

# **Galax City Public Schools Student & Family Handbook**

**2023-2024**



# Foreword

This handbook is intended to provide students and their families with information basic to the understanding of the operation of Galax City Public Schools. Many questions about the operation of the school system may be answered here. Questions which are not answered here should be referred to your teacher or school administration.

The section dealing with student Code of Conduct for Galax City Schools is School Board Policy. Many of the items set forth in this section are also Virginia State Laws. It is the duty of the administrative and teaching staff to see that the schools operate in accordance with these regulations. Each student is urged to study the handbook and become familiar with its contents.

This Galax City Public Schools Student Family Handbook includes excerpts from policies adopted by the Galax School Board. It is not intended to be a complete version of the entire Board Policy Manual. This Handbook is based on the Code of Virginia and policies adopted by the Virginia State Board of Education and makes families aware of the major issues and operational procedures addressed in the policy manual. All regulations, procedures and operations of the school division are detailed in full in the complete Policy Manual available on the school division's website. With continued cooperation on the part of all staff and the student body, Galax City Schools will remain a division in which all of us can be proud.

# Table of Contents

School Contact Information	5
School Board and Staff	5
School Administration Staff	6
GCPS Vision & Mission	7
2023-2024 School Calendar	8
General Information	10
Student Responsibilities	10
Parental Responsibility and Involvement Requirements	10
Policy Review	11
Attendance	12
Administering Medications	14
Administration of Surveys and Questionnaires	14
Admission Of Homeless Children	16
Asbestos Notification	18
Athletic Eligibility Policy	19
Breakfast and Lunch	19
Child Abuse Reporting	20
Display of Posters	20
Eating Disorders Awareness Information	20
Emergency Plans	21
English Learners	21
Extra-Curricular Playing and Practicing Policy	22
Family Life “Opt Out” Policy	22
Field Trip Policy	23
Fundraisers	23
Grading System	24
School Counseling	25
High School Credit-Bearing Courses Taken in Middle School	26
Honor Roll	26
Immunization and Health Screening	26
Library/ Media Center	27
Lockers	27
National Assessment of Educational Progress (NAEP)	28
Parent Notification Systems	28
Per Pupil Expenditure	28
Prosecution of Juveniles as Adults	28
Protection of Pupil Rights Amendment (PPRA)	28
Release of Student Records	29
School and Student Safety	29
Sex Offender Registry Notification	30
Special Education Opportunities/Child Find	31

Student Course Requirements/SOL Information	32
Student Records	32
Technology – Acceptable Use Policy	34
Testing Transparency and Parent Opt Out	36
Textbooks	36
Transportation	36
School Bus Conduct	38
Student Code of Conduct	39
Unscheduled School Closings	50
Visitors	50
<b>Additional Information</b>	
Assemblies	50
Bomb Threats, False Fire Alarms, Smoke Bombs and Fireworks	50
Drugs/Alcohol	51
Cell Phones and Electronic Devices	51
Cheating Policy	51
Expectations	52
Fighting	53
Hazing	53
Gang Activity	53
Leaving School Without Permission	53
Public Display of Affection	54
Search of Students, Desks, Lockers, and Automobiles	54
Sexual Harassment	54
School Property	54
Skiping Class	55
Student Dress	55
Threats Against Persons or Property	55
Tobacco/ Vaping Policy	56
Trespassing	56
Family Educational Rights and Privacy Act (FERPA)	56
Equal Educational Opportunities / Non-Discrimination	58
Teacher Qualifications	70
Galax Elementary School Information	71
Galax Middle School Information	74
Galax High School Information	77
Handbook Contract/Statement of Understanding (Signature Required)	85
Acceptable Computer System Use Agreement (Signature Required)	86
Attendance Policy Acknowledgement (Signature Required)	87

## School Contact Information

Galax Elementary School  
300 McArthur St.  
Galax, VA 24333  
Phone: 276-236-6159  
Fax: 276-236-5839  
[www.ges.galaxschools.us](http://www.ges.galaxschools.us)

Galax High School  
200 Maroon Tide Drive  
Galax, VA 24333  
Phone: 276-236-2991  
Fax: 276-236-5930  
[www.ghs.galaxschools.us](http://www.ghs.galaxschools.us)

Galax Middle School  
202 Maroon Tide Drive  
Galax, VA 24333  
Phone: 276-236-6124  
Fax: 276-236-4162  
[www.gms.galaxschools.us](http://www.gms.galaxschools.us)

School Administration Office  
223 Long Street  
Galax, VA 24333  
Phone: 276-236-2911  
Fax: 276-236-5776  
[www.galaxschools.us](http://www.galaxschools.us)

## School Board and Staff

Mrs. Leah Henck

Chair

Mr. Brett Sexton

Vice-Chair

Mr. Larry Spangler

Member

Rev. Dr. Kevin Rosenfeld

Member

Mrs. Jessica Whitaker

Member

## Galax City Public Schools Policy Manual

The School Board shall be guided by written policies that are readily accessible to the Board, division employees, students, and citizens. All division policies will be reviewed at least every five years and revised as needed. The Policy Manual is available on the division's website.

# **GALAX CITY PUBLIC SCHOOLS**

## **ADMINISTRATION AND STAFF**

Susan Tilley	Superintendent
Sarah Byrd	Director of Federal Programs, Grants, and Accountability
Adam Joyce	Director of Instruction/ Title IX Coordinator
Jeff Sharpe	Director of Support Services
Jessica Wolford	Director of Special Education
Megan Boyer	Supervisor of Technology
Shelia Ramey	Supervisor of Human Resources / Clerk of the Board
Kara Graham	Coordinator of Finance
Tabatha Whitehead	Finance Specialist
Elizabeth Stringer-Nunley	EL Specialist/Interpreter
Kari Jordan	Executive Administrative Assistant
Cheryl Sizemore	Executive Administrative Assistant
Julie Taylor	Executive Administrative Assistant
Jason Kohl	School Psychologist/ 504 Coordinator
Sydney Bourne	School Social Worker
Sally Hill	Speech Therapist
Matthew Cornett	Coordinator of Technology
Shannon Wilson	Instructional Technology Resource Teacher
Dalton Young	Technology Technician
Jimmy Horton	Mechanic
Kenneth Dalton	Maintenance Supervisor
Frank Graham	Maintenance

## **Vision**

To be the school division of choice.

## **Mission**

We commit ourselves to create educational experiences and enrichment opportunities that empower our students to craft successful futures.

Galax City Public Schools will do whatever it takes to ensure our students graduate **ready**.

## **Student Goals**





# 2023-2024 School Calendar

Galax City Public Schools

2023-2024 Calendar

JULY	S	M	T	W	T	F	S	JULY										JAN	S	M	T	W	T	F	S	JANUARY																	
							1																			1, 2 - New Year's Holiday (schools and offices closed)																	
	2	3	4	5	6	7	8	4- Independence Day (schools and offices closed)											7	8	9	10	11	12	13	3 - CYOW																	
	9	10	11	12	13	14	15	July 3 & 5-31: CYOW											14	15	16	17	18	19	20	4-first day of S2/Q3																	
	16	17	18	19	20	21	22												21	22	23	24	25	26	27	15-MLK, Jr. Holiday (schools and offices closed)																	
	23	24	25	26	27	28	29												28	29	30	31				19 teaching days in January																	
	30	31																																									
AUG	S	M	T	W	T	F	S	AUGUST										FEB	S	M	T	W	T	F	S	FEBRUARY																	
				1	2	3	4	5																	1	2	3																
	6	7	8	9	10*	11	12	4, 7-New Teacher workdays											4	5	6	7	8	9	10	6-Progress Reports																	
	13	14	15	16	17	18	19	8-14 - Teacher workdays (Open House, Aug. 10)											11	12	13	14	15	16	17	8-Family/Teacher Conferences (GMS/GHS)																	
	20	21	22	23	24	25	26	15-First day of school											18	19	20	21	22	23	24	19-Presidents Day (schools & offices closed)																	
	27	28	29	30	31			13 teaching days in August											25	26	27	28	29				20 teaching days in February																
SEPT	S	M	T	W	T	F	S	SEPTEMBER										MAR	S	M	T	W	T	F	S	MARCH																	
							1	2																		1	2																
	3	4	5	6	7	8	9	4-Labor Day (schools and offices closed)											3	4	5	6	7	8	9	8-Last day of Q3 (Early Release:1:30, CYOW)																	
	10	11	12	13	14	15	16	14-Progress Reports											10	11	12	13	14	15	16	11-15 Spring Break (schools closed) 14,15-offices closed																	
	17	18	19	20	21	22	23	21-Family/Teacher Conferences (GMS/GHS)											17	18	19	20	21	22	23	21-Family/Teacher Conferences (GES)																	
																										29- Schools and offices closed																	
																										15 teaching days in March																	
OCT	S	M	T	W	T	F	S	OCTOBER										APR	S	M	T	W	T	F	S	APRIL																	
	1	2	3	4	5	6	7																		1	2	3	4	5	6	1- Schools and offices closed												
	8	9	10	11	12	13	14	19-Last day of Q1 (1:30 early release, CYOW)											7	8	9	10	11	12	13																		
	15	16	17	18	19	20	21	20-schools and offices closed											14	15	16	17	18	19	20	19-Progress Reports																	
	22	23	24	25	26	27	28	26-Family/Teacher Conferences (GES)											21	22	23	24	25	26	27	21 teaching days in April																	
																										21 teaching days in October																	
NOV	S	M	T	W	T	F	S	NOVEMBER										MAY	S	M	T	W	T	F	S	MAY																	
					1	2	3	4																1	2	3	4																
	5	6	7	8	9	10	11												5	6	7	8	9	10	11																		
	12	13	14	15	16	17	18	21-Progress Reports											12	13	14	15	16	17	18	23- Last day of Q4/S2 (Early Release: 1:30)																	
	19	20	21	22	23	24	25	22, 23, 24 - Thanksgiving (schools & offices closed)											19	20	21	22	23	24	25	24-Teacher Workday																	
																										27-Memorial Day (offices closed)																	
																										17 teaching days in May																	
DEC	S	M	T	W	T	F	S	DECEMBER										JUNE	S	M	T	W	T	F	S	JUNE																	
						1	2																		1																		
	3	4	5	6	7	8	9												2	3	4	5	6	7	8																		
	10	11	12	13	14	15	16	21-last day of Q2/S1 (1:30 early release, CYOW)											9	10	11	12	13	14	15																		
	17	18	19	20	21	22	23	22-29 - Christmas Break (schools & offices closed)											16	17	18	19	20	21	22																		
																										15 teaching days in December																	

- |                                 |
|---------------------------------|
| End of Quarter/Semester         |
| Closed                          |
| Progress Report                 |
| Family/Teacher Conference       |
| Teacher Workday                 |
| New Teacher Workday             |
| Teacher Choose Your Own Workday |



## 2023-2024 Galax Schools Calendar

### Student Days (180)

August	13	January	19
September	20	February	20
October	21	March	15
November	19	April	21
<u>December</u>	<u>15</u>	<u>May</u>	<u>17</u>
1 <sup>st</sup> Semester	88 Days	2 <sup>nd</sup> Semester	92 Days

### Cooperative Workdays

July 3 and 5-31	Teacher Choose Your Own Workday 7:45 - 3:30
August 1-3	Teacher Choose Your Own Workday 7:45 - 3:30
August 4	New Teacher Professional Development/Teacher Workday 7:45-3:30
August 7	New Teacher Professional Development/ Teacher Workday 7:45-3:30
August 8	Professional Development/Teacher Workday 7:45 - 3:30
August 9	Professional Development/Teacher Workday 7:45 - 3:30
August 10	Professional Development/Teacher Workday 7:45 - 3:30
August 10	Open House
August 11	Professional Development/Teacher Workday 7:45-3:30
August 14	Professional Development/Teacher Workday 7:45 - 3:30
August 15	School begins
September 18	GHS/GMS Family/Teacher Conferences 3:30 - 6:00
October 19	Teacher Choose Your Own Workday 7:45 - 3:30
October 26	GES Family/Teacher Conferences 3:30-6:00
December 21	Teacher Choose Your Own Workday 1:30 - 3:30
January 3	Teacher Choose Your Own Workday 7:45 - 3:30
February 8	GHS/GMS Family/Teacher Conferences 3:30 - 6:00
March 8	Teacher Choose Your Own Workday 1:30 - 3:30
March 21	GES Family/Teacher Conferences 3:30-6:00
May 24	Professional Development/Teacher Workday 7:45 - 3:30

6 Teacher CYOW - Returning Teachers

4 Teacher CYOW - New Teachers

### Marking Periods

1 <sup>st</sup> 9 Weeks	August 15 - October 19
2 <sup>nd</sup> 9 Weeks	October 23 - December 2
3 <sup>rd</sup> 9 Weeks	January 4 - March 8
4 <sup>th</sup> 9 Weeks	March 18 - May 23

### School Hours

Students:	8:00 – 3:15
Teachers:	7:45 – 3:30

# General Information:

## Student Responsibilities

1. Students are expected to be courteous to all people at all times. Discourtesy in any manner will be dealt with accordingly and flagrant violations will be referred to the office.
2. Students are expected to act in a manner which will reflect credit on themselves, on their families, and on their school. No student will take any action which endangers another person, or which disrupts or disturbs a school activity or class.
3. A student whose actions at any school-related activity whether in this school or another, serves to discredit the school and its students, and will be subject to disciplinary action.
4. Students are expected to learn what the expectations of their school are relative to good sportsmanship, and to practice these precepts in all his school-related activities. Failure to do this may result in the loss of participant and/or spectator privileges.
5. Students will be responsible for keeping themselves informed of the school's expectations relative to his behavior in the cafeteria, at school programs, and at ball games. Violations involving danger to others or disruption or disturbances of the activity will result in disciplinary action.
6. Any student is subject to the discipline of any teacher in the system during the school day, to and from school, and at school activities. This regulation applies even in the case that the student and teacher are not in the same grade or school.

## Parental Responsibility and Involvement Requirements

### Virginia School Law, Section 22.1-279.3.

1. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance so that education may be conducted free of disruption and threat to persons or property, and supportive of individual rights.
2. A school board shall provide opportunities for parental and community involvement in every school in the school division.
3. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (1) a notice of the requirements of this section and (2) a copy of the school board's standards of student conduct.

These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the *receipt* of the school board's standards of student conduct *and the notice of the requirements of this section*. Each school shall maintain records of such signed statements.

4. The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

5. In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
6. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
7. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
  - a. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
  - b. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (1) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (2) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
8. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
9. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

## Policy Review

The content and effectiveness of this policy will be evaluated annually with regard to improving the academic quality of the schools receiving Title I, Part A, or LEP funds. This evaluation will identify barriers to greater participation by parents and use the findings to design strategies for more effective parental involvement.

# **Attendance (Acknowledgement required)**

## **Absenteeism/Tardiness**

A direct relationship exists between regular school attendance and academic achievement. Every effort should be made to maximize instructional time. This goal should be shared by school, parent/guardian and student. Parents are responsible for sending children to school. Parents may be charged for truancy violations. The Galax City School Board may exempt students from compulsory attendance for a bona fide religious belief and/or recommendations of juvenile and domestic relations court. Compulsory attendance requirements may be met through individualized alternative education programs and/or principal and superintendent recommendations. School Board Policy JEG.

## **Types of Absences and Tardies**

### **Excused Absences and Tardies include the following:**

1. A parent/guardian communication with school verifying the excused absence. Examples of an excused absence may include the following reasons: funeral, illness, injury, legal obligations, medical procedures, religious observances, and military obligations. (This includes students who are 18 years old or older that reside with their parents/guardians.)
2. A doctor or other health care professional note.
3. A note from a court, probation office, or other related state/federal agency.

### **Unexcused Absences include the following:**

Any absence that does not meet the above criteria for excused absences. If there are extenuating circumstances, students/families may appeal to the assistant principal.

## **Tracking Student Absences**

When a student has been absent three (3) days, (excused or unexcused) parents/guardians will receive a phone call from school personnel. When a student has accumulated five (5) absences (excused or unexcused), a letter will be mailed to the parents/guardians indicating the number of days missed. Parents are encouraged to monitor students absences on the PowerSchool Portal. Additionally, each report card records the total number of absences.

