

Wise Primary School



Student Handbook 2011-2012

Rick Bolling, Ed.S.
Principal

Dr. Selena Kiser, Ed.D.
Assistant Principal

Table of Contents

Signature Page
School Calendar
Mission Statement
Vision Statement
A Message – Just for Parents
Harassment Policy
Parking
Closing of School and Snow Schedule
Textbooks
Accidents or Sickness at School
Medication
Volunteer Program
Dress Code
Student Screening-Services
Writing Checks
Visitors
Cell Phone Usage
Parent-Teacher Conferences
PTA
Age Requirements for Entrance in School
Requirements for Enrolling a Pupil in School
Attendance Policy
Compulsary School Attendance
Student Transfers
Student Conduct Code for Wise County Schools
School Bus Behavior
Student Behavior
Prohibited Articles
Grading and Recording
Homework
Content of Records
Access to Records
Reviewing, Expunging, and Destruction of Records
Request for Access to Records
Cost of Reproducing Records
Directory Information
Nondiscrimination Statement
Guidance – Counseling Program
Gifted Education
Library
Food Services

School Insurance
Dental Insurance
Lost and Found
Used Clothing
School Pictures and Yearbooks
Fire Drills
Fundraising
Crisis Intervention
Parents
Bullying Policies and Procedures

**Wise Primary School
2011-2012**

**WE HAVE READ AND UNDERSTAND THE WISE PRIMARY
SCHOOL HANDBOOK UTILIZING THE LINK ON THE
SCHOOL'S WEBSITE.**

PARENT AND STUDENT SIGNATURES ARE REQUIRED.

Parent's Name _____
Please Print

Parent's Signature _____ **Date** _____

Student's Name _____
Please Print

Student's Signature _____ **Date** _____

**This page MUST be completed and returned to Wise
Primary School by each student. This handbook is revised
and updated each year.**

**___ I do not have internet access and would like to request a
paper copy or would like to request a paper copy for any
other reason. Paper copies are available in the school office.**

SCHOOL CALENDAR 2011-2012 (Subject to Change Due to Weather)

August 17 (Wednesday)-----School Opens

September 5-----Labor Day (School Closed)

September 30-----Dismiss 12:00 NOON-Staff Development

October 21-----Dismiss 12:00 NOON-End of 1st 9-Weeks

November 4-----Dismiss 12:00 NOON-Staff Development

November 8-----Election Day (School Closed)

November 23-24-25-----Fall Break

December 21- January 4-----Winter Break

*Several Days of Winter Break may be used as make-up days if school is closed due to weather.

January 12, 13 Teacher Workdays-----May be used as make-up days

January 16-----First Day of Second Semester

March 16-----Dismiss 12:00 NOON-End of 3rd 9-Weeks

March 30-----Dismissal 12:00 NOON-Staff Development

April 2 – April 6-----Spring Break

*April 2, 3, 4 may be used for make-up days due to snow.

May 22-----Dismiss 12:00 NOON End of Second Semester

****SCHOOL SCHEDULE ADJUSTMENTS FOR TEACHER IN-SERVICE WORK DAYS AT END OF GRADING PERIODS WILL BE ANNOUNCED PRIOR TO SUCH CLOSING DATES.**

****Days missed because of weather and other emergencies will require calendar adjustments.**

Parents should not pick students up earlier than the normal dismissal time unless it is necessary.

Parents should not arrive for pickup any earlier than 3:00 p.m. Please wait for your child in the cafeteria for pickup bell. Crowds cannot gather in the hallway because of evacuation access.

Children must not be left at school earlier than 7:45 A.M. Supervision cannot be provided at an earlier time.

MISSION STATEMENT

Our students will be provided a safe, responsive environment that encourages academic, social, creative, aesthetic, physical, and emotional growth that meets their needs to help create productive individuals.

VISION STATEMENT

Wise Primary, a child-centered school, will strive to provide an atmosphere where the full potential of each child will be developed in order to prepare each child for a productive place in our changing society. The staff, parents, and community will collaborate to work toward mutually agreed upon goals.

A MESSAGE---JUST FOR PARENTS

Hopefully, this handbook will answer many of the questions you have regarding the policies and procedures concerning your child in school this year. Please take time to read it thoroughly and discuss the important points with your child.

We welcome your visit to Wise Primary. Feel free to contact us about your concerns relating to your child. An appointment may be made by calling the school at 328-8019.

HARASSMENT POLICY

It is the policy of the Wise County School Board to maintain a learning environment for all its students which provides for fair and equitable treatment, including freedom from harassment. This policy also prohibits any student or employee, male or female, from harassing another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the student or employee; (2) such conduct creates an intimidating, hostile or defensive learning or working environment; or (3) submission to such conduct is made explicitly a term or condition of the individual's participation in school programs or employment. No student shall be discriminated against or subjected to racial bigotry and prejudice. It shall be a violation of this policy for any student, teacher, administrator, or

other school personnel to harass a student because of race, color, national origin, sex, or disability.

TIPS FOR SUCCESS

We know you are eager for your child's school experience to be happy and successful. The first years in school will be the time when attitudes toward school will be formed. These early experiences will determine, to a great extent, his/her success throughout school.

