

# **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.**

This will be accomplished through:

- innovative and engaging instruction,
- preparation and empowerment of students

Provided by:

- a highly qualified and dedicated staff,
- committed families, and
- dynamic community partnerships.

## **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.

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 § 22.1-262.

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 remedying 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 check-out 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.

### **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://iloveguys.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.

### **Guidance and 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.**

### **NO CHILD LEFT BEHIND (NCLB) Parents' Right to Know**

- Whether your child's school is meeting NCLB standards.
- Whether your child's teacher is qualified.
- What is being done to improve your child's school?
- Whether your child's school is safe.
- That you have additional options for your child's education, if your child's school is not in "good standing" under NCLB.
- That if your child attends a school that is not in "good standing" under NCLB, then your child may be entitled to supplemental educational services, like free tutoring services.
- That you should have reasonable access to the school's staff and your child's classroom.
- That you should be informed by the school of changes in the school's academic standing.
- What academic services are available at your child's school?
- That YOU can help by becoming involved in your child's school.

The **No Child Left Behind Act of 2001** requires schools to release your child's name; address and telephone number to military recruiters unless you request in writing to not provide this information for your child. If you would like for your child's name to be omitted from this list, please follow the directions in this handbook. Additional information can be found at the Winchester Public Schools website: <http://www.wps.k12.va.us>

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### **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 will be revising regulations during the 2016-2017 school year.

### **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**

Donna Eagle

Director of Personnel

Washington St., Winchester, VA 22601

(540) 667-4253

**SECTION 504 COORDINATOR**

Doug Joyner

Coordinator 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

Donna Eagle  
Director of Personnel  
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 will 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.

# Escuelas Públicas de Winchester

## Manual Para Padres 2016 – 2017

### Versión Abreviada En Español

Las siguientes políticas y estándares de conducta estudiantil están basados en las políticas de la Junta Directiva Escolar y las reglas generales que al momento de esta publicación se aplican en las escuelas. Para un bosquejo completo de las políticas de la Junta Directiva Escolar y cambios adicionales de las políticas, favor de visitar el sitio en Internet de las Escuelas Públicas de Winchester [www.wps.k12.va.us](http://www.wps.k12.va.us) o contáctese con la escuela de su estudiante. Copias impresas de las regulaciones y políticas de la división escolar se encuentran disponibles para los ciudadanos que no tienen acceso en línea.

#### INVESTIGACIÓN SOBRE ESCUELAS EFECTIVAS

La visión de las Escuelas Públicas de Winchester de “aprendizaje para todos, cueste lo que cueste” cuenta con *investigación sobre escuelas efectivas*, un cuerpo duradero de información recogido sobre treinta décadas, como un marco para el proceso de mejoramiento escolar. En Winchester, una escuela efectiva se defina como *una escuela que puede, en términos de resultados de rendimiento estudiantil, reflectante de su misión de aprendizaje para todos, demuestra una presencia de equidad en la calidad*. Una escuela efectiva tiene ciertas características comunes, o correlatos, que sirven como sistemas conectados juntos para avanzar la misión de la escuela. Estos correlatos son:

ALTAS EXPECTATIVAS PARA ÉXITO

UN FUERTE LIDERAZGO INSTRUCCIONAL

UNA MISIÓN CLARA Y ENFOCADA

UNA OPORTUNIDAD DE APRENDER Y TIEMPO PARA EL ESFUERZO

OBSERVACIÓN FRECUENTE DEL PROGRESO ESTUDIANTÍL

UN AMBIENTE SEGURO Y ORDENADO

## RELACIONES POSITIVAS ENTRE EL HOGAR Y LA ESCUELA

En resumen, los Correlatos de Escuelas Efectivas proporcionan al personal un método común, basado en investigación, y guiado por datos que cuenta con resultados y datos cuando identifican, categorizan y resuelven los problemas que la escuela enfrente.

### **Aviso de No Discriminación**

Las Escuelas Públicas de Winchester no discriminan en base al sexo, género, raza, color, nacionalidad, discapacidad, afiliación política, religión, ascendencia, edad, estado civil, condición de veterano, información genética o cualquier otra característica protegida por la ley o, en base a una creencia de que existe tal característica en el programa de educación y actividades o, el empleo. Se ofrece acceso igualitario a los “Boy Scouts” (niños exploradores) y a otros grupos juveniles autorizados. Además, se harán los arreglos necesarios para asegurar que la falta de conocimiento del idioma inglés no sea una barrera para la admisión y la participación en nuestros programas educativos, incluyendo nuestros programas de educación vocacional.

Los siguientes individuos han sido designados para atender las consultas referentes a la política de no discriminación:

#### COORDINADORA DEL TITULO IX

Donna Eagle

Directora de Personal

12 N. Washington St., Winchester, VA 22601

(540) 667-4253

#### COORDINADORA DE LA SECCION 504

Doug Joyner

Coordinador de Servicios Estudiantiles

12 N. Washington St., Winchester, VA 22601

540) 667-4253

Para mayor información sobre el aviso de no discriminación, busque en la lista de oficinas de aplicación OCR la dirección y el teléfono de la oficina que sirve a su área, o llame 1-800-421-3481.

### **Ley del 2015 Cada Estudiante Triunfa (ESSA)**

El 10 de diciembre de 2015, el Presidente Obama firmó la ley del 2015 *Cada Estudiante Triunfa* (ESSA) que reautoriza la *Ley de Educación Primaria y Secundaria de 1965* (ESEA) y reemplaza la ley del 2001 *Que Ningún Niño se Quede Atrás* (NCLB). Existen diferencias significativas entre estas dos leyes relativas a la rendición de cuentas, calificaciones de los maestros y el derecho de los padres a saber. El Departamento de Educación de EE.UU. y el Departamento de Educación de Virginia revisarán las regulaciones durante el año escolar 2016-2017.

# Prohibición contra el acoso y las represalias

La Junta Escolar de las Escuelas Públicas de Winchester se ha comprometido en mantener un ambiente educativo y un lugar de trabajo libre de acoso. Conforme a la ley, la Junta Escolar prohíbe el acoso contra los estudiantes, empleados u otras personas en base al sexo, género, raza, color, nacionalidad, discapacidad, afiliación política, religión, ascendencia, edad, estado civil, información genética o cualquier otra característica protegida por la ley o en base a la creencia de que existe tal característica en la escuela o en cualquier actividad patrocinada por la escuela. La Junta Escolar de las Escuelas Públicas de Winchester es un empleador que ofrece igualdad de oportunidades.

Es una violación de esta política para cualquier estudiante o personal escolar el hostigar a un estudiante o personal escolar por razón de sexo, género, raza, color, nacionalidad o etnicidad, discapacidad, religión, ascendencia, edad, estado civil, información genética o cualquier otra característica protegida por la ley o en base a la creencia de que existe tal característica en la escuela o en cualquier actividad patrocinada por la escuela. Además, es una violación de esta política si cualquier miembro del personal de la escuela tolerara el acoso a un estudiante o un empleado basado en el sexo, raza, color, nacionalidad, discapacidad, religión, ascendencia, edad, estado civil, información genética o cualquier otra característica protegida por la ley o en base a la creencia de que existe tal característica, en la escuela o en cualquier actividad patrocinada por la escuela por los estudiantes, personal escolar o por terceros que se encuentran participando en, observando u ocupados en actividades patrocinadas por la escuela.

Para información adicional, revise las siguientes pólizas y regulaciones de la Junta Escolar de Winchester ubicadas en la página de internet de las Escuela Públicas de Winchester:

- *JB Equal Educational Opportunities/Nondiscrimination (Igualdad de Oportunidades Educativas/No Discriminación)*
- *GB- Equal Employment Opportunity/Non-Discrimination. (Igualdad de Oportunidades de Trabajo/No Discriminación)*
- *GBA/JFHA Prohibition Against Harassment and Retaliation (Prohibición contra el acoso y las represalias)*
- *GBA-R1/JFHA-R1 Harassment Complaint Procedure (Procedimiento de quejas de acoso)*
- *GBA-R2/JFHA-R2 - Report of Harassment (Reporte de acoso)*

Los estudiantes culpables de acoso pueden ser objeto de suspensión / restricción. Cualquier persona que cree que puede haber sido objeto de acoso o tiene conocimiento de la conducta / comportamiento que pueda constituir discriminación o acoso deberá reportar inmediatamente tal conducta / comportamiento al oficial de cumplimiento o cualquier miembro del personal de la escuela.

El Oficial de Cumplimiento designado y el Oficial Alterno de Cumplimiento son los siguientes:

Oficial de Cumplimiento

Donna Eagle  
Directora de Personal  
Escuelas Públicas de Winchester  
12 N. Washington Street  
Winchester, VA 22601  
(540) 667-4253

Oficial Alterno de Cumplimiento

Sarah Kish  
Directora de Educación Especial y Servicios Relacionados  
Escuelas Públicas de Winchester  
12 N. Washington Street  
Winchester, VA 22601  
(540) 667-4253

Vea las regulaciones de la Junta Escolar de Winchester *JBA-R Sección 504 Non-Discrimination Grievance Procedures (Procedimiento de Quejas de No Discriminación)* y *GBA/JFHA-R1 Harassment: Complaint Procedure (Acoso: Procedimiento de Quejas)* para mayor información.

