from harm.

Important Notes:

- Student should not be left alone once the threat has been observed.
- Do not send student home without assuring their safety by speaking directly to a parent/guardian.

- The parent/guardian should always be contacted regarding screenings and outcomes, despite the perceived severity of the threat.
- The counselor should confer with the student's administrator to consider further threat assessment procedures.

Adopted: September 2013

STUDENT FEES, FINES, AND CHARGES

Collection of Fees

Any student fees levied by a teacher or principal must be in accordance with the fee schedule approved by the School Board. The School Board may approve only those fees which are permitted by law or regulations of the State Board of Education.

Loss of or Damage to School Board Property

Students are financially liable for loss of or damage to School Board property, even when malicious intent is not involved. If malicious intent is involved, the case is treated as vandalism (see subparagraph 4 below). The responsible student shall be charged a reasonable fee for the lost or damaged item.

Vandalism

Deliberate and malicious damage to School Board property will be paid for by the student(s) responsible for the damage or by his or her parents/guardians, in accordance with Sections 8.01-43 and 8.01-44 of the Code of Virginia. Funds collected by schools will be forwarded without delay to the division's business office.

Adopted: November 6, 1991

ALLERGY MANAGEMENT POLICY

Greene County Public Schools is committed to providing a safe and nurturing environment for students.

The Greene County Schools Board understands the increasing prevalence of life threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Greene County Public Schools is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

BACKGROUND

At present there is no cure for food and/or nonfood allergies and strict avoidance is the key to preventing reactions. Exposure may occur by ingestion or other contact with the known allergen. Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis.

Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. These severe allergic reactions can occur within minutes of ingestion or contact. A reaction can be delayed for up to two hours. Some reactions are “biphasic” in nature with an initial period of symptoms, a symptom free period of 2-3 hours, followed by severe shock-like symptoms.

Foods that most commonly cause anaphylaxis are: peanuts, tree nuts, shellfish, milk, wheat, soy, fish, and eggs. Non-food allergens include, but are not limited to, insects and latex which may be present in the school setting.

TREATMENT

The most commonly prescribed medication for the treatment of anaphylaxis is epinephrine. Brand names include, but are not limited to EpiPen®, EpiPen Jr®, and Twinject®.

Note: The EpiPen® is a single dose auto-injector, while the Twinject® contains two doses of epinephrine – the first dose in an auto-injector and the second dose in the form of a traditional injection.

MANAGEMENT PLANS AND LEGAL CONSIDERATIONS

Allergy Action Plan – Greene County Schools implements the use of the Food Allergy and Anaphylaxis network Allergy Action Plan in accordance with the VDOE recommendations. The plan must be completed by the student’s parent/guardian and medical care provider. It provides orders and outlines the immediate care that a student should receive if a known or suspected exposure to a diagnosed allergen has occurred.

Individual Healthcare Plan for Accommodations – A document developed by the nursing staff in collaboration with parents, the student’s medical provider, and the school team to identify reasonable accommodations for the child’s needs throughout the school day.

Section 504 of the Rehabilitation Act of 1973-A life threatening food allergy can be considered a disability under federal laws such as Section 504 of the Rehabilitation Act of 1973. Students with a life-threatening allergy are generally considered eligible for protection under Section 504. The determination of whether a particular student is eligible under Section 504 is made on a case by case basis.

Individual with Disabilities Education Act-IDEA requires that a free and appropriate public education be provided for individuals with disabilities that impact a student’s ability to learn. Generally, a life-threatening allergy alone is not considered a condition warranting protection under IDEA. In situations where students have both a life-threatening allergy, along with a condition that impacts learning, IDEA coverage generally applies.

RESPONSIBILITIES OF PARENT/GUARDIAN

Each parent/guardian of a child with a life-threatening allergy shall have the following expectations:

1. Teach your child to:
 - a. Recognize the first symptoms of a food allergic/anaphylactic reaction.
 - b. Communicate with school staff as soon as he/she feels a reaction is starting.
 - c. Carry his/her epinephrine auto-injector when appropriate.
 - d. Not share snacks, lunches, drinks, or utensils.
 - e. Understand the importance of hand washing before and after eating.
 - f. Report teasing and/or bullying that may relate to the child’s allergy.
 - g. Take responsibility for his/her own safety.

As children get older, teach them to:

 - a. Encourage self-advocacy of the seriousness of the allergy to adults and peers.
 - b. Communicate symptoms as soon as they appear to the school nurse and teacher.
 - c. Encourage education on label reading and ingredient safety.
 - d. Administer his/her epinephrine auto-injector and be able to train others in its use.
 - e. Develop awareness of their environments, including allergy-controlled zones and to
 - f. Practice age appropriate behavior regarding health and safety.
2. Inform the school nurse of your child’s allergies prior to the opening of school (or as soon as possible after diagnosis).
3. Work with the school team collaboratively to develop plans for care and accommodations, in the classroom, in the cafeteria, in after-care programs, and during school sponsored activities. Medical information from the child’s treating physician must be provided as needed to write the plans.
4. Provide an **Allergy Action Plan** completed by both the parent/guardian and medical provider.

