



**GARLAND R. QUARLES  
ELEMENTARY  
SCHOOL**

1310 South Loudoun Street  
Winchester, Virginia 22601  
540-662-3575/ fax: 540-662-8449

**2018-2019  
PARENT/STUDENT  
HANDBOOK**



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# QUARLES ELEMENTARY

## A THRIVING LITERACY COMMUNITY IN A STEM SCHOOL

August 7, 2018

Dear Quarles Family,

Welcome to the 2018-19 school year at Garland R. Quarles Elementary School! We are so excited to welcome you and your child to our school. Our vision is to create a **THRIVING LITERACY COMMUNITY IN A STEM SCHOOL**. From the very first minute of school this year, we want to help your child enjoy reading, demonstrate competence in core subjects, and become an excellent, empathetic, and caring citizen! We will follow the Winchester Public School Mission, "Learning For All."

Every year, we have a golden opportunity to help our students develop into competent, confident, and compassionate young people. We want to extend an invitation to all of our students' parents to maintain frequent communication between home and school. To help us communicate our expectations, procedures, and routines, we are sharing our 2018-2019 **PARENT/STUDENT HANDBOOK**.

As you read our revised **PARENT/STUDENT** handbook, we want to invite you to ask questions to any of our staff. It is important for you to know the processes, procedures, and habits we have in place to create a **SAFE, ORGANIZED, ACCOUNTABLE, RESPECTFUL** and **KIND (SOAR)** learning environment for your child. We ask for your cooperation and effort to make sure your child is at school, on time, and willing to learn every day. We also ask that you post the attached **SOAR-BE KIND** habits chart found in the back of this handbook somewhere in your home that will be visible to your child on a daily basis.

You will see the Quarles Chameleon as part of our effective school wide discipline program. Quarles is an excellent school with a great tradition. Like a chameleon, we want to 'evolve' into an even-greater school!

We want to work closely with you, to help your child be a successful learner. Parents need to know how their children are doing in school; what the school is doing; what the school expects from parents; and how parents may contribute to the operations and improvements of the school. Our parental involvement program centers on three areas of shared responsibility: **READING, STUDY HABITS, and RESPECTFUL/RESPONSIBLE BEHAVIOR**. We expect students to read nightly at home and for parents to read with their children. We appreciate parents'/guardians' help in encouraging good study habits. Lastly, we expect parents to come to conferences and maintain regular communication with their child's teacher.

We would like to invite parents to join our PTO to help with school wide events. A membership table will be available at Open House on Tuesday, August 7, 2018 from 2:00pm-6:00pm. We look forward to seeing you then!

Thank you!

Joanie Hovatter, Principal

Todd Fannin, Assistant Principal

## HISTORY OF GARLAND R. QUARLES ELEMENTARY

The Garland R. Quarles Elementary School, built in 1955, was named in honor of Dr. Garland R. Quarles, Superintendent of the WPS from 1930 to 1965. The school was the first new public school to be built in Winchester since 1931. The original building contained 12 classrooms. In 1958, an additional five classrooms were constructed on the south end of the building, bringing its enrollment capacity to approximately 500 students. Through the WPS redistricting process, GQES' anticipated enrollment will be approximately 450 students for the 2018-19 school year.

Until the later 1960's, Quarles maintained the traditional elementary school organization of self-contained, graded classrooms. From that time, and to an increasingly degree in the 1970's, steps were taken to provide a non-graded organization incorporating a more open instructional environment. Student grouping reflected multi-age flexibility and provisions were made for continuous progress based on individual development. The addition of a kindergarten curriculum level in 1974, based on developmental age considerations, was complimentary to the developing curricular direction of the school.

A new Frederick Douglas School opened in 1990 which created a need for rezoning of the city. Students from all four elementary schools merged together. In the summer of 1995, Quarles began a renovation project. Staff and students occupied the old Frederick Douglas building at 598 North Kent Street until the summer of 1997.

In June of 1997, the 6.5 million dollar renovation project was completed. It included a library, gym, cafeteria, kitchen, stage, 18 new classrooms, computer lab, science lab, art room, music room, a beautiful courtyard, and an area to allow for an enrollment of nearly 500 students. GQES was above enrollment (500) from 2013 – 2016. In 2016-17, a new JKES was constructed to help eliminate overcrowding.

The following individuals served as Principal at Quarles Elementary School with the years of service included:

- Rene M. McNally (1955-1970)
- E. P. Browning, III (1970-1974)
- John W. Penney (1974-1979)
- Mary W. Joyner (1979-1989)
- Barbara M. Johnston, Ed. D (1989-1992)
- Nancy T. Lee, Ed. D (1992-2004)
- Jacqueline C. Ruff (2004-2012)

Mrs. Joanie Hovatter became Principal in July 2012 at Quarles Elementary.

### **Why is our school named Garland R. Quarles Elementary School?**

Dr. Quarles was Superintendent of Winchester Public Schools from 1930-1965. Our school is named for Dr. Garland Reed Quarles, the only school in Winchester named for a person who was still living when it opened in 1956. The Winchester City School Board wanted to honor Dr. Quarles for the many ways he had helped our community.

Dr. Quarles was born on January 27, 1901 in Caroline County, Virginia. He went to a one-room schoolhouse in Caroline County. In 1923, he graduated from Randolph-Macon College with honors. Four years later, he earned the Master of Arts degree from the University of Virginia. In 1952, Randolph-Macon College awarded Dr. Quarles with an honorary degree of Doctors of Laws.

Arriving in Winchester in 1923, Dr. Quarles came to the B & O Railroad Station on Piccadilly Street. He spent the night at the George Washington Hotel. The next morning, he walked into Handley High School. Handley was a new school, then, and he was a beginning English teacher. Soon afterwards, Dr. Quarles became principal of Handley High School. In 1930, he was also named the Superintendent of Winchester Public Schools. He was an excellent teacher and continued to teach one senior English course.

Well-known as a writer of Winchester history, poetry, and the Apple Blossom Pageants, Dr. Quarles truly loved the area! The pageants included Winchester students and were performed outside on the Handley High School steps. The Apple Blossom Pageants are well known in parts of our nation, today.

Dr. Quarles received honors for his work with organizations in Winchester. Dr. Quarles was respected for his leadership ability and "scholarly influence." He was married and had three children. Dr. Quarles died on August 20, 1986. We have artifacts and photographs from Dr. Garland R. Quarles' estate in our conference room, given to us generously by Dr. Quarles' daughter and granddaughter. He is buried in Mt. Hebron Cemetery in Winchester.

*Adapted from a biography of Garland R. Quarles, written by Eloise C. Strader, and included in SOME WORTHY LIVES by Garland R. Quarles.*

## SCHOOL VISION

# THRIVING LITERACY COMMUNITY IN A STEM SCHOOL

## SCHOOL MISSION

We will monitor our school's highest priorities: *what we teach (coherent curriculum), how we teach (well-designed lessons), and authentic literacy across the curriculum (purposeful reading, writing, and math learning)* on our pursuit to excellence. The implementation of these priorities will be done by staff working in teams---professional learning communities where curriculum, instruction and assessment is monitored and adjusted for student learning and growth.

## DAILY SCHEDULES

### Lunch Schedules

|               |                  |
|---------------|------------------|
| 10:20 – 10:45 | Second Grade     |
| 10:15 – 10:40 | Pre-Kindergarten |
| 10:50 - 11:15 | First Grade      |
| 11:20 – 11:45 | Kindergarten     |
| 11:50 – 12:15 | Fourth Grade     |
| 12:25 – 12:50 | Third Grade      |

### Specials

|                  |               |
|------------------|---------------|
| Third Grade      | 8:00 – 8:55   |
| Kindergarten     | 9:00-9:55     |
| Fourth Grade     | 10:00 – 10:55 |
| Second Grade     | 11:00 – 11:55 |
| Pre-Kindergarten | 12:30 – 1:25  |
| First Grade      | 1:25 – 2:20   |

|             |  |
|-------------|--|
| 7:20 - 7:50 | Homeroom/Breakfast                     |
| 7:50 - 8:00 | Morning Announcements/Literacy Tasks   |
| 8:00 – 2:30 | Core Instruction/Specials/Lunch/Recess |
| 2:35        | Dismissal for all students             |
| 7:00 – 3:30 | Office Hours                           |

# QUARLES ELEMETARY SCHOOL STAFF 2017-18

\*= Team Leader

## Principal

Joanie Hovatter

## Assistant Principal

Todd Fannin

## Secretary

Janice Morgan

## Office Clerk

Judy Cunningham

## Pre-Kindergarten

Stephanie Duvall

Lisa Williamson

## Kindergarten Teachers

\*Mandy Estep

Robert Kilby

Tara Lockhart

Claire Nolan

## First Grade Teachers

\* Holly Dufrene

Gary Frye

Ashley Scott

Jordan Vachon

## Second Grade Teachers

\* Jamie Hostetter

Katie Lamb

Tessie Mogle

Kelly Rutherford

## Third Grade Teachers

Danielle DeChristopher

Deborah Diner

Nicole Hobson

\*Heather Williams

## Fourth Grade Teachers

\*Karen Johnstone

Brie MadDonald

Belinda Miller

Emily Roach

## Technology Resource Teacher

Jenny Ramsey

## STEM

Ellen Martin

## Computer Technician

John Saville

## Content Teachers

Kathleen Alcott

Julianne Scott-Williams

Nina Shaw

## Physical Education Teachers

Eddie Simmons

Tag Grove

## Art Teacher

\*Rick Edwards

## Music Teacher

Lindsay Edwards

## Librarian

Athena Michael

## Guidance Counselor

Sara Shoemaker

## School Psychologist

Anderea Mason

## School Nurse

Missi Deuel

## Speech Therapist

Lindsey Garber

## Reading Specialists

Heather Campbell

Teresa Cave

## Instructional Coach

Amy Jaster

## Intervention/Remediation Teachers

Jennifer Burke

Betty Colson

Joseph Huddle

Mary Pence

## Student Support

Leslie Stewart

## ESL TEACHERS

\*Allie Luden

Deborah Thompson

TBA

**Teaching Assistants**

Sam Aguilar-Chavez  
Laura Alger  
Kelmar Cuebas  
Sandy Dorsey  
LuAnn Fleming  
Renee Grove  
Tag Grove  
Nancy Jenkins  
Rita Legge  
Diane Mason  
Vicky Mounts  
Diane Williams

**Cafeteria Staff**

Libby Anderson  
Kay Brill  
Carol Funk  
Connie Grim  
Ava Symons

**ESOL Parent Liaison**

Omali McClanahan

**Custodians**

Diana Turner  
Terry Turner

**Custodial (part-time)**

Beverly Carlyle  
William Crittenden  
Rosalyn Summers

# CHAMELEONS SOAR

(Positive Behavior Intervention System)

The Chameleons SOAR & BE KIND is a School-Wide Effective Discipline Program with a Positive Behavior Intervention System focusing on four areas: (S): SAFETY, O: (ORGANIZATION), A: (ACCOUNTABILITY), R: (RESPECT, BE KIND). This program has a set of strategies and systems to increase the capacity of our school to (a) reduce school disruption, and (b) educate all students including those with problem behaviors. Our program has clearly defined outcomes, research-validated practices, supportive administrative systems, and a focus on solving problems. The features of our CHAMELEONS SOAR & BE KIND program are:

- Establishing regular, predictable, positive learning & teaching environments;
- Training adults & peers to serve as positive models;
- Teaching and modeling behavioral expectations;
- Creating systems for providing regular positive feedback by acknowledging students when they are “doing the right thing”;
- Improving social competence; and
- Developing environments that support academic success.