Escuelas Públicas de Winchester Aviso Público Anual  
Educación Profesional y Técnica

El Departamento de Educación Profesional y Técnica de las Escuelas Públicas de Winchester ofrece una variedad de programas profesionales y técnicos a todos los estudiantes a nivel de educación intermedia y secundaria. Las áreas de este programa incluyen:

- Tecnología de Negocios y Educación
- Conexiones Profesionales
- Ciencias Familiares y del Consumidor
- Ciencias Médicas y de la Salud
- Mercadeo
- Educación Tecnológica
- Educación de Comercio e Industrial

Oportunidades de preparación técnica están también disponibles para los estudiantes que están entrando en la fuerza laboral y/o educación postsecundaria por medio de un acuerdo de articulación con el Colegio Comunitario Lord Fairfax. Para mayor información sobre Educación Profesional y Técnica, llame al Departamento de Orientación Escolar de la Escuela Superior John Handley al (540) 662-3471.

Las Escuelas Públicas de Winchester no discriminan en base al sexo, género, raza, color, nacionalidad, discapacidad, afiliación política, religión, ascendencia, edad, estado civil, condición de veterano, información genética o cualquier otra característica protegida por la ley o, en base a una creencia de que existe tal característica en el programa de educación y actividades o, el empleo. Se ofrece acceso igualitario a los “Boy Scouts” (niños exploradores) y a otros grupos juveniles autorizados. Por favor contacte a los siguientes individuos en relación a nuestra política de no discriminación.

COORDINADORA DEL TITULO IX

Donna Eagle  
Directora de Personal  
12 N. Washington St., Winchester, VA 22601  
(540) 667-4253

COORDINADORA DE LA SECCION 504

Sarah Kish  
Directora de Ed. Especial y  
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## **Visitando Nuestras Escuelas**

Animamos a los padres de familia a que visiten la escuela de su hijo/a tan frecuentemente como le sea posible. Sin embargo, en el mundo de hoy, la protección en el edificio y seguridad deben ser un componente importante para mantener seguros a nuestros niños/as en la escuela. Les pedimos a todas las visitas que entren por la entrada designada, pasen directamente a la oficina, se registren y reciban una identificación de visita. Al terminar su visita, favor de devolver la identificación en la oficina y firme la salida.

## **Asistencia Escolar**

La importancia de la asistencia regular nunca puede ser sobre enfatizada. No es una sorpresa que los estudiantes con buena asistencia logren niveles mucho más altos, disfruten más de la escuela, y desarrollen hábitos de puntualidad, autodisciplina, y responsabilidad. Todos estos hábitos le servirán al individuo mientras el/ella pasa por la escuela y entra al mundo del trabajo.

Es la responsabilidad primaria y legal de los padres de familia asegurarse que los hijos/as asisten a la escuela regular y puntualmente. Nosotros solicitamos a los padres que cualquier momento que su hijo/a debe ausentarse de la escuela que usted llame a la escuela el día de la ausencia e informe que su hijo/a no asistirá ese día. La llamada debe contener la fecha y el motivo de la ausencia. Si su hijo/a está ausente y usted no ha llamado a la escuela para avisar de la ausencia, los oficiales de la escuela intentarán contactarse con usted por teléfono para verificar su conocimiento y apoyo de la ausencia.

La ley de Virginia requiere que en el caso que un estudiante haya estado ausente cinco días durante el año escolar sin el conocimiento y apoyo de los padres, que una reunión sea programada con los padres, el estudiante, y el director/directora o la persona asignada de la escuela para que él/ella pueda explicarles las consecuencias de ausencias adicionales sin excusa. Se elaborará un plan para mejorar la asistencia y si es que mejora, no será necesaria ninguna otra acción a futuro.

Si las ausencias continúan, el sistema escolar puede proceder legalmente para hacer que el estudiante asista regularmente a la escuela. Tal acción puede incluir un pedido a la Corte de Relaciones Domesticas y Juveniles, dé una petición para el estudiante como un niño/a en necesidad de servicios o una orden en contra de los padres de familia por violar las leyes de educación obligatoria.

### **1. Políticas de Asistencia Estudiantil**

La asistencia estudiantil es un esfuerzo cooperativo y la Junta Directiva Escolar involucrará a los padres y los estudiantes para que acepten la responsabilidad por la buena asistencia.

Cada padre, madre, apoderado/a o persona encargada o en control de un niño/a en la edad de asistencia obligatoria será responsable por la asistencia regular y puntual de dicho niño/a a la escuela de acuerdo a los requisitos provistos por la ley; por tanto, el padre, la madre, el apoderado/a o

persona encargada o en control de un niño/a (de aquí en adelante referido como padre/apoderado) deberá hacer un intento razonable de contactarse con la escuela el día de la ausencia.

Se hará un esfuerzo razonable de contactar al padre/apoderado de cada estudiante ausente diariamente, para obtener una explicación por la ausencia del estudiante. En caso que no haya indicación que el padre/apoderado del estudiante está enterado y apoya la ausencia, esta será registrada como una ausencia sin excusa.

El director o directora o su designado/a determinará si una ausencia tiene excusa o no. Las ausencias sin excusa se tratarán de acuerdo a los reglamentos dados por el Superintendente.

Las regulaciones del superintendente incluirán procedimientos para excusar a los estudiantes que estén ausentes por causa de la observación de alguna fiesta religiosa. Tales regulaciones aseguran que un estudiante no será privado de algún premio o, elegibilidad u oportunidad para competir por algún premio, o el derecho de tomar un examen alternativo que ha perdido por causa de tal ausencia, si la ausencia es verificada de una forma aceptable.

Los estudiantes deben asistir a la escuela el día entero de clases a menos que tengan una excusa. Los estudiantes de la escuela secundaria deben tener un programa de estudios de un día entero a menos que estén matriculados en un programa cooperativo de trabajo y estudio. Cualquier otra excepción debe estar aprobada individualmente por el Superintendente o su designado/a.

## **2. Procedimientos Obligatorios de Asistencia**

### **A. Sobre la Quinta ausencia sin el conocimiento ni el apoyo por parte de los padres**

Si (1) un estudiante falta a la escuela por un total de cinco (5) días de clases planificadas durante el año escolar, y (2) no hay indicios de que los padres del estudiante conocen y apoyan estas ausencias; y (3) han fallado los esfuerzos razonables de notificar a los padres de estas ausencias, entonces el Director o persona designada hará un esfuerzo razonable para asegurar que se haga un contacto directo con los padres, ya sea en persona o a través de una conversación telefónica con el Especialista de Apoyo al Estudiante para obtener una explicación sobre la ausencia del estudiante y para explicarle a los padres las consecuencias de las continuas ausencias. El director de la escuela, su designado/a o el Especialista de Apoyo al Estudiante, el estudiante y los padres del estudiante desarrollarán conjuntamente un plan para resolver la ausencia del estudiante. Este plan incluirá documentación con los motivos de la ausencia del estudiante.

### **B. Sobre la sexta ausencia sin el conocimiento ni el apoyo por parte de los padres**

Si el estudiante está ausente un día adicional luego del contacto directo con los padres del estudiante y, el Especialista de Apoyo al Estudiante no ha recibido ninguna indicación de que los padres del estudiante tienen conocimiento de la ausencia del estudiante, el Especialista de Apoyo al Estudiante convocará una conferencia dentro de los siguientes diez (10) días que se llevará a cabo no más tarde que el quinceavo día de clases después de la sexta ausencia. En esta conferencia, el estudiante, sus padres y el personal escolar se reunirán para resolver los

asuntos relacionados con la ausencia del estudiante. También se podrían incluir en esta conferencia a otros proveedores de servicios comunitarios.

C. Sobre ausencias adicionales sin el conocimiento ni el apoyo de los padres

Luego de una ausencia después de la conferencia sin ninguna indicación al Especialista de Apoyo al Estudiante de que los padres del estudiante tienen conocimiento y apoyan la ausencia del estudiante, el Director o persona designada deberá notificar al Superintendente o persona designada quien impondrá las reglas obligatorias de asistencia por uno o ambos de los siguientes puntos:

1. Completar una queja en la corte de relaciones juveniles y domésticas alegando de que el estudiante es un niño que necesita supervisión como es definida en § 16.1-228; o
2. Instituir procedimientos en contra de los padres de acuerdo a § 18.2-371 o § 22.1-262.

Al completar una queja en contra del estudiante, el Especialista de Apoyo al Estudiante proveerá documentación escrita sobre los esfuerzos que ya se han realizado para resolver las ausencias del estudiante. Si los padres/representantes del estudiante tienen custodia física conjunta del estudiante y la escuela conoce sobre este acuerdo de custodia, ambos padres/representantes deberán ser notificados a su última dirección conocida.