5. Promote increasing age-appropriate independence (ages 8 -18) as the student grows and matures. In determining age-appropriate independence the student's level of autonomy and their ability to function autonomously is considered.
6. Complete and submit all required medication forms.
7. Sign release for school personnel to consult with family physician/allergist and all medical providers.
8. Provide the school with current cell phone, pager, etc and maintain updated emergency contact numbers and medical information.
9. Provide the school nurse with up-to-date emergency medications (including epinephrine and an antihistamine) so they can be placed in all required locations for the current school year. Medications will comply with the district medication policy of proper labeling and expiration.
10. To consider providing a medical alert bracelet for your child. Nationally accepted bracelets may be found at: Medic Alert, 1-800-432-5378; 2323 Colorado Avenue, Turlock, CA 95382; www.medicalalert.org
11. To complete appropriate forms requested by Transportation or other appropriate departments and/or programs.
12. To go on your student's field trips if possible.
13. To provide "safe" snacks for your student's classroom so there is always something your child can choose from during an unplanned special event.
14. Encourage child to wash hands before and after handling food. Encourage child to identify the allergy controlled zone when eating and to utilize easy access to soap in or near classrooms.
15. Inform the school of any changes in the child's life-threatening allergy status.
16. Provide the school with the physician's statement if the student no longer has allergies.

EXPECTATIONS OF STUDENT

Each student with a life-threatening allergy shall be expected to do the following:

1. Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.
2. Use proper hand washing before and after eating and throughout the school day.
3. Will NOT share or trade foods or eating utensils with others. Take responsibility for avoiding allergens.
4. To not eat anything with unknown ingredients or known to contain any allergen.
5. Avoid putting anything in mouth such as writing utensils, fingers, or other foreign object.
6. Be proactive in the care and management of their food allergies and reactions based on their developmental level. Learn to recognize personal symptoms.
7. Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
8. To notify an adult if they are being picked on or threatened by other students as it relates to their allergy.
9. To keep emergency epinephrine with the student, in the nurse's office, or in the classroom. If the student is authorized by the medical provider and the parent/guardian to carry the

emergency medication with them at all times, then a **Contract for Self Carried/Administration of Medications** must be completed by the student and parent/guardian.

10. Develop an awareness of their environment and their allergy-controlled zones.
11. To develop greater independence to keep themselves safe from anaphylactic reactions.

RESPONSIBILITIES OF SCHOOL ADMINISTRATOR

Greene County Public School's School Administrator shall ensure the following:

1. Applicable federal laws will be followed.
2. Only allow prepackaged food items with complete ingredient list in classroom for projects, activities, and celebrations so that potential allergens can be identified. This would also include any afterschool activities.
3. To have available the appropriate allergy forms to the parent and explain that the required forms must be returned and approved by the school nurse prior to the child attending school.
4. Meet with parents and listen to their needs and concerns.
5. Establish a core team comprised of parent, principal, teacher, student, nurse, cafeteria manager, and other personnel deemed necessary to make decisions about food allergies.
6. Create an emergency action plan for addressing life-threatening allergic reactions by consulting with the school nurse, student's parent/guardian, and medical provider.
6. Ensure district-wide mandatory in-service training and education on reducing life-threatening allergy risks, recognizing symptoms of allergic reaction, and emergency procedures
7. Reinforce and encourage a no-food and no-utensil trading/sharing policy.
8. Establish life-threatening allergy safe zones as needed in each school cafeteria. These zones will be clearly labeled and provided as an option for students. These zones will be cleaned and sanitized as per district protocol (see Nutrition Services and Custodial Services Section).
9. Ensure that all plans for accommodations are available in the nurse's office and/or the student's permanent record.
10. When appropriate, enforce contracts with students who are authorized by their medical provider to carry their epinephrine with them, as allowed by the district's Administration of Medication Policy and Contract for Self-Carried/Administration of Medication.
11. Ensure that classroom teachers provide information in an organized, prominent and accessible format for a substitute teacher regarding student's allergy.
12. Ensure that appropriate teachers and staff familiarize themselves with all plans for accommodations.
13. Instruct and reinforce with facilities personnel to develop cleaning protocol to ensure that the threat of allergens is minimized.
14. Establish procedures to ensure letters to all parents of children assigned to a classroom where one of the students has been identified as having a life-threatening allergy (K-5) and school wide for secondary students. This will be carried out in accordance with patient confidentiality regulations.
15. The school's emergency protocol on life-threatening allergies will be posted in appropriate locations, i.e. nurse office, main office and other areas as designated by the Building Principal.

16. A contingency plan will be in place using designated building staff and understood by all staff and students in the event the nurse is not in the office or in the building. Staff will call 911 in all instances of epinephrine administration.

RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS

The school nurse is the primary coordinator of each student's life-threatening allergy plan.

Each school nurse will have the following responsibilities:

1. Work with parent/guardian of a student with a life-threatening allergy to ensure medications, health plans, and medical orders are in place and up-to-date.
2. The medical order/Allergy Action Plan will travel with the epinephrine on school sponsored field trips.
3. Assist the principal in providing information about students with life-threatening allergies to staff where there is a need-to-know basis.
4. In conjunction with the principal, provide yearly in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the epinephrine. The school nurse shall retain documentation of those personnel who have received training on a yearly basis.
5. Familiarize teachers of any health plans and medical orders of their students and other staff members who may have contact with student on need-to-know basis.
6. The Virginia State Board Nurse Practice Acts that governs the administration of prescription medications, and school board policy will be followed in emergency situations. Nurses are responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer emergency medications such as epinephrine.
7. Educate with parents the appropriate locations for storing epinephrine and the possibility of receiving more than one epinephrine as necessary. Locations for storage will follow the manufacturer's guidelines for avoidance of light and extreme temperatures.
8. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
9. Contingency plan will be in place in the event the nurse is not in the building utilizing trained and identified back-up personnel.
10. The Allergy Action Plan will be available for parents to copy and give to others who assume responsibility for their child. Personnel may include:
 - a. Before or after school activity instructors
 - b. Coaches
 - c. Overnight tournament sponsors or district chaperones
 - d. Clubs, programs, or sports will maintain a list of students with severe life-threatening allergies. These individual programs will be responsible for obtaining this information from parent/guardian.

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Review all health plan(s), medical orders, and plans for accommodation.

2. Knowledge of the signs and symptoms of severe allergic reaction as provided in the student's health care plan(s), and be aware of and implement the emergency plan if a reaction is suspected.
3. Participate in in-service training for students with life-threatening allergies including demonstration on how to use the epinephrine.
4. In collaboration with administration, the nurse, and parent(s)/guardian(s) of the child with allergies, will set a classroom protocol regarding the management of food in the classroom. This protocol will be communicated in the form of a letter by the teacher to the students and parent/guardian of the affected class.
5. Only allow prepackaged food items with complete ingredient list in classroom for projects, activities, and celebrations so that potential allergens can be identified. This would also include any afterschool activities.
6. Reinforce and encourage a no-food and no-utensil trading/sharing policy.
7. Participate in the planning of a student's re-entry into school after an anaphylactic reaction.
8. Notify parents by written communication of any school related activity that requires the use of food in advance of the project or activity (K-9). (Learning activities will be controlled as much as possible) Limit use of food for instructional lessons.
9. Reinforce appropriate classroom hygiene practices/hand washing before and after eating.
10. Respond immediately to reports of students being teased or bullied about their food allergies.
11. Respond appropriately to all complaints/concerns from any student with a life-threatening allergy.
12. Follow Allergy Action Plan and call 911 when life-threatening allergy related symptoms occur.

RESPONSIBILITIES OF NUTRITION SERVICES

The nutrition services department shall:

1. Provide in-service to nutritional service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
2. Food service employees will wear non-latex gloves. Gloved hands will be washed or changed during extended use to avoid cross contamination with potential food allergens.
3. Maintain a list of students, provided by each school nurse, within a computerized database. This database should include student photo when possible.
4. Provide clearly labeled allergen-safe zones at schools where students with allergies can access.
5. Maintain knowledge of which food products contain allergens.
6. If department designated responsibility, will use a separate wash bucket and cloth with district-approved cleaning agents solely for the cleaning of allergen-safe zones.

RESPONSIBILITIES OF CUSTODIAL SERVICES

The custodial service department shall under the direction of the Building Principal:

1. If department designated responsibility, will use a separate wash bucket and cloth with district-approved cleaning agents solely for the cleaning of allergen-safe zones.
2. Receive training on allergen zone maintenance areas.

RESPONSIBILITIES OF THE TRANSPORTATION DEPARTMENT

With parental permission, all school bus drivers shall be informed when he/she is transporting a child with a life-threatening allergy. The school bus drivers shall:

1. Provide all students using district transportation with the transportation health concerns form and maintain a list of students with identified health concerns including anaphylactic risk.
2. The transportation department maintains health concern files separately from those maintained at each school. When a student is added to a bus route, a transportation health concern form is sent home to the parent/guardian. It is the parent/guardian responsibility to communicate health concerns such as a life-threatening allergy directly to the transportation department by returning the completed form.
3. Have functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
4. Maintain and reinforce policy of no food eating on the bus except for those medically documented needs, i.e., diabetics. In cases of medically documented needs, those students must bring allergen safe foods for eating on the bus.
5. Bus drivers will not hand out food treats even on special occasions.
6. Participate in in-service training for students with life-threatening allergies including demonstration of how to use the epinephrine.

RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING AFTER-SCHOOL ACTIVITIES

Person(s) in charge of extracurricular programs shall have the following responsibilities:

1. With parental permission, review all health plan(s), medical orders, and plans for accommodation.
2. Knowledge of the signs and symptoms of severe allergic reaction as provided in the student's health care plan(s), and be aware of and implement the emergency plan if a reaction is suspected
3. Participate in in-service training for students with life-threatening allergies including demonstration of how to use the epinephrine.
4. Must inform the school nurse, two weeks in advance, of day(s) and time(s) of activities.
5. Must pick up from the clinic medication packet, containing Allergy Action Plan and medications, at the beginning of the activity and must return the medication packet to the clinic at the end of the activity.
6. According to district policy, only allow prepackaged food items with complete ingredients listed so potential allergens can be identified.

RESPONSIBILITIES ON FIELD TRIPS

The school shall have the following responsibilities when a student with a life-threatening allergy attends field trips:

1. Parental attendance is encouraged and will be accommodated.
2. Meals of children with food allergies should be stored separately to minimize cross contamination.

3. When a parent/guardian is unable to attend, a properly trained district employee, will accompany the student and will maintain the student's epinephrine and follow the Allergy Action Plan and plans for accommodations.
4. Staff will call 911 in all instances of epinephrine use. Parent/guardian will be notified.

RESOURCES

The Food Allergy and Anaphylaxis Network www.foodallergy.org

American Academy of Allergy, Asthma and Immunology www.aaaai.org

National Association of School Nurses www.nasn.org

Asthma & Allergy Foundation of America www.aafa.org

National School Boards Association www.nsba.org

Adopted: February 8, 2012

Revised 1-2012

Notice to All Substitutes
*****IMPORTANT*****

Our building has several students who have severe, LIFE-THREATENING food allergies. For these students, eating or touching any nuts or products containing nuts or other food allergens such as dairy or shellfish could result in a potentially fatal allergic reaction.

As you begin today, immediately check with the office professionals or person to who you report to learn about life-threatening allergies or students with other health concerns with whom you will work. If you are a substitute, check the appropriate sub folder for further information. All health information is CONFIDENTIAL.

Our staff is trained in how to respond to students with food allergies in the event of an accidental exposure, but prevention is the most important action we can all take.

To help reduce the risk of exposure for students with severe allergies, please:

1. Wash your hands after eating or touching any foods.
2. Do not eat or bring any food items into classrooms or specials classrooms without first checking with the teacher of that room.
3. Observe the signs posted outside ALL rooms or areas that indicate that no nuts or other allergens are allowed in those areas.
4. Do not offer food to any student.
5. Children should not engage in sharing of food.
6. Do not let students take food out to the playground.

Thank you for your cooperation in this important matter.

Adopted: February 8, 2012

STUDENT RECORDS AND RELEASE OF STUDENT INFORMATION
(NOTIFICATION TO PARENTS AND STUDENTS)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the division receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Greene County Public School Division to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the records they want changed, and specify why it is inaccurate or misleading. If the division decides not to amend the record as requested by the parent or eligible student, the division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as a administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division 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 disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the division discloses educational records without consent to officials of another school division in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the division to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
600 INDEPENDENCE AVENUE, S.W.
WASHINGTON, DC 20202-4605

STUDENT RECORDS REGULATIONS

Maintenance of Scholastic Records

The Greene County School Board shall maintain accurate and complete individual, permanent, and cumulative records for every student enrolled in the public schools. A scholastic record shall be maintained for each student enrolled. These records shall include cumulative and confidential information and shall be the student's official school record. Such records, identified as educational records in Title 20, Section 1232g of the United State Code annotated, and with Chapter 12.1 shall be designated as scholastic records and shall mean those records, files, documents and other materials which contain information directly related to a student and are maintained by an education agency or institution or by a person acting for such agency or institution. Such information or data may be recorded in any medium including, but not limited to, handwriting, print, tapes, film, microfilm and microfiche.

The Superintendent and/or his/her designee(s) shall be responsible for the collection of data, record and maintenance and security, access to records and dissemination of information from records. The Superintendent shall provide for the periodic evaluation of records by the professional personnel and the removal of data no longer educationally useful. Parent(s) of student sand eligible students shall be informed prior to destruction of records and provided a copy of desired.

Greene County Schools has designated the Assistant Superintendent as the official responsible for overseeing student recordkeeping. Information regarding policy and procedures pertaining to students' records can be obtained from the Office of the Superintendent, Greene County School Board Office, and P.O. Box 1140, Stanardsville, VA 22973.