You, as a parent, can help make school a happy experience for your child if you will:

- See that he gets up in time to eat a good breakfast and avoid hurrying to school;
- See that he has sufficient rest and sleep;
- See that he is wearing the proper clothing for the weather;
- Mark or label his personal belongings for identification;
- See that he has his lunch or lunch money for the day;
- Send only a healthy child to school - start him/her off to school in a happy frame of mind;
- Show interest in what he does at school;
- Encourage him to talk about his daily experiences without pressuring him;
- Get to know his teacher;

PARKING

No parking in front of building from 8:00 A.M. to 8:30 A.M. and from 3:15 P.M. - 3:30 P.M.

Parking is available in the right hand lot area across the street and along Pow Wow Playground.

No parking in left lot (paved and grassy area) playground from 8:30 a.m. until 3:15 p.m. Towing will be enforced because we do not want a child to fall into your parked vehicle.

CLOSING OF SCHOOL AND SNOW SCHEDULE

Whenever traveling to and from school becomes a hazard, school will be closed. The decision to close school will be made at the Central Office and the decision will be announced through various local news media. Please do not call the principal or teachers about possible school closings. If the announcement is for school to operate on a SNOW SCHEDULE, buses will run 2 hours later than usual and classes will begin 2 hours later than normal. In the event of a 3-hour delay, buses will run 3 hours later than usual and classes will begin 3 hours later than normal.

TEXTBOOKS

Textbooks & Workbooks are provided free of charge to all elementary students.

ACCIDENTS OR SICKNESS AT SCHOOL

If a child is injured or becomes ill we make every attempt to contact the parent. It is important that we have a number where someone can be reached. If the parents cannot be contacted school officials will do what they deem necessary to care for the child.

MEDICATION

The Wise County School System recognizes that it is not always possible to administer all medication at school and that some children require long term medications that must be taken during school hours. The Wise County School System has developed the following procedures in accordance with those regulations:

--Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken must be submitted to the school on the appropriate school form.

--The signature of a parent or guardian requesting the school to comply with the physician's order must be on the above-mentioned form. (Forms are available at school)

--Medication must be in a container APPROPRIATELY LABELED BY THE PHARMACY OR PHYSICIAN WITH A CURRENT DATE. (Extra medicine bottles can be requested at the time of purchase at no additional cost to the parent.)

--Medication is to be brought to school by the parent. "No child is to bring medication to school." This includes Tylenol and other over the counter medicines.

The Wise County School System suggests the following for parents sending Over the Counter (OTC) drugs to school with their child for the purpose of self-medication:

Parents must also bring over the counter (OTC) drugs to school and discuss their dispensing with the nurse. No child is to bring any form of medication to school. If another child gets medication from another child the parent will be held responsible.

Let's all work together to keep our students healthy and safe.

VOLUNTEER PROGRAM

Anyone with a sincere desire to help the school, students, and/or school personnel is encouraged to inquire concerning volunteer service. A County volunteer agreement is required.

DRESS CODE

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to facilitate the process of education through reasonable guidelines of "dress." The wearing of clothing or other adornment that is disruptive of school operations and/or discipline will not be permitted.

Boys Clothing - Boys may not wear cutoffs or tank-top muscle shirts, hoods, hats, or chains. Shoes must be worn.

Girls Clothing - Girls may not wear hats, hoods, halter tops, sun dresses, tank tops, see-through blouses, or expose bare midriffs. Skirts and dresses must conform to shorts guidelines below. Shoes must be worn that will not endanger the child when he or she climbs steps or participates in resource classes.

Shorts may be worn; however, the shorts must not be shorter than one's fingertips with arms extended at the sides. Sunglasses are not to be worn in school. Clothing advertising drugs, alcohol, tobacco, violence or other inappropriate material is not to be worn to school.

SCHOOL DRESS - STUDENT

School personnel have the responsibility to protect the health and safety of students and to maintain proper and appropriate conditions which promote learning. Based on the belief that school is a place of business where students are learning both academic and social skills, the School Board requires that students dress appropriately. In accordance with the purpose of the dress code, no student shall present himself or herself to school in a manner which is likely to cause disruption. The school, in its discretion, shall prohibit any clothing, jewelry, or similar attachments which it deems to have a substantial and material disruptive effect on the school atmosphere. School clothing should be appropriate as to time, place and weather. Any form of dress or appearance which disrupts or distracts from the purpose or conduct of school, considered contrary to good hygiene, or threatens the safety of one's self or others will not be permitted.

Generally

1. Students shall wear appropriate clothing and footwear and groom themselves for school in a manner which does not offend the common rules of decency or reflect negatively on or distract from any phase of the educational program. Appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention to oneself.
2. Messages on clothing, jewelry, person and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.
3. Any article of clothing, footwear, jewelry, or other accessory that suggests, identifies, or otherwise promotes "gang" related activities will not be permitted.
4. For health and safety, appropriate footwear must be worn at all times. Bare feet are not acceptable.

Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the building principal or a designee. Items initially deemed inappropriate will be called to the parent's attention for corrective action. Students may be required to call home for a change of clothes and/or will be assigned to In-School-Suspension for the remainder of the day. Repeated violations of the dress code will result in further disciplinary action.

SCHOOL DRESS - STUDENT

Guidelines

The following guidelines are examples that are intended to be age appropriate for students in kindergarten through grade 12. They include but are not limited to:

1. Any item of clothing, jewelry, etc. which is distracting or dangerous will not be permitted. Any article of clothing that represents potential danger to one's self or others will not be permitted.
2. Footwear must be worn at all times and should be appropriate for normal activities. Tennis shoes are appropriate.
3. Hats, visors, head scarves, bandanas, and sunglasses (unless required by physician) may not be worn inside the building.
4. Shorts/dresses/skirts must be of appropriate length; very short shorts, such as the thin nylon, athletic type shorts with side slits or biker shorts, are not acceptable. The hem of shorts/dresses/skirts must hang below the extended fingertips when standing.
5. Shirts or blouses should be of sufficient length so that they may be tucked in the waistband.
6. No undergarments (including boxer shorts) should be showing or worn as outer garments.
7. Strapless tops, tops with "spaghetti" straps, tube tops, bare back or bare midriffs style, mesh or "fish net" style apparel are not permitted. If sleeveless garments are worn, underwear may not show.
8. Clothes with holes in areas exposing private areas or underwear is not permitted.
9. Pants or shorts shall be appropriately sized and worn and secured at the natural waistline. Clothing which hangs on the body below the waist will not be allowed even if covered by a shirt.
10. T-shirts or any other articles of clothing that have imprints of writing, symbols, slogans, or pictures that clearly relate to alcohol, drugs, sex, profanity, vulgarity, violence, or promotion of (or interpreted as promotion of) racial prejudice may not be worn.
11. Clothing usually worn outdoors such as heavy coats, jackets or gloves should not be worn in the building.
12. Accessories, typically referred to as "animal jewelry," such as heavy chains, dog collars, or spiked collars are not permitted.

STUDENT SCREENING - SERVICES

Wise County Schools will screen all new students in the areas of speech/voice/language, vision, hearing and fine and gross motor skills within sixty days of enrolling in school. Students in grades, K, 1, 3, 5, 7 and 10 will also be screened for vision and hearing problems. Anyone with questions about screening should contact the child's school or the school board office.

Your Child may participate in the scoliosis screening program in the Wise County School System. Screenings are offered to children in grades 5 through 10. As required by the Department of Education, we are providing information regarding scoliosis.

Scoliosis is a condition in which the spine curves abnormally from side to side rather than being straight. According to medical information, scoliosis most commonly occurs in children between the ages of 9 and 14, and is more often found in girls. Scoliosis usually does not cause pain and is not obvious until the curvature is moderate to severe.

Some early signs that parents may observe are:

- One shoulder may appear higher than the other
- One hip may appear higher than the other
- One shoulder blade may stick out more than the other one
- The waistline may look uneven
- The child's ribs may look higher on one side
- Clothing may not fit well or hems may hang unevenly

If your child has an abnormal curvature of his/her spine, observation or treatment may be recommended. Sometimes treatment may involve bracing or even surgery. If you are unsure, you may ask your child's school nurse to screen your child.

The procedure for screening is simple. The school nurse looks at your child's back while he/she is standing in the forward, bending position and then places a small instrument called a scoliometer on his /her back, or by observing with the eye for any curvatures or uneven areas on the back. The nurse will then inform you if you need to follow up with your child's physician.

If you would like your child to be screened or have questions regarding scoliosis, please contact your child's school nurse.

WRITING CHECKS

Make all checks written to the school payable to Wise Primary School, unless instructed to do otherwise.

VISITORS

All visitors must report to the office upon entry to the building. A pass must be obtained from the office. Students are not permitted to bring visitors (friends, brothers, sisters, etc.) to school due to insurance purposes.

CELL PHONE USAGE

Student possession or use of beepers, cellular telephones, Personal Digital Assistants (PDA's) or other communication devices is governed by Wise County School Board policy JFC-R. In addition to other disciplinary sanctions which may result from violation of this policy, the device may be confiscated from the students and returned only to the student's parent.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled each school year. No appointment is necessary for the regularly scheduled conferences. However, if the report card is checked by the teacher that a conference is needed or if you, as a parent, desire a conference, please call the school office at 328-8019 for an appointment at a time other than the regularly scheduled date. Please do not come without an appointment since the teacher cannot leave his/her class unattended. The school staff welcomes your attendance and feels that such conferences are valuable.

PTA

PTA meetings are normally held every nine weeks. Everyone is cordially invited to join the PTA and become an active participant in the association's continuing effort to improve the school system.

AGE REQUIREMENTS FOR ENTRANCE IN SCHOOL

KINDERGARTEN IS THE GENERAL AND CUSTOMARY SCHOOL ENTRY LEVEL for students in Wise County Schools. Children have to be 5 by September 30th in order to enroll.