All students will receive training in the procedures for the hallways, restrooms, cafeteria, playground, buses, and arrival/dismissal. CHAMELEONS SOAR has a component of recognizing student behavior (monthly) in a school wide event tied to explicit expectations. In addition, OUR PROGRAM has a component to help students improve their behaviors in the event they have infractions. Parents are encouraged to support their children at school by reminding them about respectful and responsible behaviors

**The following procedures are expected and posted at Quarles Elementary:**

| CHAMELEONS |   | <u>S</u> AFE        | <u>O</u> RGANIZED      | <u>A</u> CCOUNTABLE        | <u>R</u> ESPECTFUL   |
|------------|---|---------------------|------------------------|----------------------------|----------------------|
| SCHOOL BUS |  | STAY SEATED         | KEEP AISLE CLEAR       | BE ON TIME                 | KEEP HANDS TO SELF   |
| BATHROOM   |  | PLAY FREE ZONE      | USE QUICKLY/QUIETLY    | 1-2-3 PROCEDURE            | PLEASE FLUSH         |
| CAFETERIA  |  | RAISE HAND FOR HELP | RESPECT PERSONAL SPACE | USE SOFT VOICE             | USE TABLE MANNERS    |
| CLASSROOM  |  | FOLLOW DIRECTIONS   | HAVE MATERIALS         | CLEAN & PUT THINGS AWAY    | PLEASE AND THANK YOU |
| HALLWAY    |  | WALK ON RIGHT       | 3 -S LINE              | GO STRAIGHT TO DESTINATION | KEEP HANDS TO SELF   |
| PLAYGROUND |  | KEEP HANDS TO SELF  | 3- S LINE IN/OUT       | STAY IN PLAY AREA          | GOOD SPORTSMANSHIP   |
| HOME       |  | FOLLOW DIRECTIONS   | DEVELOP STUDY HABITS   | MAKE TIME TO READ          | PLEASE AND THANK YOU |

## BE KIND

# The Winchester Public Schools CREDO

**We believe** that to accomplish “Learning for All, Whatever it Takes” students, parents and educators must be committed to their individual role responsibilities. Each role is unique and critical to effective teaching and learning with our public schools and is necessary to promote consistent and positive development in our students. Further, we believe that positive interactions among us all are essential and must be characterized by:

- Mutual respect and trust
- Pride in our schools and community
- Commitment to high expectations
- Acceptance of personal and public responsibility
- Commitment to quality teaching and learning both in and outside of the classroom
- Active, open and meaningful communications among all participants
- Nurturing and caring relationships for all
- Excellence in our respective roles
- Receptiveness to new ideas
- Confidence gained from the acquisition of knowledge and skills

## ARRIVAL AND DISMISSAL PROCEDURES

### Arrival and Dismissal Procedures

**VALID IDENTIFICATION CARDS (DRIVER’S LICENSES, FEDERAL GOVERNMENT-ISSUED IDENTIFICATION CARDS WITH PHOTO’S ARE REQUIRED TO ENSURE STUDENT SAFETY. PLEASE HAVE IDENTIFICATION AND BE COOPERATIVE WITH SCHOOL OFFICIALS DAILY.**

### ARRIVAL PROCEDURES:

- 1. PARENTS/GUARDIANS NEED TO BE VIGILANT AND KEEP AN EYE ON THEIR CHILD(REN) AT ALL TIMES during arrival and dismissal proceedings.**
2. Children may arrive to school from 7:20-7:45 a.m. If parents/guardians bring children by vehicle, please know we ask parents/guardians to safely unload their child(ren) from their own vehicles. Our arrival staff supervision focuses on all arrivals including vehicle riders, walkers, deliveries, and individuals on crosswalks.
3. Children may walk to school. Parents/guardians need to know there is a 4-way stop sign at Southwerk and Loudoun. We ask parents/guardians to walk their children onto school grounds and make sure the child(ren) enters the school safely.
4. Parents/Guardians need to accompany their children INTO school IF THE CHILD(REN) ARRIVES AFTER 7:50a.m., to sign the child into school.
5. Parents/Guardians need to be very careful when operating vehicles at arrival and dismissal times.

### DISMISSAL PROCEDURES:

- 1. PARENTS/GUARDIANS NEED TO BE VIGILANT AND KEEP AN EYE ON THEIR CHILD(REN) AT ALL TIMES during arrival and dismissal proceedings.**
2. Daily, we have nearly 500 students leaving on buses, traveling in vehicles with parents/guardians, or walking within a 10-minute window. It takes cooperation, patience and coordination to ensure everyone’s safety. We need for EVERYONE to be attentive, alert, and aware of his or her surroundings.
3. Only individuals listed as emergency contacts in PowerSchool (our school data system) may pick up students and must sign children out daily.
4. We ask for parents/guardians to arrive at the close of school (2:30p.m.), present identification, sign out the child(ren), and enter the cafeteria. School officials will help direct parents/guardians to their children.
5. For the safety of our Kindergarten and PreK students’ parents/guardians or a designated person must pick student up.
6. Any student classified as a ‘WALKER’ will be escorted by school officials to one of three designated locations:
  - a. Southwerk Street pedestrian crosswalk
  - b. Southwerk Street and South Loudoun four-way Stop
  - c. Whitlock Street side of campus.

\*\*\*From the above locations, students will walk to their homes.

***WE THANK PARENTS/GUARDIANS IN ADVANCE, FOR THEIR COOPERATION AND PATIENCE, AS WE STRIVE TO MAINTAIN SAFETY AS OUR #1 PRIORITY!***

**ASSEMBLIES**

Programs are held related to specific units of study, observance of major holidays, and other educational experiences. Students are expected to be polite and demonstrate appropriate behavior during any of these programs.

**AUTHORITY OF TEACHERS**

Teachers will establish habits (procedures) for their classrooms and any school-sponsored activity. These habits (procedures) will be consistent with the CHAMELEON SOAR & BE KIND (effective school wide discipline program and positive behavior intervention system) at GQES. In addition, the teachers' habits (procedures) will be in congruence with the Winchester Public Schools Standards of Student Conduct. Students are expected to abide by all habits (procedures) at all times to maintain safety, organization, accountability, respectfulness and kindness.

**BACKPACKS**

Backpacks are asked for students in K-2 without wheels, please. Thank you for helping us maintain a safe environment.

**BUILDING EMERGENCY EVACUATION PLANS**

Classes will always evacuate the building at identified exits posted near the classroom doors. Fire drills and other drills are scheduled regularly. Proper evacuation and emergency procedures are reviewed and followed per drill or event.

**CHANGE OF ADDRESS OR TELEPHONE NUMBERS**

If a student's address or parental custodianship changes, the student's parent/guardian has the responsibility to notify the office staff as soon as possible. In the event of an emergency, the school staff must have accurate access for parental notification. Proof of residency is always required for registration or residence changes. **In addition, if a student's parents' home's phone numbers, cell phone numbers, work phone numbers change or other pertinent information (custody arrangements, etc.) during the school year, the main office staff must be notified.** In the event of an emergency, it helps our office staff to have multiple, accurate phone numbers to make immediate contact with the child's parent/guardian.

**CLINIC**

The clinic is located at the back of the main office. Students are to enter the clinic from the hallway; not through the main office, please. Our school nurse, Mrs. Missy Deuel will supervise the clinic. Mrs. Deuel follows protocol on when to send a student home and makes the necessary contacts. Any student sent to the clinic must have a clinic referral pass. Teachers are asked to be sensitive as to how often and on what occasions children are sent to the clinic. When a child is missing excessive class time for the clinic, the teacher should notify guidance or administration for additional problem-solving measures.

The school nurse is on duty in the building full time. She is responsible for medical treatment, medication and overseeing student health plans. In her absence, the office staff will administer first aid and medication.

In the event of injury or other medical emergency, the teacher should seek out the staff member closest at hand and, by the most reasonable means available, quickly notify the office staff. Health records for each child are maintained by the school nurse and are stored in the office. These records are available for review by the classroom teacher. Both the health record and the back of the registration card of students with special health problems (extreme allergies, seizures, etc.) are marked and serve as an alert to teachers. It is the responsibility of the classroom teacher to acquaint himself/herself with health issues prior to the first day of school. Additional classroom sanitary procedures include teaching students how to properly wash hands. Moreover, packets of gloves should hang near each light switch in the classroom. In case of an injury involving body fluids, gloves must be worn.

## **FIELD TRIPS**

Field trips are recognized as an integral part and privilege of the school educational program. Parents/ Guardians who wish to chaperone a field trip are encouraged to talk to classroom teachers to learn procedures, expectations prior to the field trip.

## **GRADES AND CONFERENCES**

At GQES, two-way communication is best between the child's teacher and the child's parents. Student led conferences are scheduled for October 24, 2018 and March 27, 2019. Per Winchester Public School Board's policy related to grading, please see:

<http://www.wps.k12.va.us/sysinfo/policies/IZB.htm>

Student progress is evaluated on the report cards (K-4) using MS: (MASTERED SKILL), LS (LEARNING SKILL), AC (AREA OF CONCERN), or NA (NOT ASSESSED).

## **GRADUATION REQUIREMENTS**

Four of the diploma programs that are offered to meet the goals of the individual student are the Advanced Studies Diploma, Advanced Technical Diploma, the Standard Diploma, and the Standard Technical Diploma. The Modified Standard Diploma and the Individual Education Plan Program of Studies are for students with Individual Education Plans (IEP).

To graduate from high school all students must:

(1) a) Schedule and pass a minimum of 22 units of credit in grades nine through twelve for a Standard Diploma. An Advanced Studies Diploma requires 24 credits. Seniors are required to schedule a MINIMUM of six (6) units of credit each year.

Freshman, sophomores and juniors are required to schedule eight (8) units of credit each year.

Transfer students will have their records evaluated to see whether the 24 credits and course requirements apply to them. We will follow state guidelines.

b) Have at least six verified credits for a STANDARD REGULAR or TECHNICAL DIPLOMA, or nine verified credits for an ADVANCED STUDIES DIPLOMA and an ADVANCED TECHNICAL DIPLOMA.

VERIFIED CREDITS mean that the student passed the state required Standards of Learning (SOL) test in addition to passing the course. VERIFIED credits are earned in the following courses: English 11, US History, World History I & II, Algebra I & II, Geometry, Chemistry, Biology, and Earth Science.

(2) Pass the required subjects for the diploma program they pursue. High school credit is given for high school subjects taken in the eighth grade

(i.e. Algebra 1 or the first year of a foreign language).

(3) Have a job-entry skill OR be prepared to attend college.

## **GUIDANCE**

The Guidance Program at Quarles Elementary is dedicated to providing individual, classroom, and consultative services to students and families. Student counseling services are designed to help the individual student achieve educational, social, and personal goals that are consistent with the child's interests, needs, and abilities. The program is built upon the belief that each student is unique, capable, and deserving of all we can offer at Quarles. The guidance counselor works closely with the students, parents, teachers, and community members. Conferences with the guidance counselor may be arranged at any time upon request.

## **GUIDANCE/SCHOOL COUNSELOR GUIDELINES**

The school counselor's role is to provide the leadership necessary to manage the school-counseling program and ensure effective strategies to implement counseling standards revised by the Virginia Board of Education in 2004. A professional school counselor is available to collaborate with parents, teachers, administrators, and other school and community members to foster, promote, and improve student success and achievement in the school setting. The Virginia Board of Education counseling standards are comprised of three domains; academic, career, and personal/social. Specific standards for each domain have been developed by the Virginia Board of Education and are available for review by contacting the school counselor.

School Counseling Activities for Students include classroom developmental guidance lessons, small group counseling opportunities, as well as one on one individual counseling session. The nature of the school counseling services are brief and solution-focused rather than therapeutic. School counseling services are designed to address developmental concerns that have direct relevance to the educational success of students. School counseling services are not designed to provide long-term therapy. Parents or guardians may want to contact the counselor for a list of professionals in private practice settings or in-home service providers to better address and meet the individual student's emotional mental health needs &/or family relationship issues that require more intensive therapy than can be provided in the school setting. The school counseling program's purpose is to serve students in the educational setting. The purpose is not to generate information for court proceedings or to be involved in court litigation.

Students may be referred for counseling services by parents, teachers, and administrators or by self-referring. Written parental consent will be obtained for any student participating in a small group or involved in on-going individual counseling services. Small counseling groups focus on issues such as; family changes, grief & loss issues, self-esteem & confidence building, peer relations & social issues, anger management & positive decision-making skills. Classroom guidance lessons focus on Social Skills; getting better at getting along, dealing with bullying, friendship & peer relation skills, as well as Character Development Traits such as, honesty, respecting self & others, kindness. Parents may contact the school counselor to view materials used in class guidance lessons. Parents may contact the school counselor regarding the "opt out" policy if they do not want their child to participate in counseling or guidance activities.

Parenting Programs are also offered through the year, WE ENCOURAGE PARENTS TO SEEK ANY RESOURCES NEEDED WITH QGES.

The counselor is available to meet and consult with school staff. Materials for staff to use in working with students, managing behaviors, understanding developmental needs, and setting up effective classroom behavior management plans are available for loan in the counseling office.

All student information is confidential. Suggestions of ways to work with students may be shared with staff.