## **School Response to Student Absences**

The school will take action regarding the student accumulating unexcused absences from school. These actions include the following:

- After three (3) unexcused absences, a phone call will be made to discuss attendance concerns with the family.
- After five (5) unexcused absences, a parent conference will be scheduled at school to develop a plan to improve attendance.
- After six (6) unexcused absences, a referral will be made to the Community Support Team for assistance. Failure to attend this scheduled meeting will result in an automatic court referral.
- After seven (7) unexcused absences, a court referral will be made.

## **Tardiness**

1. All students are expected to be in the classroom before the tardy bell rings.
2. Students arriving late must sign in at the main office and provide a note from a parent or guardian.
3. Office staff will validate the disposition of each tardy.
4. Being tardy affects student academic performance and is also a form of absenteeism. If your child has five (5) tardies to school, you will receive a letter from the school. When your child has accumulated nine (9) tardies, the school will take the following action:
  - After nine (9) unexcused tardies, a phone call will be made to discuss attendance concerns with the family.
  - After ten (10) unexcused tardies, a parent conference will be scheduled at school to develop a plan to improve attendance.
  - After 11 unexcused tardies, a referral will be made to the community support team for assistance. Failure to attend this scheduled meeting will result in an automatic court referral.
  - After 12 unexcused tardies, a court referral will be made.

## **Early Dismissals**

1. Students leaving school early must sign out in the main office.
2. Communication from a parent or guardian must be provided.
3. Office staff will validate the disposition of each dismissal.
4. Students signed out are expected to leave school immediately.
5. Students dismissed for the remainder of the school day due to illness must have written permission from a doctor/administrator to participate in extracurricular activities.

# **Attendance Policy Amendment**

## Attendance Regulations State Code

Virginia School Law, Section 22.1-254. Ages of children required to attend.

“Every parent, guardian, or other person in the Commonwealth having control or charge [or code in effect] of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in 22.1-254.1.”

Virginia School Law, 22.1-258. Appointment of attendance officers; notification when pupil fails to report to school.

“Whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plans shall include documentation of the reasons for the pupil's nonattendance. If the pupil is absent an

additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, either the school principal or his designee or the attendance officer shall schedule a conference within 10 school days with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 15 school days after the sixth absence. Upon the next absence by such pupil without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the school principal or his designee shall notify the attendance officer or the division superintendent or his designee, as the case may be, who shall enforce the provisions of this article by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Nothing in this section shall be construed to limit in any way the authority of any attendance officer or division superintendent to seek immediate compliance with the compulsory school attendance law.”

Virginia School Law, 22.1-262. Complaint to court when the parent fails to comply with law.

“A list of persons notified pursuant to § 22.1-261 shall be sent by the attendance officer to the appropriate school principal. If the parent (i) fails to comply with the provisions of § 22.1-261 within the time specified in the notice; or (ii) fails to comply with the provisions of § 22.1-254; or (iii) refuses to participate in the development of the plan to resolve the student's nonattendance or in the conference provided for in § 22.1-258, it shall be the duty of the attendance officer, with the knowledge and approval of the division superintendent, to make complaint against the pupil's parent in the name of the Commonwealth before the juvenile and domestic relations district court. If proceedings are instituted against the parent for failure to comply with the provisions of § 22.1-258, the attendance officer is to provide documentation to the court regarding the school division's compliance with § 22.1-258.”

## **Administering Medications**

Students must deliver prescription and non-prescription medication to the school nurse upon their arrival at school. Failure to do so is a violation of school board policy and state law [sec. 18.2-247]. Students may be suspended for 10 days, placed on social probation and/or expelled from school.

## **Administration of Surveys and Questionnaires**

### **Instructional Materials and Surveys**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum of any federally funded program shall be available for inspection by the parents or guardians.

### **Participation in Surveys and Evaluations**

No student shall be required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information about the student or student's parent concerning:

1. political affiliations or beliefs,
2. mental or psychological problems,
3. sex behavior or attitudes,



4. illegal, anti-social, self-incriminating, or demeaning behavior,
5. critical appraisals of other individuals with whom respondents have close family Relationships,
6. legally recognized, privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
7. religious practices, affiliations, or beliefs, or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.)

### **Surveys Requesting Sexual Information**

In any case in which a survey requesting sexual information of students is to be administered, the school board shall notify the parent in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, and how any findings or results will be disclosed.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six and, unless required by federal or state law or regulation, school personnel administering any such survey shall not disclose personally identifiable information.

### **Additional Protections**

A parent may inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. In addition, surveys containing one or more of the subjects listed above, will protect the privacy of students to whom the survey is administered.

### **Physical Examinations and Screenings**

Policies regarding examinations or screenings will be developed and adopted in consultation with parents unless required by Virginia law or administered in accordance with the Individuals with Disabilities Education Act.

### **Commercial Use of Information**

Questionnaires shall not be administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation may subsequently result in the sale of personal information regarding the individual student.

This subsection does not apply to the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions.

### **Notification of Policies and Events**

At the beginning of each school year, the Board shall provide notice of this policy and the dates when the following activities are scheduled or expected to be scheduled. The Board will also allow a student to opt out of the participation in:

1. activities involving the collection, disclosure, or use of personal information collected for the purpose of marketing;
2. the administration of any survey containing one or more items listed in subsection I.B. above; or
3. any non-emergency, invasive physical examination or screening that is required as a condition of attendance;
4. scheduled and administered by the school; and

5. not necessary to protect the immediate health and safety of the student.

## **Definitions**

Instructional material: means the instructional content provided to a student including printed or representational materials, audiovisual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Invasive physical examination: means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Parent: includes a legal guardian or other person standing in loco parentis (a person who is legally responsible for the welfare of the child).

Personal information: means individually identifiable information including

1. a student or parent's first and last name;
2. a home or other physical address;
3. a telephone number; or
4. a Social Security identification number.

Survey: means an evaluation.

## **Admission Of Homeless Children**

The School Board is committed to educating homeless children and will coordinate local social services agencies, other agencies and programs to provide services to such students.

The Galax City School District will serve each homeless student according to the student's best interest and will either continue the student's education in the school of origin for the duration of the homelessness or enroll the student in any public school that non-homeless students are eligible to attend if the student becomes homeless between academic years or during an academic year.

In determining the best interest of a homeless student, the Galax City School Board shall:

1. keep the student in the school of origin, if possible, unless it is contrary to the wishes of the student's parent or guardian;
2. provide a written explanation regarding the decision, including a statement regarding the right to appeal; and
3. in the case of an unaccompanied youth, ensure that the district's homeless liaison assists in placement or enrollment decisions.

## **Enrollment**

The school selected shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, birth records, medical records, proof of residency, or other documentation. The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, birth, or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the district's homeless liaison for assistance.

If the documentation regarding the comprehensive physical examination cannot be furnished for a homeless child or youth, and the person seeking to enroll the pupil furnishes an affidavit stating that such pupil is in good health and free from any communicable or contagious disease, the school division shall immediately refer the

student to the local school division homeless liaison who assist in obtaining the necessary physical examination and shall immediately admit the pupil to school.

### **Enrollment Disputes**

If a dispute arises over school selection or enrollment in a school

1. the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
2. the parent or guardian of the student shall be provided with a written explanation of the school's decision including the rights to appeal the decision;
3. the district's homeless liaison shall carry out the appeal process after receiving notice of the dispute; and
4. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

### **Appeal Process**

#### **Oral Complaint**

In the event that an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present his position to the division's homeless liaison.

#### **Written Complaint**

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the homeless liaison which must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the homeless liaison.

Within five (5) school days after receiving the written complaint, the homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

Appeal to Superintendent

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may file a written appeal to the Superintendent. Within five (5) school days of receiving the written appeal, the Superintendent shall provide a written decision to the Complainant including a statement of the reasons therefore.

### **Comparable Services**

Each homeless student shall be provided services comparable to services offered to other students in the school including:

1. transportation services;
2. educational services for which the student is eligible;
3. programs in vocational and technical education;
4. programs for gifted and talented students; and
5. school nutrition programs.

## **Transportation**

At the request of the parent or guardian, transportation will be provided for a homeless student to and from the school of origin as follows:

1. if the homeless child continues to live in the area served by the division, the child's or youth's transportation to and from the school of origin shall be provided.
2. if the homeless child's living arrangements in the area served by the division in which the school of origin is located terminate and the child begins living in an area served by another division, the 2 divisions shall agree upon a method of apportion the responsibility and costs for providing the child with transportation to and from the school of origin.

## **Definitions:**

The term "homeless student" means an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

1. children and youths, including unaccompanied youths, who
  - a. are sharing the housing of other persons due to loss of housing, economic hardship, or other causes; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations, or in emergency, congregate, temporary, or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - b. have a primary nighttime residence that is not considered to be regular sleeping accommodations for human beings; or
  - c. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
2. Migratory children who are living in circumstances described above.

The term "migratory child" means a child who is, or whose parent or spouse is, a migratory agricultural worker who has moved from one school district to another to obtain temporary or seasonal employment.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

## **Asbestos Notification**

The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act, was passed by Congress in 1986. AHERA requires local educational agencies to inspect their schools for asbestos-containing building material and prepare management plans that make recommendations for the reduction of asbestos hazards.

In accordance with the requirements of AHERA, Galax City Public School Division is notifying all employees, building occupants, and their legal guardian of the availability of the AHERA management plan for public review. The AHERA Management Plan contains documentation of the initial AHERA inspection, 6 month periodic surveillances, triennial re-inspections, employee training, and the Operations and Maintenance procedures. Questions regarding the AHERA Management Plan or this notice should be directed to Galax City Public Schools LEA Asbestos Designee, Jeff Sharpe, Director of Support Services at (276) 236-2911.

## Athletic Eligibility Policy

To be eligible to represent Galax City Public Schools in any VHSL contest or activity students must meet all VHSL requirements and requirements set by the school.

## Breakfast and Lunch

An adequate nutrition program is essential to a child's growth and development, and influences higher achievement in school. In the belief that every school age child should have an adequate lunch, the School Board will serve free or reduced price lunches to eligible children. Breakfast and lunch will be provided free of charge to all Galax City Schools students for the 2023-2024 school year.

### Galax Middle and High School

Breakfast will be served in the cafeteria from 7:15 a.m. until 8:00 a.m.

The following are the proposed prices for the 2023-2024 school year, all prices subject to change:

#### Galax High/Middle School

Student breakfast	\$2.00
Student reduced breakfast	\$0.30
Adult breakfast	\$2.95
Student lunch	\$2.45
Student reduced lunch	\$0.40
Adult lunch	\$4.75

Lunch will be served in the school cafeteria. Students are not permitted to leave campus to eat lunch. Students who check out for lunch will not be permitted to participate in extracurricular activities for that day. Students who wish to bring their own lunches must eat them in the cafeteria. Underclassmen may not use to-go trays from the cafeteria. All students must remain in the cafeteria during lunch. Seniors may earn an exemption to this rule.

## Galax Elementary School

Breakfast will be served in the cafeteria from 7:15 a.m. until 8:00 a.m.

The following are the proposed prices for the 2023-2024 school year, all prices subject to change:

### Galax Elementary School

Student breakfast	\$1.80
Student reduced breakfast	\$0.30
Adult breakfast	\$2.95
Student lunch	\$2.20
Student reduced lunch	\$0.40
Adult lunch	\$4.75

Students at Galax Elementary School may pack their own lunches, however food from outside locations is not allowed.

## Child Abuse Reporting

Any employee of Galax City Public Schools that suspects a child is being abused or neglected is required to report such suspected cases of child abuse or neglect; and all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. Virginia Dept. of Social Services Child Abuse & Neglect Hotline (800) 552-7096

## Display of Posters

All poster displays in the school must be approved by the principal or assistant principal.

## Eating Disorders Awareness Information

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic support. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

If you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider or school nurse. More information about eating disorders may be found on the district [website](#).



# Emergency Plans

## **Fire Drills:**

Fire drills are held periodically for your safety. Fire drill exit instructions are posted in each room and teachers are asked to explain the procedure thoroughly.

1. DURING A FIRE DRILL, CLOSE ALL WINDOWS AND DOORS,
2. MOVE QUIETLY, ORDERLY AND QUICKLY, BUT DO NOT RUN.
3. Once outside, line up silently while the teacher checks the roll and wait for the recall bell.

These drills are your insurance against accidents or injury in case of fire (See 8.01 and 8.02).

## **Tornado Drills:**

A tornado drill will occur during the month of March. Tornado drill instructions are posted in each room and teachers are asked to explain the procedures thoroughly.

1. DURING A TORNADO DRILL, EXIT THE ROOM QUIETLY, ORDERLY, AND QUICKLY, BUT DO NOT RUN.
2. Once in the assigned location assume the proper position. Sit in a fetal position with face and head protected. Cover head with hands with head toward the lockers.
3. Once in the proper location and position, remain silent while the teacher checks the roll and wait for the all clear signal.

This drill is your insurance against accidents or injury. (See 8.01 and 8.02).

## **Lockdown Procedures:**

Lockdowns will be held periodically for your safety. An announcement will be made stating a lockdown or lockdown drill is in progress. This is notification that there is a potential problem.

1. DURING LOCKDOWN, REPORT IMMEDIATELY TO YOUR ASSIGNED CLASSROOM OR CLOSEST ROOM AVAILABLE.
2. MOVE QUIETLY, ORDERLY AND QUICKLY, BUT DO NOT RUN.
3. Once inside you'll be designated to a safe area in the classroom, remain silent and wait for the all clear signal.

These drills are for your insurance against accidents or injury in case of a potential problem.

# English Learners

The Galax City School Board shall provide a language instruction educational program to children by assisting the children to learn English and meet Virginia's challenging academic achievement standards. The School Board will annually assess the English proficiency of all English Learners.

## **Notification**

The School Board will inform parents of:

1. the reasons for the identification of their child as an English Learner; the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement
2. the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
3. how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child
4. how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation
5. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if federal funds are used for children in high schools
6. in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child
7. information pertaining to parental rights that includes written guidance detailing
  - a. the parents' right to have their child immediately removed from such program upon their request and
  - b. the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available
  - c. information pertaining to parental rights that includes written guidance assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the division 20 U.S.C. § 6312(e)(3).

For those children who have not been identified as English learners prior to the beginning of the school year, the division must give the notifications listed above to parents within the first two weeks of the child being placed in a language instruction educational program.

In addition, parents of students identified as English learners will be notified regarding parental involvement opportunities in the same manner as notice is given regarding other Title I programs.

## **Extra-Curricular Playing and Practicing Policy**

Reference Galax High School and Galax Middle School Athletic Handbook.

## **Family Life “Opt Out” Policy**

Parents may exercise the "opt out" procedure for any or all of the family life education curriculum by requesting an "opt out" form from the school. Parents are encouraged to review the content before exercising the "opt out" procedure. If parents elect for their child not to participate, the form should be completed and returned to the school.

# Field Trip Policy

## General rules for activity trips:

1. Permission forms signed by parents or guardians must be secured from each student before the day of the field trip and filed with the office secretary. NO STUDENT may take a field trip without the signed permission slip on file with the office secretary for that particular field trip. This form may also be obtained from the office secretary. Field trip permission forms will remain on file for the academic year.
2. Students on trips must be supervised at all times and must remain with the assigned group/room.
3. No other student from any school will be in any room or rooms of Galax City School students. Galax City School students are not to be in any rooms of other school's students.
4. Students are not to leave their rooms during the time specified by the head chaperones.
5. All members are to eat at the specified location set up by the head chaperone.
6. All school rules will be strictly enforced.
7. Courtesy shall be extended at all times to chaperones and supervising school personnel on trips and at any school function. Violation of this rule will be handled on an individual basis by a conference with the student and his or her parents/guardians, the school administration, and chaperones.
8. Damage will result in the cost of damage being paid for by the student and his or her parents/guardians. This covers motel, bus, equipment or uniform damage, or any other damage resulting from misconduct by the student.
9. Whenever possible there will be four (4) students to a given motel room. The chaperone will duly appoint a room captain for each room. The duties of the room captain are as follows:
  - a. An obligation to inform the chaperone of any problems in their rooms.
  - b. Assure the orderly conduct of their roommates.
  - c. Make sure the room is kept in an orderly manner.
  - d. To set a good example, field trip participants must notify teachers of classes missed, obtain assignments, and be prepared when they return.