ENTRANCE AGE FOR ATTENDING SCHOOL COMPULSORY SCHOOL AGE

Children **must** enter school if they are five years old on or before September 30. (Section 22.1-199)

CHILDREN WILL NOT BE ASSIGNED TO CLASS ROLLS UNTIL VERIFICATION OF AGE BY BIRTH CERTIFICATE, PHYSICAL EXAMINATION, AND IMMUNIZATION RECORDS (VERIFIED BY PHYSICIAN'S SIGNATURE) HAVE BEEN RECEIVED BY THE SCHOOL.

REQUIREMENTS FOR ENROLLING A PUPIL IN SCHOOL

1. Completion of Registration Form.
2. Birth Certificate - Verification of age - State law requires the verification of age by a certified copy of the student's birth certificate. If the person enrolling the student is unable to present a certified copy of the student's birth certificate, he/she must submit an affidavit to the school explaining the reason(s) for being unable to present a certified birth certificate.
3. Social Security Number -- Present card for verification (Section 22.1-260)
4. Immunization Requirements -- The following immunizations are required before a student is admitted to a public school: (Section 22.1-271.2)
 - MMR -- 2 Doses
(Measles, Mumps, Rubella) One (1) Dose - After 12 months of age
 - (Measles, Rubeola) Second dose prior to entering Kindergarten
 - Polio (OPV) - Three (3) doses
 - DTP - Three (3) doses
 - Hepatis B - Three (3) doses
 - Chicken Pox
5. Physical Examination - Physical examination by a physician, recorded on Form MCH-213C. This form is available in each local school office and can be obtained from the Wise County Health Department. (Section 22.1-279)

ATTENDANCE POLICY

NOTIFICATION OF PARENT IF PUPIL FAILS TO REPORT TO SCHOOL

Section 22.1-258 of the Code of Virginia requires that "Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by the school personnel that the pupil's parent/guardian is aware of the pupil's absence, a reasonable effort to notify the parent/guardian by telephone shall be made by the school."

In order to eliminate the requirement of a large number of phone calls to be made by Wise Primary School, parents/guardians are requested to call the office of Wise Primary School on the morning of your child's absence.

Please remember -- if you do not call the school it will be necessary for the school to call you. We thank you in advance for your assistance and cooperation.

TARDY SLIP

Students that are LATE for school are required to pick up a "TARDY SLIP" from the office before reporting to their room. The tardy bell rings at 8:25 a.m.

LEAVING SCHOOL EARLY

When it is necessary for a student to be taken out of school early, the parent/guardian must sign the student out in the office.

STUDENT ABSENCES/EXCUSES/DISMISSALS

I. 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.

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 is aware of and supports the absence. A log will be kept of call attempts.

Students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.

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.

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

II. 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 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 his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his designee or the attendance

officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such 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 and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, either the school principal or his designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, 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 attendance officer that the pupil's parent is aware of and supports the pupil's absence, the principal or designee shall notify the attendance officer or Superintendent or his designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in §16.1228 or (ii) instituting proceedings against the parent pursuant to §18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, 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.

III. 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.

IV. Attendance Reporting

Student attendance shall be monitored and reported as required by state law and regulations. At the end of the 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 II(B) above. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

V. 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 parent or 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.

STUDENT ABSENCES/EXCUSES/DISMISSALS

Grades K through 4

1. Students who are absent should bring a parental note on the first day the student returns to school stating the reason for the absence and/or the principal may at his/her discretion accept a verbal explanation of the absence(s). However, students have a limit of three school days after an absence to turn in doctor's excuses or excuses written by parents. Refer to # 5 below.

Additionally, doctor's excuses are required after five days of absence each semester. Refer to # 4 below.

The only excuses for absence that shall be deemed acceptable are:

- a. illness (if over two days, the school may require a note from the doctor)
- b. court appearance
- c. death in the family
- d. religious holidays
- e. field trips and school-related activities
- f. extenuating circumstances which are determined by the school administration

2. All students will be permitted to make up work missed.

3. Students will be expected to make up all work missed within 5 days after returning to school. Extenuating circumstances, however, may be considered by the principal or his/her designee in extending the time limit for makeup, and extensions shall be liberally granted in order to ensure that a student is allowed to make up missed work. Additionally, extenuating circumstances caused by a chronic or childhood illness may be considered when determining the actual amount of work to be made up. Makeup work for grades K-4 should be commensurate with instructional time.

4. After five excused or unexcused absences or a combination of both equaling to five within any term (90-day period), the student shall be required to provide a doctor's excuse for the remainder of the term in order for any absences to be excused.

5. Students have three school days after an absence to turn in doctor's excuses or excuses written by parents. Excuses from doctors and parents will not be accepted after the three-day limit.