- A. Scholastic Records contain general and specific information:
- a. All records contain the following:
 - i. Record Data Disclosure form
 - ii. Name and address of student
 - iii. Birth date and number
 - iv. Name and address of parent
 - v. Program of studies plan
 - vi. Scholastic work completed
 - vii. Level of achievement, including grades, and grade point average
 - viii. Type of diploma (or certificate)
 - ix. Attendance
 - x. Test data, including results of normative tests, such as achievement batteries and inventories
 - xi. Notification of Literacy Passport Testing Program Requirements
 - xii. Literacy Development Plan, if needed
 - xiii. Official results of Literacy Passport Testing Program
 - xiv. Cumulative Health record, including pre-school physical examination report and school entrance examination report
 - xv. Certificate of Immunization

- xvi. Social Security Number (unless waiver is granted)
- xvii. Notice of School Status
- xviii. Student Conduct Statement
- xix. All other information required by Virginia Board Regulations Governing Secondary School Transcripts
- b. Specialized Information
 - i. Special Education Information
 - ii. Legal Documents
 - iii. Disciplinary Records
 - iv. Notices of Court Disposition
 - v. Notices of the Filing of a Petition
 - vi. HIV Records
 - vii. Drug/Alcohol Records
- B. The term scholastic records does not include:
 - a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
 - b. Records relating to an individual employed by the system which are made and maintained in the normal course of business, which relate exclusively to the individual in that individual's capacity as an employee, and which are not available for use for any other purpose.
 - c. Records on a student who is eighteen (18) years of age or older, or is attending an institution of post secondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Parents' and Eligible Students Right to Inspect Scholastic Records (Access)

- A. Parent(s) of student who are or have been in attendance at a school in the system shall have the right, without unnecessary delay, to inspect, review, and copy the Scholastic Records directly relating to their children. Eligible students shall also have the right, without unnecessary delay, to inspect, review, and copy the scholastic records directly relating to them.
 - a. The parents' or eligible student's request shall be in writing and shall be made to the principal of the school or the designated manager of the office which maintains the records in question.

- b. The request shall be granted as soon as practical after receipt of the written request, but in no event more than five (5) administrative working days after the date of the receipt of said request. If impossible to meet that date, the requesting party shall be informed and seven (7) additional administrative working days shall be added.
 - c. The parent(s) may request copies of documents in the scholastic records. The parent(s) shall be charged an amount equal to the cost to the system to reproduce such copies. Such fee(s) shall not effectively prevent the parents, or their designee, from exercising their right to inspect and review these records and the Greene County School Division may not charge a fee for search and retrieval. No fee(s) for the IEP may be charged.
 - d. The parent(s) shall have right to a response from the system to reasonable requests for explanation and interpretations of the records. The Superintendent or his/her designee shall be present for scholastic record interpretation and explanation when all parties have access to the scholastic file, with the exception of professional personnel within the school or school division and adult clerical personnel who needs access for maintenance purposes.
- B. If any material or document in the scholastic records of a student includes information on more than one student, the parent(s) of one of such students shall have the material or document as relates to such student or to be informed of the specific information contained in such part of such material.
- C. In addition to A and B above, parents and eligible students shall have the following rights and shall be notified of these rights annually:
- a. The parent(s) and eligible students have a right, upon request to inspect and review the scholastic record relating to their children without necessary delay before any meeting regarding an IEP or hearing involving identification, evaluation or placement.
 - b. Parents and eligible students on request will be provided a list of the types and locations of scholastic records collected, maintained or used by the Greene County School Division.
 - c. The right to request Greene County school Division to provide copies of the scholastic records if failure to provide would effectively prevent the parent from exercising their right to inspect and review records.
 - d. The right to have a representative of the parent inspects and reviews the scholastic records.
 - e. The right to inspect and review only information pertaining to their child should the Greene County School Division maintains records on more than one child.
 - f. The right to a hearing if the Greene County School Division refuses to amend information I the scholastic record per parent request.
 - g. The right to file a complaint with FERPA Office concerning alleged failure by the system by complies with Title 20, Section 1232g of the United State Code Annotated.

Notification of Parents and Eligible Students of Their Rights

- A. The system shall give parent(s) of students enrolled in the system, including those parents identified as having primary or home language other than English and eligible students in attendance, annual notice by such means as are reasonably likely to inform them of the following:
- a. The types of and location of scholastic records and information maintained by the system and the titles and addresses of the officials responsible for those records.
 - b. The location where copies of School Board Policy JO and these regulations may be obtained.
 - c. The policy and procedures for granting access to a releasing data from these records.
 - d. The policy and procedures relative to parents or students challenging the content of these records.
 - e. The right to file a complaint with the FERPA office concerning alleged failure by the system to comply with Title 20, §1232g of the United States Code Annotated.
 - f. The cost, if any, to the parent or eligible student for reproducing copies of these records.
 - g. The categories of information designated as Directory Information.
 - h. The policy and procedures relative to transfer of records.
 - i. The right to have a representative of the parent or eligible student to inspect and review the scholastic records.
 - j. The right to inspect and review scholastic record relating to their children without unnecessary delay and before any meeting regarding an IEP or hearing involving identification, evaluation, placement.
 - k. The rights to request Greene County School Division to provide copies of the scholastic record if failure to provide would effectively prevent the parent from exercising their right to inspect and review records.
 - l. The rights to inspect and review only information pertaining to their child should be Greene County School Division maintain records on more than one child.
 - m. The right to a hearing if the Greene County School Division refuses to amend information in the scholastic record per parent request.