Violations of the above rules will result in mandatory school discipline by the school administration. This school discipline will be in accordance with the following state codes:

- a. The chaperone may deny a pupil further attendance on any trips (State Code 22-249).
- b. Suspension and/or social probation. Social probation will be for a minimum of nine weeks (45 school days) and may be carried over into the next school year.
- c. Referral to the Division Superintendent following suspension or expulsion. It is the duty of the school board to expel or suspend pupils when the welfare and smooth running of the schools make it necessary (State Code 22-231).

## Fundraisers

All fundraisers must have prior administrative approval.

# Grading System

## Elementary School

The following procedure is to be used in computing averages for grade cards and permanent records and to determine the final letter grade.

The kindergarten and first grade scale is:		The second through fifth grade scale is:	
O	Outstanding	A	90-100
S+	Above Average	B	80-89
S	Average	C	70-79
N	Needs Improvement	D	60-69
U	Unsatisfactory	F	Below 60

Specialist grades for all grade levels:

O = Outstanding                      N = Needs Improvement

S = Satisfactory                      U = Unsatisfactory

Report Cards are given out by the homeroom teacher at the end of each grading period. The cards should be returned to the homeroom teacher, signed by the parent, within two days. Families may monitor their child's grades through the Parent Portal. If you need access please contact your child's school. Please contact your child's teacher if you have concerns.

## Middle and High School

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60
INC	Incomplete
EXP	Exempt from exams
WF	Withdrawn and failed

Wytheville Community College courses which are taken for dual credit will follow the WCC grading scale. Wytheville letter grades are then converted to GHS values.

Report Cards are given out by the homeroom teacher at the end of each nine weeks. Families may monitor their child's grades through the Parent Portal. If you need access please contact your child's school. Please contact your child's teacher if you have concerns.

## **School Counseling**

The Galax City School counseling program exists to provide all students with opportunities to grow academically, emotionally, and socially. We value our relationships with students and parents, as well as others in our community. Together, we can provide quality education and learning experiences for our students.

Guidance services are provided to students in an environment or setting as deemed appropriate for student needs and circumstances. Confidentiality and trust are essential components of any effective guidance and counseling program. Participation in any guidance/counseling program is optional. The Galax City School Board policy regarding personal/social counseling states that parents will notify the school division in writing if the student is NOT to participate in the school's guidance and counseling program.

In addition to individual counseling sessions, classroom guidance and group counseling sessions will be conducted throughout the school year. Important issues that will be addressed during these sessions include: academic and career planning, self-esteem issues, interpersonal relationships and communication skills, conflict resolution skills, as well as coping skills.. The guidance department also administers all standardized testing.

### **Galax Elementary School**

Services include classroom guidance sessions, small-group guidance, and individual counseling sessions. Student referrals are welcomed and can be initiated by parents, teachers, or students. Counseling materials are located in the counseling department. Parents may contact the counseling department to review materials used in the program.

### **Galax Middle School**

Services include individual, classroom, and small-group counseling sessions. Important issues that are addressed in these sessions include academic and career planning, self-esteem issues, interpersonal relationships and communication skills, conflict resolution and coping skills. There is a focus on career exploration at the middle school level. In addition to sessions on career exploration and development, all seventh-grade students develop an Academic and Career Plan that will extend through their high school years.

### **Galax High School**

Services are designed to help students develop to their fullest potential. Students are encouraged to make wise choices in the selection of a course of study in which each student can find success and happiness. Student services administers state standardized tests as well as college entrance examinations. Other services include help with planning a program of study, advising strategies for study problems, furnishing college and career information, offering job suggestions, and counseling with personal issues.

## High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course in accordance with policies adopted by the local school board. Notice of this provision must be provided to parents with a deadline and format for making such a request. VSBA Policy JO Student Records; 8 VAC 20-131-90.

## Honor Roll

To recognize students with above average achievement, two honor roll groups will be maintained.

1. All "A" Honor Roll (grades 2-12 ) the student must receive "A's" in all classes.
2. All "A and B" Honor Roll (grades 2-12) the student must receive only grades of "A and B."

In determining our honor roll students, grades from special classes will not be included due to the number of times the classes meet during a marking period. In addition, handwriting grades will not be used in determining honor roll. Honor roll eligibility is determined when report cards are issued.

## Immunization and Health Screening

All students must satisfy immunization requirements established by law and/or the Virginia Department of Health. (<https://www.vdh.virginia.gov/immunization/requirements/>) Certification of immunizations must be signed by a licensed healthcare provider. Failure to complete immunization requirements may result in a suspension from school until all requirements are completed. School Board Policy (JHCB).

All students must present a report of comprehensive physical examination. School Board Policy (JHCA).

### School Health Screening

All students in Galax City Public Schools will be screened by the school nurse and/or parent volunteers in accordance with the timelines listed below.

TARGET POPULATION	AREAS OF SCREENING	TIMELINES
all children through grade 3	speech, voice, language, fine and gross motor	within 60 days of initial enrollment in public school
all children	vision and hearing	within 60 days of initial enrollment in public school
all children in grades 3, 7, 10	vision and hearing	during school year

1. Screening may take place up to 60 business days prior to the start of school, e.g. preschool physical examinations.
2. If the child fails the screening, the results of the screening shall be provided to the parents.



3. Children failing any of the screenings may be rescreened after 60 business days if the original results are not considered valid.
4. Children shall be referred to special education administrator/designee no more than five business days after screening/rescreening if results suggest that special education services may be needed.

#### School Screening Results: Children with Suspected Disability

## **Library/ Media Center**

### **Galax Elementary School**

All students have access to the library each week. It is a warm and vibrant place to visit and to learn. Encourage your child to bring home his/her borrowed books and to read often. Please see that your child takes good care of the books and that they are returned promptly.

The library and the Galax Elementary STPO sponsor book fairs during the school year. These offer an opportunity to purchase books and to support the library program. Proceeds from the book fair are used to buy books and materials for the library.

### **Galax Middle and Galax High Schools**

The GHS library serves as a media center with a variety of print and non-print resources available to students. One of the major responsibilities of the media center is to assist students in becoming information-literate and technologically proficient.

While students may browse and self-select books and other printed materials for pleasure reading or research, classes often visit the library as part of some research effort or other assignment. Assistance is available to students in locating information using electronic and traditional means.

In addition to being used throughout the school day, the library is opened before and after school for students to use with teacher permission. Library passes are necessary unless the student goes to the library with his or her class.

Library books are loaned for a period of two weeks with a privilege of renewal. Reference books are to be used in the library only. Special permission may be requested for outside use.

### **Lost and/or Damaged Books**

Fines will be assessed for overdue and lost or damaged library books. The fine for a lost library book is purchase price.

## **Lockers**

Lockers are assigned to individual students, but remain the property of the school division. Lockers may be searched at any time when the administration has reasonable suspicion to do so. All lockers are to be kept closed and clean. Teachers will periodically inspect lockers to assure compliance with this rule. The school provides the lockers for your use, but the school is not responsible for any books or personal belongings which might be taken from your locker. It is recommended that valuable property and money be left at home. A charge of no less than \$5.00 will be assessed for any marking or other damage to lockers.

## **National Assessment of Educational Progress (NAEP)**

Parents of children selected to participate in any NAEP assessment must be informed before the administration of any assessment that their child may be excused from participation for any reason, is not required to finish any authorized assessment and is not required to answer any test question. 20 U.S.C. §9622(c)(1)(A), 20 U.S.C. § 9622(d)(2).

Parents and members of the public must have access to all assessment data, questions and complete and current assessment instruments of any NAEP assessment except personally identifiable information and questions that may be reused in the future. School divisions must make reasonable efforts to inform parents and the public about their right of access to assessment data. If access is requested in writing, it must be provided within 45 days of the request and be made available in a secure setting that is convenient to both parties.

## **Parent Notification Systems**

Galax City Public Schools utilizes the School Messenger System to communicate with families. It is imperative that up to date contact information is on file for students. Contact your child's school office to update information.

## **Per Pupil Expenditure**

In accordance with Section 22.1-92 of the Code of Virginia, Galax City Public Schools provide a yearly per pupil expenditure report. The report will be posted on the division website each spring.

## **Prosecution of Juveniles as Adults**

In accordance with Section 22.1-279.4 of the Code of Virginia, Galax City Public Schools provides information, developed by the Office of the Attorney General, to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. This information can be found on the school [website](#).

## **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

GCPS has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. GCPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. GCPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. GCPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

## **Release of Student Records**

Galax City Public Schools will release the names, addresses and telephone numbers of secondary students to all military recruiters or institutions of higher education that request them unless the parent/guardian of the student specifically requests that this information not be released.

## **School and Student Safety**

The school system encourages students, families, and community members to report school safety issues, such as dangerous rumors, drug use, thefts, harassment, gang activities, existence of weapons and vandalism. The information is distributed to the appropriate school personnel, the Galax City Public School Resource Officer, and/or the Galax Police Department as deemed necessary.

# Sex Offender Registry Notification

The Galax City school division recognizes the danger that sex offenders pose to student safety. To protect students, each school in the Galax City school division shall request electronic notification of the registration or re-registration of any sex offender in the same zip code.

## Annual Notification

At the beginning of each school year, the Galax City school division shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website (<http://sex-offender.vsp.virginia.gov/sor/>).

## Dissemination of Sex Offender Registry Information

Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property.

When registry information is disseminated, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who share registry information with others may be disciplined.

The Galax City school division recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the division will not disseminate registry information to parents.

## Use of Sex Offender Registry Information

Registry Information shall only be used for the purposes of the administration of law-enforcement, screening current or prospective school division employees / volunteers and for the protection of school division students and employees. Registry information shall not be used to intimidate or harass others.

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the Superintendent shall be notified immediately.
2. School Volunteers and Student Teachers. Each staff member shall submit to the Principal the name and address of each volunteer the staff member is or may be using. The Principal will then screen the individual against the registry.
3. Contractors' Employees. The Superintendent shall include the following language in all Division contracts that may involve an employee of the contractor having any contact with a student:  
The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Monthly, the contractor shall check the registry to determine if any employee is registered.
4. School Division Employees. Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the Superintendent and School Board will take the appropriate action to comply with state law which may include termination of employment.
5. Applicants for Employment. Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender.

6. Students and Parents of Students. A sex offender registrant, who is the parent or guardian of a student, shall be permitted to participate in appropriate parent or guardian activities, unless prohibited by court order. Students who are registered sex offenders may not be
7. Precautions to Protect Students. When the Superintendent determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect division students. Anyone requesting registry information from the school division shall be referred to the State Police.

## **Special Education Opportunities/Child Find**

Galax City Schools offer a free appropriate education for children, aged 2-21 inclusive, who have been identified as having a disability.

Special education programs and services are provided to students who have developmental delays, mental retardation, learning disabilities, emotional disturbances, visual impairments, hearing impairments, orthopedic impairments, speech/language impairments, other health impairments, severe and profound disabilities, deafness, blindness, traumatic brain injuries, autism, or multiple disabilities.

Programs and services are provided, as appropriate, in a variety of settings and sometimes through cooperative agreements with other agencies. Most services are offered in local schools. Other methods include:

1. Home based and center based instruction for two, three, and four year old children.
2. Homebound services for school age children who are unable to attend school.
3. Regional programs for students with severe and/or multiple disabilities or with serious emotional disturbances. Regional programs, Cooperative Centers for Exceptional Children, are located at the Galax Vocational School and at the Woodlawn School.
4. Related services, including physical and/or occupational therapy are provided at home or school as appropriate.
5. Services for the visually impaired in cooperation with the Department of the Visually Handicapped.
6. Tuition assistance for state approved private day or residential schools when the student's needs cannot be met through local or regional placements.
7. Assessment and placement services in cooperation with the Mount Rogers Community Mental Health and Mental Retardation Services Board, Industrial and Developmental Center, Staunton School for the Deaf and Blind.
8. Vocational assessment in cooperation with the Department of Rehabilitative Services.

Galax City Schools attempt to locate and identify children ages birth through 21 who may need special education programs or services. Services are provided at no cost to parents. Children ages birth to two years are served by the Mount Rogers Early Intervention Program.

Early identification of developmental delays or potential handicapping conditions is essential since the earlier the disability is discovered, the greater the possibility of helping a child overcome it. Referrals are accepted from anyone at any time. If you have a child, or know of a child with any of the following problems: a very slow rate of development, speech, hearing or visual difficulties, behavior or emotional problems or special health problems,

please contact the principal at Galax Elementary School (276-236-6159) or the Director of Special Education (276-236-2911).

## **Student Course Requirements /Standards of Learning**

Course syllabi, learning objectives, and standards of learning information are available from the teacher or building Principal. The anticipated SOL testing window is in May.

## **Student Records**

### **Content of Records:**

A student education record is maintained for each student attending Galax City Public Schools, and is kept in the school in which the student is enrolled. These records contain identifying data pertaining to the student - name; birth date; social security number, if available; address; citizenship status if other than United States; scholastic work completed (level of achievement and grades); standardized test scores; results of Literacy Testing Program; attendance data; school/community activities and work experience; employment evaluations of cooperative vocational programs; program of studies plan; health and physical fitness data; immunization records; type of diploma awarded; grade point average; rank in class; and disciplinary records. These records also contain the name and address of the parent or legal custodian.

Students with special needs and certain students requiring differentiated programs and/or special services (such as special education) have records related to their educational program which are also maintained in their education record. They may include the following types of information: social histories; legal, psychological, or medical reports; records of sensitive medical problems; verified reports of serious or recurrent atypical behavior patterns; state-required records of evaluations for exceptional education placement and services; reports from institutions and agencies such as juvenile court and social services; counselor or teacher case studies; confidential interviews and/or recommendations; reports of parent conferences and permission for evaluation, placement and release of information; vocational assessment data; eligibility committee minutes; and individualized education programs. All educational record data are maintained together in a single record.

### **Access to Records:**

Federal and state law, and the Virginia Department of Education regulations control access to pupil records. The principal of each school is responsible for the records maintained within that school. Access to student records is limited to those persons having responsibility or legitimate educational interests, including: adult clerical personnel; certain governmental and educational auditors, evaluators, researchers; eligible student; parent; principal, or designee, or school student plans to attend; professional personnel (within school or school division); federal, state and local officials as authorized by law; and others who have the written permission of parent or eligible student. Both natural parents, regardless of custody status, have the right of access to all student records in the absence of a court order to the contrary. Galax City Public Schools forwards education records upon request to a school in which the student seeks or intends to enroll and notifies parents within five days of the transfer of the record.

### **Reviewing, Expunging, and Destruction:**

Records are reviewed periodically to assure accuracy, currency, and completeness. The record data referred to previously is maintained for five years at the school last attended. At that time the records are purged and data which is not required for permanent retention is destroyed. The following education record data is maintained permanently on microfilm: record data disclosure form, name and address of student, birth date, name and address of parent, program of studies plan, scholastic work completed, level of achievement, grades, grade point average, rank in class, type of diploma awarded, attendance, test data (as required by state and/or local school division) and Literacy Passport



Test results, certificate of immunization, social security number, citizenship status if other than U.S., and driver's education records. All other data are destroyed five years after withdrawal or graduation.

Parents or eligible students have the right to be provided with copies of any of the student's education record data prior to their destruction upon written request.

**Request for Access, Release:**

Eligible persons seeking access to education records should notify the principal of the school attended by the student. Once the student has been out of school for five years the request for records must be sent to the principal of the school last attended. Access will be arranged within five workdays from the receipt of the request at the appropriate office. Arrangements will be made for a staff member to be present to interpret the data if necessary; otherwise, records requested are transmitted as indicated in the request. Parents or eligible students who wish to have records released to specific individuals or organizations should request and authorize the release in writing.

**Challenge of Content:**

Parents and eligible students have the opportunity to challenge the content of the student's record to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Such challenge provides an opportunity for the correction or amendment of inaccurate, misleading, or inappropriate information therein and for the insertion of a written explanation by the parents regarding the content of the records. If a parent believes a record is inaccurate they should request an amendment of the record in writing and they have the right to a hearing if the request is denied by the school system. Parents of students may also file a complaint with the Family Educational Rights and Privacy Act Office for failure to comply with 20 U.S.C. 1232g.