D. Cooperación parental para remediar ausencias excesivas

Se espera que los padres/representantes cooperen con los oficiales de la escuela para remediar el problema de asistencia del estudiante. Cuando no se pueda establecer contacto directo con los padres, a pesar de los esfuerzos razonables, el Superintendente o persona designada puede buscar conformidad inmediata con las leyes obligatorias de asistencia a la escuela (§§ 22.1-254 o 22.1-258). La persona designada, con conocimiento y aprobación del Superintendente, instituirá actos contra cualquier padre que no acate los requerimientos de las leyes obligatorias de asistencia. Cuando la queja va más allá de la falla de los padres de cumplir con los requerimientos de, § 22.1-258, el Oficial de Asistencia deberá documentar la queja de la división escolar con esta sección de código.

**3. Reporte para la suspensión de la Licencia de Conducir**

Además de cualquier otra acción tomada referente a esta póliza, si un estudiante menor de 18 años tiene más de 10 ausencias a la escuela, no excusadas y por días consecutivos, el director podría notificar a la corte de relaciones juveniles y domésticas, quien podría tomar la acción de suspender la licencia de conducir del estudiante.

**4. Reporte de Asistencia**

La asistencia de los estudiantes será monitoreada y reportada como es requerido por las regulaciones y las leyes estatales. Al final de cada año escolar, los directores de cada una de las escuelas públicas deberán reportarle al Superintendente el número de estudiantes por nivel de grado a quienes se les haya programado una conferencia de acuerdo a la Parte 2 (B) de arriba. El Superintendente deberá recopilar esta información y entregársela anualmente al Director de Instrucción.

## **5. Precauciones de Salida de la Escuela**

Los directores no deben entregarle a personas no autorizadas por los padres/representantes a ningún estudiante durante el día escolar para asumir responsabilidades sobre el estudiante. Los estudiantes solamente pueden salir de la escuela por expreso deseo y autorización de los padres/representantes. El Superintendente deberá proveer procedimientos para salida de estudiantes que no vivan con o bajo la supervisión de un padre/representante. La carga de la prueba de la autoridad de la persona que recibe al estudiante recae sobre la parte solicitante. Cada escuela mantendrá un sistema formal para las salidas.

### **Las Ausencias Con y Sin Excusa**

1. Las ausencias de la escuela se registran como con o sin excusa. Las siguientes son ausencias con excusa:
  - a. Ausencias debidas a enfermedad.
  - b. Ausencias aprobadas por un médico o la enfermera escolar.
  - c. Ausencias debidas a días religiosos festivos.
  - d. Ausencias debidas a la muerte de un miembro inmediato de la familia.
  - e. Ausencias (arregladas por adelantado) por otros motivos, que sean aprobadas por el director o directora o su designado/a.
2. Cualquier otra ausencia es considerada sin excusa a menos que se determine que hay circunstancias atenuantes.
3. Los estudiantes que están participando en un viaje escolar o una actividad escolar que se lleva a cabo fuera del campus y es propiamente aprobada por la administración escolar será contado como presente.

### **Llegadas tardes**

Un estudiante de la escuela primaria se considerará tarde de asistencia si él o ella llega a la escuela después de la hora designada. Los siguientes procedimientos aplican para las escuelas primarias:

La campana de llegada tarde sonará a las 7:50 a.m. Si un estudiante llega a la escuela tarde, un padre/representante debe acompañarle a la oficina para firmar por él/ella.

En la 1<sup>o</sup> llegada tarde            No hay consecuencia

2-4 llegadas tarde            Una advertencia-recordatorio por el personal de la oficina sobre la llegada a la escuela a tiempo.

En la 5<sup>a</sup> llegada tarde            Una carta será enviada a la casa informando al padre/representante que el estudiante ha acumulado 5 llegadas tardes.

En la 10<sup>a</sup> llegada tarde            Se requiere una reunión con el especialista de apoyo estudiantil y el padre/representante para desarrollar un plan para mejorar la asistencia del estudiante a la escuela.

Más de 15 llegadas tardes    Podrían ser requeridas reuniones con el especialista de apoyo estudiantil, el director, el consejero escolar y/u otro personal escolar designado para continuar a ayudar a mejorar la asistencia del estudiante a la escuela.

Si las llegadas tardes excesivas persisten, podría ocurrir lo siguiente:

4. Las llegadas tardes pueden ser referidos a un administrador para acción disciplinaria.
5. Si un estudiante está en una varianza de la zona escolar, esta varianza puede ser revocada debido a las llegadas tardes o ausencias excesivas.
6. Si un estudiante se ha mudado fuera del municipio durante un semestre escolar, el estudiante puede continuar asistiendo sin pago de tuición hasta el fin del semestre. En el evento de llegadas tardes o ausencias excesivas y/o asuntos de disciplina, la administración puede re-evaluar este privilegio cada caso individualmente.

### **Absentismo**

Un estudiante será considerado ausente cuando no haya indicación de que los padres/representantes del estudiante tengan conocimiento y apoyen su ausencia. Esta ausencia será registrada como inexcusada.

### **Respuesta Administrativa al Absentismo Crónico**

El director de la escuela o persona designada es el responsable de revisar los registros de asistencia e identificar a los estudiantes que tienen problemas de absentismo crónico debido a inasistencias excesivas y/o llegadas tarde.

**La asistencia regular es responsabilidad de la escuela, el estudiante y los padres/representantes.**

**Abajo se encuentra una tabla definiendo la responsabilidad de cada parte para asegurar una asistencia regular.**

<b>Numero de día(s) ausente(s)</b>	<b>Responsabilidad de la escuela</b>	<b>Responsabilidad del estudiante</b>	<b>Responsabilidad de los padres/representantes</b>
1+	Se intentará llamar al padre/representante si este no llamó antes a la escuela. La escuela podría llevar un registro de llamadas.	Entregar al maestro o en la oficina cualquier nota médica	Llamar a la escuela la mañana de la ausencia. Si no le es posible llamar, enviar una nota a la escuela
5 + Ausencias de la clase	El maestro intentará llamar a la casa a animar la asistencia regular y explicar proceso de reposición del trabajo no realizado	Discutir el impacto de la ausencia con el maestro.	Discutir el impacto de la ausencia con el maestro.
5to día de ausencia inexcusada	El Especialista de Apoyo al Estudiante se reunirá con el padre/representante y el estudiante para verificar las ausencias y desarrollar un plan de acción de asistencia regular que podría incluir una referencia a un programa de ayuda al estudiante.	Participar en la reunión de asistencia con el Especialista de Apoyo al Estudiante y cumplir con el plan de acción	Participar en la reunión de asistencia con el Especialista de Apoyo al Estudiante y cumplir con el plan de acción.
Día adicional de ausencia sin	El Especialista de Apoyo al Estudiante y personal adicional de la	Participar en la reunión de asistencia	Participar en la reunión de asistencia con el Especialista de

excusa luego del 5to día	escuela se reunirá con el estudiante para verificar las ausencias y desarrollar un plan de acción de asistencia regular que podría incluir una referencia a un programa de ayuda al estudiante. Se explicarán las consecuencias legales de absentismo continuo incluyendo una referencia a la corte juvenil.	con el Especialista de Apoyo al Estudiante y cumplir con el plan de acción	Apoyo al Estudiante y cumplir con el plan de acción.
10mo día de ausencia (con o sin excusa)	La escuela enviará por correo la carta "Make Every Day Count" (Haz contar cada día) para crear conciencia del impacto en el éxito escolar al asistir regularmente a la escuela.	Discutir con los padres/representantes la importancia de esta carta..	Contactar al Especialista de Apoyo al Estudiante si tuviera alguna duda o para dar su apoyo.
20vo día del 20% de ausencias durante el año ( con o sin excusa)	La escuela podría requerir que el Especialista de Apoyo al Estudiante coordine una reunión cara a cara con el padre/representante, el estudiante y otro personal escolar con el propósito de explorar las barreras contra la asistencia regular y proveer los servicios necesarios para obtener el éxito. Si fuera necesario, se podría tomar la decisión de iniciar un procedimiento en la corte para excusas de ausencias excesivas. Se podrían requerir excusas medicas para futuras ausencias.	Participar en la reunión de asistencia con el personal de la escuela.	

### **Póliza de requisas y posesión**

Para poder promover un ambiente de aprendizaje saludable y, para proteger la seguridad y el bienestar de todos los estudiantes y del personal escolar así como también mantener el orden y la disciplina en las escuelas, el personal escolar autorizado está autorizado para conducir búsquedas de estudiantes, sus pertenencias y efectos personales, vehículos automotores, casilleros y pupitres cuando se sospeche de alguna maldad basada en todas las circunstancias. Cualquiera y todas las requisas a estudiantes deben ser conducidas en conformidad con las leyes estatales y federales aplicables y la política de la Junta de las Escuelas Públicas de Winchester. Las requisas deben balancear la expectativa del estudiante a su privacidad contra la necesidad de mantener un ambiente de aprendizaje seguro.