Cost

There shall be no cost or fee for IEPs nor shall there be any cost or fee for search and retrieval of any scholastic record(s).

Amendment of Scholastic Records

- A. Parent(s) of students or eligible students who are or have been in attendance at a school in the system who believe that information contained in the scholastic records of their child is inaccurate or misleading or violates the privacy or other rights of their child have a right to make a written request to the principal of the school or the manager of the office

which maintains the records in question to amend and/or expunge information from those records regardless of when the information was entered in the record. The parent(s) or eligible student has a right to submit evidence along with the request to amend, or within five (5) days thereafter, and the principal or the designated official shall review such evidence. The principal or the designated official shall make a decision on whether to amend the scholastic records and notify the parent(s) of said decision in writing with a reasonable time from receipt of the request, not to exceed fifteen (15) administrative working days. If the decision is to amend, then the amendment shall be made in writing, inserted in the student's scholastic record and maintained in accordance with the maintenance and disposition. If the decision is to refuse to amend the scholastic records, the principal or the designated official shall within fifteen (15) administrative working days inform the parent(s) or eligible student of the reasons for refusal, and further advise the parent(s) or eligible student of their right to a hearing under Paragraph B. If the parent(s) or eligible student request a hearing under Paragraph B, the Superintendent shall inform the principal or the designated official thereof and the principal or the designated official shall provide the Superintendent with a copy of his/her decision, the reasons therefore, and any evidence submitted by the parent(s).

- B. Parent(s) or eligible students shall have an opportunity for a hearing to challenge the content of their child's records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other right of students, provided they file a written request for a hearing with the Superintendent. The hearing shall be convened within twenty (20) days of receipt of the hearing request by the Superintendent unless the time limit is waived by the mutual consent of the parties. If as a result of said hearing the records are found to be inaccurate, misleading or otherwise in shall be amended and the parent(s) are to be so informed in writing. If the records are found not to be inaccurate, misleading or otherwise in violation of the privacy or other rights of students the parent(s) or eligible student shall be so informed in writing and shall be further informed they have right to place a statement commenting upon the information in the Scholastic Records as long as the record or contested portion thereof is maintained by the school or designated location. If the Scholastic Records are disclosed by the System to any party, this statement shall also be disclosed to that party.
- C. The hearing required to be held by Paragraph B shall be conducted according to the following procedures:
 - a. The hearing shall be held with forty-five (45) calendar days after receipt of the written request, and the parent(s) shall be given notice of the date, place and time reasonably in advance of the hearing.
 - b. The parent or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues and to question the person(s) who have entered the information.

- c. The hearing may be conducted by any party, including an official of the Greene County School Division who does not have a direct interest in the outcome of the hearing.
- d. The decision of the Superintendent shall be in writing and shall be made within ten (10) days after the hearing.
- e. The decision shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision. The evidence will become a permanent part of the student's scholastic record.

Collection

All scholastic records should be filed in a central location accessible to professional personnel within the school or within the central office. The principal of the school and/or his or her designee(s) or the designated official for record management shall be responsible for the collection of data, records maintenance and security, access to records, dissemination of information from records, and content of the scholastic record(s). The principal shall provide for the periodic evaluation of the records by professional personnel and the removal of data no longer pertinent. This must be accomplished the last year the student is in the elementary school, the first year the student is in the middle/high school and the end of grade 12 but may be done more frequently at the discretion of the principal. The principal, with the assistance of appropriate staff members, shall establish and use necessary procedures for implementing all regulations relative to student records and to ensure the protection of confidentiality.

This collection and transfer of records shall be accomplished annually under appropriate security safeguards and in a timely and efficient manner.

All persons collecting or using personally identifiable information in scholastic records shall receive training or instruction regarding the state's policies and procedures for management of scholastic records.

Destruction

Destruction of records of personally identifiable information collected, maintained or used may take place when records are no longer needed to provide educational services to the student.

- A. Personally identified information on a handicapped student may be retained permanently unless the parent(s) or eligible student request that it be destroyed. It must be destroyed at request of parent(s) or eligible student, however, a permanent record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation.
- B. Parents should be reminded of this policy and that some of the scholastic records may be needed by the parent or student for social security benefits or other purposes.
- C. If parent(s) or eligible student requests that the information be destroyed, only that information required under state law and regulations will be maintained.
- D. Prior to destruction, a reasonable effort shall be made to notify parent(s) or eligible student that they have a right to receive a copy of the data.

Retention/Storage/Disposition of Student Records

Purpose

This procedure is designed to ensure a definitive procedure for retaining and disposing student records.

Scope

The following procedural guidelines encompass the retention format of records, process for the storage, and disposition of student records.