## **INCLEMENT WEATHER (NO SCHOOL, DELAYS)**

In the event of INCLEMENT weather (snow, ice, etc.), the Winchester Public Schools will:

- Close schools (Announcements are made on local radio or television communications, social media, School Messenger)
- Delayed openings (In situations where the Superintendent feels that road conditions may change sufficiently to make travel in the mornings, the Superintendent will announce a delayed opening. Please listen to radio or television announcements
  - ONE HOUR DELAY: Buses will run exactly one hour later. Dismissal times remain unchanged. Breakfast and lunch will be served.
  - TWO HOUR DELAY: Buses will run exactly two hours later. Dismissal times remain unchanged. Grab and go breakfast will not be served; lunch will be served.
- Early Dismissal: If weather conditions grow steadily worse during the school day, the Superintendent may close the schools early. If conditions are severe early in the day, a 1:00pm dismissal is likely; if the conditions are not serious by mid-morning but worse as the day progresses, children will be dismissed as early in the afternoon as the buses can arrive. Again, please listen for an early dismissal announcement.
- We will use the School Messenger to notify parents.

## **LIBRARY**

The library at Quarles Elementary is open Monday-Friday; before and after school-7:20-2:50 daily. Students are encouraged to use the library during, before, and after school for reading/and or research. The library center provides students access to a wide variety of print and electronic materials and resources. The librarian provides individual guidance, formal instruction, and appropriate resources to help student become literate, critical-thinking, and caring citizens of the 21<sup>st</sup> century. Students are encouraged to read a lot of books!

*"Today a reader; tomorrow a leader." ~ W. Fusselman*

## LUNCH AND BREAKFAST

School breakfasts and lunches are available to all students. A student who packs his lunch may purchase milk separately. If parents choose to pack lunches, please pack healthy and nutritious meals. Menus are sent home monthly as well as posted on our school's website. The costs of lunch and breakfast are:

|                               |                          |
|-------------------------------|--------------------------|
| Full- Price Breakfast: \$1.40 | Full-Price Lunch: \$2.80 |
| Reduced Breakfast: \$0.30     | Reduced Lunch: \$0.40    |
| Adult Breakfast: \$1.95       | Adult Lunch: \$3.70      |
| Extra Milk: \$0.45            |                          |

Parents are invited to join their own children at lunch at the child's class lunch time. Parents are asked to please notify the main office before coming to lunch, so our cafeteria staff will prepare additional portions.. We encourage parents to come to QGES and enjoy lunch with your child!

**VALID IDENTIFICATION CARDS (DRIVER'S LICENSES, FEDERAL GOVERNMENT-ISSUED IDENTIFICATION CARDS WITH PHOTO'S ARE REQUIRED TO ENSURE STUDENT SAFETY. PLEASE HAVE IDENTIFICATION AND BE COOPERATIVE WITH SCHOOL OFFICIALS DAILY**

### Parent Lunch Visitors

We are excited to invite our parents to eat lunch in QGES cafeteria.

Below are the guidelines in regard to visiting your child during lunch time:

- All visitors must check in at the office and get a **visitor's badge**
- Parents are invited to have lunch with their children. (Once a week as a guideline)
- Parents should meet their child in the lunch room, sit with their child at the assigned table or out at the picnic tables outside the cafeteria. If crowding is an issue, please ask the attending teacher assistant monitor for guidance..
- Parents may **only take their own children** to set outside at the picnic tables and it must be during their child's assigned lunch time.
- Parents will say their "goodbyes" in the cafeteria and the student will return to class with the assistant or teacher.
- Students are expected to follow the cafeteria expectations at all times.

## LOST AND FOUND

Please put your child's name on clothing, in the event the item is left at school. Lost and found items may be claimed, if the item is found, by contacting the office staff. **After one month, unclaimed items will be donated to Goodwill.** Thank you for labeling your child's belongings.

## MOMENT OF SILENCE

A Moment of Silence is required before each school day. All staff, students, parents, and visitors are asked to observe the Moment of Silence. The Moment of Silence was enacted into Virginia law on July 1, 2000.

## Newsletters

QGES, a monthly newsletter featuring: programs, school notices, PTO events, community news, upcoming events, information from the principals, and 'shout outs' will be sent to parents/students as well as made available online. Teachers will be asked to submit information for the newsletter. The purpose of the monthly newsletters is to inform parents about what is going on at Quarles, stimulate interest in school activities, communicate expectations, celebrate successes, and seek feedback.

# **PARENT CHECKPOINT STATIONS**

For our students' safety, we ask for parents to be attentive at our parent checkpoint station, located on the walkway to our main lobby. We ask for parents to say goodbye, give hugs and send their children directly into the school. This helps our school remain safe and secure.

If a parent needs any assistance, please go directly to the office. A school official will be available to help.

## **PTO**

At GQES, we are fortunate to have a Parent Teacher Organization with a clear purpose of assisting student programs, activities, events, and projects. We want to facilitate a cooperative effort of parents, teachers, administrators, staff, students, and community members to provide the best education and actualize our vision, THRIVING LITERACY COMMUNIT in a STEM SCHOOL. The PTO's bylaws are posted on the website. PTO meetings are to be held with a literacy purpose including, but not limited to, Learning Fair(s), Talent Show, Book Fairs, Author Nights, Family Reading Night, Storyteller Drama Night, and Writing Café Night. The PTO executive board will meet regularly to oversee the direction of the PTO. Election of PTO Officers will occur in September.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is recited daily at the start of each day. During the recitation of the Pledge, students are expected to stand and recite the Pledge of Allegiance. (No student shall be compelled to recite the Pledge if a parent/guardian objects in writing on grounds or religious, philosophical, or other grounds.)

## **PHYSICAL EDUCATION**

Students are expected to participate in physical education in grades PREK-4. Only students who have a doctor's note can be exempt from regular physical education activities. Food and drinks are not allowed in the gym area for safety. Proper dress for physical education includes clothing for students and shoes to be tied in order to move freely. Please contact our office if you need assistance.

## **RECOGNITION OF STUDENTS**

Students at GQES are recognized for good citizenship and academic achievement per day, week, month, and grading period. These recognition opportunities may include having work on display in public areas, receiving 'Chameleon Cash' for doing the right thing, being selected in weekly drawings for good behavior, participating in school wide celebrations for CHAMELEONS SOAR & BE KIND, being asked to make presentations, or additional award ceremonies. Recognizing student effort and achievement frequently is a correlate of a highly effective school. Award ceremonies at the end of school will occur May 2019.

## **RESOURCES FOR PARENTS (Web-based)**

At GQES, we have resources for parents including information from our Guidance Department, after school programs, and community sponsored programs, at school. Please contact the main office or guidance department for resources we have at school. Our school website will include additional resources.

## **REPORT CARDS**

Report cards will be issued every 9 weeks. At the end of the 2<sup>nd</sup> and 4<sup>th</sup> 9-weeks, report cards are sent directly home. Additional conferences may be requested by parents, teachers, or the principal whenever necessary. Communication between home and school helps ensure optimal student learning performance.

## **SCHOOL BOARD MEMBER 2018--2019**

Allyson Pate, Chairman  
Marie Imoh, Vice Chairman  
Mr. Richard Bell  
Kathleen Anderson Holman  
Phillip "P.J." Lewis  
Erica Truban  
Bryan Pearce Gonzales.

## **SCHOOL HOURS**

The main office at Quarles Elementary is open from 7:00am-3:30pm. Our main office number is 540-662-3575. In an effort to decrease wait time for our parents, we have activated an automated answering system. Please listen to the available options and select the appropriate number to be connected to the person/department that you are trying to reach.

## **SCHOOL PICTURE DAYS**

Our school will have school pictures taken in the Fall (September 27, 2018) and the Spring (March 28, 2019). Class pictures will be taken on January 31, 2019. More information about student pictures will be sent home, closer to the scheduled dates.

## **YEARBOOKS**

Orders for the GQES Yearbook will be taken in January. Yearbooks are delivered to students/parents by the end of the school year.

## **SCHOOL SECURITY PLAN**

**VALID IDENTIFICATION CARDS (DRIVER'S LICENSES, FEDERAL GOVERNMENT-ISSUED IDENTIFICATION CARDS WITH PHOTO'S ARE REQUIRED TO ENSURE STUDENT SAFETY. PLEASE HAVE IDENTIFICATION AND BE COOPERATIVE WITH SCHOOL OFFICIALS DAILY**

- All visitors are directed to sign in, present identification and receive a visitor's pass from the main office.
- Parents or visitors will be escorted with a school official for safety.
- Teachers and staff have been instructed to inquire of any person who is not wearing identification and direct them to the main office.
- During the school day, parents who are picking up students are required to come to the office and sign them out. Students are not permitted to wait outside the building without supervision.
- All outside doors will be locked during the school day and are only accessible by staff ID badges.

## **SNACKS IN CLASS**

At Quarles, it is permissible to allow children to have a snack and/or water in class. Research shows that students who are nourished perform better academically. Parents are asked to cooperate with the classroom teacher's suggestions for healthy snacks for students.

## **STANDARDS OF LEARNING TESTS**

Students in grades three and four will take the Virginia Standards of Learning (SOL) tests at the end of the school year. Student performances on these tests are used to determine which students are in need of additional assistance as well as awarding our school's accreditation status with the State of Virginia. The following grades and SOL tests are as follows:

- Grade 3: Reading, Math,
- Grade 4: Reading, Math, and Virginia Studies

## Winchester Public Schools Policy Summaries

The following policies and standards of student conduct are based upon School Board policies and general school rules applicable at the time of publication. For a complete outline of School Board policies and additional policy changes, please visit the Winchester Public Schools website at [www.wps.k12.va.us](http://www.wps.k12.va.us) or contact your student's school. Printed copies of school division policies and regulations are available to citizens who do not have online access.

### **We believe that . . .**

1. Excellence in education is paramount to the success of the City of Winchester.
2. Excellence in education is a shared and reciprocal responsibility among educators, students, families, caregivers and the community.
3. Every student can learn and when students have access to quality instruction, technology, and community resources, education is the equalizer.
4. Every student has the right to an excellent education in a safe and engaging learning environment.
5. Mental, emotional, and physical health is essential for optimal learning.
6. Embracing the diversity of students is a strength that unifies our learning community.
7. Success for every student is dependent upon a well-communicated expectation of excellence.
8. Every student must have the requisite knowledge and skills to become a productive citizen in a global society.
9. Pursuing excellence in learning and life develops student self-esteem and self-confidence.

**The mission of Winchester Public Schools, a vibrant and diverse community of learners, is to have the courage and commitment to inspire every student's passion for excellence in learning.**

*Every student will be...*

- **SOCIALLY RESPONSIBLE** exhibiting trust, respect, and integrity to create physically and emotionally safe environments
- **COLLABORATIVE & INQUISITIVE** by being authentically engaged in enriching learning environments
- **EMPOWERED & PREPARED** for the emerging opportunities in the global marketplace
- **PASSIONATE & FOCUSED** to achieve personal excellence by developing interests, passions, and talents
- **ENGAGED** participating in and benefiting from open and honest relationships at the school and interpersonal level

## **Acceptable Computer System Use**

Winchester Public Schools provides a variety of educational technologies including computer hardware, software, networked and internet-based resources and communication links for the use of students only as an integral part of the instructional program. Students are responsible for the appropriate use of these resources. All policies and regulations of Winchester Public Schools governing student conduct shall apply when students are using educational technology. The use of this technology for any improper or illegal activity is prohibited. The complete Acceptable Use Policy IIBEA is available for review on our website, [www.wps.k12.va.us](http://www.wps.k12.va.us), or from the school's office.

**I. Purpose** - The School Board supports the use of technology for purposes of educational research, communication, and instruction, and to provide access to unique resources and opportunities for collaborative work. In furtherance of its approved curriculum, the School Board provides a Computer System, which includes the Internet, the use of which must be consistent with this Policy, the educational objectives and work climate of Winchester Public Schools ("WPS" or the "Division") and other School Board policies, regulations, and directives.

The term Computer System includes, but is not limited to, hardware, software, data, communication lines and devices, display devices, printers, CD/DVD and other media devices, flash drives, servers, mainframe and personal computers, tablets, laptops, cellular and network phones, including smart phones, the Internet and all other electronic services and internal or external networks (the Computer System"). All use of the Computer System must be for educational purposes or legitimate school business. The Computer System is not a public forum and is not intended to be a forum; its purpose is to advance the Division's communications, curriculum, and work. This Policy applies to all users of the Computer System. By using or accessing the Computer System, the user agrees to abide by this Policy.

Winchester Public Schools established and manage an instance of G Suite for Education, a set of free productivity tools for classroom collaboration provided by Google, and utilize additional services with the G Suite for Education platform as deemed appropriate and that support education purposes at Winchester Public Schools.