Las Escuelas Públicas de Winchester pueden utilizar perros entrenados dentro de la propiedad escolar en busca de narcóticos ilegales, drogas, marihuana y otros contrabandos ilegales o, evidencias de alguna otra actividad criminal que se encuentre o haya ocurrido dentro de la propiedad escolar.

Oficiales escolares autorizados podrían confiscar cualquier contrabando descubierto durante el curso de búsqueda.

### **Interrogación a Estudiantes por Oficiales de la Aplicación de Ley**

A pesar de que las Escuelas Públicas de Winchester desean cooperar completamente con las agencias de aplicación de la ley, tienen la responsabilidad de proteger los derechos constitucionales de los

estudiantes confiados a su cuidado. La interrogación a estudiantes por parte de agentes de la aplicación de la ley, debido a actos cometidos fuera de la jurisdicción de la escuela, debe ser llevada a cabo fuera de la propiedad escolar y no durante el día escolar siempre y cuando sea posible. Sin embargo, si esta restricción estorbase la aplicación de la ley rápida o, pondría en peligro a otros, la interrogación a un estudiante o estudiantes podría ser permitida en la propiedad escolar con la autorización de los padres/representantes o, si los padres/representantes no pueden ser contactados, el director o persona designada pudiera autorizar estos interrogatorios. La interrogación debe ser llevada a cabo en un lugar privado designado por oficiales escolares y ante la presencia de oficiales escolares.

### **Notificación del Registro de Agresor Sexual**

La División de las Escuelas Públicas de Winchester reconoce el peligro que los agresores sexuales representan a la seguridad de los estudiantes. Así que para proteger a los estudiantes mientras viajan de ida y vuelta de la escuela, asisten a la escuela o están en actividades relacionadas con la escuela, cada escuela de la División de las Escuelas Públicas de Winchester pedirá una notificación electrónica del registro o el re-registro de agresores sexuales en el mismo código postal que la escuela o contiguos a la escuela. Tales pedidos y notificaciones serán hechos de acuerdo con el procedimiento establecido por el Departamento de Policía Estatal de Virginia.

### **Aviso de Información del Directorio**

La Ley de los Derechos Educativos Familiares y la Privacidad (FERPA), una ley Federal, requiere que las Escuelas Públicas de Winchester, con ciertas excepciones, obtengan su consentimiento en forma escrita antes de difundir información identificable como personal de los archivos educativos de su hijo/a. Sin embargo, las Escuelas Públicas de Winchester pueden difundir información designada apropiadamente como "información del directorio" sin obtener consentimiento escrito, a menos que usted nos haya notificado lo contrario. El motivo principal de la información del directorio es para permitir a las Escuelas Públicas de Winchester incluir esta clase de información del archivo educativo de su hijo/a en ciertas publicaciones escolares.

La información del directorio, la cual generalmente no se considera como perjudicial o una invasión de la privacidad si se hace pública, también se puede difundir a organizaciones fuera de la escuela sin el consentimiento escrito de los padres. Las organizaciones fuera de la escuela incluyen, pero no se limitan a, las compañías que fabrican los anillos de clase o publican los anuarios. Además, hay dos leyes federales que requieren que las agencias educativas locales (LEA) que reciben asistencia bajo la Ley de Educación Primaria y Secundaria de 1965 (ESEA) provean a los reclutadores militares, a pedido, tres categorías de información del directorio-nombres, direcciones, y números telefónicos-a menos que los padres hayan notificado a la LEA que no quieren que la información de su estudiante sea difundida sin su consentimiento previo por escrito.

Si usted no quiere que las Escuelas Públicas de Winchester difundan información del directorio del archivo educativo de su hijo/a sin su consentimiento previo por escrito, usted debe notificar al director o directora de la escuela al inicio de cada año escolar. (Si usted decide restringir esta información, su hijo no estará incluido en el anuario ni en cualquier otra publicación escolar).

Las Escuelas Públicas de Winchester han designado la siguiente información como información del directorio:

- Nombre y apellido del estudiante
- Participación en actividades y deportes que son oficialmente reconocidos
- Dirección
- Números telefónicos
- Peso y altura de los miembros de los equipos atléticos
- Dirección electrónica (e-mail)
- Fotografía
- Diplomas, honores y premios recibidos
- Fecha y lugar de nacimiento
- Área principal de estudio
- Fechas de asistencia
- Grado
- Última agencia o institución educativa que asistió

### **Acceso a Registros**

Los oficiales de las Escuelas Públicas de Winchester pueden revisar un registro de educación por legítimo interés educacional para cumplir con sus responsabilidades profesionales. Los padres tienen los siguientes derechos con respecto al acceso a los registros escolares:

8. El derecho a una explicación e interpretación de los registros;
9. El derecho de inspeccionar y revisar los registros de sus hijos sin retrasos innecesarios y antes de cualquier reunión referente a un IEP (Programa Individualizado de Educación) o una audiencia que involucre identificación, evaluación y colocación. Los padres también pueden extender los derechos de inspección y revisión a un representante designado por ellos;
10. El derecho de pedir copias de los registros cuando se pagan cargos por duplicados. Estos cargos no deben de prevenir a los padres ni a sus personas designadas de ejercer su derechos a inspeccionar y revisar los registros y no incluyen un cargo por la búsqueda y recuperación;
11. El derecho a inspeccionar y revisar solamente la información pertinente a su hijo en caso de que los registros contengan cierta información sobre mas de un niño;
12. El derecho a solicitar esa información dentro de los registros escolares será enmendada cuando se crea que esa información es inexacta o se presta a malinterpretación. Los oficiales escolares entonces, con una petición por escrito, responderán dentro de los siguientes 15 días laborales después de haber recibido la petición de decisión de enmendar el registro o de negar la petición. Cualquier enmienda será por escrita y será insertada dentro de los registros del estudiante. Si la petición es negada, el padre o estudiante elegible serán aconsejados de su derecho a una audiencia;
13. El derecho a una audiencia si los oficiales escolares se niegan a enmendar la información de los registros por deseo de los padres;

14. El derecho a desafiar el contenido de los registros escolares y de poner una queja concerniente a una falla supuesta de las Escuelas Públicas de Winchester, Oficina Central Administrativa, 12N Washington St, Winchester, VA 22601, de cumplir con 20 U.S.C. 1232g en la Oficina de los Derechos Educativos de la Familia y Actos de Privacidad.

Además, una copia del documento "*Management of the Student's Scholastic Record in the Public Schools of Virginia*" (*Gestión de Registro Escolar del Estudiante en las Escuelas Públicas de Virginia*), se encuentra disponible para los padres en la Oficina Central Administrativa de las Escuelas Públicas de Winchester.

### **Póliza de Mantenimiento de Registros Escolares**

Esta información le es dada a usted para informarle sobre los derechos de los estudiantes y de los padres en cuanto a registros guardados por las Escuelas Públicas de Winchester. Cada escuela en Winchester mantiene registros escolares que son registros oficiales escolares.

Los registros escolares son registros relacionados directamente con un estudiante y son mantenidos por la división escolar. Estos incluyen, pero no se limitan a, documentación pertinente al crecimiento y desarrollo educacional de estudiantes mientras progresan por las escuelas, registros disciplinarios de estudiantes, datos de exámenes y logros, registros de salud acumulativos, reportes de exámenes de elegibilidad para servicios de educación especial y Programas de Educación Individualizada. Los registros escolares no incluyen registros del personal de instrucción, de supervisión, administrativo y adicional educativo que son mantenidos en la única posesión del registrador y del registro y no son accesibles o revelados a ninguna persona excepto a algún sustituto temporario de quien hace los registros.

Siempre que un estudiante se transfiera de una división escolar a otra, el registro escolar o una copia del registro escolar serán transferidos a la división escolar a la que se transfiere el estudiante al ser solicitados por esa división escolar. No se necesita permiso del padre, representante u otra persona en control o a cargo del estudiante para transferir registros a otra escuela o división escolar dentro o fuera del Estado de Virginia.

### **Responsabilidad Parental y Requerimientos de Participación**

- J. Cada padre de un estudiante inscrito en una escuela pública tiene el deber de ayudar a la escuela a imponer los soportes de conducta del estudiante y de la asistencia obligatoria a la escuela para que la educación pueda ser realizada en una atmósfera libre de interrupción y de amenaza a personas o propiedad, y debe apoyar los derechos individuales.
- K. La Junta Escolar debe proveer a los padres de oportunidades para participación paterna y comunitaria en cada escuela de la división escolar.
- L. Dentro de un mes calendario después de abrir la escuela, cada junta escolar debe, simultáneamente a otros materiales distribuidos normalmente al mismo tiempo, enviar a los padres de cada estudiante inscrito (i) información sobre los requerimientos de esta sección; (ii)

una copia de los estándares de la junta escolar sobre la conducta estudiantil and (iii) una copia de las leyes de asistencia a la escuela.

Estos materiales deben incluir una nota a los padres en la que al firmar la declaración de recibo, los padres no deben renunciar, pero para reservar expresamente, sus derechos protegidos por las constituciones o leyes de Estados Unidos o la República y que un padre tendrá el derecho de expresar desacuerdo con una escuela o educar las políticas de división y decisiones.