Basic Procedures

- A. Label the folder with the student's full legal name and date of birth.
- B. Student Record folders will be sent to the office of the principal of each building arranged in alphabetical order. **Records should be delivered to the office of the principal by a staff member of the school.
- C. Disposition of Records
 - a. Records of withdrawn students will be purged and stored in the high school guidance office once the student has reached the age of 21. Graduates' records will be stored one year after graduation.
 - b. All records which are stored will be handled by the guidance office according to the disposition instructions stated in the retention schedules required by the Department of Education, Guidelines for the Management of the Student's Scholastic Record in the Public Schools of Virginia. (Revised 1995).
- D. Release of Records
 - a. Once the student's record is received for storage in the office of the principal, he/she will be responsible for the authorized release of copies of the student's official records to individuals or institutions in accordance with Federal and State regulations

Disclosure (Access)

- A. No Scholastic Records concerning a student other than Directory Information shall be disclosed without the prior written consent of the parent(s) of such student except as provided in Paragraph B. The request shall be granted without unnecessary delay in any case more than five administrative working days after the date of the request. If impossible to meet that date, the requesting party shall be informed and seven (7) additional administrative working days shall be added.
 - a. The written consent required by Paragraph A must be signed and dated by the parent(s) of the student and shall include:
 - i. The parties who have requested and/or obtained scholastic record data,
 - ii. A specification of the records to be disclosed and the date of disclosure,
 - iii. The purpose of purposes of the disclosure,

- iv. The party or class of parties to whom the disclosure may be made, and
 - b. The Record Data Disclosure Form must show the following:
 - i. The parties who have requested and/or obtained scholastic record data disclosure, with the exception of adult clerical and professional personnel within the Greene County School Division; the parent or eligible student; and the parties receiving directory information,
 - ii. The agency or institution represented, appropriate,
 - iii. The date of the disclosure,
 - iv. The specific legitimate interest of such disclosure and the purpose for which the data will be used, and
 - v. The signature of the superintendent or designee.
 - c. When disclosure is made pursuant to Paragraph A, the System shall provide a copy of the record which is disclosed to the parent(s) if requested by the parent(s).
 - d. Personally identifiable information from scholastic records, with the exception of directory information shall 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(s) or eligible student. Such disclosure shall be accompanied by a written statement explain the above stated condition. If the 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.
- B. Scholastic Records of a student may be disclosed to the following without the prior written consent of the parent(s) of the student:
 - a. Professional personnel within the school and/or school division who have been determined by the school division to have legitimate educational interests (as defined previously) in the student.
 - b. Adult clerical personnel charged with the responsibility of record maintenance.
 - c. The parent(s) of the student who is the subject of the record until the student is eighteen (18) years of age or above.
 - d. Authorized representatives of:
 - i. Accrediting organization,
 - ii. The Comptroller General of the United States,
 - iii. The United States Secretary and Assistant Secretary of Education,
 - iv. The local division superintendent, and
 - v. State educational authorities needing information in connection with the audit and evaluation of State and Federally supported education programs or the enforcement of Federal legal requirements related to such programs. Data collected shall exclude information which would permit the personal identification of such students or their parent after the data so obtained have been collected except when personally identifiable data are specifically authorized by Federal law or are needed by the Board of Education for such projects as student follow-up studies.

- e. A person designated in writing by the student who is the subject of the record if such student is eighteen (18) years of age or above or by the parent if the student is under eighteen (18) years of age.
- f. Students and parents given access to student records under paragraphs c and d above shall not have access to confidential letters and statements of recommendation relative to admissions to an educational agency or institution, applications for employment, and receipt of an honor or honorary recognition if a waiver of right of access to such confidential letters and statements of recommendation has been obtained. Where the waiver is applied, the student and/or parents shall, upon request, be notified of the names of all persons making confidential recommendations and such recommendations shall be used solely for the purpose for which they were specifically intended. Such waiver may be revoked at any time with the understanding that confidential letters and statements of recommendation submitted in reliance upon the waiver shall remain confidential.
- g. Emergency – appropriate persons in connection with:

Scholastic records may be disclosed to appropriate persons, in connection with emergency and subject to regulations of the U.S. Secretary of Education, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The factors to be considered in determining disclosure are the following:

- i. The seriousness of the threat to the health or safety of the student or other persons;
 - ii. The need for such records to meet the emergency;
 - iii. Whether the persons to whom such records are released are in a position to deal with the emergency; and
 - iv. The extent to which time is of the essence in dealing with the emergency.
- h. Financial Aid – appropriate persons concerned with student's application.

Data may be disclosed to appropriate persons concerned with the student's application for financial aid only for purposes to determine the student's eligibility, amount to aid, conditions to be imposed and enforcement of terms or conditions for aid.

- i. Officials, authorities (State and local) data shall be disclosed to:
 - i. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
 - ii. State Department of Corrections
 - iii. State or local law enforcement officer, including a probation officer, parole officer or administrator or member of parole board.