**Cost of Reproducing Records:**

Two transcripts from the education record will be sent to other educational institutions, at the request of the parents or eligible student, at no cost. There may be a nominal charge, not to exceed \$2.00 each, for additional copies of such transcripts and for any other reproduction of the records; however, records access or transfer of records will not be impeded due to any unpaid school fees.

**Directory Information:**

"Directory Information" such as student names, addresses and phone numbers will not be disseminated other than to military and college officials who have received approval from the Director of Instruction. However, directory information concerning participation in athletics and other school activities, the winning of scholastic or other honors and awards, and other like information may be disseminated. Parents or eligible students may elect not to have directory information published. To request non-disclosure, notice must be given to the school in writing within 15 working days of receiving this notice.

**Policy on Student Education Records:**

Parents and eligible students may review and obtain a copy of the written policy on management of student education records at any Galax City School Board Office.

**Translations:**

This notice is available in the following languages: English and Spanish. Questions regarding translation availability can be directed to the Director of Instruction, Galax City Public Schools, 223 Long Street, Galax, Virginia 24333 or 276-236-2991.

**Nondiscrimination Statement:**

The Galax City Public School shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the board to not discriminate against any employee because of race, color, religion, age, sex, disability, national origin, or marital status. Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors.

"The school board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position or program for which application has been made."

## **Technology – Acceptable Computer Use Policy (Acknowledgement required)**

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

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system, including the prohibition of illegal material, prevention of access to material that the school division deems to be harmful to juveniles as defined in Va. Code sections 18.2-390 and measures to enforce this policy and regulation including the selection of a technology for the division's computers having Internet access to filter or block Internet access through such computers to child pornography as set out in VA. Code section 18.2-374.1:1 and obscenity as defined in Va. Code section 18.2-372. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

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

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

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

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

All use of the Galax City Public School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

### **Computer System Use-Terms and Conditions:**

1. Acceptable Use - Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. Privilege - The use of the Division's computer system is a privilege, not a right.
3. Unacceptable Use - Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:

Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.

- a. Sending, receiving, viewing or downloading illegal material via the computer system.
- b. Unauthorized downloading of software.
- c. Downloading copyrighted material for unauthorized use.

- d. Using the computer system for private or financial gain.
  - e. Wastefully using resources, such as file space.
  - f. Gaining unauthorized access to resources or entities.
  - g. Posting material authorized or created by another without his or her consent.
  - h. Using the computer system for commercial or private advertising.
  - i. Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
  - j. Using the computer system while access privileges are suspended or revoked.
  - k. Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
4. Network Etiquette - Each user is expected to abide by generally accepted rules of etiquette, including the following:
- a. Be polite.
  - b. Users shall not forge, intercept or interfere with electronic mail messages.
  - c. Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
  - d. Users shall not post personal contact information about themselves or others.
  - e. Users shall respect the computer system's resource limits.
  - f. Users shall not post chain letters or download large files.
  - g. Users shall not use the computer system to disrupt others.
  - h. Users shall not read, modify or delete data owned by others.

### **Liability**

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

### **Definitions:**

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

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

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

**Electronic Mail** - The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private and may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held

personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Enforcement - This procedure and the policy it supports shall be enforced by monitoring information on the School Division's computer system. To protect students, software will be installed on the division's computers having Internet access to filter or block Internet access through such computers to child pornography as set out in Va. Code 18.2-374.1:1 and obscenity as defined in Va. Code section 18.2-372 and may be installed on the computer system to block other obscene/illegal material as well as material that the school division deems to be harmful to juveniles. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

## **Testing Transparency and Parent Opt Out**

Effective August 2, 2016, at the beginning of each school year, school divisions that receive Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the division will provide (in a timely manner), information regarding any state or division policy regarding student participation in any assessments mandated by 20 U.S.C. § 6311(b)(2) and by the state or division, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable. 20 U.S.C. § 6312(e)(2)(A)

In addition, divisions that receive Title I funds shall make widely available through public means (including by posting in a clear and easily accessible manner on the division's website and, where practicable, on the website of each school in the division, for each grade, information on each assessment required by the state to comply with 20 U.S.C. § 6311, other assessments required by the state, and where such information is available and feasible to report, specified information regarding assessments required division wide by the division. 20 U.S.C. § 6312(e)(2)(B).

## **Textbooks**

Textbooks are provided at no charge to students. Textbooks are to be kept clean and handled carefully. Students will be charged a fine for abuse, misuse, or lost books. Students who lose their books are not to receive any additional books until those lost are paid for. In case of lost or damaged textbooks, the following charges will be made:

Lost New Books – Full Price

Lost Books (1 year old) – 2/3 Full Price

Lost Books (2 years old) – 1/3 Full Price

Damaged Books – Fine will depend on extent of damage

Students transferring to another school system are responsible for returning all Galax City Public School textbooks and library books. Textbooks are provided to all students free of charge. Once textbooks are issued they become the student's responsibility, and all lost or damaged books must be paid for by the student.

## **Transportation**

It is the goal of Galax City Schools to provide safe, comfortable and reliable transportation for bus riding school children. This goal is only attainable through the cooperation of parents, students, bus drivers, school personnel,

highway department personnel, the motoring public and others. School bus drivers will be licensed by the Division of Motor Vehicles, trained and updated in safe and proper bus and pupil management and examined by a physician annually and prior to operation of the school bus. School buses will be pre-trip inspected monthly by a mechanic and inspected annually by a garage licensed by the Department of State Police.

**School bus drivers are to be:**

1. On the regular bus schedule daily and refrain from waiting at bus stops for tardy students, except in emergencies.
2. Firm and fair in the enforcement of proper behavior on buses and promptly report recurring misbehavior to principals.
3. Diligent in reporting any vehicle damage to the principal for investigation.
4. Promptly responsive to, and take corrective action en route to stop loud talking, unusual noises, smoking, singing, scuffling, throwing objects or any unnecessary movement that would detract the drivers attention from the road.

**Students are:**

1. Requested to stay out of the roadway at bus stops for their own protection.
2. Required to be at the bus stop on time so the bus can stay on schedule.
3. Required to board the bus orderly, move promptly to seats.
4. Required to keep heads, hands, and arms inside the bus.
5. To refrain from bringing bulky packages, bottles, unbagged cans and live animals onto the bus.
6. To refrain from eating, drinking, or smoking on the bus.
7. To refrain from loud, abusive, and objectionable behavior that offends other students and distracts the driver.
8. Required to follow the directions of the bus driver.
9. Required to have written permission from parent or guardian, co-signed by the principal, to board a different bus or to get off the bus at any stop other than their scheduled bus stop.
10. Absolutely forbidden to throw things about the bus or out of the bus. Any student proven guilty of having deliberately thrown an object capable of producing an injury will be denied bus riding privileges.
11. To refrain from defacing or damaging the bus. Violators will be assessed repair costs and will be subject to stern disciplinary action.

**Parents are:**

1. Requested to accompany or send a designee to accompany young children to and from the bus stop.
2. Invited to confer with the school principal if any question arises.
3. Urged to be constantly alert to the actions of school children and school buses along the roads and highways.
4. Ensure that students are watching for their bus 10 minutes prior to the scheduled pick up time.

**Video Cameras on School Buses:**

In order to promote the safety and welfare of school bus passengers in the Galax City School Systems, it shall be the policy of the Galax City School Board to provide video cameras on school buses. The superintendent shall develop procedures to implement this policy.

### **Galax Middle and High School:**

Students who drive to school are allowed to enter the Long Street entrance to the parking lot beginning at 7:30 a.m.

1. Parents are not allowed to unload or pick up students at the bus loop in the morning or afternoon.
2. Teachers are on duty at the high school and middle school bus loop and the student parking lot.
3. Parents are not allowed in the front parking lot (Maroon Tide Dr.) in the mornings to unload middle school or high school students.
4. Students/ Teachers are assigned parking spaces by school administration.
5. Public parking for school activities is on the driver education range and student parking lot.
6. Both high school and middle school students unload and load from the high school bus loop.
7. GMS and GHS car riders may be dropped off and picked up in front of the gym lobby.

### **Galax Elementary School:**

1. Parents/Visitors at the elementary school are asked not to drive through or park in the McArthur Street lot next to the elementary school during the bus hours, 7:15-8:00 a.m. or 2:45-3:45 p.m.
2. Car rider drop off and pick up will be on Academy Drive. (Please see Page 72 for more information.)

## **School Bus Conduct**

School buses are operated at public expense for the purpose of transporting pupils to and from school. Riding the bus is a privilege which will be revoked when the general conduct is regarded as detrimental to the safety and comfort of those who wish to be transported on the public school bus.

Every bus rider must abide by the following rules:

1. All riders shall remain seated until the bus has come to a complete stop when unloading.
2. All riders shall keep head, hands, and arms inside the bus.
3. Each rider shall remain in the seat assigned to him by the bus driver or principal.
4. Obscene language is forbidden.
5. Bus riders will not litter the bus with food or other debris.
6. Any damage to the bus other than from regular usage will be paid for by the rider or his/her parents/guardians (State Law 22-200).
7. Pupils must be at the loading place at the scheduled time both morning and afternoon.
8. Pupils shall follow the recommended procedure when crossing streets and roadways.
9. Pupils should inform the driver, if possible, when they will be absent from school.
10. Pupils shall cooperate with the driver at all times.
11. The bus driver shall report any misconduct to the respective principals.
12. The bus driver is in complete charge at all times.
13. Parents shall be notified by the principal if misconduct of a student continues. Principals will discipline pupils for misconduct on the bus in the same manner as classroom misbehaving is disciplined.

**Galax City**  **Public Schools**

**galaxschools.us • (276) 236-2911 • 223 Long St. Galax, VA 24333**

# **Student Code Of Conduct**

## **2023-2024**

Galax City Public Schools Code of Conduct fosters the school division's mission to ensure all students graduate "Life Ready." It provides guidance for students, families and staff, and details the many options available to GCPS staff to address student conduct.

The rules of conduct for students in Galax City Public Schools are presented in this section of the Handbook. These rules and regulations have been adopted by the Galax City School Board and represent its official policy.

Examples for most rules are provided. Each rule is accompanied by the consequences for breaking that rule.

All rules and regulations will be enforced on all Galax City school grounds and premises, including Maroon Tide Field; before, during and after school hours, or at any other time when school buildings and/or grounds are being used by a school group; or off school grounds at any school activity, function, field trip or event; or when students are traveling to or from school. The rules contained in this Handbook also apply to bus behavior and behavior at the bus stop.

School personnel will take disciplinary action against any student who violates one or more of these rules and regulations in accordance with the consequences stated. Disciplinary action may include, but is not limited to, reprimand, after-school work, repayment for damages, clean-up, revocation of privileges associated with school activities (including participation in graduation exercises), suspension or expulsion.

Administrators under the direction of a school administrator, may search students and student property (including automobiles and other vehicles) when there is reasonable suspicion to do so. Students should understand that they have no expectation of privacy to their lockers, personal property, or vehicles allowed to park on school property. Consistent with applicable legal requirements, school division personnel may use search techniques such as metal detectors and use other lawful search techniques.

Alternative schools/programs such as the Regional Alternative Education (RAE) and Galax Cooperative Program (GCP), may require additional and/or more restrictive expectations of students consistent with the program design and mission. Such components may include, but are not limited to: attendance, participation, and dress code regulations

### **Statement of Non-Discrimination**

The Galax City School Division does not discriminate on the basis of race, color, national origin, sex, religion, marital status, age, pregnancy, sexual orientation, sexual identity, veteran status, or disability in its programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations. The Human Resources Coordinator, Galax City Public Schools, at 223 Long St. Galax, VA 24333, (276-236-2911), is responsible for coordinating the division's efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.

### **A cautionary note is offered to the Parent as this Handbook and its rules are reviewed.**

A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good, sound judgment must be exercised in light of conditions of the moment.



## Student Behavior Categories

The following behavior categories are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness for administrators, teachers, parents, and counselors of students' social-emotional development and emphasize the importance of helping students achieve academically and develop Social Emotional Learning (SEL) competencies.

Behaviors that impede Academic Progress (BAP)	These behaviors impede academic progress of the student or of students. They are typically indicative of the student's lack of self-management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others so training in social awareness may also be indicated.
Behaviors related to School Operations (BSO)	These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social awareness skills.
Relationship Behaviors (RB)	These behaviors create a negative relationship between 2 or more people that does not result in physical harm. Relationship behaviors impact the whole school community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.
Behaviors that present a Safety Concern (BSC)	These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social emotional competencies so the administrator should investigate the underlying motivation for the student's behavior. Training in social awareness and decision-making are usually indicated in any behavior that creates a safety concern.
Behaviors that Endanger Self or Others (BESO)	These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social- emotional competencies.

The categories are a means to sorting behaviors in order to apply leveled administrative responses to student behaviors.

### Leveled Systems of Disciplinary Responses and Instructional Interventions

In an effective approach to intervention and discipline, when students do not meet behavioral expectations, they receive supports to address the root causes of the behavior and learn appropriate alternatives. When a specific student behavior does not change following an intervention—or the behavior increases in frequency, intensity,

or duration—a problem solving approach is used to identify alternative interventions and responses. All stages of a system of intervention should include opportunities for learning acceptable replacement behaviors within the school and community and access to interventions to address the underlying causes of behavior.

Delivering disciplinary responses to unwanted behaviors is often a needed but never sufficient strategy for reducing inappropriate behavior. Therefore, leveled systems of disciplinary responses should always be only one part of more comprehensive policy around behavior that includes instructional, preventive, and proactive strategies as described earlier in this document. The delivery of disciplinary responses should only serve 4 key functions:

- preventing a negative behavior from being rewarded
- preventing a problem behavior from escalating
- preventing a problem behavior from significantly interrupting instruction
- preventing physical and/or social emotional harm to others

**Leveled Administrative Responses to Student Behavior**

Administrators and leadership teams should engage in a data driven decision-making process to determine appropriate responses for behaviors at all levels. Consequent actions or punishment should always be addressed with instruction and intervention. Instruction should focus on helping students develop social emotional competencies needed to change the behavior.

All referrals to an administrator should include communication with the family. Family involvement is critical to addressing student behavior.

Level 1 Responses	
Level 1 responses are intended to prevent further behavioral issues while keeping the student in school.	
<ul style="list-style-type: none"> <li>• Re-teaching or modeling of desired behavior</li> <li>• Recognize/Reward appropriate behavior</li> <li>• Written reflection or letter of apology</li> <li>• Peer Mediation or conflict resolution</li> <li>• Behavior progress chart</li> <li>• Community service (appropriate to correct the behavior)</li> <li>• Restitution</li> <li>• Seat change</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary loss of privileges</li> <li>• Social Probation</li> <li>• Confiscation of item or device by the administration</li> <li>• Administrator/Teacher/Parent/Guardian conference</li> <li>• Detention (Before school, at lunch, after school)</li> <li>• Administrator/Student conference and/or Administrator/Student/Teacher conference</li> </ul>

## Level 2 Responses

Administrative responses and interventions at this level are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.

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| <ul style="list-style-type: none"><li>• Student conference</li><li>• Administrator/Teacher/Counselor/Student conference (includes re-teaching of expected behavior)</li><li>• Administrator/Teacher/Parent/Guardian conference</li><li>• Check-In/Check-Out</li><li>• Mediation or conflict resolution</li><li>• Detention (before school, at lunch, after school)</li><li>• Restitution</li><li>• Confiscation</li><li>• Social Probation</li></ul> | <ul style="list-style-type: none"><li>• Referral to support services (e.g., School Counselor, Behavior Interventionist, Mentor Program(s), and Student Support Team, Change and Modifying Perceptions - incidents involving drugs and alcohol)</li><li>• Referral to Individualized Education Plan (IEP) team</li><li>• Community service (appropriate to correct the behavior)</li><li>• Referral for community-based services</li><li>• Temporary loss of privileges</li><li>• In-school suspension with behavioral interventions and/or restorative practices (1 to 3 school days)</li></ul> |
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## Level 3 Responses

Depending upon the severity, chronic nature of the behavior and/or safety concerns, Level 3 behaviors may result in the student's short-term removal from school.