Cada padre debe firmar y regresar a la escuela en la que inscribió a su hijo una declaración de haber recibido los estándares de conducta de la junta escolar, la nota de requisitos de esta sección y el cumplimiento de la ley de asistencia. Cada escuela deberá mantener estas declaraciones firmadas.

- M. El director de la escuela podría pedirle a uno o ambos padres de un estudiante, si ambos padres tienen la custodia legal y física de ese estudiante, de reunirse con el director o persona designada para revisar los estándares de conducta estudiantil de la junta escolar y la responsabilidad paternal de participar con la escuela en disciplinar al estudiante y mantener el orden para asegurar que el estudiante cumpla con la ley de asistencia escolar y, discutir el mejoramiento del comportamiento del niño, asistencia a la escuela y proceso educativo. .
- N. De acuerdo con los procedimientos expuestos en este artículo y las pautas requeridas por § 22.1-279.6 el director de la escuela puede notificarle a los padres de cualquier estudiante que viole las pólizas de la junta escolar o el cumplimiento de los requisitos de asistencia a la escuela cuando esta violación podría resultar en la suspensión del estudiante o presentar una petición a la corte, sea o no que el administrador escolar ha impuesto esta acción disciplinaria o presentar una petición. La notificación debe indicar (i) la fecha y los particulares de la violación; (ii) la obligación de los padres de tomar acción para ayudar a la escuela a mejorar el comportamiento del estudiante y asegurar el cumplimiento de la ley de asistencia escolar (iii) que, si el estudiante es suspendido, los padres pueden requerir de acompañar al estudiante a reunirse con los oficiales escolares, y; (iv) que se podría pedir una citación en la corte de relaciones juveniles y domesticas bajo ciertas circunstancias para declara que el estudiante es un niño que necesita supervisión.
- O. Ningún estudiante suspendido deberá ser aceptado en ningún programa regular de la escuela hasta que dicho estudiante y sus padres se hayan reunido con los oficiales escolares para discutir el mejoramiento del comportamiento del estudiante, a menos que el director de la escuela o persona designada determine que el reingreso, sin una conferencia con los padres, es apropiado para el estudiante.
- P. Sobre el fracaso de los padres de cumplir las provisiones de esta sección, la junta escolar podría, por petición de la corte de relaciones juveniles y domesticas, proceder en contra de dichos padres por reusarse voluntariamente y sin motivos fracasado en alcanzar, en participar en los esfuerzos para mejorar el comportamiento del estudiante o de su asistencia a la escuela como sigue:

1. Si la corte encuentra que los padres han fracasado voluntariamente y sin motivos, según la petición del director como establecido en la subsección D de esta sección, de revisar los estándares de la junta escolar de mantener el orden y de discutir las mejoras del comportamiento del niño y su progreso educativo, podría ordenar a los padres a reunirse; o;
  2. Si la corte encuentra que los padres no han acompañado a su niño a reunirse con los oficiales escolares por propia voluntad y sin motivos como establecido en la subsección F, o, luego de que el estudiante recibiera una segunda suspensión o siendo expulsado, podría ordenarle a los padres y/o al estudiante a , participar en aquellos programas o aquellos tratamientos, incluyendo, pero no limitados a , programas de días extendidos, escuela de verano, otros programas educacionales y de consejería, como la corte lo crea conveniente para mejorar el comportamiento del estudiante y su asistencia a la escuela. La orden también podría requerir la participación en un programa para padres, de consejería o de mentores, como sea apropiado o que el estudiante y sus padres o ambos, sean susceptibles a tales condiciones y limitaciones como la corte considere apropiado para la supervisión, el cuidado y la rehabilitación del estudiante y sus padres. Además, la corte podría ordenar a los padres a pagar una penalidad civil que no exceda de los \$ 500.
- Q. Las penalidades civiles establecidas en esta sección deben ser aplicadas en la corte de relaciones juveniles y domésticas en la que se ubica la escuela del estudiante y deberá pagar a un fondo mantenido por el cuerpo de gobierno local apropiado para apoyar programas o tratamientos designados para mejorar el comportamiento de los estudiantes como descrito en la subdivisión G2. Si no se pagan las penalidades civiles impuestas en esta sección, el abogado del condado, ciudad o pueblo apropiado obligará la recolección de esas penalidades civiles.
- R. Todas las referencias en esta sección en relación a la corte de relaciones juveniles y domésticas deberán también dictaminar un significado para cualquier sucesor de interés es tal corte.

### **Ley McKinney-Vento**

#### **Derechos para los estudiantes sin hogar**

El Acto federal Mc Kinney-Vento garantiza inscripción escolar a cualquier que, *debido a falta de casa permanente, vive en un lugar inadecuado o temporario*, tales como:

- Refugios de emergencias o temporarios
- En moteles, hoteles o lugares de acampar
- En automóviles, parques, lugares públicos, buses, estaciones de trenes o edificios abandonados.
- Viviendo con familiares o amigos
- En estas condiciones y es un niño o joven migrante
- Menor sin compañía

#### **Todos los estudiantes desamparados tienen el derecho a:**

- Inscribirse y permanecer en la escuela sin dirección permanente.

- Inscribirse e ir a la escuela de inmediato aunque no le sea posible proveer los registros requeridos para la inscripción.
- Permanecer en la escuela de origen aunque se mude.
- Ir a la escuela a la que asistió por última vez o ir a la escuela donde vive temporalmente.
- Transporte (hasta donde sea posible).
- Califica automáticamente para el programa de almuerzo gratuito.
- Participación en actividades extracurriculares y/o servicios de educación especial si es elegible.
- Explicación por escrito y apelación si se le niega una colocación en la escuela. Se puede obtener información referente al proceso de resolución de disputas.

**La determinación de desamparo es hecha por el Enlace de Personas Desamparadas o el Coordinador del Currículo de Instrucción/Servicios de Apoyo al Estudiante**

### Transporte

Las Escuelas Públicas de Winchester proveen transporte dependiente y seguro a todos los estudiantes para ir y venir a la escuela. Los autobuses están equipados con cámaras de video por razones de seguridad. Las rutas de los autobuses, paradas y horas de salida estarán disponibles en la escuela de su hijo a partir del mes de agosto, antes de que comiencen la clases y también están disponible en la página de internet de las escuela ([www.wps.k12.va.us](http://www.wps.k12.va.us)) a mediados de agosto. Los estudiantes deberían estar en su parada por lo menos cinco minutos antes de la hora de recogida en las mañanas. Le pedimos a los padres de niños del Kindergarten que estén en la parada cinco minutos antes de la hora fijada de la llegada del autobús en le tarde.

El transporte seguro desde y hacia la escuela depende de que los niños se comporten de manera apropiada en al autobús. Los estudiantes deben seguir las siguientes reglas:

- Hacer caso al chofer todo el tiempo
- Permanecer sentados mientras el autobús este en movimiento
- Hablar solamente en voz baja
- Mantener los brazos, las piernas y la cabeza dentro del autobús
- No utilizar lenguaje vulgar
- Respetar al chofer y a los demás compañeros
- Los estudiantes no deben pelear ni jugar de manera brusca ya que esto puede distraer al chofer y crear un peligro de seguridad
- Los estudiantes pueden tener un buscapersonas, teléfono celular, asistente personal digital (PDA) u otro sistema de comunicación en el bus, pero debe mantenerlos fuera de vista a menos de que el chofer sea notificado de alguna emergencia por los oficiales escolares.
- Abstenerse de dañar el autobús. Los violadores tendrán que pagar los costos de reparación y serán sujetos a acciones disciplinarias.

Los estudiantes que violen están reglas perderán el privilegio de viajar en el autobús.

## **Educación Especial**

Las Escuelas Públicas de Winchester proveen servicios de educación especial a los estudiantes entre dos y veintiún años inclusive, en categorías de incapacidad así como se establece en las regulaciones de Virginia. Los estudiantes deben ser encontrados elegibles para recibir servicios de educación especial bajo las provisiones del Acto Federal de Educación para Individuos con Incapacidades (IDEA por sus siglas en inglés) o bajo la sección 504 del Acto de Americanos con Incapacidades. Los estudiantes elegibles recibirán una educación gratuita y apropiada en el ambiente menos restrictivo. Si usted siente que su hijo necesita y puede ser elegible para estos servicios, contacte al director de la escuela de su hijo o al Director de Educación Especial.

Los derechos y las responsabilidades de los estudiantes con incapacidades se encuentran en un libro llamado "A Parent's Guide to Special Education." (Una guía de educación especial para los padres). Usted puede recibir una copia de este documento en la escuela de su hijo o del Director de Educación Especial.

## **Estudiantes de Inglés (EL)**

El programa de aprendizaje de Inglés para personas que hablan otros idiomas (EL) de las Escuelas de Winchester sirve a más de 600 estudiantes desde kindergarten hasta el 12vo grados. El programa enfatiza tanto la habilidad del idioma inglés como las materias académicas esenciales. Los estudiantes de las escuelas primarias reciben instrucción en ambas clases tanto regulares como EL. A nivel secundario, se ofrecen clases tanto protegidas como de inclusión de acuerdo al nivel de habilidad de inglés que los estudiantes poseen.