COMPULSORY SCHOOL ATTENDANCE

Students attending Wise County Public Schools are subject to the following compulsory school attendance laws of the Commonwealth of Virginia:

On the fifth **unexcused** absence, school officials must contact the parent(s) to obtain an explanation for the student's absence and to explain to the parent(s) the consequences for continued nonattendance. On the sixth **unexcused** absence, a conference with the parent(s) will be scheduled to resolve issues related to the student's nonattendance. When a student has seven **unexcused** absences, the attendance officer has the authority to file one or both of the following in the Wise County Juvenile and Domestic Relations District Court: (1) a complaint alleging that the student is in violation of the compulsory school attendance law and is a child in need of supervision; (2) a complaint against the parent(s) for failure to comply with the law. For compulsory school attendance purposes, three times tardy to school will count as one absence. A checkout will be treated as a tardy; therefore, three checkouts will equal one absence. Tardies and checkouts will be counted as excused or unexcused according to established guidelines for determining excused and unexcused absences.

GENERAL PROVISIONS

Each principal will ensure that teachers are accountable for the following:

- a. checking the roll each day in every class;
- b. communicating with a student's parents if poor attendance is affecting the student's progress, and keeping a log of those contacts;
- c. including participation, which may be affected by attendance, in their student evaluation procedures.

Awards for exemplary attendance will be issued by each individual school.

Students may earn an award in one of the following three categories:

Category 1: **Perfect Attendance** – No absences, tardies, or checkouts

Category 2: **Excellent Attendance** – No absences, with all tardies and/or checkouts excused because of medical or emergency situations

Category 3: **Outstanding Attendance** – Maintenance of 97% attendance throughout the school year

PARTNERS IN EDUCATION

Absenteeism is a problem that needs to be addressed by parents and the school. When a student is absent, he/she does not benefit from valuable classroom instruction and interaction with teachers and peers. Continuity is lost and make up work is much more difficult when completed out of sequence. In addition, students must finish the regular assignments. This as well as the makeup work can become frustrating to students often resulting in incomplete work and poor grades.

Frequent student absenteeism also causes extra record keeping. Make up assignments must be prepared, graded, and recorded. Often the teacher must coax students to complete make up work. In addition, valuable classroom time must be used to review missed work and help students who are behind due to absenteeism.

Parents can help by keeping sick children home and taking them to the doctor if necessary. When students return to school, the parent should encourage them to complete make up work and to give up free time for review if necessary. Parents should schedule medical appointments early or late in the day so students can attend the majority of the school day.

Every possible effort should be made to ensure students arrive to school on time. Parents should set a regular bedtime and wake-up schedule in addition to an established routine for getting ready for school.

Parents and the school must do everything possible to encourage excellent school attendance. Good attendance habits for school will prepare students for good work habits as adults and will ensure them getting the best education possible.

PARENTAL NOTICE OF THE REQUIREMENTS OF COMPULSARY SCHOOL ATTENDANCE

The Wise County School System is required by law to provide parents with a copy of the compulsory school attendance law (attached).

Excerpts from the CODE of VIRGINIA, including 1996 amendments.

Article 1.

Compulsory School Attendance

§ 22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.

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

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § [22.1-253.13:1](#) and in § [22.1-254.01](#). The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing a general educational development (GED) certificate but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high

school diploma or its equivalent, a certificate of completion, or a GED certificate, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

B. A school board shall excuse from attendance at school:

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and

2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be 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, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or

2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

a. Career guidance counseling;

b. Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief

administrator of such GED preparatory program or approved alternative education program to such principal or his designee;

c. Counseling on the economic impact of failing to complete high school; and

d. Procedures for reenrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

F. A school board may, in accordance with the procedures set forth in Article 3 (§ [22.1-276.01](#) et seq.) of Chapter 14 of this title and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § [16.1-260](#); (iii) suspended pursuant to § [22.1-277.05](#); or (iv) expelled from school attendance pursuant to § [22.1-277.06](#) or § [22.1-277.07](#) or subsection B of § [22.1-277](#), require the child to attend an alternative education program as provided in § [22.1-209.1:2](#) or § [22.1-277.2:1](#).

G. Whenever a court orders any pupil into an alternative education program, including a program of general educational development, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ [18.2-77](#) et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ [22.1-277.04](#), [22.1-277.05](#), [22.1-277.06](#), [22.1-277.07](#), and [22.1-277.2](#). As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

I. The provisions of this article shall not apply to:

1. Children suffering from contagious or infectious diseases while suffering from such diseases;
2. Children whose immunizations against communicable diseases have not been completed as provided in § [22.1-271.2](#);
3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

(Code 1950, § 22-275.1; 1952, c. 279; 1959, Ex. Sess., c. 72; 1968, c. 178; 1974, c. 199; 1976, cc. 681, 713; 1978, c. 518; 1980, c. 559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. [163](#), [916](#), [964](#); 1997, c. [828](#); 1999, cc. [488](#), [552](#); 2000, c. [184](#); 2001, cc. [688](#), [820](#); 2003, c. [119](#); 2004, c. [251](#); 2006, c. [335](#); 2010, c. [605](#).)

STUDENTS TRANSFERS

Students moving out of Wise Primary School must have a parent or guardian come by the office to complete appropriate student transfer forms.

STUDENT CONDUCT CODE FOR WISE COUNTY SCHOOLS

A separate handout instructing parents to read the link entitled "Student Conduct Code" on the Wise County Schools website will be issued at the beginning of each school year to each student and family. Parents are to return a signed form that they have read the Conduct Code. If the parent does not have internet access, a paper copy will be made available by the office.