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| <ul style="list-style-type: none"><li>• Administrator/Teacher/ Parent/ Guardian Conference</li><li>• Detention</li><li>• Referral for community-based services</li><li>• Community service</li><li>• Revocation of privileges</li><li>• Restitution</li><li>• Referral to alternative education programs</li><li>• Referral to law enforcement where required</li><li>• Threat Assessment as indicated by the behavior</li><li>• Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) Development (Special Education Students)</li><li>• Functional Behavioral Assessment (FBA) and Behavior Support Plan (BSP) Development (General Education Students)</li></ul> | <ul style="list-style-type: none"><li>• In-school suspension with restorative practices (three plus school days not to exceed five school days)</li><li>• Referral to support services (e.g., School Counselor, Behavior Specialist, Mentor Program(s), and Student Assisve Team (SAT).</li><li>• Short-term out-of-school suspension (1 to 3 school days for elementary students /1 to 5 school days for secondary students) with restorative circle or conference upon return</li><li>• Behavior contract (developed with and signed by the student, parent/guardian, and school officials)</li></ul> |
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#### Level 4 Responses

Some Level 4 behaviors require a report to the superintendent or superintendent's designee as outlined in the Code of Virginia § 22.1- 279.3:1. Local school board policy may require additional reporting. A referral to the superintendent or superintendent's designee does not automatically result in a long-term suspension, change of placement or expulsion. After a review of the incident in context, the superintendent or designee may return students to the comprehensive setting with additional support and/or responses to be implemented.

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| <ul style="list-style-type: none"><li>• Threat Assessment as indicated by the behavior</li><li>• Referral to law enforcement as required</li><li>• Long-term revocation of privileges</li><li>• Parent-Administrator-Teacher-Student behavior contract</li><li>• Restitution via written contract</li><li>• Referral for community-based services</li><li>• Schedule change</li><li>• Expulsion from an athletic or activity participation</li></ul> | <ul style="list-style-type: none"><li>• Short-term out-of-school suspension (for preschool to grade three students 1 to 3 school days, 4 to 10 school days for fourth- to sixth-grade students, or 5 to 10 school days for seventh- to twelfth-grade students)</li><li>• Referral to support services (e.g., School Counselor, Behavior Specialist, Mentor Program(s), and Student Assistive Team (SAT)).</li><li>• Recommendation for a long-term suspension (11 to 45 school days)</li></ul> |
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#### Level 5 Responses

Level 5 responses are reserved for those behaviors that require a referral to the superintendent or designee. For preschool to grade three students, any suspension beyond three school days must be referred to the superintendent. A referral to the superintendent or designee may not automatically result in an expulsion, alternative placement, school reassignment, or long-term suspension.

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| <ul style="list-style-type: none"><li>• Threat Assessment as indicated by the behavior</li><li>• Referral to law enforcement as required</li><li>• Referral to Superintendent or designee</li><li>• Expulsion from an athletic or activity participation</li></ul> | <ul style="list-style-type: none"><li>• Recommendation for a long-term suspension (11 to 45 school days)</li><li>• Recommendation for Expulsion (365 days)</li><li>• Alternative placement</li><li>• School reassignment: students may be assigned to another school in the division.</li></ul> |
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## Behaviors and Sanction Levels

<b>BAP: Behaviors that Impede the Academic Progress (BAP) of the student or of other students</b>				
<b>Behavior</b>	<b>Grades K-5 Low Level</b>	<b>Grades K-5 High Level</b>	<b>Grades 6-12 Low Level</b>	<b>Grades 6-12 High Level</b>
Interfering with learning in the classroom (examples include talking, excessive noise, off-task, out of seat, possessing items that distract)	Level 1	Level 2	Level 1	Level 2
Interfering with learning outside of the classroom (examples include excessive noise, interrupting a class)	Level 1	Level 2	Level 1	Level 2
Scholastic dishonesty (such as cheating, plagiarism)	Level 1	Level 2	Level 1	Level 2
Unexcused tardiness to class	Level 1	Level 2	Level 1	Level 2
Unexcused tardiness to school	Level 1	Level 2	Level 1	Level 2




<b>BSO: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures</b>				
<b>Behavior</b>	<b>Grades K-5 Low Level</b>	<b>Grades K-5 High Level</b>	<b>Grades 6-12 Low Level</b>	<b>Grades 6-12 High Level</b>
Altering an official document or record	Level 1	Level 2	Level 1	Level 2
Giving false information, misrepresentation	Level 1	Level 2	Level 1	Level 3
Refusal to comply with requests of staff in a way that interferes with the operation of school	Level 1	Level 4	Level 1	Level 4
Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	Level 1	Level 2	Level 1	Level 3
Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	Level 1	Level 1	Level 1	Level 3
Dress Code Violation	Level 1	Level 2	Level 1	Level 2
Gambling (games of chance for money or profit)	Level 1	Level 1	Level 1	Level 2
Possessing items that are inappropriate for school (examples include toys, literature, electronics) ***	Level 1	Level 1	Level 1	Level 2
Possession of stolen items ***	Level 1	Level 3	Level 1	Level 3
Unauthorized use of school electronic or other equipment	Level 1	Level 3	Level 1	Level 3
Violation of the Acceptable Use of Technology/internet policy	Level 1	Level 3	Level 1	Level 3
Violation of school board policy regarding the possession or use of portable communication devices	Level 1	Level 3	Level 1	Level 3
Vandalism, graffiti or other damage to school or personal property	Level 1	Level 3	Level 1	Level 4

\*\*\*Items will be confiscated and not returned.

**RB: Relationship Behaviors (RB) create a negative relationship between two or more members of the school community (No physical harm is done.)**

Behavior	Grades K-5 Low Level	Grades K-5 High Level	Grades 6-12 Low Level	Grades 6-12 High Level
Bullying with no physical injury (See Model Policy to Addressing Bullying in Virginia's Public Schools)	Level 1	Level 2	Level 1	Level 4
Cyberbullying (See Model Policy to Addressing Bullying in Virginia's Public Schools)	Level 1	Level 3	Level 1	Level 4
Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronics means	Level 1	Level 3	Level 1	Level 4
Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	Level 2	Level 4	Level 2	Level 4
Stealing money or property without physical force	Level 1	Level 3	Level 1	Level 4
Speaking to another in an uncivil, discourteous manner	Level 1	Level 2	Level 1	Level 2
Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	Level 1	Level 3	Level 1	Level 3
Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	Level 1	Level 4	Level 1	Level 4
Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	Level 1	Level 4	Level 1	Level 5
Failure to respond to questions or requests by staff	Level 1	Level 2	Level 1	Level 3
Unwanted or inappropriate physical contact	Level 1	Level 4	Level 1	Level 4

**BSC: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school.**

Behavior	Grades K-5 Low Level	Grades K-5 High Level	Grades 6-12 Low Level	Grades 6-12 High Level
Alcohol: Possessing, using, or being under the influence of alcohol *** 	Level 1	Level 3	Level 1	Level 4
Alcohol: Distributing alcohol to other students*** 	Level 2	Level 5	Level 2	Level 5
Drugs: Possessing drug paraphernalia *** 	Level 2	Level 4	Level 1	Level 4
Drugs: Violating school board non-prescription (Over the counter) medication policy or look-alike drug policy ***	Level 1	Level 3	Level 1	Level 3

Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment	Level 1	Level 4	Level 1	Level 4
Bullying Behavior without physical injury that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Bullying that leads to physical injury should be classified as Assault and Battery.	Level 2	Level 4	Level 2	Level 4
Cyberbullying that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Cyberbullying that relates to a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.	Level 2	Level 4	Level 3	Level 5
Bus: Endangering the safety of others on the bus	Level 1	Level 3	Level 1	Level 3
Fire alarm: Falsely activating a fire or other disaster alarm	Level 1	Level 3	Level 1	Level 3
Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke ***	Level 1	Level 3	Level 1	Level 4
Engaging in reckless behavior the creates a risk of injury to self or others	Level 1	Level 5	Level 1	Level 5
Fighting that results in no injury as determined by the school administration	Level 1	Level 2	Level 1	Level 3
Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students	Level 2	Level 5	Level 2	Level 5
Throwing an object that has the potential to cause a disturbance, injury, or property damage	Level 1	Level 3	Level 1	Level 4
Shoving, pushing, striking, biting another a student with no visible injury	Level 1	Level 2	Level 1	Level 3
Exposing body parts, lewd or indecent public behavior	Level 1	Level 4	Level 1	Level 4
Physical contact of a sexual nature – patting body parts, pinching, tugging clothing	Level 1	Level 4	Level 1	Level 5
Stalking as described in the Code of Virginia section 18.2-60.3	Level 1	Level 3	Level 1	Level 4
Stealing money or property using physical force (no weapon involved)	Level 1	Level 4	Level 1	Level 4
Leaving school grounds without permission	Level 1	Level 2	Level 1	Level 3
Trespassing	Level 1	Level 3	Level 1	Level 3
Possessing dangerous instruments/substances that could be used to inflict harm upon another ***	Level 1	Level 3	Level 1	Level 5
Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1. ***	Level 1	Level 5	Level 1	Level 5

\*\*\* Items will be confiscated and not returned. Police Department Notified

**BESO: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community.**

Behavior	Grades K-5 Low Level	Grades K-5 High Level	Grades 6-12 Low Level	Grades 6-12 High Level
Assault: Intending to cause physical injury to another person 📞	Level 1	Level 3	Level 1	Level 3
Assault and Battery: Causing physical injury to another person 📞	Level 3	Level 5	Level 3	Level 5
Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration	Level 1	Level 3	Level 1	Level 3
Striking Staff: The use of force against a staff member when no injury is caused 📞	Level 2	Level 3	Level 3	Level 5
Drugs: Possessing or distributing controlled substances, illegal drugs inhalants, or synthetic hallucinogens or unauthorized prescription medications *** 📞	Level 1	Level 5	Level 3	Level 5
Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications 📞	Level 1	Level 5	Level 3	Level 5
Fire: Attempting to set, aiding in setting, or setting a fire	Level 1	Level 5	Level 3	Level 5
Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1	Level 2	Level 5	Level 3	Level 5
Hazing as defined in §18.2-56 and noted in § 22.1-279.6.	Level 2	Level 5	Level 2	Level 5
Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel	Level 1	Level 4	Level 3	Level 5
Using an object not generally considered to be a weapon to threaten or attempt to injure students or others	Level 1	Level 4	Level 3	Level 5
Bomb threat –Making a bomb threat	Level 2	Level 5	Level 5	Level 5
A crime in the community where the student was charged with an offense relating to the Commonwealth's laws, but required to be disclosed to the superintendent of the school division pursuant to § 16.1-260(G)	Level 3	Level 5	Level 3	Level 5

\*\*\*Items will be confiscated and not returned. 📞 Police Department Notified



**PD: Behaviors described in the Virginia's Unsafe School Choice Option Policy required by the federal Every Student Succeeds Act of 2015.**

Behavior	Grades K-5 Low Level	Grades K-5 High Level	Grades 6-12 Low Level	Grades 6-12 High Level
<b>Sub-Category I</b>				
Homicide - Firearm	Level 5	Level 5	Level 5	Level 5
Homicide - Other Weapon	Level 5	Level 5	Level 5	Level 5
Sexual Assault	Level 5	Level 5	Level 5	Level 5
Attempted Sexual Assault	Level 5	Level 5	Level 5	Level 5
Use of a Bomb	Level 5	Level 5	Level 5	Level 5
<b>Sub-Category III</b>				
Assault with Firearm or Weapon	Level 5	Level 5	Level 5	Level 5
Actual or Attempted Robbery	Level 5	Level 5	Level 5	Level 5
Kidnapping/Abduction	Level 5	Level 5	Level 5	Level 5
Malicious Wounding without a Weapon	Level 5	Level 5	Level 5	Level 5
Aggravated Sexual Battery on a Student	Level 5	Level 5	Level 5	Level 5
<b>Sub-Category III</b>				
Illegal Possession of Handgun ***	Level 5	Level 5	Level 5	Level 5
Illegal Possession of Rifle or Shotgun ***	Level 5	Level 5	Level 5	Level 5
Illegal Possession of Any Other Projectile Weapon ***	Level 5	Level 5	Level 5	Level 5
Illegal Possession of Bomb ***	Level 5	Level 5	Level 5	Level 5
Illegal Possession of Other Firearms ***	Level 5	Level 5	Level 5	Level 5
Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell ***	Level 5	Level 5	Level 5	Level 5

\*\*\*Items will be confiscated and not returned. Police Department Notified

## **Unscheduled School Closings**

If it becomes necessary to close the school due to emergencies or bad weather, an announcement will be made by the local radio station, TV outlets, through School Messenger, on the website, and on GCPS social media sites.

## **Visitors**

Parents are encouraged to visit the school. Parents must sign-in at the office upon entering. All visitors will be issued a pass. Passes must be carried while on campus and returned to the office prior to departure.

## **Additional Information**

### **Assemblies**

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, and to show school spirit. Depending on the purpose of the assembly, there is a specific type of behavior expected for the audience. First and always, the audience should respect the rights of the performers, speakers, or whoever might be presenting the program. There is an obligation of courtesy that students owe other persons in their school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. As students you are expected to:

1. Follow assembly instructions given by your teacher or administrator.
2. Honor and respect the dignity of the program.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate. (Ex. The SCA Installation requires silence; pep rallies require audience participation.) Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
4. Remember, you are not responsible for the ways in which other people treat you, but you are responsible for the ways in which you treat other people.

## **Bomb Threats, False Fire Alarms, Smoke Bombs and Fireworks**

May be considered a criminal offense

False Fire Alarms §18.2-212 of The Code of Virginia states that it is a class 1 misdemeanor if any person who without just cause calls or summons by telephone or otherwise any ambulance or fire-fighting apparatus or maliciously activates a manual or automatic fire alarm in a building used for public assembly or for a public purpose, including public schools, regardless of whether the fire department responds.

Bomb threats (§18.2-83) - This is a reportable offense.

Smoke bombs (§ 18.2-87.1) - A person who willfully and intentionally sets off or causes to be set off any chemical bomb capable of producing smoke in any building used for public assembly or regularly used by the public could be guilty of class 2 misdemeanor.

# Drugs/Alcohol

## Use or Possession of Drugs

### 1. Definitions

For the purpose of this policy, the following definitions will apply:

- a. Drugs - any beverage containing alcohol, any prescription or non-prescription medicine used for any purpose other than its intended or prescribed purpose, and any other chemical used to modify physical or physiological behavior.
- b. Drug Possession - having drugs on the person, within the personal belongings of an individual, inside individual lockers or inside an automobile parked on the school grounds.
- c. Drug Distribution - tendering drugs to any individual, whether accepted or not.
- d. Using Drugs - the induction of any drug into the body by any method.
- e. Being Under the Influence of Drugs - acting in a manner that would indicate a physiological or behavioral change as a result of having used drugs.

# Cell Phones and Electronic Devices

Students are permitted to have Personal Electronic Devices and / or cell phones on school property. However, they are the responsibility of the student and are not allowed to be on or used during the instructional times of the school day.

Galax City Public Schools recognize that electronic devices, such as Personal Electronic Devices and cell phones can have an important instructional role within the classroom. Each individual teacher will decide if and when such devices may be used within his/her classroom. Any electronic device that becomes a distraction to the learning environment may be confiscated by the classroom teacher/staff member and turned into the office. Failure on the part of the student to cooperate with the teacher will constitute a discipline violation and may be considered an act of defiance by the student.

**Galax High School:** consequences relating to an electronic device that is turned in at the office.

1. First Offense - electronic devices will remain in the office and be returned to the student at the end of the day.
2. Second Offense - electronic device will remain in the office until a parent or guardian comes to collect the device at the end of the school day and meets with administration.
3. Third Offense - electronic device remains in the office until a parent or guardian comes to collect the device, meet with administration, and further disciplinary action is assigned to the student.
4. Fourth Offense - in addition to what is listed above, the student will lose the privilege to carry their personal electronic device for a designated period of time. (The device will be turned in to the office and picked up daily).