La Junta Directiva Escolar dará, a más tardar 30 días después del comienzo del año escolar, la siguiente información a los padres que tienen un/a estudiante con habilidad limitada de inglés que participa, o ha sido identificado/a para participar, en un programa para estudiantes de inglés limitado:

- las razones por qué su hijo/a ha sido identificado/a como limitado/a en inglés y en necesidad de ser puesto en un programa educativo de instrucción del idioma;
- el nivel de habilidad de inglés del niño/a, cómo fue evaluado dicho nivel, y el estado de los logros académicos del niño/a;
- el método de instrucción usado en el programa donde está o estará su hijo/a, y los métodos de instrucción que se usan en otros programas disponibles, incluyendo cómo los programas difieren en cuanto al contenido, las metas de instrucción, y el uso del inglés y el idioma nativo en la instrucción;
- cómo el programa en el cual participa o participará su hijo/a alcanzará las habilidades y necesidades académicas del niño/a;
- cómo tal programa ayudará específicamente a su hijo/a ha aprender inglés y cumplir con los estándares académicos de logros apropiados para su edad para que pase de grado y se gradúe;

- los requisitos específicos para salir de tal programa, la tasa estimada de transición de tal programa a clases que no son diseñadas para niños/as con habilidad limitada en inglés, y la tasa estimada de graduación de la escuela secundaria para tal programa;
- en el caso de un niño/a con discapacidad, cómo tal programa cumple con los objetivos del programa educativo individualizado del niño/a;
- información pertinente a los derechos de los padres de familia, que incluye guías escritas
  - detallando el derecho que tienen los padres de remover inmediatamente a su hijo/a de tal programa a pedido de estos y las opciones que los padres tienen de negarse a matricular a su hijo/a en tal programa o elegir otro programa o método de instrucción, si está disponible, y
  - asistiendo a los padres a escoger entre varios programas y métodos de instrucción, si es que más de un programa o método es ofrecido por la división escolar.

### **Programas para Niños talentosos**

El programa EXCEL (enfaticando: Excelencia, Creatividad, Individualidad y Liderazgo) de las Escuela Públicas de Winchester ofrece un servicio continuo de opciones que proveen caminos de aprendizaje apropiado para niños talentosos. Las oportunidades de aprendizaje están diseñadas sin fin para que se ajusten a los talentos e intereses de los estudiantes.

La meta es la de comprometer a los estudiantes en un estudio comprensivo en el que la tasa de aprendizaje, el contenido, y los altos niveles de procesamiento de habilidades se ajustan para proveer un programa conmensurado con las necesidades de cada niño talentoso. Para asegurar el éxito de aprendizaje de todos los niños, las Escuela Públicas de Winchester afirman la necesidad y el derecho de cada niño a una experiencia apropiada y equitativa de alta calidad.

La identificación a todos los niveles está basada en múltiples criterios que se enfocan en una variedad de fuentes de información concernientes a potenciales candidatos para este servicio. La cuidadosa revisión de las muchas perspectivas de cada niño asegura la identificación de cada segmento de la población y provee una comunidad talentosa diversa en la que la interacción y el intercambio han pesado y enriquecido el significado. Las referencias y la examinación de los estudiantes para los servicios de EXCEL se llevan a cabo en septiembre y en marzo. Cualquiera de estas fuentes discretas pueden colocar a los estudiantes en el estudio del proceso de referencia para este servicio: ser referido por sus padres, personal profesional de la escuela, miembro de la comunidad o un estudiante. El especialista EXCEL de la escuela puede ser contactado para procedimientos y formularios.

Los niños con talento son identificados por tener aptitudes específicas en las áreas académicas de matemáticas y/o inglés, según demuestren habilidades avanzadas y expresiones creativas de actuación en esas áreas. Los estudiantes identificados para recibir servicios del programa de niños con talento a nivel primario (K-4) son agrupados en clases con maestros que han recibido entrenamiento en educación para niños talentosos. Los estudiantes reciben instrucción diferenciada, aceleración y enriquecimiento enlazados al currículo regular además de oportunidades de investigación. En los grados 3 y 4, los estudiantes pueden aplicar para ser admitidos en un programa de base central, A.C.E (Currículo Acelerado a través del Enriquecimiento) que ofrece un modelo integrado de artes de lenguaje, ciencias y matemáticas que expone contenido y conceptos que van mas allá de los conceptos del currículo de educación general.

A los estudiantes de la Escuela Intermedia (5-8) se les ofrece instrucción diferenciada secuencial dentro de sus aulas de clases regulares. Los servicios pueden incluir: aceleración (de contenido o de nivel de grado), grupos/grupos flexibles, estudio independiente, compactación o enriquecimiento. Los cursos electivo y seminarios están diseñados para retar la habilidad del niño talentoso altamente comprometido y son ofrecidos muchas veces al año durante al año a los estudiantes EXCEL de la escuela intermedia. A los estudiantes talentosos de la escuela intermedia se les da la oportunidad cada año de aplicar cada verano al programa regional "Blue Ridge Environmental Governor's School"

A los estudiantes de los grados 9 - 12 se les ofrecen opciones de materia y cursos avanzados. Los servicios pueden incluir cualquiera de estas oportunidades: oportunidades para desarrollar habilidades para desarrollar oportunidades para desarrollar habilidades de pensamiento de alto nivel, estudio independiente, currículo diferenciado, aceleración, actividades de enriquecimiento dentro del área/de las áreas de aptitud del estudiante y una oportunidad de admisión a Mountain Vista Governor's School (Escuelas del Gobernador Mountain Vista),

### **Requisitos de Graduación**

Los cuatro programas de diploma que se ofrecen para satisfacer las metas individuales de los estudiantes son Diploma de Estudios Avanzados, Diploma Técnico Avanzado, Diploma Estándar y el Diploma Técnico Estándar. El Diploma Estándar Modificado y el Programa de Plan de Estudios de Educación Individual son para los estudiantes que tienen un Plan de Educación Individual.

Para graduarse de la escuela secundaria el estudiante debe:

(1) a) Programas y aprobar 22 unidades de crédito de los grados nueve a doce para obtener un Diploma Estándar. Un Diploma de Estudios Avanzado requiere 24 créditos. Los estudiantes del grado doce deben programar un mínimo de seis (6) unidades de crédito cada año. Los estudiantes de los grados nueve, diez y once tienen que programar ocho (8) unidades de crédito cada año. A los estudiantes que se transfieren se les evaluarán sus registros para ver si los 24 crédito y los cursos aplican para ellos. Seguiremos las siguientes directrices estatales.

b) Tener por los menos 6 créditos estándares verificados para obtener un DIPLOMA ESTANDAR REGULAR O DIPLOMA TECNICO o nueve créditos verificados para un DIPLOMA DE ESTUDIOS AVANZADOS y un DIPLOMA TECNICO AVAZADO. CREDITOS VERIFICADOS significa que el estudiante ha aprobado los exámenes Estándares de Aprendizaje (SOL) estatales además de haber aprobado los cursos. Los créditos VERIFICADOS se obtienen tomando los siguientes cursos: Inglés 11, Historia de Estados Unidos, Historia Universal I & II, Álgebra I & II, Geometría, Química, Biología y Ciencias de la Tierra.

(2) Pasar las materias requeridas para el programa de diploma que persiguen. Los créditos de escuela secundaria se dan en ciertas materias de secundaria tomadas en el octavo grado (es decir Álgebra I o el primer año de un idioma extranjero).

(3) Tener una habilidad para entrar al mundo laboral O estar preparado para asistir a la universidad.

Los estudiantes con discapacidades que tienen un IEP y que no cumplen con los requisitos para obtener un diploma estándar o de estudios avanzados, tiene el derecho de obtener una educación gratuita y apropiada hasta los 21 años de edad.

## **Promoción/Retención**

La Junta Directiva Escolar de Winchester cree en un programa académico que establezca "altas expectativas" y el crecimiento continuo de todos sus estudiantes. Creemos que el crecimiento académico y la mejora continua se logran a través de la instrucción académica enfocada. El fundamento de esta filosofía se basa la correlación entre las Metas y Objetivos de Instrucción (IA) y las escuelas eficaces de "tiempo". A través de remediación enfocada, el aumento de la duración de la jornada escolar y las oportunidades de aprendizaje extendido (por ejemplo academia de la escuela de verano) más tiempo para el aprendizaje será proporcionado para satisfacer las necesidades de todos los estudiantes a medida que avanzan hacia la graduación de la escuela secundaria. En consecuencia, habrá un aumento en el número de graduados de escuela secundaria, el número de graduados de educación post-secundaria, y el número de certificaciones de carreras ganadas

Los maestros tendrán conferencias con los padres / representantes de un niño que no esté haciendo progresos satisfactorios en cuanto surjan los problemas y desarrollarán planes para ayudar al niño a alcanzar un nivel aceptable de rendimiento. La comunicación continua debe mantenerse entre el maestro y los padres / representantes para asegurarse de que se están empleando procedimientos de intervención para ayudar al niño en la consecución de las habilidades académicas vitales.