Use of the Computer System is a privilege, not a right, and can be withdrawn by the Division at any time, with or without prior notice. Any communication or material generated using the Computer System, including without limitation electronic mail, social media posts, instant or text messages, and other files, may be monitored, read, and/or archived by school officials without prior notice, reason, or permission, even if the communication or material was deleted from a user's account.

## **II. In General**

A. The Computer System shall be used as follows:

1. The Computer System must be used for either an educational purpose or for legitimate school business. The term "educational purpose" includes, without limitation, use of the Computer System for class assignments; instruction, including the development and preparation of lessons and assignments; professional or career development; and otherwise in furtherance of the School Board's vision, mission, approved curriculum and other educational objectives.

2. The Computer System may not be used for commercial purposes. The term "commercial purposes" includes, without limitation, use of the Computer System for the purpose of promoting or soliciting the sale of an item or the promotion or solicitation of a service that does not have an educational purpose or is not for legitimate school business; purchasing personal, family, or household items; to obtain a monetary or personal gain; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-profit. No staff member shall knowingly provide names, e-mail addresses, or other personal information to outside parties whose intent is to communicate with staff, students and/or their families for non-school purposes.

3. The Computer System may not be used for political lobbying or campaigning. This activity includes, without limitation, sending e-mails or making web postings or advertisements that advocate support for a particular political position or candidate; however, nothing in this Policy shall be construed to limit staff and students from using the Computer System to communicate with their elected representatives and to express their opinion on political issues for educational purposes.

B. The following definitions apply to this Policy:

1. The term "staff" or "staff member" is defined to include all School Board employees, including without limitation all administrators, counselors, teachers, coaches, employees of virtual school programs (to include but not be limited to distance learning, on line programs) and vendors providing instructional services to students, as well as all student teachers, interns and practicum students, volunteers and community members.

2. The term "immediately" is defined as reporting a situation that may constitute a violation of this Policy within twenty-four hours of the first suspicion of the violation.

III. Areas of Responsibility - Staff and students must comply with, and are responsible for monitoring, enforcing, and reporting infractions of this Policy as follows:

A. Central office managers (i.e., department supervisors and directors) and building principals and other school-based administrators shall be responsible for ensuring that this Policy is followed.

B. The Director of Technology will serve as the coordinator to oversee the Computer System and will

work with other local, regional, or state organizations as necessary. All purchases of hardware, software, on-line resources, and other services must be evaluated and approved beforehand by the Director of Technology or designee.

C. The building principal or designee will serve as the building-level coordinator for the Computer System and will support the building-level activities and Computer System, ensure that staff receives training pursuant to this Policy, maintain student permission data, ensure that students receive training pursuant to this Policy, and be responsible for implementing and interpreting this Policy at the building level.

D. Teachers shall be responsible for guiding and monitoring student use of the Computer System.

E. Students shall be responsible for adhering to this Policy and using the Computer System for assignments directly related to the curriculum.

F. Parents and guardians shall be responsible for ensuring that their child (ren) adhere to this Policy and use the Computer System for curriculum related assignments.

#### IV. Internet Safety

A. Content Filtering. Pursuant to the federal Children's Internet Protection Act, 47 U.S.C. § 254, and Va. Code § 22.1-70.2, the Division shall select and implement a technology protection measure to filter or block Internet access, for both adult and minor users, through the Computer System, to material unrelated to the Division's educational vision, mission, and approved curriculum, and to:

1. Pornography, including child pornography, as defined by 18 U.S.C. § 2256 and Va. Code § 18.2-374.1:1;
2. Profane and obscene material, as defined by 18 U.S.C. § 1460 and Va. Code § 18.2-372; and
3. Material that the Division deems to be harmful to juveniles, as defined in Va. Code § 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors.

The technology protection measure will be enforced during any and all use of the Computer System as required by law. The current technology protection measures include without limitation managed networks, firewalls, Internet filters, virus controls, and monitoring devices. Despite its best efforts, it may not be possible for the Division to restrict access to all prohibited materials. User activity and the operation of filtering protection measures will therefore be monitored to ensure compliance with federal and state law, this Policy, and other School Board policies, regulations, and directives.

B. Student Training. Pursuant to Va. Code § 22.1-70.2, WPS will provide Internet safety training to all

students. Internet safety instruction is integrated into the K-12 curriculum. Principals will review this Policy and other applicable School Board policies, regulations, and directives with staff and students annually.

C. Student and Staff Training. WPS will also provide students and staff training designed to educate about appropriate online behavior, including without limitation, appropriate conduct when using email, social media, blogs, and chat rooms, as well as cyber bullying awareness and response.

#### V. Access to the Computer System

A. Staff and students will have access to the Internet through selected computers and other electronic devices. Student use may be limited upon parental or guardian notification. Parents and guardians may request alternative activities for their child(ren) that do not require Internet access by notifying the building principal in writing or completing the Parent Permission Form for Student Involvement issued with the Student Handbook. Parents and guardians may also request to view the content of their child's user file.

B. Staff and students are permitted to use personal electronic devices, such as smart phones tablets, and laptops, provided that such use is consistent with this Policy and as set forth in Policy JFI-Student Use of Personally Owned Electronic Devices.

VI. Limitation of Liability. The School Board makes no warranties of any kind, neither express nor implied, regarding the Computer System. The School Board will not be responsible for any damages users suffer, including, but not limited to:

- A. Loss of data resulting from delays or interruptions in service;
- B. Accuracy, nature, or quality of information stored on the Computer System;
- C. Accuracy, nature, or quality of information gathered through the Computer System;
- D. Damage to personal property used to access the Computer System; or
- E. Unauthorized financial obligations resulting from use of the Computer System.

#### VII. Unacceptable Uses of the Computer System

A. WPS shall cooperate fully with local, state, and/or federal officials in any investigation concerning or relating to any alleged illegal activities conducted through the Computer System.

B. Students who violate the provisions of this Policy, applicable state and federal law, applicable School Board policies, regulations, and directives, and/or applicable building-level rules shall be subject to disciplinary action in accordance with Policy JFC Student Conduct.

C. School Board employees who violate the provisions of this Policy, applicable state and federal law, applicable School Board policies, regulations, and directives, and/or applicable building-level rules shall be subject to disciplinary action in accordance with the School Board personnel policies.

D. Non-employees violating this Policy shall have their access privileges immediately suspended.

### VIII. Computer System Monitoring and Related Searches

A. Users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored on the Computer System. The Division reserves the right to monitor and review all usage of the Computer System at any time, for any reason, with or without prior notice or permission.

B. Routine maintenance and monitoring of the Computer System may lead to the discovery that the user has or is violating this Policy or other School Board policies, regulations, and directives.

C. A search of a user's account shall be conducted if there is individual reasonable suspicion that a user has violated the law or School Board policies, regulations, or directives. The nature of the search/investigation will be reasonable and appropriate to the nature of the alleged misconduct.

D. User files may be subject to protection and disclosure requirements set forth in the Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), the Freedom of Information Act (FOIA), and other federal and state laws.

E. Users must provide their password upon request to technology staff for use in diagnosing and repairing Computer System problems and in providing routine maintenance and monitoring of the Computer System. In the event an account or password is known or suspected to have been lost, stolen, or disclosed, the user shall immediately report the incident to technology staff and new passwords will be created.

IX. Software and Hardware. Only school or Division licensed software approved by the Director of Technology may be installed on the Computer System. No school-licensed software may be copied for use on other school's Computer System unless this right is specifically granted in the school's license agreement. Software may only be installed by technology staff members. All licensing and registration materials shall be furnished to the building Technology Resource Teacher, who is responsible for maintaining licensing records on a building level. The Director of Technology will maintain records on Division licensed software.

X. Selection of Material. When using the Internet for class activities, staff shall select material that is appropriate in light of the age of the students, relevant to the course objectives, and consistent with the Division's approved curriculum and educational mission, vision and objectives. Staff shall preview the materials and sites they require or recommend students to access in order to determine the appropriateness of the material contained on or accessed through the site. Staff shall provide guidelines and lists of resources to assist students in channeling their research activities effectively and properly. Staff shall assist their students in developing the skills to evaluate the truthfulness of

information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

#### XI. Acceptable and Unacceptable Use

A. Acceptable Use. Use of the Computer System shall be consistent with the educational vision and mission, approved curriculum, and work of the Division, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Staff are to utilize the Computer system for educational purposes, legitimate school business, and performance of job duties.

Incidental personal use of the Computer System is permitted as long as such use does not interfere with the staff member's job duties and performance, with system operations, or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications not occurring during instructional time and is not otherwise prohibited by this Policy.

B. Unacceptable Use. The following is a non-exhaustive list of examples of unacceptable uses of the Computer System:

1. Engaging in Illegal and other Unacceptable Activities. Users shall not use the Computer System to:

- a. "Hack into" or otherwise access data not intended for the user, including, without limitation, logging into another user's account or otherwise obtaining another user's files or administrative data.
- b. Make deliberate attempts to disrupt the Computer System or destroy data by spreading computer viruses or by any other means.
- c. Send, receive, view or download illegal material, or engage in any other illegal act, including, without limitation, arranging for the sale or purchase of illegal drugs, alcohol or tobacco, engaging in criminal gang activity, or threatening the safety of another individual.
- d. Access, upload, download, create, or distribute profane, pornographic, obscene, sexually explicit, or other illegal material.
- e. Transmit profane, obscene, abusive, sexually explicit, or threatening language that could be characterized as bullying, harassing, prejudicial or discriminatory attacks, or is otherwise damaging to one's reputation.
- f. Vandalize, damage, or disable the property of another individual or organization, including destroying data by creating or spreading viruses or by other means.
- g. Violate any other local, state, or federal law.
- h. Delete, erase or otherwise conceal any information stored on the Computer System that violates this Policy or at any time after being advised by an administrator or supervisor to preserve any materials stored on the Computer System.

#### 2. Jeopardizing System Security

- a. Users are responsible for the use of their individual accounts and should take all reasonable

precautions to prevent others from accessing their accounts. Under no conditions should a user provide password information to another person except as provided in this Policy.

b. Users shall not alter system or network settings, circumvent the menu, password, or Internet filtering software installed on the Computer System, or change configurations (hardware and software), except under the direct supervision of technology staff.

c. Users shall immediately notify the Director of Technology if they have identified a possible security problem.

d. Users shall insure that the latest antivirus/antimalware software is installed and functioning on their personal electronic device when it is connected to the Computer System.

### 3. Using Inappropriate Language

a. Restrictions against inappropriate language apply to messages and posts made on or through the Computer System, including without limitation public messages, private messages, email, and material posted on Division, school, and extracurricular organization webpages or related social media accounts.

b. Users shall not use the Computer System to convey or otherwise disseminate obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. Users shall not use the Computer System to post or email information that, if acted upon, could cause damage or a danger of disruption.

d. Users shall not use the Computer System to knowingly or recklessly post false or defamatory information about a person or organization.

### 4. Failure to Respect Privacy

a. Users shall not use the Computer System to publicize a message that was sent to them privately without permission of the person who sent the message.

b. Users shall not use the Computer System to post or email private information about themselves.

c. Users shall not use the Computer System to disclose, use, or disseminate photographs and/or personal information regarding other people. Personal information is defined to include information such as a person's home address, telephone number, social security number, bank or credit card account number, log-in information or password.

### 5. Failure to Respect Resource Limits

a. Staff shall not download large files on the Computer System unless absolutely necessary. If necessary, large files shall be downloaded only at a time when the Computer System is not being heavily used. All files downloaded shall be for educational purposes or legitimate school business. Students shall not download any files.

b. Users shall not use the Computer System to post or email chain letters or to engage in "spamming." For purposes of this Policy, spamming is defined to include sending an unnecessary message, unrelated to educational purposes or legitimate school business, to a large number of people.

c. Users may not use the Computer System to subscribe to discussion groups or e-mail lists, unless

such groups or lists are relevant to an educational purpose or legitimate school business, including a specific assignment or for instructional purposes.

d. Users shall not abuse or monopolize the Computer System for non-educational use.

#### 6. Plagiarism and Copyright Infringement

a. Users shall not plagiarize works found on the Computer System. Plagiarism is taking the ideas or writings of others and presenting such ideas or writings as if they were original to the user.

b. Users shall respect the rights of copyright owners. The School Board Policy EGAA Reproduction of Copyright Materials applies to copyrighted materials accessed through the Computer System, as well as traditionally published materials. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, users should request permission from the copyright owner.