# Cheating Policy

Cheating is defined as the giving or receiving of academic material in a manner not permitted by the teacher. For instance:

1. Copying involves the use of the following during any testing period:
  - a. One's own material
  - b. Plagiarism
  - c. Cheat notes

- d. Textbooks
  - e. Class notes
  - f. Inappropriate use of technology
2. Working with other people while taking a test, quiz, or exam; or when writing a report or other kind of paper; or when doing homework or laboratory work.
  3. Giving or receiving specific information on a test that has already been given or that is about to be given.
  4. Use or possession of any electronic device, cell phone, or camera that might be used to record and/or transmit information about any graded content.

The teacher will notify the principal in writing of the incident.

\*Special Note for National Honor Society Members: Cheating as defined by this handbook, may result in removal from the National Honor Society as determined by the Galax High School Faculty Council.

## Expectations

All parents are expected to assume responsibility for a student's behavior and assist the school in enforcing the Standards of Student Conduct. School Board Policy (JFC).

GCPS believes that to create a safe and orderly environment all staff and students must act in a respectful manner. Treating others with respect is the cornerstone of a safe and orderly school. GCPS will seek to provide character education for our students. A specific character word will be the focus of each nine weeks. Teachers will incorporate these elements of character into their lessons and students will have opportunities to exercise each of the different pillars of character.

### **The pillars of character are:**

- 1<sup>st</sup> Nine Weeks: Respect & Responsibility
- 2<sup>nd</sup> Nine Weeks: Caring & Fairness
- 3<sup>rd</sup> Nine Weeks: Trustworthiness
- 4<sup>th</sup> Nine Weeks: Citizenship

Students are expected to be courteous to all people at all times. Discourtesy in any manner will be dealt with accordingly and flagrant violations will be referred to the office.

Students are expected to act in a manner which will reflect credit on themselves, on their parents/guardians, and on their school. No student will take any action which endangers another person, or which disrupts or disturbs a school activity or class. A student involved in any such action will be removed from the situation until some workable understanding is reached.

A student whose actions at any school-related activity whether in this school or another, serves to discredit the school and its students, and will be subject to disciplinary action.

## Fighting

Fighting will not be tolerated.

### **Consequences:**

Refer to the GCPS Code of Conduct.

## Hazing

Non-school organizations and secret societies are prohibited from in-school operations. Students involved with hazing activities, inductions, or initiations for non-recognized organizations are subject to disciplinary penalties.

### **Consequences:**

Refer to the GCPS Code of Conduct.

## Gang Activity

Galax City Schools recognize street gangs as a problem in our community. Gangs are defined as an ongoing organization, association or group having common characteristics, including but not limited to initiation practices, hand signals, structured style of dress, specific geographic territorial claim or identifiable leadership and consisting of two or more individuals.

### **Gang activity is defined as:**

1. Wearing or distributing any clothing, jewelry, emblem, drawing, bandana, symbol, sign, display of a tattoo, or other thing that is evidence of membership or affiliation in any gang:
2. Committing any act or omission, or using speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in any gang:
3. Committing any act in furtherance of the interests of any gang, including, but not limited to:
  - a. Soliciting, hazing, initiating others for membership in a gang,
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person,
  - c. Committing any other illegal act or other violation of the student code of conduct and
  - d. Encouraging other students to act with physical violence;
4. Any inappropriate behavior and/or activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

### **Consequences:**

Refer to the GCPS Code of Conduct.

## Leaving School Without Permission

GCPS schools are a closed campus. Once students come onto school property they must remain on school grounds until regular dismissal time. Leaving school property without permission is a violation of the GCPS discipline policy.

### **Consequences:**

Refer to the GCPS Code of Conduct.

## Public Display of Affection

Public displays of affection will not be permitted at school, on school buses, or at any school sponsored activity.

### Consequences:

Refer to the GCPS Code of Conduct.

## Search of Students, Desks, Lockers, and Automobiles

The principal or designated person or persons may search a student, his personal belongings, desk, locker, or automobile (when parked on school property), under the following circumstances:

1. A student, his/her desk, locker, and automobile may be inspected if the administration has reason to suspect the presence of stolen property or the presence of materials, or other items deemed detrimental to the best interest of the school.
2. When the administration suspects the presence of drugs or other harmful substances which are likely to pose a threat to the maintenance and order of the school.
3. Police drug dogs may be brought in from time to time for searches.

## Sexual Harassment

It is the policy of the Galax City School Board to prohibit any sexual harassment in the Galax City Public Schools. It is illegal for any student, to harass another student by (i) making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature, or (ii) creating an intimidating, hostile or offensive environment by such conduct.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged act immediately to the building principal. A thorough confidential investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment shall be undertaken immediately.

The Administration and Faculty of GCPS commits to the support of School Board Policy (JFHA/GBA). Through the investigation of formal complaints of discrimination, intimidation, violence, or threats of violence.

## School Property

Respect for public and private property is demanded of each student. Therefore:

1. Any serious damage to school property will result in disciplinary action. This includes damage to desks and furniture or any other school equipment. Restitution for damage will be required. Teachers will check furniture and equipment daily.
2. Windows, window shades, and other school equipment are not to be handled by students unless assigned or permitted by a teacher.

VA. Code §18.2-60

VA. Code §8.01-43 - Destruction of Property

## **Skippping Class**

Skippping class is prohibited and will result in disciplinary action. Students will be required to make up missed class time.

### **Consequences:**

Refer to the GCPS Code of Conduct.

## **Student Dress**

We feel that it is a parent responsibility to see that students are dressed appropriately. Any form of dress which is considered distracting or disruptive in appearance, unsafe, and detrimental to the purpose or conduct of the school will not be permitted.

1. Midriffs must be covered.
2. Shorts and skirts must extend beyond the fingertips when standing upright.
3. Clothing designed to be used as sleepwear is prohibited.
4. Clothing containing vulgar or inappropriate language and/or messages regarding weapons, tobacco, alcohol and drugs will not be worn.
5. Underwear must not be visible.
6. Spaghetti straps and tank top shirts are prohibited. Any shirt with straps must be 2 inches wide at the shoulder.
7. Gang colors, gang slogans, bandanas, or dress promoting gang membership or mission is prohibited.
8. Clothing and accessories that may be used as a weapon (i.e. chains, spikes, etc.) are prohibited.
9. All students must wear soled foot apparel.
10. In the case of clothing, inappropriate dress would be apparel with vulgar, suggestive, illegal, or otherwise offensive slogans; and clothing which is too revealing.
11. Other specific apparel may be required for health reasons in shop, home economics, driver education, science, etc.
12. There may be specific standards of grooming required of athletes, or other students who are representing Galax City Public Schools in an official capacity.
13. Hats and other head apparel shall be removed upon entering any school building. Head apparel shall be stored in lockers during the school day.
14. Leggings/Spandex will not be permitted unless shorts or a skirt that comply with length standards are worn over top.

\* The school administration reserves the right to judge appropriate appearance.

### **Consequences:**

Refer to the GCPS Code of Conduct.

## **Threats Against Persons or Property**

Va. Code 18.2-60 - Any person who communicates a threat, in a writing, including an electronically transmitted communication producing a visual or electronic message, to kill or do bodily harm, (i) on the grounds or premises of any elementary, middle or secondary school property, (ii) at any elementary, middle or secondary school-sponsored event or (iii) on a school bus to any person or persons, regardless of whether the person who is

the object of the threat actually receives the threat, and the threat would place the person who is the object of the threat in reasonable apprehension of death or bodily harm, is guilty of a Class 6 felony.

## **Tobacco/Vaping Policy**

It is illegal for any person under the age of 21 to purchase or possess any tobacco product including e-cigarettes. Any individual violating this law is subject to a civil penalty. The school resource officer may issue a summons for such violation.

Students shall not possess, consume or use tobacco products in any form, including vaping while on school property during regular school hours. Student activities such as band practice, club meetings, athletic events, and other off-site school sponsored activities will be considered as part of the regular school day and will be under jurisdiction of this regulation.

NOTE: "Regular school hours" referred to in the regulation shall extend from the time one boards a school bus or arrives at school by some other means until such time as one arrives at home by school bus or departs school by some other means (JFCH[GBEC]).

### **Consequences:**

Refer to the GCPS Code of Conduct.

## **Trespassing**

Students are not to be on school property after 4:00 P.M. unless attending a school function under supervision. No students, including athletes, are to be in the halls during or after practice without supervision. Books and personal belongings to be taken home must be carried to the locker room, prior to practice, as students will not be allowed in rooms or in halls after 4:00 P.M. unless in case of emergency, so approved by the high school administration.

State Law 18.1-128 reads as follows and will be enforced: It is unlawful for any person, whether or not a student, to enter upon or remain upon any school property in violation of (i) any direction to vacate the property by a person authorized to give such direction or (ii) any posted notice containing such information.

### **Consequences:**

Refer to the GCPS Code of Conduct.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.



2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

# Equal Educational Opportunities / Non-Discrimination

The Galax City School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's protected group status at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

- promptly investigates all complaints, written or verbal, of harassment based on protected group status at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

## II. Definitions

The Compliance Officer is the person designated by the School Board to receive complaints of harassment referred by the Title IX Coordinator and oversee investigation of those complaints as described below.

"Consent" is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

### Prohibited Conduct

#### Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

"Sexual harassment prohibited by Title IX" means conduct on the basis of sex that satisfies one or more of the following:

- an employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual's participation in unwelcome sexual conduct;
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; or
- "sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

#### Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

#### Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including socioeconomic level regardless of whether the personal characteristic is protected by law.

“Title IX” means 20 U.S.C. §§ 1681-1688 and the implementing regulations.

“Title IX Coordinator” means the person designated by the School Board to coordinate its efforts to comply with its responsibilities under this policy and Title IX.

The Title IX Coordinator may be contacted at [titleixcoordinator@galaxschools.us](mailto:titleixcoordinator@galaxschools.us)

### III. Complaint Procedures

#### Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to the Title IX Coordinator or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the superintendent.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted.

The complaint, and identity of the person allegedly harassed and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by Title IX. If they may be, the Title IX Grievance Process below is followed. If they cannot be sexual harassment prohibited by Title IX, then the complaint is referred to the Compliance Officer who follows the procedures below.

The Title IX Coordinator also determines whether the alleged harassment may also constitute criminal conduct and ensures that law enforcement officials are notified if necessary.

If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy GAE Child Abuse and Neglect Reporting.

Investigation by Compliance Officer

## Generally

### The Compliance Officer

- receives complaints of harassment referred by the Title IX Coordinator;
- conducts or oversees the investigation of any alleged harassment referred by the Title IX Coordinator;
- assesses the training needs of the school division in connection with complaints referred by the Title IX Coordinator;
- arranges necessary training; and
- ensures that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

## Compliance Officer Formal Procedure

Upon receiving a referral of a complaint of alleged prohibited harassment from the Title IX Coordinator, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after referral of the complaint to the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the person allegedly harassed and the alleged harasser shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the person allegedly harassed, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the person allegedly harassed and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

#### Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the person allegedly harassed and the alleged harasser. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Galax City School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the person allegedly harassed receives counseling.

#### Appeal

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

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

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

#### Compliance Officer Informal Procedure

If the person allegedly harassed and the person accused of harassment agree, the person allegedly harassed' s principal or principal's designee or supervisor may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the person allegedly harassed and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Compliance Officer Formal Procedures set forth herein. The principal or principal's designee or supervisor shall notify the person allegedly harassed and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

Sexual Harassment Prohibited by Title IX

#### Definitions

“Actual knowledge” means notice of sexual harassment prohibited by Title IX or allegations of sexual harassment prohibited by Title IX to the Title IX Coordinator or any official of the school division who has authority to institute corrective measures or to any employee of an elementary or secondary school.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment prohibited by Title IX.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by Title IX against a respondent and requesting that the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process below is followed.

“Program or activity” includes locations, events or circumstances over which the School Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by Title IX.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of parts of campus, and other similar measures. Any supportive measures provided to the complainant or respondent are maintained as confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

## Title IX Grievance Process

### Generally

Any person may report sex discrimination prohibited by Title IX, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The reporting party may use the form, Report of Harassment, GBA-F/JFHA-F, to make a complaint. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Complainants and respondents are treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The Title IX Coordinator promptly contacts the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the

availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

Applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the School Board are notified

- of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator; and
- that the School Board does not discriminate on the basis of sex in its education program or activity and that it is required by Title IX not to discriminate in such a manner. The notification states that the requirement not to discriminate extends to admission and employment and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

The School Board prominently displays the contact information for the Title IX Coordinator and this policy on its website and in each handbook or catalog it makes available to persons listed above who are entitled to notifications.

Nothing herein precludes a respondent from being removed from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and that the respondent is provided with notice and an opportunity to challenge the decision immediately following the removal.

Nothing herein precludes a non-student employee respondent from being placed on administrative leave during the pendency of a grievance process

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to the School Board's education program or activity.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All relevant evidence is evaluated objectively, including both inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a complainant, respondent, or witness.

Any Title IX Coordinator, investigator, decision-maker, or any person who facilitates an informal resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process receives training on the definition of sexual harassment prohibited by Title IX, the scope of the School Board's education program or activity, how to conduct an investigation and grievance process including appeals,



and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

A finding of responsibility may result in disciplinary action up to and including expulsion for students or dismissal of employees.

The standard of evidence used to determine responsibility is preponderance of the evidence.

This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

#### Notice of Allegations

On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties who are known:

- notice of the grievance process, including any informal resolution process, and
- notice of the allegations of sexual harassment potentially constituting sexual harassment prohibited by title IX, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment prohibited by Title IX, and the date and location of the alleged incident, if known.

The written notice

- includes a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
- informs the parties of any provisions in the School Board's code of conduct or the superintendent's Standards of Student Conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations is provided to the parties whose identities are known.

#### Dismissal of formal complaints

A formal complaint or any allegations therein must be dismissed if the conduct alleged in the complaint

- would not constitute sexual harassment prohibited by title IX even if proved,
- did not occur in the School Board's education program or activity, or
- did not occur against a person in the United States.

Such a dismissal does not preclude action under another provision of the School Board's code of conduct or the superintendent's Standards of Student Conduct.

A formal complaint or any allegations therein may be dismissed if at any time during the investigation:

- a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled or employed by the School Board; or
- specific circumstances prevent the School Board from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

#### Investigation of formal complaint

When investigating a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the School Board and not on the parties provided that a party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party are not accessed, considered, disclosed or otherwise used without the voluntary, written consent of the party's parent, or the party if the party is an eligible student, to do so for this grievance procedure.

The parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.

The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The choice or presence of advisor for either the complainant for respondent is not limited in any meeting or grievance proceeding.

Any party whose participation is invited or expected is provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

The investigator provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

The investigator creates an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, sends to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant

questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the question any decision to exclude a question as not relevant.

#### Determination regarding responsibility

The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility.

The written determination must include:

- identification of the allegations potentially constituting sexual harassment prohibited by Title IX;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- findings of fact supporting the determination;
- conclusions regarding the application of the School Board's code of conduct or the superintendent's Standards of Student Conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School Board imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School Board's education program or activity will be provided to the complainant; and
- the procedures and permissible bases for the complainant and respondent to appeal.

The decision-maker must provide the written determination regarding responsibility to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

#### Appeals

Either party may appeal from a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Notification of appeal must be given in writing to the Title IX Coordinator.

As to all appeals, the Title IX Coordinator

- notifies the other party in writing when an appeal is filed and implements appeal procedures equally for both parties;
- ensures that the decision-maker for the appeal is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and
- ensures that the decision-maker for the appeal complies with the standards set forth in title IX and this policy.

The appeal decision-maker

- gives both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- reviews the evidence gathered by the investigator, the investigator's report, and the decision-maker's written decision;
- issues a written decision describing the result of the appeal and the rationale for the result; and
- provides the written decision simultaneously to both parties and the Title IX Coordinator.

#### Timelines

The investigative report will be provided to the parties within 60 days from the date the formal complaint is filed.

A decision will be issued within 15 working days from the date the investigative report is submitted to the decision-maker.

Either party may appeal within 5 working days from the date the written determination regarding responsibility is given to the parties.

Any appeal will be resolved within 15 calendar days from the filing of the appeal.

If the parties agree to an informal resolution process, these deadlines are tolled from the time one party requests an informal resolution process until either the time the other party responds, if that party does not agree to the informal resolution process, or until either party withdraws from the informal resolution process.

Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; disciplinary processes required by law or School Board policy; or the need for language assistance or accommodation of disabilities.

#### Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the parties may participate in an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. When one party requests an informal resolution process, the other party must respond to the request within 3 days. The informal resolution process must be completed within 10 days of the agreement to participate in the process.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- the parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the grievance process with respect to the formal complaint, and be informed of any consequences resulting

from participating in the informal resolution process, including the records that will be maintained or could be shared;

- the parties, voluntarily and in writing, consent to the informal resolution process; and
- the informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. If the matter is not resolved, the formal complaint process is resumed.

Parties cannot be required to participate in an informal resolution process.

An informal resolution process is not offered unless a formal complaint is filed.

#### Record keeping

The School Board will maintain for a period of seven years records of:

- each investigation of allegations of sexual harassment prohibited by Title IX including any determination regarding responsibility and any audio or audiovisual recording or transcript, if any, required under the Title IX regulations, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to School Board's education program or activity;
- any appeal and the result therefrom;
- any informal resolution and the result therefrom; and
- all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will also be made available on the School Board's website.

For each response required under 34 C.F.R. § 106.44, the School Board must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment prohibited by Title IX. In each instance, the School Board will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its education program or activity. If the School Board does not provide a complainant with supportive measures, then it will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

#### IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Title IX Coordinator will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

#### V. Right to Alternative Complaint Procedure

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

#### VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

#### VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

## **Teacher Qualifications**

At the beginning of each school year, divisions that receive Title I funds must notify the parents of each student attending any school receiving Title I funds that the parents may request and the division will provide (in a timely manner) information regarding the professional qualifications of the student's classroom teachers, including whether the teacher 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, 2) is teaching under emergency or other provisional status and 3) is teaching in the field or discipline of the teacher's certification. The notification must also inform the parents that they may request information regarding whether the child is provided services by paraprofessionals and, if so, their qualifications. 20 U.S.C. § 6312(e)(1)(A).

# Galax Elementary School Information

Galax Elementary School is a school with exceptionally high standards. We wholeheartedly believe that the children of Galax City have more potential than that of any generation throughout history. The world as we know it is quickly changing and our children have the limitless possibility to achieve great things and bring positive change to our community.

The mission of Galax Elementary School is to shape the future of our students by providing the building blocks to become lifelong learners and develop responsible, compassionate individuals who have a respect for the diverse culture in which they live. We strive to know each one of our students. We work hard to celebrate their individual strengths and to develop the integrity, work ethic, creativity, and character of every child. It is important that we provide for them a place that will stimulate their mind and will ensure their physical and emotional safety.

In order to achieve success, students need to be able to demonstrate and apply reading and mathematical skills, higher order thinking skills, and at the same time, build a sense of self efficacy.

These current expectations for students are aligned with our school's vision statement as well as our state and local school system's expectations. Reading, mathematics, higher order thinking skills, and character development are the focus of accountability requirements for our school.

## Family Conferences

Parents are encouraged to schedule conferences concerning the progress of their children with school personnel. Requests for appointments should be made by telephone or letter at least one day in advance.

## Parent Drop off and Pick-Up

### Parent Drop Off

Students may ONLY be dropped off at the Academy Dr. entrance between 7:15 and 8:00 AM. Students are not permitted to be dropped off at the McArthur St./Office entrance prior to 8:00 am.

### Parent Pick Up

No changes to student transportation home from school will be allowed after 2:30 pm. Students may be picked up at the Academy Drive entrance beginning at 3:15. To ensure the safety of our students, parking will not be allowed on Academy Dr. prior to parent pick up beginning at 3:15. Students will remain in their classroom until called to come to parent pickup. Please remain in your vehicle until your child is loaded. **For safety purposes, parents will not be allowed to walk up and pick up their child.**

### Early Dismissal

If you enter the building to pick up your child early, you must do so by visiting the office to check him or her out of school. This will result in an early dismissal on your child's attendance record. **Students may not be picked up from the office after 2:45pm.**

## Parking

**Parking in the lot on Academy Dr. is reserved for teachers only.** The parking area adjacent to the school on McArthur Street is reserved for the loading and unloading of buses, visitors and staff parking. We ask strict attention be paid to the parking facilities as all safety measures must be taken for the welfare of our children. Parents are asked to use the entrance and parking lot located on McArthur Street when visiting the school.

## Promotion/Retention

Promotion from one grade to the next will be based on mastery of skills and content for particular grade levels. The following criteria will be given consideration in determining whether a child should be promoted, retained, or accelerated:

- Classroom achievement
- Results of Standards of Learning and Benchmark Tests
- Teacher/Counselor recommendation
- Attendance
- Current IEP or 504 Plans

Decisions regarding promotion may be delayed until results from summer school are obtained. Parents or guardians will be included in the process and encouraged to share in the responsibility for the student's education including any remedial programs that may be deemed necessary.

Remedial programs will be offered to students who have:

- Not successfully mastered the appropriate grade level skills
- Failed a component of the SOL tests
- Ten or more absences for a year
- Students who fail core area SOL tests will be required to participate in a remedial program. Remedial instruction will be available during the school day, during intersession, and in the summer.

## Remediation

Students who do not master appropriate grade level skills, or do not meet SOL testing requirements, or who have excessive absences may be required to participate in the following remedial activities:

- After School Remediation (Tide Time)
- Summer School
- Title I Math
- Alternative instruction in the regular classroom
- Other remedial activities may be available through the use of adult volunteers, technology (remedial programs), peer tutoring, small group instruction, and teacher aides.

## School Hours

School hours are from 8:00 a.m. until 3:15 p.m. Students are NOT to be on school grounds before 7:15 a.m.



## **S.T.P.O. (Student Teacher Parent Organization)**

The S.T.P.O. is a parent-teacher organization dedicated to offering support and service to Galax Elementary School. It serves as a communication link between parents and the school. Joining the S.T.P.O. is an excellent way to show you care about your children's education. S.T.P.O. general meetings will be held monthly, beginning in September. S.T.P.O. meetings are not scheduled for the months of December and January.

## **Tardiness**

The tardy bell rings at 8:00 a.m. and all students should be in the classroom before this time. Tardiness is a form of absenteeism. Be at school and in class on time. If you arrive late, you must check in through the main office and obtain a pass to be admitted to class. You are considered tardy to class if you do not arrive with your required materials at the time the class starts. Teachers have the responsibility of dealing with tardiness to class. If tardiness becomes habitual, teachers may refer the case to the office. Any student having three or more unexcused tardies in a grading period will not be eligible for perfect attendance awards or recognition.

## **Visitors**

All visitors are to check in at the office and obtain a visitor's pass. Parents are always welcome at the school. However, due to the large enrollment, we are unable to accommodate student visitors. Parents and visitors are asked to use the visitor spots indicated by the school at the beginning of the school year. Parents are asked to only use the pick-up and drop-off points on Academy Drive for picking up or dropping off children.

The main entrance is located on McArthur St. and is the only accessible entrance during school operating hours. Visitors must ring the buzzer and inform the office as to the nature of the visit. All school personnel, volunteers and visitors are required to wear I.D. badges or passes in order to ensure the security of the school.

## **Volunteers**

Galax Elementary School encourages all parents to volunteer their time and talents to the school. Parent volunteers will be utilized in the classrooms and with special activities. Volunteer assignments will be coordinated through the S.T.P.O., school administration, and the teaching staff. Volunteers will be given identification tags designating them as parent volunteers.

# Galax Middle School Information

## Principal's Message

Welcome to the 2023 - 2024 school year at Galax Middle School. We hope each of you had an enjoyable time off from school this summer, but hope each of you are ready to get back to school. The faculty and staff of Galax Middle School are excited about all the possibilities the new school year will bring and what it holds for each of you.

Our multi-million dollar renovation to the Galax Middle School complex is complete and we are very thankful to have an upgraded building to provide you with a top tier learning experience. Please show your school PRIDE daily and take PRIDE in our facility by treating everything and everyone with the utmost respect.

We understand the importance of involving students, parents, faculty, and the community in the learning process. Our goal is for our students to be happy and successful during their time in middle school.

We also believe that ongoing communication between the home and school is essential. Our door is always open to discuss your concerns and celebrations. We look forward to the opportunity to work with you this school year!

## History of Galax Middle School

Galax Middle School evolved from Galax Combined School which was established beginning with the 1985-1986 school year. From their origins, the combined school and the middle school consisted of grades six, seven, and eight through the 1999-2000 school year. Student enrollment was the catalyst for Galax City Public Schools restructuring process which resulted in changes beginning with the 2000-2001 school year. Galax High School currently consists of grades eight, nine, ten, eleven, and twelve.

Galax Middle School serves grades six, seven, and eight. In 2000 a renovation and expansion of Galax Middle School was completed. The construction included four additional classrooms, a full size gymnasium, administrative offices, restrooms on all three levels, and an elevator to be shared by the middle school and the high school. The elevator enables middle school classrooms to be located in one building, and to be accessible to the handicapped.

## Bell Schedules

All	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period
Grades	8:00 am - 9:05 am	9:08 am - 10:13 am	10:16 am - 11:21 am	11:24 am - 12:59 pm	1:02 pm - 2:07 pm	2:10 pm - 3:15 pm

## After School Detention

Students who miss class time due to discipline issues or excessive tardiness may be required to attend after school detention which lasts until 5:00 pm.

## **Before and After School Procedures**

### Morning

Any student arriving at school before 7:45 a.m. must report to the GHS cafeteria. All students are to remain in the cafeteria until dismissed by the duty teacher. When students are dismissed, or arrive at school after 7:45 a.m. they are to go directly to their first period class. Students may eat breakfast in the cafeteria during this time.

(Second Chance Breakfast)

Breakfast After the Bell Program provides another opportunity for our students to receive breakfast, choice of pop tart, cereal bar, or breakfast bar, and fruit, yogurt, juice and milk, who did not get a chance to eat prior to coming to school or arriving after school has begun. Research tells us that students are more focused and perform better when they are not fighting hunger, so we expect good things to come from receiving this grant.

### Afternoon

Middle school students who do not ride a bus home are to exit the building following dismissal from their last class. Students are not to return to their lockers without a note from the office. If a student walks home, he/she is to immediately leave school grounds. Students waiting on rides are to stand with the duty teacher in the parent pick-up area. Middle school students who ride a bus are to report quickly and quietly to the bus stop.

## **Gum Chewing**

Chewing gum is not allowed.

## **Promotion/Retention Policy**

Regulations for promotion, retention, and remediation of middle school students will be the same as for elementary students. In addition, the promotion policy of Galax Middle School requires that a student must pass four subjects, two of which must be language arts and mathematics, in order to be promoted to the next grade. Specialties/P.E. will not be considered as a basis for promotion. A student who fails two subjects in a given grade will be reviewed for retention.

## **Summer School**

A student who fails math or language arts class for the year is required to attend and successfully pass the failed subject(s) in summer school. A student who fails all of the SOL tests that he or she takes will be required to attend summer school. 100% attendance is mandatory for promotion to the next grade. Only absences verified by a doctor or court excuse will be considered.

## **Social Functions/Dances/Field Trip Participation**

If a student chooses to do so, he/she may come to any social function at Galax Middle School. If a student uses or is under the influence of drugs/alcohol, and/or causes trouble, he/she will have his/her privilege revoked. If under the influence of drugs/alcohol, the resource officer or police will be called to investigate. All contraband will be turned over to the proper authorities for identification. Also, in accordance with school board policy, a recommendation will be made to the superintendent of GCPS.

Students who have experienced the following problems during the year will not be allowed to participate in social functions/dances/field trips:

1. Excessive discipline problems – to be determined by GMS administration
2. Ten or more unexcused absences or twenty or more total absences

Note: Social probation may be carried over into the next school year.

All social events must be approved by the faculty and the administration must adhere to the following procedures:

1. The club members must secure permission from sponsors
2. Permission is then given by the administration and a date is placed on the school calendar in the principal's office
3. Sponsors will then meet to draw up the forms
4. Final permission is given to the sponsors based on the forms completed
5. At least two members of the sponsoring organization must be present at each social event.

#### Dances

1. Male and female faculty members should be present. The other chaperones may be faculty members and/or parents. If, for any reason, the above specified chaperones are not available, the dance will be canceled.
2. No one will be permitted to leave the dance and re-enter unless there is an emergency. In case of emergency, the person will get permission from the head sponsor before leaving the dance.
3. There will be no use of drugs and/or alcohol before or after the social function.
4. Should a social function be canceled due to inclement weather, an announcement will be made on social media sites and School Messenger.
5. Any student on social probation will not be allowed to attend the dance.
6. Only Galax Middle School students are allowed to attend Galax Middle School social functions.

# **Galax High School Information**

## **Principal's Message**

On behalf of the faculty and staff of Galax High School, I would like to welcome you to our school. Our mission is to maximize your opportunities and your potential. We seek to draw on the resources of our school community to provide you with the skills, knowledge, and character necessary to become responsible and productive members of society. I am certain you will find that our administration and staff are ready, willing, and able to help you accomplish this task.

The information contained in this handbook will explain to you the expectations necessary to make your high school years a success. All students are expected to abide by the Galax High School Student Handbook, and all the policies of the Galax City School Board which pertain to students. This handbook serves as a guide. It does not cover every situation in detail but gives essential information to plan your activities. In the absence of specific instructions, comply with the spirit of good citizenship and when in doubt ask your teachers.

As a community of learners, the faculty and administration of Galax High School, your parents, and the Galax City School Board are committed to providing you with the best educational opportunities possible. We wish you all the best for the 2023 - 2024 school year.

## **History**

There has been growth within the Galax City Public School System since the original promoters of the town allocated ten acres of pine grove for public school purposes. The first public school offered a two-year high school program and had six graduates in 1909. In 1912 it became a four-year high school with five graduates. A new and separate high school building was begun in 1953. Improvements continued at intervals with the cafeteria, auditorium, and gymnasium being added in the late 1960's and early 1970's. Our most recent renovation, completed in the spring of 2009, included new windows and doors, a new heating and cooling system, and an upgrade to the electrical systems. Today's facility consists of three buildings which house the high school, the middle school, and the career and technical education complex.

## **Mission and Vision**

The primary purpose of Galax High School is the education of young people so that they may contribute to society as productive citizens of the home, school, and community. Our school will strive to develop within every pupil a command of the fundamental process of learning. The school will also work toward developing ethical character, physical and mental health, and respect for the property and rights of others.

Our school strives to help students develop their talents and make educational, vocational, personal, and social choices which lead to a happy and fulfilling life.

Each student will contribute significantly to and benefit from the total school program. Curricula will be diversified so that any student can satisfactorily complete a program of training or study which prepares them for a productive and meaningful future.

Instruction will aim to meet the physical, social, and emotional needs of the individual student and will be relevant to the student's environment and interests. It is the teacher's responsibility to motivate learning by creating the proper atmosphere, by guiding constructive learning experiences in and out of the classroom, and by evaluating student performance and teacher effectiveness. An attitude of cooperation and mutual respect among teachers, students, administrators, and citizens of the community is to be fostered.

Because all co-curricular and extra-curricular activities have intrinsic value, they will be considered an integral part of the educational program. These activities provide students the opportunity to develop creative initiative, special interests, leadership, occupational skills, and self-direction.

By effecting this philosophy, our school will help each student find a constructive and satisfying role in our democratic society.

## School Specifics

### 2023-2024 Bell Schedule

	Regular Schedule	2-Hour Delay	Early Dismissal
<b>1st Block</b>	8:00-9:30 (90 min)	10-10:55 (55 min)	8:00-9:00 (60 min)
<b>2nd Block</b>	9:35-11:05 (90 min)	11:00-11:55 (55 min)	9:05-10:05 (60 min)
<b>3rd Block</b>	11:10-1:40 1st lunch- 11:05-11:35 (30 min) FOCUS- 11:40- 12:10 (30 min) 2nd lunch- 1:10-1:40 (30 min)	11:55-2:10 1st lunch- 11:55-12:25 (30 min) FOCUS- 12:30 - 1:00 (30 min) 2nd lunch- 1:40 - 2:10 (30 min)	10:10-12:25 1st lunch- 10:05-10:35 (30 min) FOCUS- 10:40- 11:10 (30 min) 2nd lunch- 11:55-12:25 (30 min)
<b>4th Block</b>	1:45-3:15 (90 min)	2:15-3:15 (60 min)	12:30-1:30 (60 min)

## Examination Policy/Grading

Examinations will be held at the end of each semester. Examinations are course requirements and must be taken in order to receive credit for a course. Exams will count as 20% of a student's semester grade.