Cuando un maestro tiene razones para creer que un niño necesita un cambio en su programa de instrucción, el maestro consultará con el director y el personal escolar adicional que ha trabajado con el niño. Los padres / representantes de los estudiantes que se están siendo considerados serán informados de los cambios inminentes en el programa y / o en la posible retención. La decisión final en relación a los cambios de programa y / o a la posible retención es la responsabilidad del director de la escuela.

## **Principios**

1. Es importante desafiar a todos los estudiantes a perseguir un alto nivel de rendimiento;
2. En la evaluación de los logros del estudiante, cada maestro deberá hacer uso de toda la información disponible, incluyendo los resultados de las pruebas hechas por los maestros y otras medidas de la habilidad y el dominio del contenido, las tareas de escritura y la observación del maestro del rendimiento de los estudiantes;
3. Para los estudiantes con discapacidades, la consecución de los puntos de referencia de promoción se determina después de la consideración de los objetivos, el alojamiento y el impacto de la discapacidad;

4. Para los estudiantes con una lengua materna diferente al Inglés (EL), la consecución de los puntos de referencia de promoción se determina después de considerar las metas y acomodaciones para la adquisición del lenguaje tal como se definen en la colocación en el programa EL;
5. Los cambios en un programa o una posible retención de los estudiantes deberán estar en vigor sólo después de la notificación previa y explicación a los padres / representantes del estudiante; sin embargo, la decisión recaerá en el director de la escuela de base;
6. Al momento de los cambios de un programa y / o la posible retención se considera una posibilidad, los comentarios sobre el estudiante en la Boleta de Calificaciones deberá reflejar los problemas académicos del estudiante. La posibilidad de retención o colocación deberá ser comunicada a los padres / representantes camino a más tardar al final del tercer trimestre;
7. Los requisitos de promoción / retención serán objeto de una revisión anual de los datos a ser completada por el Asistente del Superintendente de Instrucción con la cooperación de los directores de las escuelas.

#### Estudiantes de primaria y escuela intermedia (grados K-7)

Los estudiantes de primaria y de escuela intermedia serán promovidos cuando, según el criterio profesional del personal de instrucción en las escuelas, la competencia en el nivel de grado apropiado ha sido demostrada. La promoción es la asignación al siguiente grado. Los estudiantes serán retenidos sólo cuando, según el criterio profesional del personal de instrucción basados en la escuela, el estudiante no ha demostrado competencias de nivel de grado apropiado y la acción de retención sería en el mejor interés del estudiante. La retención es la reasignación al nivel de grado actual. En todos los casos de promoción o retención, el padre / representante debe estar completamente informado y participar en todo el proceso de toma de decisión de promoción / retención, pero la decisión final será tomada por el personal profesional.

#### Estudiantes de la escuela intermedia (grado 8)

1. Con el fin de ser promovidos al noveno grado, los estudiantes tendrán que aprobar inglés, matemáticas, estudios sociales y ciencias. El comité de retención de la escuela tendrá en cuenta otros criterios de promoción, si un estudiante ha fallado uno o más de estos cursos y recomendará la retención o la promoción del estudiante.

#### Estudiantes de la escuela secundaria (grados 9 - 12)

1. La asignación en la secundaria de los estudiantes en los grados 9 a 12 para obtener un diploma estándar o avanzado, se basa normalmente en el siguiente calendario de créditos acumulados.

Grado 9      alcanzar los requisitos de promoción de los grados 8 y 9

Grado 10     promovido con 5 créditos

Grado 11     promovido con 11 créditos

Grado 12     promovido con 17 créditos

2. Por recomendación y, sujeto a la aprobación de la Junta Directiva Escolar, el crédito puede concederse para los cursos que tienen menos de ciento cuarenta (140) horas por curso si se demuestra

el dominio de los contenidos y de los objetivos del curso. Habiendo obtenido el crédito en el curso, el estudiante podrá tomar el examen de Estándares de Aprendizaje (SOL), y, al recibir una calificación aprobatoria, ganará un crédito verificado. (§ 8 VAC 20-131-110B).

### **Estándares de Conducta de los Estudiantes**

Lo siguiente son estándares de conducta estudiantil establecidos por el Comité Escolar para todos los estudiantes en su jurisdicción. Las consecuencias serán determinadas en base a los hechos presentados en cada instancia de mala conducta a discreción razonable del Comité Escolar, sus comités designados y otros oficiales escolares apropiados.

#### **1. Ropa de los Estudiantes**

La ropa y apariencia de los estudiantes no será tal que cause interrupción, distraiga a otros del proceso educativo o crea problemas de salud o seguridad. Los estudiantes deben completar con las regulaciones de vestir del edificio. A los estudiantes se les dará un aviso previo de estos requerimientos

#### **2. Ausencias que no tienen Excusa o Llegadas tarde**

Los estudiantes no estarán ausentes de, o se reportarán tarde a clases o a la escuela sin el permiso apropiado de los padres, de la escuela o de otra manera una excusa valida.

Si un estudiante menor de los 18 años de edad tiene 10 o más ausencias no excusadas de la escuela en días escolares consecutivos, el director puede notificar al tribunal de relaciones juveniles y domésticas, quien puede tomar acción para suspender su licencia de conducir.

#### **3. Conducta Perjudicial**

Los estudiantes no incurrirán en conductas que son o intentan ser perjudiciales en cualquier actividad de la escuela, función o proceso de la escuela o es peligrosa para la salud o la seguridad de los estudiantes u otros.

#### **4. Lenguaje Profano, Obsceno o Abusivo**

Los estudiantes no usarán lenguaje, gestos, o incurrirán en conductas que son vulgares, profanas, obscenas o interrumpen la enseñanza y el entorno de aprendizaje.

#### **5. Amenazas o Intimidación**

Los estudiantes no harán ninguna amenaza de herida corporal ya sea verbal o física o usarán la fuerza dirigida hacia otra persona con el propósito de extorsión o cualquier otro motivo.

#### **6. Asalto y Agresión**

Un estudiante no asaltara o cometerá agresión a otra persona. Peleas voluntarias que resultan en heridas físicas a otra persona se considerará como asalto y agresión.

El asalto físico incluye cualquier confrontación física que puede resultar sin herida, herida menor, o una herida seria que incluye, pero no se limita a, patear, empujar, presionar, golpear y pelear.

La agresión es la aplicación ilegal de la fuerza en contra de la otra persona.

7. **Acoso Escolar, Intimidación**

Un estudiante, ya sea individualmente o como parte de un grupo, no acosará o intimidará a otros sea en persona o por medio del uso de alguna tecnología de comunicación incluyendo sistemas de computadoras, teléfonos, buscapersonas o sistemas de mensajes instantáneos. Conductas prohibidas incluyen, pero no se limitan a, intimidación física, verbal o escrita, burlas e insultos y cualquier combinación de actividades prohibidas. Conductas prohibidas también incluyen la conducta verbal o escrita que consiste en comentarios referentes a la raza, género, religión, habilidades físicas, o características o asociados a la persona que es el blanco.

8. **Juegos de Azar**

Un estudiante no apostará por dinero u otras cosas de valor, ni jugará o participará en ningún juego conociendo que envuelve una apuesta, en la propiedad escolar o en ninguna actividad escolar.

9. **Uso y/o Posesión de Alcohol, Tabaco, Esteroides Anabólicos y Otras Drogas**

Un estudiante no poseerá, usará, y/o distribuirá alcohol, tabaco, y/u otros productos de tabaco, u otras drogas en la propiedad escolar, en cualquier vehículo escolar, o durante actividades escolares, dentro o fuera de las propiedades escolares. Esto incluye, pero no se limita a, tabaco sin humo, esteroides anabólicos, productos que parecen drogas, parafernalia para drogas y cualquier medicamento con o sin receta que no es poseído de acuerdo a la Política JHCD.

Un estudiante no poseerá, procurará o comprará o intentará poseer; procurará, o comprará, ni estará bajo la influencia de (no se requiere la embriaguez legal); ni usará o consumirá o intentará usar o consumir, ninguna de las sustancias restringidas enumeradas en esta regulación o lo que el/la estudiante cree que es alguna de las sustancias restringidas en esta regulación.

Esta regulación incorpora la Política JFCF.

Las sustancias restringidas incluyen bebidas alcohólicas, marihuana, cannibinoides sintéticos, drogas narcóticas, alucinógenos, estimulantes, depresivos, y cualquier otra cosa cubierta por la Ley de Control de Drogas que se refiere a continuación, además de cualquier pegamento, pintura y materiales similares, esteroides anabólicos y medicamentos tanto con o sin receta si estos no están siendo administrados de acuerdo a la prescripción o direcciones del

medicamento e incluye cualquier cosa que a un/a estudiante representa ser una sustancia restringida o cree que es una sustancia restringida.