7. Student Acceptable Use of Email and Other Electronic Communication. Student access to direct electronic communications, including e-mail, shall be made via a special account assigned to each student and used under staff supervision, provided that the following restrictions are met:

a. Students shall not use the Computer System to post or e-mail personal or sensitive information about themselves or other people. This includes information such as the student's or another person's home address, telephone number, student ID number, bank or credit card account numbers, social security numbers, login information and passwords.

b. Students shall not use the Computer System to meet with someone they have met online without their parent's or guardian's prior approval and participation.

c. Students shall promptly disclose to their teacher or other school staff any message they receive that is inappropriate or makes them feel uncomfortable.

#### 8. Staff Acceptable Use of Email and Other Electronic Communication

a. **In General.** The Computer System provides opportunities for increased communication and collaboration for both students and staff. As students and staff are connected to the global community, their use of new tools and systems brings new responsibilities. Any electronic or online communications by staff with other staff, students and parents must be transparent, accessible to supervisors and parents, and professional in content and tone.

Electronic communications should not replace in person and telephone communication, which are better modes of communication for conveying meaning and context and should be used whenever possible. Staff using electronic and online communication shall adhere to the following guidelines:

- i. Any staff member who has a reason to suspect that inappropriate communication is occurring between a staff member and student or among staff members shall report the matter immediately to their principal.
- ii. Staff members who correspond with students or parents via email must use only the Division's email system to receive or send email. Staff correspondence with students is strictly limited to school related content.
- iii. Staff members who correspond with other staff members about school related business must use only the Division's email system to receive or send email.
- iv. Staff should not include detailed student information in any email or document attached to an email. Staff shall not use or attach a document that reveals a social security number, biometric record, or student identification number that could be used directly or indirectly to gain access to education records. When referencing students, the email shall be limited to basic factual information and exchanged only between parties who have a legitimate educational interest in the information and in the student that is the subject of the correspondence.
- v. Electronic resources must never be used to discuss contentious, sensitive, emotional or highly confidential issues. These issues should be discussed in person or by phone. Emails should be short and directional in nature and only include objective factual information. Examples of such factual information are set forth in Section 8(B) below.
- vi. Staff members are responsible for all email sent from their account, and should take care to protect access to their account by keeping their password secret and by logging off when not using their account.
- vii. Electronic communication should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.

**b. Acceptable uses of staff to parent email or other electronic communication.** Examples of this acceptable use includes providing general information about class activities such as curriculum, homework, tests, special events and school announcements; making arrangements for meeting/telephone call regarding a student issue, including a general description of the issue; and following-up on an issue that has previously been discussed. Any discussion related to other students or staff members is not appropriate.

**c. Acceptable uses of staff to student email or other electronic communication.** Examples of this acceptable use includes discussions specifically related to class activities, such as curriculum, homework, tests, special events, and school announcements. There should be no discussion related to other students, discussion about the personal life of staff members or students, or sensitive information regarding the student's performance.

**d. Establishment of social media accounts or accounts on educational sites for instructional purposes.** Staff may establish one or more social media accounts or accounts on educational websites solely for educational purposes. Staff must notify the building principal of their intent to establish

such accounts and the building principal must approve and monitor each account.

These accounts shall not be used for personal communications and are to be separate from staff members' personal social media accounts. Any such site shall have a clear statement of purpose and outcomes for the use of the account, and a code of conduct for all participants. The staff member establishing the account shall apply appropriate security and privacy settings, be responsible for the account's content, diligently monitor the account for inappropriate content, and post only information related to the account's purpose that is appropriate for viewing by students, parents and the community at large. Students should not be required to create a login in order to access or view the information. When appropriate, links to these accounts shall be posted on the school's webpage, as outlined in Policy CJA-Website Development and Management. Staff members are expected to read and understand all terms of service and privacy policies associated with the social media and educational site accounts they intend to use for instructional purposes.

**e. Personal social media accounts.** Staff members are expected to be role models. Material posted on staff members' personal websites, accounts, and social media websites must model the behavior that staff members are expected to exhibit, as a role model, both on and off campus and school related activities. Inappropriate content, including without limitation, material that compromises a staff/student professional relationship or boundaries, messages and pictures that diminish a staff member's professionalism, discredits his/her capacity to maintain the respect of students and parents, or that impairs the ability of that staff member to serve as a role model for students, is prohibited. WPS expects the following in regards to personal electronic communications, use of social media, and other online communications:

- i. WPS prohibits any students and staff members from establishing an online social media relationship through their personal social media websites. Interaction between staff and students on a social media websites must be for educational purposes only, as set forth in section XI(B)(8)(d) above.
- ii. Staff and students shall not use Internet resources that require the establishment of a student account or login that is not administrated or monitored by WPS.
- iii. Students appearing in individual or group photographs shall not be individually identified.
- iv. Staff shall not post comments about students.

**XII. Non-Computer System Use.** The School Board has no legal responsibility to regulate or review Internet messages, statements, postings, or acts either made off-campus or not made on, through, or in connection with the Computer System. The Division reserves the right to discipline students and staff for actions taken off-campus or independently of the Computer System, which would violate this Policy or other applicable School Board policies, regulations or directives if occurring on-campus or on, through, or in connection with the Computer System, if such actions adversely affect the safety, well-being, or performance of students while in school, on school buses, at school activities or school sponsored events, or coming to and from school; if such actions threaten violence against another student or staff member; if such actions violate local, state or federal law; or if such actions disrupt

the learning environment, administration, or orderly conduct of the school.

XIII. Remote Access to the Computer System. All provisions of this policy apply when accessing the Computer System remotely or on-site.

XIV. Acceptable Computer System Use Agreement. Each staff member, student and/or parent/guardian of each student shall sign the Acceptable Computer System Use Agreement before using the Computer System. The failure of any staff member or student to follow the terms of the Agreement or this Policy may result in the loss of Computer System privileges, disciplinary action, and/or appropriate legal action.

X. Review. The School Board will review and amend, if necessary, this Policy every two years.

## **Attendance**

The importance of regular school attendance cannot be over emphasized. It is not surprising that students with good attendance achieve at much higher levels, enjoy school more and develop habits of punctuality, self-discipline, and responsibility. All of these will serve an individual well as he/she continues through school and into the world of work.

It is the primary and legal responsibility of parents to see that the children are regular and prompt in their school attendance. We request that any time your child must be absent from school, please call the school on the day of the absence and advise the school that your child will not be in attendance that day. The call should contain the date(s) of the absence and the cause. If your child is absent and you have not called the school to advise them of the absence, school officials will attempt to contact you by telephone to verify your knowledge and support of the absence. Virginia law requires that if a student has been absent five days during the school year without the knowledge and support of the parent, a conference will be scheduled with the parent, student and school principal so that the principal might explain the consequences of continued unexcused absence. A plan will be developed to improve attendance and if attendance improves, no further action will be necessary.

Should absences continue, the school system may proceed legally to cause the student to attend school regularly. Such action may include a request to the juvenile and domestic relations court for a petition for the student as a child in need of services or a warrant against the parent for violation of compulsory attendance laws.

### **1. Student Attendance Policy**

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law; therefore, the parent/guardian or person having control or charge of a child (hereafter referred to as parent/guardian) shall make a reasonable attempt to

contact the school on the day of absence.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence. Where there is no indication that the student's parent/guardian is aware of and supports the absence, the absence shall be recorded as unexcused. The Principal or designee will determine whether an absence is excused. Unexcused absences shall be handled according to regulations issued by the Superintendent.

The superintendent's regulations will include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations will ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which he or she missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the Superintendent or designee.

## **2. Compulsory Attendance Procedures**

### **A. Upon Fifth Absence Without Parental Awareness and Support**

If (1) a student fails to report to school for a total of five (5) scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation by the Student Support Specialist 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/her designee or Student Support Specialist, the pupil, and the pupil's parent(s) shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

### **B. Upon Sixth Absence Without Parental Awareness and Support**

If the pupil is absent an additional day after direct contact with the pupil's parent(s) and the Student Support Specialist has received no indication that the pupil's parent(s) is aware of and supports the pupil's absence, the Student Support Specialist shall schedule a conference within ten (10) school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his/her parent(s), and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

### **C. Upon Additional Absence Without Parental Awareness and Support**

Upon the next absence after the conference without indication to the Student Support Specialist that the pupil's parent(s) is aware of and supports the pupil's absence, the Principal or designee shall notify the Superintendent or designee who shall enforce the compulsory attendance rules by either or both of the following:

1. 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
2. Instituting proceedings against the parent(s) pursuant to § 18.2-371 or § 22.1262.

In filing a complaint against the student, the Student Support Specialist shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parent/guardian have joint physical custody of the student and the school has notice of the custody arrangement, then both parents/guardian shall be notified at their last known addresses.

#### D. Parental Cooperation in Remediating Excessive Absences

It is expected that parents/guardians will cooperate with school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the Superintendent or designee may seek immediate compliance with the compulsory school attendance laws (§§ 22.1-254 or 22.1-258). The designee, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the Attendance Officer shall document the school division's compliance with this Code section.

### **3. Report for Suspension of Driver's License**

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

### **4. Attendance Reporting**

Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part 2 (B) above. The Superintendent shall compile this information and provide it annually to the Director of Elementary Education and the Director of Secondary Education.

### **5. Dismissal Precautions**

Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of the parent/guardian. The Superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal checkout system shall be maintained in each school.

### **Absences: Excused and Unexcused**

1. Absences from school are recorded as either excused or unexcused. Excused absences are as follows:
  - a. Absences due to illness.
  - b. Absences approved by a physician or the school nurse.

- c. Absences due to religious holidays.
- d. Absences due to a death in the immediate family.
- e. Absences (prearranged) for other reasons, which are approved in advance by the school principal or designee.

2. All other absences are considered unexcused unless there is a determination of extenuating circumstances.

3. Students in attendance on school sponsored or school related field trips or a school activity held off campus and properly approved by the school administration will be counted present.

**Tardy**

An elementary school student will be considered tardy in attendance if he/she is late in arriving at school at the designated time. The following procedure applies to the elementary schools:

The tardy bell rings at 7:50 a.m. If a student arrives to school late, then a parent/guardian must accompany him/her to the office to be signed in.

1<sup>st</sup> Tardy                      Free

2<sup>nd</sup>-4<sup>th</sup> Tardies              Warning-reminders by front office staff to attend school on time

5<sup>th</sup> Tardy              A letter will be sent home informing the parent/guardian that the student has accumulated 5 tardies.

10<sup>th</sup> Tardy              A meeting will be required with the Student Support Specialist and the parent/guardian to develop a plan to improve the student’s tardiness to school.

15 + Tardies              Meetings with the Student Support Specialist, Principal, School Counselor and/or other designated school personnel may be required to continue to assist in improving the student’s tardiness to school.

If excessive tardies continue then the following could occur:

- 1. Tardies may be referred to an administrator for disciplinary action.
- 2. If a student is on a school zone variance, that variance can be revoked due to excessive tardies or absences.
- 3. If a student has moved out of the city during a school semester the student may continue in attendance without payment of tuition until the end of the semester. In the event of excessive absences, tardies, and/or discipline issues the administration may review this privilege on a case by case basis.

**Truancy**

A student will be considered truant when there is no indication that the student’s parent/guardian is aware of and supports the absence. The absence will be recorded unexcused. .

**Administrative Response to Chronic Absenteeism**

The school principal or designee is responsible for reviewing attendance records and identifying students with chronic attendance problems marked by excessive absenteeism and/or tardiness.