SCHOOL BUS BEHAVIOR

1. Students must ride their assigned bus. Permission to ride another bus may be granted by the principal provided proper instructions are provided by the parent and the student obtains a bus pass in the office.
2. The school bus driver is in full charge of the bus and the students. Students must obey the bus driver.
3. Students are to sit in the seat designated for them by the bus driver.
4. Students should be on time at the bus stop; the bus driver cannot wait for those students not on time.
5. Students must remain seated when the bus is in motion.
6. Students are never to tamper with the emergency door or other bus equipment.
7. Students who must cross the road after getting off the bus must cross in front of the bus.
8. Students and parents/guardians should remember that riding a school bus is a privilege. Should any child be reported to the school principal, the principal will be responsible for the disciplinary action, including possible loss of the privilege of bus transportation, until the parents, the school bus driver, and principal can arrive at an understanding. The parents will be responsible for the transportation of any pupils who have lost school bus transportation privileges.

STUDENT BEHAVIOR

Following is a list of policies concerning student behavior. Each was established to ensure every student a safe and pleasant environment conducive to learning.

- There will be no running in the school building unless it is an organized activity supervised by the teacher.
- Throwing of objects is prohibited.
- Chewing gum is not allowed.
- Students are not to sell or trade items especially toys.
- Each student is expected to display respect for every teacher.
- Students must display proper conduct to and from school as well as at school.
- A student will be required to reimburse the school for any breakage or destruction of school property.
- When the conduct of a pupil becomes uncontrollable and his/her presence in the classroom or on school property, including the school bus, is such that instruction is interrupted and/or he/she constitutes a menace to himself/herself or others, immediate disciplinary action is subject to be taken.

PROHIBITED ARTICLES

Students are not allowed to bring radios, MP3 players, cell phones, lasers, CD's, video or other electronic games, record/tape players, recorders, knives, firearms, fireworks, matches, lighters, squirt guns, tobacco products, pokemon articles, all trading cards or any other items considered to be unsafe to the students of the school or to be attractive to other students that they may take them.

WEAPONS IN SCHOOL

Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited. Such weapons include, but are not limited to, any pistol, shotgun, stun gun, laser, revolver, or other firearm designed or intended to propel a projectile of any kind, including toy guns and look-alike guns, rifle, dirk knife (including bowie and switchblade), razor, slingshot, brass or metal knuckles, blackjacks, explosives, or other dangerous articles. Violation of this policy shall require that proceedings for the expulsion of the student involved shall be initiated immediately by the principal. Any threats made toward individuals about

bringing a weapon to school and causing harm to said individuals will also be reason for suspension.

POSSESSION AND/OR USE OF TOBACCO PRODUCTS

Recognizing that the use of tobacco in any form is undesirable that schools should not provide an environment for undesirable habits, and that Section 18.2-371.2, Code of Virginia, declares it is illegal for “any person less than eighteen years of age to purchase or possess any tobacco product including but not limited to cigarettes and cigars,” the Wise County School Board prohibits the possession or use of all types of tobacco products by public school students (anyone included in Average Daily Membership) at school, during school hours, and on school buses.

WISE COUNTY PUBLIC SCHOOLS DRUG ABUSE EDUCATION AND PREVENTION PROGRAM

The purpose of the Drug Abuse Education and Prevention Program in Wise County Public Schools is to formulate and implement an ongoing program that will establish and maintain the highest standards of an efficient and healthy learning environment for all students that is free from the effects of substance abuse.

It is the policy of the Wise County School Board that a student who attends Wise County Public Schools shall not possess, allege to possess, use, allege to use, sell, allege to sell, transmit, allege to transmit, be under the influence or allege to be under the influence of any narcotic drug, hallucinogenic drug, stimulant drug, amphetamine, barbiturate, marijuana, alcoholic beverage, anabolic steroid, intoxicant of any kind, or mood or mood behavior altering substance of any kind.

The Wise County Drug and Violence Prevention Program offers a comprehensive approach to the prevention of student and employee substance abuse, promoting school safety and violence prevention. The program is an instructional approach which offers developmentally appropriate information about the dangers of tobacco, alcohol, and other drug use and abuse. The program also provides awareness and knowledge concerning the nature of alcohol, tobacco and other drug use, abuse, and addiction and effects on individuals, families and communities. The program is offered in all schools K-12, and includes activities that aim to effect critical life and social skills, including decision-making skills, refusal skills, critical analysis, and systematic judgment abilities. Activities which provide for the participation of students and others in activities that are designed to prevent the illegal use, possession and distribution of alcohol, tobacco, and other illegal drugs are included as a part of the comprehensive approach.

Wise County Schools are committed to providing a coordinated program which supports an environment free of drugs and violence which is disciplined and conducive to learning. The program is built on cooperation with and involvement of parents and the community working with school program, classroom instruction, school-based interventions, and coordination of efforts with community groups and agencies. The Wise County School System also requires that the mandated alcohol and drug component of the driver education program be taught in all high schools.