- j. Employee or official of State of local health department shall have access to the pre-school physical examination report, the immunization record and the school entrance health examination form.
- k. Employee or officer of a city or county agency responsible for protective services to children shall have access to data.
- l. Employee of local department of welfare or social services shall have access to attendance information for determining eligibility for public assistance.
- m. Organization, agencies conducting studies.

Data shall be disclosed to organizations including colleges and universities conducting educational research providing studies do not permit the personal identification of students and their parents and is destroyed when no longer needed.

- n. Transfer of Record Data – within a school division.

When a student moves from one school to another within the division the entire record is forwarded to the new school.

- o. Transfer of Record Data – out of school division.

Pertinent information from student records shall be sent promptly, upon request to the appropriate official of the school in which a student seeks or intends to enroll. The division shall make a reasonable effort to notify the parent of such transfer and provide him with a copy if desired and an opportunity for a hearing to challenge the content of the record.

If the division is unable to obtain a record on a student from another division within 60 days and suspects it might be a cause of a missing child, the local police or sheriff's office shall be notified for investigation.

- p. Public, private school, college, university, military. (Basic directory information)

Names and addresses of present and former students may be disclosed for the purpose of informing students and former students of available educational and career opportunities to the following:

1. Officer or employee of a public or private school, college or university;
2. An official of a private business or professional school or college;
3. Any official recruiting representative of the military forces of the Commonwealth and the United States.

q. Other:

Disclosure of records shall be made in compliance with judicial order or pursuant to any lawfully issued subpoena following a reasonable effort to notify the parent(s) or eligible student in advance.

- C. The principals or his/her designee(s) shall be present for the purpose of record interpretation:
- D. The principal or his/her designee(s) shall keep permanently with the student's cumulative and confidential files a Record Data Disclosure Form showing:
 - a. The signature of each person who has requested and/or obtained access to records except professional personnel within the school division designated as having a legitimate educational interest in the student and adult clerical personnel charged with record maintenance;
 - b. The agency or institution represented if appropriate;
 - c. The date of access/disclosure.
 - d. The specific language interest in seeking the record; and the purpose for which the data will be used; and
 - e. The signature of the principal or his/her designee(s).

This record of access/disclosure shall be available only to the parent(s), or eligible student(s) eighteen (18) years of age and to the school officials responsible for the record maintenance system, as a means of auditing the operation of the system.

Student's Rights

For the purpose of the School Board Policy JO and these regulations, whenever a student has attained eighteen (18) years of age the permission of consent required of and all rights accorded to the parent(s) of the student shall thereafter only be required of and accorded to the student.

Transfer of Student Records

- A. The Scholastic records of a student may be forwarded to another school or school system in which a student seeks or intends to enroll upon the request of the receiving school or school system.
- B. The System shall make a reasonable attempt to notify the parent(s) of a student of the transfer of records at the last known address of the parent(s), however, this notice is not required when:
 - a. The transfer of records is initiated by the parent(s) at the System; or
 - b. The annual notice to parents contains a statement that it is the Policy of the System to forward Scholastic Records on request to a school in which a student seeks or intends to enroll.
- C. If requested by the parent(s), the System shall provide the parent(s) a copy of the Scholastic Records which have been transferred.

- D. If requested by the parent(s), the System shall provide the parent(s) with an opportunity for a hearing under Amendment of Scholastic Records section of these regulations.

Retention Schedule

The retention schedule shall be in compliance with the Guidelines for Management of the Student's Scholastic Record in Virginia Public Schools (September 1995).

Definitions

The following are additional definitions which apply to these regulations and to Policy JO:

- A. Days are specified as either "calendar days" or "administrative working days."
- a. "Administrative Working Days" means administrative working days exclusive of Saturdays, Sundays, and officially designated holidays of the System.
 - b. "Calendar Days" means consecutive days, inclusive of Saturdays, Sundays and officially designated holidays.
- B. Destruction means physical destruction or the removal of personal identifiers from information so that information is no longer personally identifiable.
- C. Parent means a parent, a guardian, or a person acting as a parent of a child. The term "parent" means either parent, unless the Greene County School Division has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as divorce, separation, or custody which mother or father, the adoptive mother or father, or the legally appointed guardian or committee has custody of the child. The definition also includes persons acting in the place of a parent such as a grandmother or stepparent with whom the child lives, as well as the persons who are legally responsible for a child's welfare. A child 18 years or older may assert any rights under these regulations in his/her own name.
- D. Disclosure/Access means permitting access to release, transfer, or other communication of Scholastic Records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means of any party.
- E. FERPA means the Family Educational Rights and Privacy Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, DC 20201.
- F. Eligible Student means a student who has attended 18 years of age or is attending an institution of post-secondary education. The permission or consent required of and the rights accorded to parents relative to scholastic records shall be accorded to these students.

The Assistant Superintendent will be responsible for the implementation and monitoring of the regulation.