**Regular attendance is the responsibility of the school, student, and parent/guardian.**

**Below is a table outlining the responsibility of each party to ensure regular attendance.**

| <b>Number of Day(s) Absent</b>   | <b>Responsibility of School</b>  | <b>Responsibility of Student</b>  | <b>Responsibility of Parent/Guardian</b>  |
|--|--|---|---|
| 1+   | Phone contact will be attempted with parent/guardian should the parent/guardian not call the school. School may keep a log of call attempts.   | Turn in any doctor's notes to teacher or school office.   | Contact school on morning of absence. If unable to call, a note should be sent in with the student. |
| 5+ Classroom Absences  | Classroom teacher will make an attempt to call student's home to encourage regular attendance and procedures for making up classwork.  | Discuss impact of absences with teacher.  | Discuss impact of absences with teacher.  |
| 5 <sup>th</sup> Day of Unexcused Absence   | Student Support Specialist will meet with parent/guardian and student to verify absences and develop plan of action for regular attendance which may include referral to student assistance program.   | Participate in attendance meeting with Student Support Specialist and comply with plan of action. | Participate in attendance meeting with Student Support Specialist and comply with plan of action.   |
| Additional Unexcused absence following 5 <sup>th</sup> day of absence.             | Student Support Specialist with additional school staff will meet with parent/guardian and student to verify absences and develop plan of action for regular attendance which may include referral to student assistance program. Legal consequences of continued non attendance will be explained including referral to juvenile court.   | Participate in attendance meeting with Student Support Specialist and comply with plan of action. | Participate in attendance meeting with Student Support Specialist and comply with plan of action.   |
| 10 <sup>th</sup> Day of Absence (Excused or Unexcused)                             | School will mail "Make Every Day Count" letter to raise awareness of the impact of regular attendance on school success.   | Discuss receipt of letter with parent/guardian.   | Contact Student Support Specialist with any concerns or needed support.                             |
| 20 <sup>th</sup> Day of 20% of the school year of Absence (Excused or Non-excused) | School may require the Student Support Specialist to coordinate a face to face meeting with the parent/guardian, student and other school staff. The purpose of this meeting is to explore barriers to regular attendance and provision of services to ensure school success. If deemed necessary, a decision can be made to initiate court proceedings for excessive excused absences. Medical excuses may be required for additional absences. | Participate in attendance meeting with school staff.  | Participate in attendance meeting with school staff.  |

## **Boundaries Policy - GM**

## MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES -

Winchester Public Schools ("WPS" or the "Division") provides its students with a safe and supportive learning environment and protects its students from sexual misconduct and abuse. The responsibility to protect students from sexual misconduct and abuse is shared by the Winchester Public School Board ("School Board"), Superintendent, administrators, teachers, other School Board employees, volunteers, parents, state agencies and law enforcement.

Although the Division has dedicated, professional staff members, it is important to be certain that proper boundaries between staff members and students are maintained at all times in order to ensure respect for the ethical and legal duties in the staff/student relationship and the essential duty of a staff member to serve as a role model to the student. In doing so, staff members will demonstrate a focus on job duties, a commitment to promote educational purposes, and an unconditional dedication to professionalism in conduct and interactions with students.

For the purposes of this Policy, a "staff member" is defined to include all School Board employees, including without limitation all administrators, counselors, teachers, nurses, student support specialists, support staff, coaches, employees of virtual school programs (to include but not be limited to distance learning, on line programs) and vendors providing instructional services to students, as well as all student teachers, interns, practicum students, volunteers and community members. In addition, the term "immediately" is defined as reporting a situation that may constitute a violation of this Policy, including without limitation an appearance of impropriety, within 24 hours of the first suspicion of the violation.

All staff members are to maintain a professional, moral, and ethical relationship in their conduct with students and shall serve as role models for students at all times, whether on or off School property, both during and outside of school hours. The Division encourages healthy relationships between students and staff members that promote student achievement and success. At the same time, clear and reasonable boundaries for interactions between students and staff members are necessary to protect students from sexual misconduct and abuse and to protect staff members from misunderstandings and false accusations.

All staff members have a responsibility to provide an atmosphere conducive to learning through consistent and fairly applied discipline and the maintenance of professional physical and emotional boundaries with students. These boundaries shall be maintained regardless of the student's age, the perceived consensual nature of the relationship or activity, the location of the activity, and whether the staff member directly supervises the student. For staff members whose children are students of WPS, this policy is not intended to violate or otherwise intrude upon the usual parent/child relationship.

Personal contact between students and staff members must always be professional, non-sexual, appropriate to the circumstances, and unambiguous in meaning. A boundary invasion is an act, omission, or pattern of behavior by a staff member that does not have an educational purpose and either abuses or compromises the staff/student professional relationship or has the potential to abuse or compromise the staff/student professional relationship.

## Unacceptable Conduct

Examples of boundary invasions by staff members include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under Policies GBA/JFHA Prohibition Against Harassment and Retaliation.
- Showing inappropriate images to a student, including pornography;
- Dating a student, or discussing or planning a future romantic or sexual relationship with a student;
- Making sexual advances toward a student;
- A flirtatious, romantic or sexual relationship with a student;
- Unnecessarily invading a student's personal privacy;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco;
- Providing or offering to provide alcohol, drugs or tobacco to students;
- For non-guidance/counseling staff, excessively encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to use their professional judgment and refer the student to appropriate guidance/counseling staff when appropriate;
- Sending students on personal errands unrelated to any educational, non-curricular or extracurricular purpose;
- Banter, allusions, jokes or innuendoes of a sexual nature with students;
- Asking a student to keep a secret;
- Disclosing inappropriate personal, sexual, family, employment concerns, or other inappropriate private matters to one or more students;
- Addressing students with personalized terms of endearment or pet names that would suggest the staff member feels love or affection for the student. As a staff member, permitting students to address you by your first name, nickname, with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by telephone, text message, email, Instant Messenger, Internet chat rooms, social networking websites or letters (beyond homework or other legitimate school business) without the prior express permission of the student's parent/guardian;
- Exchanging gifts cards or letters that are personal or extravagant in nature with a student (beyond customary student-teacher gifts);
- Socializing or spending time with students outside of school related or school sponsored curricular or extracurricular activities or organized community activities (including but **not limited to** activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) and/or
- Giving a student a ride alone in a vehicle in a non-emergency situation or a situation that can be avoided. If a staff member must give a student a ride, the student shall ride in the back seat of the vehicle when possible and staff member must attempt to gain prior permission from the parent for the transportation arrangement.

## Appearances of Impropriety

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff members should avoid these situations. If unavoidable, these activities must be pre-approved by the appropriate administrator. If not pre-approved, the staff member must immediately report the occurrence to the appropriate administrator.

- Conducting ongoing, private conversations with individual students that do not have an educational purpose, are unrelated to school activities or the well-being of the student, and that take place in locations inaccessible to others;
- Being alone with an individual student out of the view of others or in an inaccessible location, except for in the context of school counselors providing professional counseling support services, teachers working with students in an afterschool setting or during testing, or a school nurse providing medical services to a student;
- Driving students home or to other locations without the prior knowledge and express permission of the parent/guardian;
- Inviting or allowing individual students to visit the staff member's home without the prior knowledge and express permission of the parent/guardian;
- Inviting students for social contact off school grounds without the prior knowledge and express permission of the parent/guardian;
- Visiting a student's home in the absence of the student's parent/guardian or without the prior knowledge and express permission of the parent/guardian; and/or
- Social networking with students for non-educational purposes.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with the appropriate administrator whenever they are unsure whether particular conduct may constitute a violation of this Policy.

## Electronic Communication

Digital technology and social networking provide multiple means for staff members to communicate appropriately with students and personalize learning. Electronic and online communications between staff members and students must be transparent, contemporaneously accessible to supervisors and parents/guardians, and professional in content and tone. Such communication must be professional, non-sexual, appropriate to the circumstances, and unambiguous in meaning. Staff members must restrict one-on-one electronic communications with individual students to accounts, systems, and platforms that are provided by and accessible to the Division or with the prior express permission of the principal or supervisor and the parent/guardian.

As with in-person communications, staff members shall avoid appearances of impropriety and refrain from inappropriate electronic communications with students. Factors that may be considered in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing and frequency of the communication;
- Whether there was an attempt to conceal, shield or misportray the communication from

supervisors and/or parents/guardians;

- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship; and
- Whether the communication contained sexual innuendo, such as for purposes of grooming the student.

Parents are encouraged to have access to their children's social networking and digital communications and to supervise their children's use of these methods of communication.

### Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the principal, an administrator, the lead supervisor, or division superintendent if they believe a staff member may be engaging in conduct that violates this Policy.

Staff members are required to immediately notify the principal, an administrator, the lead supervisor, or the division superintendent if they become aware of a situation that may constitute a violation of this Policy. This obligation is in addition to the statutory responsibility to report suspected abuse and neglect under Policy JHG Child Abuse Neglect and Reporting.

Anonymous complaints involving inappropriate boundary invasions by staff members with students will be investigated as if a student, parent, or staff member reported the violation.

### Investigation

Investigations of allegations concerning improper staff/student relations shall follow the procedures utilized for complaints under Policies GBA/JFHA Prohibition Against Harassment and Retaliation and GBA-R1/JFHA-R1 Harassment: Complaint Procedure.

### Disciplinary Action

A violation of this Policy by a staff member may result in disciplinary action up to and including dismissal. In the case of termination of employment for sexual misconduct or abuse, the Division will notify the State Superintendent of Instruction. Consistent with the Virginia Department of Education Guidelines, the Division will disclose to school divisions seeking references any formal reprimands or dismissals for violating this Policy.

### Retaliation

Retaliation against students or staff members who report an improper staff/student relationship or participate in any related proceedings is prohibited. Appropriate action will be taken against students or staff members who retaliate against any student or staff member who reports alleged harassment or participates in related proceedings.

### Inappropriate Behavior Initiated by a Student

In the event that a student initiates inappropriate behavior toward a staff member, the staff

member must document the incident and report it to the principal, an administrator, counselor, or the lead supervisor. If appropriate, the principal, administrator, counselor, or lead supervisor will intervene and speak with the student and the student's parent/guardian about the alleged inappropriate behavior.

### Training

The Division will provide its employees and volunteers with training on the prevention of sexual misconduct and abuse, including providing them with this Policy. All teachers are required to be trained during their recertification process. Contracts with virtual school programs and other vendors providing instructional services to students will include a requirement that those staff members will comply with this Policy.

### Dissemination of Policy and Reporting Protocols

This Policy will be included on the Division's website and in all employee, student and volunteer handbooks.

### **Career and Technical Education - Annual Public Notice**

Winchester Public School Division's Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle and high school levels. The program areas include the following:

- Agriculture Education
- Business and Information Technology
- Career Connections
- Family and Consumer Sciences
- Health and Medical Sciences
- Marketing
- Technology Education
- Trade and Industrial Education

Career and Technical Education opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with the Lord Fairfax Community College. For more information about Career and Technical Education, call contact the John Handley High School Guidance Department at (540) 662-3471.

Winchester Public Schools does not discriminate on the basis of sex, gender, race, color, national origin, disability, political affiliation, religion, ancestry, age, marital status, veteran status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact the individuals below regarding inquiries on our non-discrimination policies:

### **Emergency Procedures – Standard Response Protocol**

STUDENT SAFETY - A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP - Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at <http://iloveuguys.org>.

### LOCKOUT - SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

### LOCKDOWN - LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

### EVACUATE - TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line

- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER - FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

**English Learners (EL)**

The Winchester Schools' English Learners (EL) program serves over 700 students in grades K-12. The program emphasizes both English language proficiency and core area academics. Students in the elementary grades receive instruction in both regular and EL classrooms. At the secondary level, both sheltered and inclusion classes are offered according to the students' level of English proficiency.

The School Board will, not later than 30 days after the beginning of the school year, inform a parent or the parents of a limited English proficient child identified for participation in, or participating in, a program for limited English proficient students of

- the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction education program;
- the child's level of English proficiency, how that level was assessed, and the status of the child's academic achievement;
- the method 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, instruction goals, and use of English and a native language in instruction;
- how the program in which their child is, or will be participating will meet the educational strengths and needs of the child;
- how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program;
- in the case of a child with a disability, how such program meets the objectives of

the individualized education program of the child; and

- information pertaining to parental rights that includes written guidance
  - detailing the right that parents have to have their child immediately removed from such program upon their request and 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, and
  - assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.

## **Graduation Requirements**

Four of the diploma programs that are offered to meet the goals of the individual student are the Advanced Studies Diploma, Advanced Technical Diploma, the Standard Diploma, and the Standard Technical Diploma. The Modified Standard Diploma and the Individual Education Plan Program of Studies are for students with Individual Education Plans (IEP).

To graduate from high school all students must:

(1) a) Schedule and pass a minimum of 22 units of credit in grades nine through twelve for a Standard Diploma. An Advanced Studies Diploma requires 24 credits. Seniors are required to schedule a MINIMUM of six (6) units of credit each year. Freshman, sophomores and juniors are required to schedule eight (8) units of credit each year. Transfer students will have their records evaluated to see whether the 24 credits and course requirements apply to them. We will follow state guidelines.

b) Have at least six verified credits for a STANDARD REGULAR or TECHNICAL DIPLOMA, or nine verified credits for an ADVANCED STUDIES DIPLOMA and an ADVANCED TECHNICAL DIPLOMA. VERIFIED CREDITS mean that the student passed the state required Standards of Learning (SOL) test in addition to passing the course. VERIFIED credits are earned in the following courses: English 11, US History, World History I & II, Algebra I & II, Geometry, Chemistry, Biology, and Earth Science.