### Final Exams:

The final exam may consist of two parts: a student portfolio and a high stakes test. The high stakes test will either be the state Standards of Learning test, or a teacher identified final test. The student portfolio will be an option that some classes will include as part of that course's final exam. The portfolio (if used) and the high stakes test

will each count as 50% of the final exam grade. If the portfolio is not being used, then the high stakes test will count 100%.

Example:	Part I Student Portfolio =	50 points
	Part II <u>High Stakes Test</u> =	<u>+50 points</u>
	Total Exam Points =	100 points

Students may exempt themselves from final exams through grades and attendance. The final exam exemption policy (for each individual class) will be as follows:

An "A" average and less than 3 absences

A "B" average and less than 2 absences

A "C" average and less than 1 absences

(Medical doctor notes and court appointments will not count towards these absences)

Students with an average of "D" or less will be required to take final exams.

### Part II: High Stakes Test

Students in non-SOL classes will take a teacher identified final test that will count as the final exam grade. If the portfolio is used, then the final exam and the portfolio will count 50 points each.

Students in SOL classes will take the state Standards of Learning assessment (the SOL test) that will count as ½ of a student's final exam grade in the course for which the test was given (if results are available).

Please refer to the chart below for how SOL scores will count toward the final exam grade. Any student who does not earn a passing score on the SOL test will be required to take a teacher identified final test.

400 – 412	= 42.5	500 – 512	= 46.5
413 – 425	= 43	513 – 525	= 47
426 – 437	= 43.5	526 – 537	= 47.5
438 – 450	= 44	538 – 550	= 48
451 – 462	= 44.5	551 – 562	= 48.5
463 – 475	= 45	563 – 575	= 49
476 – 487	= 45.5	576 – 587	= 49.5
488 – 499	= 46	588 – 600	= 50

### NON SOL Classes

Students in non-SOL classes will take a teacher identified final exam during the regular exam schedule.

### SOL Classes

Students who take and pass an SOL test do not have to attend school during that SOL class exam period, unless a portfolio is required and not completed. Students who do not pass the SOL test must take the final exam during the regular exam time.

#### Attendance:

Attendance will be taken at the beginning of the early morning exam. Exempt students should be counted present by the early morning exam teacher. This policy only counts for final exams.

**Checkouts for Final Exams only:**

Students may not check out during an exam period. Students may check out between exams if they do not have an afternoon exam scheduled. Students must present a parent signed checkout note to their exam teacher before class begins. Students are expected to leave campus after checking out.

**Cell Phones:**

Students are not permitted to use cell phones during or after exams have concluded.

**Cheating:**

Consequences: A zero on the exam and parent notification.

**Lunch:**

A lunch schedule will be provided for the exam schedule.

**Early Exams:**

No students will be allowed to take exams early. For extenuating circumstances, students may arrange to take final exams up to 3 days following the testing window and must be approved by the principal or assistant principal in advance of the scheduled exam.

## **Grade Level Classification (Program of Studies)**

Students will be placed in grade levels according to the following:

Grade 9	GMS Promotion
Grade 10	Earned at least 6 credits
Grade 11	Earned 12 credits
Grade 12	Earned 17 Credits or be enrolled in courses that will lead to fulfillment of graduation requirements in Spring or Summer

## **Middle School**

No high school student is to be anywhere in the middle school areas at any time before, during, or after school, unless the student has permission from the administration or a faculty member.

## **Participation in Graduation Ceremony and Activities**

Students must have completed all course and other requirements from the Virginia Department of Education in order to participate in graduation activities and ceremonies.

## **Prom/Homecoming and other Dances**

- Junior Class Committee Members are responsible for the prom.
- Non GHS dates must be approved by the administration and be younger than 21.
- Students must be in attendance at one half day of school on the day before prom.



## Promotion/Retention Policy

If a student passes a course and passes the SOL test for that course, a verified unit of credit will be awarded. If, in the future, SOL test results are available prior to exams, the student will be given the option of taking or not taking the final exam.

If a student fails the course and fails the SOL test, no credit will be awarded and the student may either attend summer school or repeat the course during the next school term. The SOL test must be retaken.

If a student fails the course and passes the SOL test, the course must be retaken and passed either in summer school or the next school term to receive credit for the course. The SOL test will not be retaken.

If a student passes the course and fails the SOL test, the student must receive remediation before retaking the test. Remediation may occur after school or during the summer. The SOL test must be retaken and passed before verified credit can be awarded.

## School Seal

A school seal, including the school motto, was adopted by the high school faculty and student body in 1951. The idea of a school seal was initiated by the Senior Class of 1952 and sponsor, Mrs. Joe Moore, and designed by Bob Hash and Dick Wilson.

The seal is made up of emblematic figures, some of a local nature, others with a general meaning. Within an outer circle is written the name of the school, the school motto - EVER UPWARD -and the date of the founding of the school, 1905. Inside a second circle is a Galax Leaf which is divided into four sections, each containing a symbol of learning and achievement. To the lower right is an open book indicative of knowledge and wisdom. The burning candle in the lower left represents light, or enlightenment, and essential to progress and happiness. Across the center of the leaf are mountain peaks such as those surrounding Galax and found throughout the Mountain Empire. The mountains suggest difficulties to be overcome and heights to be obtained. Soaring over the mountain tops is the American eagle, a symbol of strength, courage, and freedom.

The true interpretation of the seal should encourage each student to seek enlightenment and to acquire wisdom with which to overcome fear, hate, prejudice, and like the eagle soar EVER UPWARD to great achievements in freedom, love, and happiness.

## School Song

Onward we march together, faithful may we ever be:  
No thought of time or weather, hearts filled with hope and ecstasy.  
Bravely we fight our battles, happily we meet success;  
But the things for which we strive are honor and happiness.  
Hep! Hep! Hep! Three cheers for Galax High, voices ring.  
Hep! Hep! Hep! Just see our colors fly while we sing.  
Forward march, let this our motto be. Victory! Through all kinds of weather, we will jog along together - - - true  
and loyal may we ever be.

## School Spirit Song

Onward we march together. Faithful may we ever be.  
Overcoming, our opponents, As we strive for Vic-to-ry.  
Bravely, we fight our battles. No foe can beat the best.  
But, the things for which we strive are, Honor and great success.

CHORUS

GO TIDE GO, three cheers for Galax High

GO FIGHT WIN!

GO TIDE GO, just see the Maroon and White,

GO FIGHT WIN!

Forward march let this our motto be,

VIC-TO-RY!

Through all kinds of weather, we will march along together,  
True and loyal to the TIDE we'll be.

## Senior Privileges

Seniors may earn certain school privileges as an indication of their advanced standing and maturity. This practice will continue as long as the necessary responsibilities are demonstrated to justify the privileges.

Senior privileges are listed below:

1. For certain assembly programs seniors will gather in the cafeteria and enter the auditorium to their reserved seats after the remainder of the school has been seated. Underclassmen will rise as seniors enter.
2. Seniors may eat their lunch in the courtyard.
3. Seniors may be released to lunch (up to 3 minutes) early (teacher discretion).
4. Seniors will receive preferred parking.

## Social Functions

All social events must be approved by Galax High School administration.

## Student Activities

The Student Activities Program at Galax High School provides opportunities for students to develop mentally, physically, and socially. It is designed to supplement the curriculum and to allow each student an opportunity to become an integral part of the school community. To participate in any GHS sponsored organization, students must be considered in good standing with the staff and administration of Galax High School.

## Student Council Association

The S.C.A. or the Student Council Association is the only organization in our high school to which every member of the student body belongs. It is therefore a channel through which all student activities and organizations can operate to promote a cooperative, unified spirit within the school.

Although a large part of the work of the S.C.A. is performed by the representative council, it acts upon the desires of the entire student body, this way students have a direct influence on the success or failure of the S.C.A. It is up

to the individuals to express their opinions and desires to do everything possible to make the S.C.A. beneficial to themselves as well as their fellow students.

The purpose of the S.C.A. is to promote cooperation between the students and faculty, to promote a better understanding of Galax High School among the students, and to bring the students closer together in a cooperative spirit.

We urge you to help us fulfill these purposes. Take advantage of every opportunity. Consider your membership in the S.C.A. a learning experience which will prepare you for your future years as a responsible citizen.

## **Student Evaluation**

Report cards are given to students each nine weeks. Two nine weeks periods constitute one semester of work. To calculate semester grades, two nine weeks grades and a semester examination grade are averaged. Semester averages and the final grade are recorded on the student's permanent record. All student grades may be accessed through the student and parent portal.

## **Student Parking**

Permission to park on school grounds will be given to juniors and seniors only. All juniors and seniors who wish to drive a car to school must purchase a parking permit and complete the Standardized High School Parking Application.

[https://www.doe.virginia.gov/instruction/driver\\_education/vdoe-student-parking-pass-application.pdf](https://www.doe.virginia.gov/instruction/driver_education/vdoe-student-parking-pass-application.pdf)

Automobiles will not be moved during the school day unless the student has permission to go home.

Students who park their automobiles in restricted areas will be subjected to disciplinary action and towing expenses.

Cars will not be used as meeting places during school hours, at lunch time or before and after school. Students are to exit their automobiles immediately after arriving at school and are not permitted to return to their automobiles until time to depart from school, unless special permission has been granted by the administration.

Pedestrians and school buses will have the right of way at all times.

Anyone who drives recklessly or in any way violates the above rules or creates a problem that is in any way related to his automobile shall be denied the right to drive to and from school and will be subject to other disciplinary action.

## **Leaving School Without Permission**

GCPS are a closed campus. Once students come onto school property they must remain on school grounds until regular dismissal time. Leaving school property without permission is a violation of the GCPS disciplinary policy. If a student leaves school without permission, the student will be suspended and readmission will occur only after a parental/guardian contact.

Refer to GCPS Code of Conduct

## **Summer School**

Students may take two new class or two repeat classes. Students may take one summer school class or one independent study to afford the student an opportunity to gain lost credits. Grades received in summer school will have standard weight. Additional classes needed for graduation requirements may be taken with the approval of administration.

## **Weighting of Grades**

The purpose of weighting grades is to ensure that students receive a point value for grades earned that is equal to the academic rigors of the course. For a list of courses and the detailed policy, please see The Program of Studies book available in the Counseling Office.

## **Withdrawal or Transfer**

Students who withdraw from school or transfer to another school must obtain a withdrawal form from the counseling department. This form must be completed and returned to the counseling office prior to leaving school.

## **Handbook Contract/Statement of Understanding**

This form must be signed by parent/guardian and the student and returned to school to be kept on file.

I have read the Student/Parent Handbook and understand that my child will be subject to the policies and procedures outlined while attending GCPS.

I have read the Student/Parent Handbook and understand that I will be subject to the policies and procedures outlined while attending GCPS.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

PARENT STATEMENT OF RECEIPT OF NOTICE OF REQUIREMENTS OF VA. CODE 22.1-279.3 - STANDARDS OF STUDENT CONDUCT AND VA. CODE 22.1-254 - COMPULSORY SCHOOL ATTENDANCE

I am the parent of the above named child and, by my signature, I acknowledge that I received a copy of Section 22.1-279.3 of the Code of Virginia entitled, "Parental Responsibility and Involvement Requirements" (See p.10 ) and a copy of the Galax City Public Schools Student Handbook. The handbook includes the Standard of Student Conduct and the Compulsory Attendance Law.

If you would like a copy of section JFC and JFC-R (Student Conduct), or a copy of the Compulsory Attendance Law, please contact the principal.

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve any rights protected by the constitutions or laws of the United States of the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Acceptable Computer System Use Agreement

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

Prior to signing this Agreement, read The Galax City Public Schools Policy and Regulation IIBEA, Acceptable Computer System Use (pg. 33). If you have any questions about this policy or regulation, contact the Principal or GCPS's Supervisor of Technology (276-236-2991).

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

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

I have read Galax City Public School's Acceptable Computer System Use Policy. I understand that access to the computer system is intended for educational purposes and the Galax City School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my student.

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

**Parent/Guardian Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Parent/Guardian Name (Print):**\_\_\_\_\_ **Date:**\_\_\_\_\_

Please answer the follow survey question about your HOME internet service. Place **one** check mark in the box that applies to your CURRENT home internet connection.

	Internet access at home allows for live streaming, classroom instruction, real time interaction with teachers and classmates
	Internet access at home is available but too slow for live streaming or real time interaction
	No internet connection available for unknown reasons
	No internet connection at home due to cost of service
	No internet connection at home due to service availability

## **Absenteeism/Tardiness Acknowledgement**

A direct relationship exists between regular school attendance and academic achievement. Every effort should be made to maximize instructional time. This goal should be shared by school, parent/guardian and student. Parents are responsible for sending children to school.

Parents may be charged for truancy violations. The Galax City School Board may exempt students from compulsory attendance for a bona fide religious belief and/or recommendations of juvenile and domestic relations court. Compulsory attendance requirements may be met through individualized alternative education programs and/or principal and superintendent recommendations. School Board Policy JEG.

### **Types of Absences and Tardies**

#### **Excused Absences and Tardies include the following:**

- A parent/guardian communication with school verifying the excused absence. Examples of an excused absence may include the following reasons: funeral, illness, injury, legal obligations, medical procedures, religious observances, and military obligations. (This includes students who are 18 years old or older that reside with their parents/guardians.)
- A doctor or other health care professional note.
- A note from a court, probation office, or other related state/federal agency.

#### **Unexcused Absences include the following:**

Any absence that does not meet the above criteria for excused absences. If there are extenuating circumstances, students/families may appeal to the assistant principal.

### **Tracking Student Absences**

When a student has been absent three (3) days, (excused or unexcused) parents/guardians will receive a phone call from school personnel. When a student has accumulated five (5) absences (excused or unexcused), a letter will be mailed to the parents/guardians indicating the number of days missed. Parents are encouraged to monitor students absences on the PowerSchool Portal. Additionally, each report card records the total number of absences.

### **School Response to Student Absences**

The school will take action regarding the student accumulating unexcused absences from school. These actions include the following:

- After three (3) unexcused absences, a phone call will be made to discuss attendance concerns with the family.
- After five (5) unexcused absences, a parent conference will be scheduled at school to develop a plan to improve attendance.
- After six (6) unexcused absences, a referral will be made to the Community Support Team for assistance. Failure to attend this scheduled meeting will result in an automatic court referral.
- After seven (7) unexcused absences, a court referral will be made.

### **Tardiness**

- All students are expected to be in the classroom before the tardy bell rings.
- Students arriving late must sign in at the main office and provide a note from a parent or guardian.
- Office staff will validate the disposition of each tardy.
- Being tardy affects student academic performance and is also a form of absenteeism. If your child has five (5) tardies to school, you will receive a letter from the school. When your child has accumulated nine (9) tardies, the school will take the following action:
  - After nine (9) unexcused tardies, a phone call will be made to discuss attendance concerns with the family.
  - After ten (10) unexcused tardies, a parent conference will be scheduled at school to develop a plan to improve attendance.
  - After 11 unexcused tardies, a referral will be made to the community support team for assistance. Failure to attend this scheduled meeting will result in an automatic court referral.
  - After 12 unexcused tardies, a court referral will be made.

### **Early Dismissals**

- Students leaving school early must sign out on the main office.
- Communication from a parent or guardian must be provided.
- Office staff will validate the disposition of each dismissal.
- Students signed out are expected to leave school immediately.
- Students dismissed for the remainder of the school day due to illness must have written permission from a doctor/administrator to participate in extracurricular activities.

By signing the attendance policy I \_\_\_\_\_ (parent/guardian name)  
agree to allow Galax City Public Schools to share and exchange information with the Galax City Community Support Team. Members of this committee include the Galax Department of Social Services, Juvenile and Domestic Relations Court Services, Mount Rogers Mental Health, and Galax City School Attendance Officers.

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**Student Name**

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**Parent/Guardian Signature**