In addition to these established procedures, many different organizations and clubs, such as SADD and Just Say No, present activities which add to the students' awareness of drug and alcohol abuse. Wise County Public School students also participate in the operation Prom/Graduation Program which seeks a safe and happy end to the school year.

All students identified as involved in substance abuse will be subject to appropriate disciplinary measures. Penalty for violation of the school board policy for first-time offenders using any beverage or substance covered by this rule may be suspended from school and placed on probation for the remainder of the semester. Also, counseling will be recommended. Second-time offenders abusing any substance or beverage covered by the policy may be subject to expulsion from school and possible prosecution in the courts of this state.

Students accused of alcohol and other abuse may be referred to the Wise County Discipline Committee. In addition to disciplinary measures, the Discipline Committee and/or school principal will provide a list of treatment resources to the parents with a strong recommendation that parents consider professional treatment or counseling. Parents should be advised that second time offenders may be less likely to be expelled from school if proof of such treatment or counseling has been sought or is ongoing.

Second time offenders must be referred to the Discipline Committee. The Discipline Committee shall determine options based on student behaviors and possible treatment intervention since the initial referral. Some available options are referral to the Wise County School Board for action, suspension (long or short term), expulsion and/or prosecution by the courts. Expulsion and referral for prosecution may be the most appropriate options for those offenders who have sought no treatment or made little effort to change inappropriate behaviors.

All parents and students shall be given a copy of these standards of conduct and statement of disciplinary sanctions required and they shall be notified that compliance with these standards of conduct is mandatory.

GRADING AND RECORDING KINDERGARTEN

GRADING

1. The teacher of a kindergarten student has the responsibility of determining and recording a progress report each twelve weeks (3 times per school year).
2. Teachers or parents may initiate a teacher parent conference to discuss pupil performance or progress as the need may arise.
3. The last (fourth) copy of the Kindergarten Progress Report Card is to be filed in the students cumulative record at the end of the school year.

RECORDING PROGRESS

1. It is expected that teachers will maintain adequate records and examples of student work to support the symbols used to report progress or lack of progress.
2. Levels of achievement and progress will be reported using symbols as follows:
 - ✓ Applies most of the time
 - P Making progress, has some command of the task but is not able to apply correctly and consistently in daily work
 - N Needs more help - Student is having major difficulty in demonstrating or applying the skill after receiving appropriate instruction.
 - ☐ Not instructed - Reporting block left blank indicates that the item has not been introduced or taught.

EXAMINATIONS

No subject area examinations are given in kindergarten.

AVERAGING GRADES

There is no averaging of letter symbols to determine a final "grade."

PROMOTION

Students are assigned to grade 1 based on levels of achievement and progress which are necessary for success in first grade.

HONOR ROLL

No formal honor rolls are maintained for kindergarten students. However, principals and teachers are encouraged to recognize superior levels of achievement and progress.

GRADING AND RECORDING

GRADES 1

GRADING

1. The teacher of a student will report student progress in achieving the important instructional goals, objectives, knowledge, concepts, and skills expected at the current grade level placement and record these for each nine weeks using letter symbols which are on the report card.
2. The teacher will indicate the level of performance in reading and mathematics for each of the three report periods. Students in grade 1 will receive a readiness report for the first nine weeks.
3. All student work will be evaluated using Standards of Learning and work requirements.
4. Only one grade will be given per subject to a student enrolled in remedial classes.

RECORDING GRADES

1. Student achievement and progress for the areas of Reading, Spelling and Mathematics will be reported in letter grades (A, B, C, D, F)
A=94-100 C=78-85 F=Below 70
B=86-93 D=70-77 I=Incomplete
2. Additional listing on the report card: Handwriting, Grammar/Composition, Science, Health, Social Science, Physical Education, Art, Library, and Music will be reported using S or N.
A. S = **Satisfactory Progress** - Student shows understanding of concepts and skills taught and can apply knowledge, skills, and concepts in most situations.
B. N = **Not Progressing** - Student is unable to work independently in most instances and is **not able** to master **minimal** level objectives for the grade level placement.
3. Teacher Comments - This section may be used to provide additional information about student's progress or lack of progress.
4. Conference Requested -This feature may be used to indicate the need for a meeting between the teacher and parent(s)/guardian(s).
5. Examinations - No subject area examinations will be given in grades one and two.
6. Averaging Grades - Teachers will maintain numerical grades in the grade book but convert numerals to letter equivalents on report card for the subject applicable. The final column will reflect the student success in achieving grade level requirements and readiness to begin work at the next higher grade level.
7. Promotion - For a student to be assigned to the next higher grade level, he/she should demonstrate satisfactory or above progress in English, mathematics, social science and science. Assignment to the next grade level will also be based on the student's success in achieving grade level requirements and readiness to begin work at the next grade level.
8. Honor Roll - No formal honor rolls are maintained for grade 1 and grade 2 students. However, principals and teachers are encouraged to recognize superior levels of achievement and progress.