(2) Pass the required subjects for the diploma program they pursue. High school credit is given for high school subjects taken in the eighth grade (i.e. Algebra 1 or the first year of a foreign language).

(3) Have a job-entry skill OR be prepared to attend college.

Students with disabilities who have an IEP and who fail to meet the requirements for a standard or advanced studies diploma have a right to a free and appropriate education to age 21.

## **Gifted Program**

The Winchester Public Schools EXCEL Program (emphasizing: Excellence, Creativity, “En”dividuality, and Leadership) offers a continuum of services and options which provide appropriate learning pathways for gifted students. Learning opportunities are designed to be open-ended so that they may be tailored to the talents and interests of students.

The goal is to engage students in comprehensive study for which the rate of learning, the content, and high level processing skills are adjusted to provide a program commensurate with the needs of each intellectually gifted student. To ensure successful learning for all children, Winchester Public Schools

affirm the need and the right of each child to appropriate and equitable educational experiences of consistently high quality.

Identification at all levels is based on multiple criteria which focus on a variety of information sources concerning potential candidates for services. Careful review of the many perspectives of each child ensures identification that draws from all segments of the population and provides a diverse gifted community in which interaction and exchange have heightened and enriched meaning. Referrals and screening of students for gifted services occur in September (students new to WPS) and Feb/March. Any of the following discrete sources may place students in the referral process for EXCEL services: referral by parent, professional school staff, community member or student. The division gifted instructional specialists may be contacted for procedures and forms.

Gifted students are identified with specific aptitudes in the academic areas of mathematics and/or English, as demonstrated by advanced skills, performance and creative expression in those areas. Students identified for gifted services at the elementary level (K-4) are cluster grouped in classes with teachers who have received specialized training in gifted education. Students receive differentiated classroom instruction, acceleration and enrichment linked to the regular curriculum and additional research opportunities. In grades 3 and 4, students may apply for admission to a center-based program, A.C.E. (Accelerated Curriculum through Enrichment), which offers an integrated model of language arts, science, and math and exposure to content and concepts beyond the general education curriculum.

Middle school students (5-8) are provided sequential differentiated instruction within the regular classroom. Services may include: acceleration (content or grade level), cluster/flexible grouping, independent study, compaction, or enrichment. Course electives and pull-out seminars are designed to challenge the ability of the highly committed gifted child and are offered several times a year to all middle school EXCEL students. Gifted middle school students are also afforded an opportunity each year to apply for admission into the summer regional Blue Ridge Environmental Governor's School.

Students in grades 9-12 are provided with subject area options and advanced placement courses. Services can include any of the following: opportunities to develop higher level thinking skills, independent study, curriculum differentiation, acceleration, compacting, enrichment activities within the student's aptitude area(s), and an opportunity for admission into the regional Mountain Vista Governor's School.

### **Counseling Program**

The Winchester School Board supports the provision of a comprehensive program of guidance and counseling services for all students.

1. Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.
2. Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;

3. Personal/Social Counseling which assists a student develop an understanding of themselves, the rights and needs of others, how to resolve conflict, and to define individual goals which reflect their interest, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without the prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

4 No student is required to participate in any counseling program to which the student's parents object. The guidance and counseling program does not include the use of counseling techniques, which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical setting and focus on mental illness or psychopathology.

Parents are notified about the counseling programs which are available to students within the school division. Parents shall be advised concerning the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

#### Employment Counseling and Placement Services

The School Board provides to secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the school division. Such information includes all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the School Board consults and cooperates with the Virginia Employment Commission, the Department of Labor and Industry, local business, labor organizations, and career schools.

#### Interrogation of Students by Law Enforcement Officials

Although Winchester Public Schools wishes to cooperate fully with law enforcement agencies, it has a responsibility to protect the constitutional rights of the students entrusted to its care. The interrogation of students by law enforcement officers regarding acts committed beyond school jurisdiction shall be held outside of the school day and off school property whenever possible. However, if this restriction would impede swift law enforcement or endanger others, the interrogation of a student or students may be permitted on school property with the permission of the parents or guardian or if the parents or guardian cannot be contacted, the principal or a designee may authorize such interrogations. The interrogation shall be held in a private place designated by school officials and in the presence of school officials.

#### McKinney-Vento Act - Rights of Homeless Students

The federal McKinney-Vento Act guarantees school enrollment for anyone who, *due to a lack of permanent housing, lives in inadequate or temporary settings*, such as:

- In emergency or transitional shelters
- In motels, hotels, or campgrounds
- In cars, parks, public places, bus or train stations, or abandoned buildings
- Doubled up with relatives or friends

- In these conditions and is a migratory child or youth
- Unaccompanied Youth

### **All Homeless Students Have the Right to:**

- Enroll or remain in school without a permanent address.
- Attend and enroll immediately in school even if unable to provide records required for enrollment.
- Remain in the same school (school of origin) even if you move.
- Go to school where last attended or school where temporarily living.
- Transportation (to the extent feasible).
- Automatically qualify for free lunch programs.
- Participate in extracurricular activities and/or special education services if eligible
- Written explanation and appeal is given if educational placement is denied. Information regarding the dispute resolution process can be obtained upon request.

**Determination of homelessness is made by the Homeless Liaison or Coordinator of Curriculum Instruction/Student Support Services.**

## Every Student Succeeds Act of 2015 (ESSA)

On December 10, 2015, President Obama signed the *Every Student Succeeds Act of 2015* (ESSA), which reauthorizes the *Elementary and Secondary Education Act of 1965* (ESEA) and replaces the *No Child Left Behind Act of 2001* (NCLB). There are significant differences between these two laws regarding accountability, teacher qualifications and parents' right to know. The U.S. Department of Education and the Virginia Department of Education have revised regulations. The Virginia Board of Education approved its plan to implement ESSA at its July 2018 business meeting.

### Teacher Qualifications

Parents may request information regarding the professional qualifications of students' classroom teachers, which will include, at a minimum, the following:

- whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas
- in which the teacher provides instruction whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher
- the field of discipline of the certification or degree
- whether the child is provided services by paraprofessionals and, if so, their qualifications

Schools receiving Title I funds must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.

## **Non-Discrimination Notice**

Winchester Public Schools does not discriminate on the basis of based on sex, gender, race, color, national origin, disability, political affiliation, religion, ancestry, age, marital status, veteran status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, in the education program and activities, or employment. Equal access is provided to the Boy Scouts and other designated youth groups. In addition, arrangements will be made to assure that the lack of English language skills will not be a barrier to admission and participation in our educational programs, including our vocational education programs.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

**TITLE IX COORDINATOR**

Kristen Tuttle  
Director of Human Resources  
Washington St., Winchester, VA 22601  
(540) 667-4253

**SECTION 504 COORDINATOR**

Doug Joyner  
Director of Student Services  
12 N. Washington St., Winchester, VA 22601  
(540) 667-4253

For further information on notice of non-discrimination, visit see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

**Notice of Directory Information**

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that the Winchester Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s educational records. However, Winchester Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised us to the contrary. The primary purpose of directory information is to allow the Winchester Public Schools to include this type of information from your child’s education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings-unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent.

If you do not want Winchester Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the school principal in writing at the beginning of each school year. (If you decide to restrict this information, then your child will not be included in the yearbook or any school publication.)

Winchester Public Schools has designated the following information as directory:

- Student’s name
- Participation in officially recognized activities and sports

- Address
- Telephone listings
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### **Parental Responsibility and Involvement Requirements**

A. 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 compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. 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 (i) a notice of the requirements for this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law.

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 and 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, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational process.

E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when

such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

F. 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.

G. 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 or school attendance, as follows:

1. 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 and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that a 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 the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall 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.

H. 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 G2. 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.

I. 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.

## Prohibition against Harassment and Retaliation

The Winchester Public 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, gender, race, color, national origin, disability, political affiliation, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Winchester Public School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national or ethnic origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For additional information, review the following Winchester School Board Policies and Regulations located on the Winchester Public Schools website:

- *JB Equal Educational Opportunities/Nondiscrimination*
- *GB- Equal Employment Opportunity/Non-Discrimination.*
- *GBA/JFHA Prohibition Against Harassment and Retaliation*
- *GBA-R1/JFHA-R1 Harassment Complaint Procedure*
- *GBA-R2/JFHA-R2 – Report of Harassment*

Students guilty of harassment may be subject to suspension/restriction. Any person who believes they may have been harassed or has knowledge of conduct/behavior which may constitute discrimination or harassment shall immediately report such conduct/behavior to the compliance officer or any member of the school staff.

The designated Compliance Officer and Alternate Compliance Officer are as follows:

### Compliance Officer

Kristen Tuttle  
Director of Human Resources  
Winchester Public Schools  
12 N. Washington Street  
Winchester, VA 22601  
(540) 667-4253

### Alternate Compliance Officer

Sarah Kish  
Director of Special Education & Related Services  
Winchester Public Schools  
12 N. Washington Street  
Winchester, VA 22601  
(540) 667-4253

See Winchester School Board regulations JBA-R Section 504 *Non-Discrimination Grievance Procedures* and *GBA/JFHA-R1 Harassment: Complaint Procedure* for more information.

## Promotion/Retention

The Winchester School Board believes in an academic program that sets “high expectations” and continuous growth for all its students. We believe that continuous academic growth and improvement are achieved through focused academic instruction. The foundation of this philosophy is based on the Instructional Goals and Objectives (IA) and Effective Schools correlate of “time.” Through focused remediation, increased length of the school day, and extended learning opportunities (e.g. summer school academy) more time for learning will be provided to meet the needs of all students as they progress toward high school graduation. Consequently there will be an increase in the number of high school graduates, number of post-secondary education graduates, and number of career certifications earned.

Teachers will confer with the parents/guardians of a child making unsatisfactory progress as soon as problems arise and will develop plans to help the child reach an acceptable level of performance. Ongoing communication should be maintained between the teacher and the parents/guardians to assure that intervention procedures are being employed to assist the child in attaining vital academic skills.

When a teacher has reason to believe that a child needs a change in his/her instructional program, the teacher will consult with the principal and additional school personnel who have worked with the child. The parents/guardians of pupils being considered will be informed of the impending program changes and/or possible retention. The final decision relative to program changes and/or possible retention is the responsibility of the building principal.

## Principles

1. It is important to challenge all students to pursue a high level of performance;
2. In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, writing assignments, and teacher observation of student performance;
3. For students with disabilities, attainment of the promotion benchmarks is determined after consideration of the goals, accommodations, and impact of the disability;
4. For students with a primary language other than English (ESL), attainment of the promotion benchmarks is determined after consideration of the goals and accommodations for language acquisition as defined by the ESL placement;
5. Changes in a program or possible retention of students shall be in effect only after prior notification of and explanation to the student’s parents/guardians; however, the decision shall rest with the base school principal;
6. At the time program changes and/or possible retention is considered a possibility, comments on the Report Card shall reflect the student’s academic problems. The possibility of retention or placement shall be communicated to parents/guardians via the end of quarter Report Card no later than the end of the third quarter;

7. Promotion/retention requirements will be subject to an annual review of the data to be completed by the Assistant Superintendent of Instruction with the cooperation of the school principals.

Elementary and Middle School Students (Grades K-7)

Elementary and middle school students will be promoted when, in the professional judgment of the school-based instructional personnel, competency in the appropriate grade level has been demonstrated. Promotion is the assignment to the next grade level. Students will be retained only when, in the professional judgment of the school-based instructional personnel, the student has not demonstrated appropriate grade level competencies, or the action of retention would be in the best interest of the student. Retention is the reassignment to the current grade level. In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the promotion/retention decision making process, but the ultimate decision will be made by the professional staff.

Eighth Grade Students (Grade 8)

1. In order to be promoted to ninth grade, students will be required to pass English, math, social studies, and science. A school-based Retention Committee will consider other promotion criteria, if a student has failed one or more of these courses, and will recommend retention or promotion with interventions.