Además de cualquier otra consecuencia que pueda resultar, un estudiante que es miembro de un equipo atlético escolar será inelegible por dos años escolares para competir en competiciones atléticas inter-escolares si el director de la escuela y el superintendente de la división determina que el estudiante usó esteroides anabólicos durante el periodo de entrenamiento inmediatamente precediendo o durante la temporada deportiva del equipo atlético, a menos que tal esteroide fue recetado por un médico licenciado por una condición médica.

**10. Distribución o Venta de Drogas Ilegales o Posesión o Distribución con Intento de Vender**

Los estudiantes no fabricarán, darán, regalarán, venderán, distribuirán o poseerán con intento de dar, regalar, vender, o distribuir marihuana, cannabinoides sintéticos, u otra sustancia controlada definida en la Ley de Control de Drogas, Capítulo 15.1 Título 54 del Código de Virginia, 1950 según enmendada.

**11. Vandalismo**

Los estudiantes voluntaria o maliciosamente no dañarán o destruirán ningún edificio escolar u otra propiedad que pertenece o está bajo del control de la Junta Directiva Escolar. Además, los estudiantes voluntaria o maliciosamente no dañarán o destruirán propiedad que pertenece a o está bajo el control de o debajo el control de ninguna otra persona en la escuela, en un autobús escolar o en acontecimientos patrocinados por la escuela.

**12. Desafío a la Autoridad del Personal de la Escuela**

Los estudiantes cumplirán con cualquier instrucción oral o escrita hecha por el personal de la escuela que esté dentro del alcance de su autoridad según sea provisto por las políticas y regulaciones de la Junta Directiva de la Escuela.

**13. Posesión o Uso de Armas u Otros Artículos Peligrosos**

Los estudiantes no tendrán en su posesión ningún tipo de arma de fuego no autorizada u otro artículo que puede ser utilizado como arma, sin importar si es comúnmente aceptada como tal. Esta regulación incorpora la Política JFCD.

**14. Robo**

Un estudiante no tomará intencionadamente la propiedad personal de otra persona sin consentimiento bajo presión, amenaza, o de cualquier otra manera.

**15. Conducta en el Autobús Escolar**

Los estudiantes no se comportarán de manera perjudicial o de otra manera violarán los Estándares de Conducta mientras esperan por el autobús escolar, mientras viajan en un autobús escolar, o después de bajarse de un autobús escolar.

16. **Copiar**  
Los estudiantes no copiarán, plagiarán o sabiendo harán declaraciones falsas con respecto a ningún trabajo escolar asignado o exámenes.
17. **Entrada sin Autorización**  
El estudiante no entrará sin autorización en la propiedad escolar o usará las instalaciones escolares sin autorización o permiso apropiados, o durante un período de suspensión o expulsión.
18. **Actividad de Pandilla**  
Un estudiante no participará en actividades de pandilla definidas en la Política JFCE, incorporadas por referencia.
19. **Acoso**  
Un estudiante no acosará a otro estudiante o personal de la escuela, voluntario/a, estudiante de magisterio, o cualquier otra persona que esté presente en las instalaciones escolares o en funciones escolares o que este en violación de la Política JFHA/El acoso sexual GBA/hostilidad basado en la raza, origen nacional, incapacidad y religión.
20. **Posesión de Buscapersonas, Teléfonos Celulares, Asistentes Personales Digitales o Aparatos Electrónicos Similares**  
Los estudiantes pueden tener en su posesión un buscapersonas, teléfono celular, un asistente personal digital u otro aparato de comunicación en la propiedad escolar, incluso en los autobuses escolares, tomando en cuenta que el aparato electrónico debe permanecer apagado y no estar a la vista durante la hora de instrucción. Si un estudiante posee un aparato electrónico que no esté permitido en esta política, además que otras sanciones disciplinarias que puedan ser impuestas, el aparato electrónico puede ser confiscado del estudiante y entregado solamente a los padres del estudiante.
21. **Reportes de Condena o Sentencia de Delincuencia**  
Cualquier estudiante de quien el superintendente ha recibido un reporte según el Código de Virginia § 16.1-305.1 de una decisión de delincuencia o una condena por una ofensa enumerada en la subsección G del Código de Virginia § 16.1-260 puede ser suspendido o expulsado.
22. **Punteros Láser**  
Los estudiantes no tendrán punteros láser en ningún edificio escolar, en el campus escolar, vehículo escolar, o en ninguna actividad relacionada con la escuela.
23. **Uso Aceptable del Sistema Informático**  
Los estudiantes se atenderán a la Política y Regulación del Uso Aceptable de Computadoras de la División de Escuelas Públicas de Winchester.

Las Escuelas Públicas de Winchester proveen una variedad de tecnología educativa que incluye hardware, software, recursos basados en la red y en el internet y enlaces de comunicación para que los estudiantes utilicen como parte integral del programa de instrucción. Los estudiantes son responsables del uso apropiado de esos recursos. Todas las políticas y regulaciones de las Escuelas Públicas de Winchester relacionadas a la conducta del estudiantes deben ser aplicadas cuando los estudiantes estén utilizando la tecnología educativa. Está prohibida el uso de esta tecnología en cualquier actividad impropia o ilegal. La Política IIBEA de Uso Aceptable complete se encuentra en nuestra página de internet [www.wps.k12.va.us](http://www.wps.k12.va.us) o en la oficina de la escuela.

**24. Cargo de Delito Grave**

Los estudiantes que son acusados de cualquier ofensa, dondequiera que fuera cometida, que sería un delito grave si fuera cometida por un adulto, pueden ser disciplinados/as y/o se requerirá que participe en actividades de prevención/intervención.

**25. Amenazas de Bombas**

Los estudiantes no participarán en ninguna conducta ilegal que involucre bombas incendiarias, materiales o aparatos incendiarios o explosivos, o aparatos explosivos de broma o bombas químicas, definidas en el Código de Virginia. Además, los estudiantes no harán ninguna amenaza o amenazas falsas de bombardear al personal o propiedad de la escuela.

**26. Ritos de Iniciación**

Los estudiantes no participarán en ritos de iniciación.

Ritos de iniciación quiere decir poner en peligro imprudentemente o intencionadamente la salud o seguridad de un estudiante o estudiantes o infligir daño físico a un estudiante o estudiantes conectado con el propósito de iniciación, admisión a, o afiliación con, o como condición para seguir como miembro de un club, organización, asociación, fraternidad, hermandad femenina, o un cuerpo estudiantil sin importar que el/la estudiante o estudiantes hayan estado en peligro o hayan sido heridos participado voluntariamente en la actividad pertinente. El director o directora de cualquier escuela donde ocurra un rito de iniciación que cause daño físico reportará el mismo al Procurador del Estado local. Ritos de intimidación, como son definidos arriba, son delitos menores de clase 1, los cuales pueden ser castigados con confinamiento en la cárcel por hasta 12 meses y una multa de hasta \$2,500 o ambos castigos, además de cualquier consecuencia disciplinaria que puede ser aplicada bajo esta póliza.

Además, cualquier persona que reciba daño físico por ritos de iniciación tiene el derecho de demandar por lo civil a la persona o las personas culpables del acto siendo adultos o menores. Revise el Código de Virginia § 18.2-56.

**27. Otra Conducta**

Además de estos estándares específicos, los estudiantes no participarán en ninguna conducta que interrumpa materialmente y substancialmente el proceso continuo de educación o que esté de otra manera en contra de las leyes federales, estatales o locales.

## Acciones Correctivas

Las siguientes acciones correctivas son algunas de las que están disponibles a la administración escolar por violaciones del Código de Conducta Estudiantil. Cada ofensa será considerada completamente para determinar las acciones correctivas razonables.

1. Conserjería;
2. Amonestación;
3. Reprimenda;
4. Pérdida de privilegios, incluyendo el acceso al sistema de computación de la División Escolar;
5. Conferencias con los padres de familia;
6. Trabajos o restricciones asignadas por el director/directora o designado/a;
7. Detención antes o después de clases;
8. Suspensión de actividades o acontecimientos escolares antes de, durante, o después del horario regular de clases;
9. Suspensión dentro de la escuela;
10. Suspensión fuera de la escuela;
11. Envío a un programa alternativo de educación;
12. Notificación a las autoridades legales cuando sea apropiado;
13. Recomendación de expulsión;
14. Expulsión obligatoria por traer un arma de fuego a la propiedad escolar, cualquier vehículo escolar o a una actividad patrocinada por las escuelas o en uso o posesión de sustancias controladas, sustancias controladas de imitación o marihuana, como son definidas en el Capítulo 34 de Título 54.1 y § 18.2-247 del Código de Virginia, o cannabinoides sintéticos en la propiedad escolar, en cualquier vehículo escolar o en una actividad patrocinada por la escuela;
15. Evaluación por abuso de alcohol o drogas; y
16. Participación en un programa de intervención, prevención, o tratamiento de drogas, alcohol o intervención violenta, programa de prevención o tratamiento.