Secondary School Students (Grades 9-12)

1. Secondary assignment of students in grades 9 through 12 earning a Standard or Advanced diploma is normally based on the following schedule of accumulated credits.

|          |  |
|----------|--|
| Grade 9  | Met requirements for 8 <sup>th</sup> - 9 <sup>th</sup> grade promotion |
| Grade 10 | Promoted 5 credits   |
| Grade 11 | Promoted 11 credits  |
| Grade 12 | Promoted 17 credits  |

2. Upon the Superintendent's recommendation and subject to School Board approval, credit may be awarded for courses having less than one hundred forty (140) hours per course upon demonstration of mastery of the course content and objectives. Having received credit for the course, the student will be permitted to sit for the relevant Standards of Learning assessment and, upon receiving a passing score, will earn a verified credit. (§ 8 VAC 20-131-110B).

**Protection of Pupil Rights Amendment - Administration of Surveys, Questionnaires**

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be

available for inspection by the parents/legal guardians of the student in accordance with Policy KBA Requests for Information.

#### B. 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 concerning

- (1) political affiliations or beliefs of the student or the student's parent/legal guardian,
- (2) mental or psychological problems of the student or the student's family,
- (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 of the student or student's parent/legal guardian, or
- (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent/legal guardian.

#### C. Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code Section 32.1-73.8, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the school board shall notify the parent/legal guardian concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent/legal guardian of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents/legal guardians. The parent/legal guardian has the right to review the questionnaire or survey in a manner mutually agreed upon by the school and the parent/legal guardian and exempt the parent's/legal guardian's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information. No questionnaire or survey requesting that students provide sexual information shall be administered to any student in kindergarten through grade six.

#### D. Additional Protections

A parent/legal guardian or emancipated student may, upon request, 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. Any inspection shall be in accordance with Policy KBA Requests for Information. In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by setting procedural guidelines and providing adequate instruction to survey handlers relating to handling survey information in a manner to protect student privacy.

#### II. Physical Examinations and Screenings

If the Winchester Public School Division administers any physical examinations or screenings other than those required by Virginia law, and surveys administered to a student in accordance with the Individuals with Disabilities Education Act, policies regarding those examinations or screenings will be developed and adopted in consultation with parents/legal guardians.

#### III. Commercial Use of Information

Questionnaires and surveys shall not be administered to public school students during the regular school day or at school-sponsored events without written, informed parental/legal guardian consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student.

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

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or services to raise funds for school-related or education-related activities; and
- student recognition programs.

#### IV. Notification

The Board shall provide notice of this policy directly to parents/legal guardians of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board will also offer an opportunity for the parent/legal guardian (or

emancipated student) to opt the student out of participation in

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any nonemergency, invasive physical examination or screening that is
- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

### Notification of Specific Events

The Board will directly notify the parent/legal guardian of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above;
- any nonemergency, invasive physical examination or screening that is
- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

### V. Definitions

**Instructional material:** the term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

**Invasive physical examination:** the term "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/legal guardian:** the term "parent/legal guardian" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

**Personal information:** the term "personal information" means individually identifiable information including

- a student or parent's/legal guardian's first and last name;
- a home or other physical address (including street name and the name of the city or town);
- a telephone number; or
- a Social Security identification number.

Survey: the term "survey" includes an evaluation.

### **Records: Access To Records**

Winchester Public Schools officials may review an education record for legitimate educational interest to fulfill his or her professional responsibility. Parents have the following rights with respect to access to scholastic records:

1. The right to an explanation and interpretation of records;
2. The right to inspect and review records of their children without unnecessary delay and before any meeting regarding an IEP or hearing involving identification, evaluation or placement. Parents may also extend the rights of inspection and review to a designated representative;
3. The right to request copies of records when fees for duplication are paid. These fees must not effectively prevent parents or their designee from exercising their rights to inspect and review records and does not include a fee for search and retrieval;
4. The right to inspect and review only information pertaining to their child in cases where records contain information on more than one child;
5. The right to request that information within the scholastic record be amended when it is believed that such information is inaccurate or misleading. School officials will, upon written request, respond within 15 administrative working days after receipt of such request of the decision to amend the record or to deny the request. Any amendment will be in writing and will be inserted in the student's record. If the request is denied, the parent or eligible student will be advised for the right to a hearing;
6. The right to a hearing if school officials refuse to amend information in records per parent request;
7. The right to challenge the content of scholastic records and to file with the Family Educational Rights and Privacy Act Office a complaint concerning an alleged failure by Winchester Public Schools to comply with 20 U.S.C. 1232g. Central Administrative Offices, Winchester Public Schools, 12 N. Washington St., Winchester, VA.

In addition, a copy of the document, *Management of the Student's Scholastic Record in the Public Schools of Virginia*, is available for review by parents at the Central Administrative Office of Winchester Public Schools.

### **Records: Scholastic Records Maintenance Policy**

This information is being given to you to inform you of the rights accorded students and parents regarding records kept by Winchester Public Schools. Each school in Winchester maintains scholastic records which are official school records.

Scholastic records are records directly related to a student and are maintained by the school division. These include, but are not limited to, documentation pertinent to the educational growth and

development of students as they progress through school, student disciplinary records, achievement and test data, cumulative health records, reports of assessments for eligibility for special education services and Individualized Educational Programs.

Scholastic records do not include records of instructional, supervisory, administrative and ancillary educational personnel that are kept in the sole possession of the maker and the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Whenever a pupil transfers from one school division to another, the scholastic record or a copy of the scholastic record shall be transferred to the school division to which the pupil transfers upon request from such school division. Permission of the parent, guardian or other person having control or charge of the student shall not be required for transfer of such scholastic record to another school or school division within or outside the Commonwealth of Virginia.

### **Search and Seizure Policy**

In order to promote a safe learning environment, and to protect the safety and welfare of all students and school personnel as well as maintain order and discipline in the schools, authorized school personnel are permitted to conduct searches of students, their belongings and personal effects, motor vehicles, lockers and desks whenever there is a reasonable suspicion of wrongdoing based on all the circumstances. Any and all searches of students shall be conducted in conformity with applicable state and federal laws and Winchester Public School Board Policy. Searches must balance the student's expectation of privacy against the need to maintain a safe learning environment.

Winchester Public Schools may employ appropriately trained canines for use on school property in the search for illegal narcotics, drugs, marijuana and other illegal contraband or evidence of other criminal activity that may be located or have occurred on school property. Authorized school officials may confiscate any contraband discovered in the course of a student search.

### **Sex Offender Registry Notification**

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

### **Special Education**

Winchester Public Schools provides special education services to student ages two to 21 inclusive, in categories of disability as established through the Virginia regulations. Students must be found eligible to receive special education services under the provisions of the federal Individuals with Disabilities Education Act (IDEA) or under Section 504 of the Americans with Disabilities Act. Eligible students will receive a free appropriate education in the least restrictive environment. Should you feel that your child might need and be eligible for such services, you should contact your child's principal or the Director of Special Education to make a referral to Child Find.

The rights and responsibilities for students with disabilities are contained in a booklet called "A

Parent's Guide to Special Education." You may receive a copy of this document from your child's school or from the Director of Special Education.

## **Standards of Student Conduct**

The following are standards of student conduct established by the School Board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the School Board, its designated committees and other appropriate school officials.

### **1. Student Dress**

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations. Students will be given prior notice of this requirement and of which students will be given prior notice.

### **2. Unexcused Absence or Tardiness**

Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse.

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

### **3. Disruptive Conduct**

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others.

### **4. Profane, Obscene or Abusive Language**

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

### **5. Threats or Intimidation**

Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

### **6. Assault and Battery**

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.

Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting.

Battery is the unlawful application of force to the person of another.

### **7. Bullying**

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

**8. Gambling**

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

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

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, in any school vehicle, or during school activities, on or off school property. This includes, but may not be limited to smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with Policy JHCD. Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation. This regulation incorporates Policy JFCF.

Restricted Substances include alcoholic drinks, marijuana, synthetic cannabinoids, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for medical condition.

**10. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell**

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana, synthetic cannabinoids, or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, 1950 as amended.

**11. Vandalism**

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

**12. Defiance of the Authority of School Personnel**

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

**13. Possession or Use of Weapons or Other Dangerous Articles**

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

**14. Theft**

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

**15. Behavior on School Bus**

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

**16. Cheating**

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

**17. Trespass**

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

**18. Gang Activity**

A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.

**19. Harassment**

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions or that is in violation of Policy JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion.

**20. Possession of beepers, Cellular Telephones, Personal Digital Assistants (PDAs), or Similar Devices**

Students may possess a beeper, cellular telephone, Personal Digital Assistant (PDA) or other communications device on school property, including school vehicles, provided that the device must remain off and out of sight during instructional time. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed,

the device may be confiscated from the student and returned only to the student's parent. See Policy JFI Student Use of Personally Owned Electronic Devices for specific elementary school, middle school, and high school policies.

**21. Reports of Conviction or Adjudication of Delinquency**

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

**22. Laser Pointers**

Students shall not have laser pointers in any school building, on school grounds, in a school vehicle, or at any school related activity.

**23. Acceptable Use of the Internet**

Students shall abide by the Winchester Public School Division's Acceptable Computer Use Policy and Regulation.

**24. Felony Charges**

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

**25. Bomb Threats**

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

**26. Hazing**

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500 or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. Code § 18.2-56.

**27. Other Conduct**

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

### **Corrective Actions**

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions.

1. Counseling;
2. Admonition;
3. Reprimand;
4. Loss of privileges, including access to the school division's computer system;
5. Parental conferences;
6. Tasks or restrictions assigned by the principal or his designee;
7. Detention after school or before school;
8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day;
9. In-school suspension;
10. Out-of-school suspension;
11. Referral to an alternative education program;
12. Notification legal authority where appropriate;
13. Recommendation for expulsion;
14. Mandatory expulsion for bringing a firearm onto school property, any school vehicle, to a school-sponsored activity, or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and § 18.2-247 of the Code of Virginia, or synthetic cannabinoids on school property, in any school vehicle or at a school sponsored activity;
15. Evaluation for alcohol or drug abuse; and
16. Participation in a drug, alcohol or violence intervention, prevention or treatment program.

### **Transportation**

Winchester Public Schools provides dependable and safe transportation to and from school daily for students. Buses are equipped with video cameras to address safety concerns. Bus routes, stops and times of departures will be available from your child's school in August prior to the start of school and will be available on the school system web site ([www.wps.k12.va.us](http://www.wps.k12.va.us)) by mid-August. Students should be at their stop five minutes prior to the morning departure time. We request parents of kindergarten students be at their stop five minutes prior to the afternoon arrival time.

Safe transportation to and from school is dependent upon children conducting themselves properly on the bus. Students are expected to follow the directions listed below:

- Listen to the drivers at all times
- Remain seated while the bus is in motion
- Speak only at conversational levels

- Keep arms, legs and heads in the bus at all times
- Do not use vulgar language
- Be respectful to drivers or classmates
- Students must not engage in any type of roughhousing, fighting or any behavior that may distract the driver and create a safety hazard
  - Students may have in their possession a beeper, cellular telephone, personal digital assistant (PDA) or other communications device on school buses, provided that the device must remain off and out of sight unless the bus driver is notified of a declared emergency by school officials
  - Do not deface or damage the bus. Violators will be assessed repair costs and will be subject to disciplinary action

Students who violate these rules lose their privilege to ride the bus.

### **Visiting Our Schools**

We encourage you as a parent to visit your child's school as often as possible. However, in today's world, building safety and security must be a strong component of keeping our children safe at school. All visitors are asked to enter a school through the designated entrance, go directly to the office (show identification), register as being in the building and receive a visitor's badge. Upon completion of the visit, please return the badge to the office and sign out.

# CHAMELEONS



SAFE

ORGANIZED

ACCOUNTABLE

RESPECTFUL

SCHOOL BUS



STAY SEATED

KEEP AISLE CLEAR

BE ON TIME

KEEP HANDS TO SELF

BATHROOM



PLAY FREE ZONE

USE QUICKLY/QUIETLY

1-2-3 PROCEDURE

PLEASE FLUSH

CAFETERIA



RAISE HAND FOR HELP

RESPECT PERSONAL SPACE

USE SOFT VOICE

USE TABLE MANNERS

CLASSROOM



FOLLOW DIRECTIONS

HAVE MATERIALS

CLEAN & PUT THINGS AWAY

PLEASE AND THANK YOU

HALLWAY



WALK ON RIGHT

3-S LINE

GO STRAIGHT TO DESTINATION

KEEP HANDS TO SELF

PLAYGROUND



KEEP HANDS TO SELF

3-S LINE IN/OUT

STAY IN PLAY AREA

GOOD SPORTSMANSHIP

HOME



FOLLOW DIRECTIONS

DEVELOP STUDY HABITS

MAKE TIME TO READ

PLEASE AND THANK YOU