GRADING AND RECORDING

GRADES 2

GRADING

1. The teacher of a student will report student progress in achieving the important instructional goals, objectives, knowledge, concepts, and skills expected at the current grade level placement and record these for each nine weeks using letter symbols which are on the report card.
2. The teacher will indicate the level of performance in reading and mathematics for each of the three report periods. Students in grade 1 will receive a readiness report for the first nine weeks.
3. All student work will be evaluated using Standards of Learning and work requirements.
4. Only one grade will be given per subject to a student enrolled in remedial classes.

RECORDING GRADES

1. Student achievement and progress for the areas of Reading, Spelling, Mathematics, Science, Social Studies, and Grammar will be reported in letter grades (A, B, C, D, F)

A=94-100 C=78-85 F=Below 70

B=86-93 D=70-77 I=Incomplete

2. Additional listing on the report card: Handwriting, Health, Physical Education, Art, Library, and Music will be reported using S or N.

A. S = **Satisfactory Progress** - Student shows understanding of concepts and skills taught and can apply knowledge, skills, and concepts in most situations.

B. N = **Not Progressing** - Student is unable to work independently in most instances and is **not able** to master **minimal** level objectives for the grade level placement.

3. Teacher Comments - This section may be used to provide additional information about student's progress or lack of progress.

4. Conference Requested -This feature may be used to indicate the need for a meeting between the teacher and parent(s)/guardian(s).

5. Examinations - No subject area examinations will be given in grades one and two.

6. Averaging Grades - Teachers will maintain numerical grades in the grade book but convert numerals to letter equivalents on report card for the subject applicable. The final column will reflect the student success in achieving grade level requirements and readiness to begin work at the next higher grade level.

7. Promotion - For a student to be assigned to the next higher grade level, he/she should demonstrate satisfactory or above progress in English, mathematics, social science and science. Assignment to the next grade level will also be based on the student's success in achieving grade level requirements and readiness to begin work at the next grade level.

8. Honor Roll - No formal honor rolls are maintained for grade 1 and grade 2 students.

However, principals and teachers are encouraged to recognize superior levels of achievement and progress.

GRADING AND RECORDING

GRADES 3 – 4

GRADING

1. The teacher of a student in a given subject has the responsibility of determining and recording the nine-weeks grades and the semester grades for that student.
2. Only one grade will be given per subject to a student enrolled in remedial classes.

RECORDING GRADES

1. For core subjects . . .

- English
 - Literature
 - Language Skills (includes process writing)
- Mathematics
- Science/Health
- Social Studies

grades will be designated by letters: A, B, C, D, F and recorded by letters on report cards and permanent records.

2. Grades for art, handwriting, music, band and physical education will be given and recorded as S (satisfactory) and N (needs improvement).

EXAMINATIONS

No subject area nine-week test or examinations will be given in grades three or four.

AVERAGING GRADES

1. An annual average of D or above on a core subject is passing in that subject.
2. The two semester grades will be averaged for the annual average in a subject.

PROMOTION

For a student to be promoted to the next grade level, he/she must pass three core subjects, including both mathematics and English.

Honor Roll Requirements

1. For First Honor Roll (nine-weeks or semester), a student must have all A's or all A's except one B.
2. For Second Honor Roll (nine-weeks or semester), a student must have no grades below B.
3. Courses graded with an S or N are not computed in determining honor roll.
 2. Pass three of five minor subjects.
 3. Have an overall average of D on major and minor subjects.

HOMEWORK

Homework can provide an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and his/her family, can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It can assist the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

1. Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
2. Homework should be assigned in such a manner that it will be clearly understood by all students.
3. Homework should serve a valid purpose and be closely related to classroom activities.
4. A student's access to resource materials should be considered when making assignments.
5. Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.
6. Teachers should seek to determine the causes if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
7. Excessive homework, like the absence of homework, should be avoided.
8. Homework should not be used for disciplinary purposes.
9. Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

Cross Refs: IB, Academic Freedom

HOMEWORK

Homework shall be governed by a written school board policy developed with the advice of parents and teachers. The policy shall include guidelines for the amount and timing of homework and shall outline the responsibility of students, teachers, and parents. (Virginia Accrediting Standard, C.23).

Homework is generally recognized as an integral part of the learning process for all students. The quantity and quality of homework directly influence the success or failure that students experience in school. Consequently, the policy of the Wise County School Board is that teachers should judiciously utilize homework to enhance mastery of instructional concepts and objectives. The use of homework as disciplinary strategy is not sound educationally and is, therefore, not sanctioned by the School Board.

The amount and timing of homework will be determined by each teacher consistent with the teacher's assessment of the need for practice to ensure the mastery of instructional concepts and objectives. In many cases work to be completed out of class will begin in class, and each student will proceed at a pace which varies from every other student.

Not all subjects require homework, and other subjects do not require daily homework. For these and other reasons, the specific timing of homework is best left to each teacher. Indicated below are flexible weekly timing guidelines:

Grades K - 3: 0 hours

Grades 4 - 6: 2 - 5 hours

Grades 7 - 9: 5 - 10 hours

Grades 10 - 12: 5 - 15 hours

Responsibilities of Students

--Assignments should be clear and concise so students will know exactly what they are expected to do.

--Students shall be responsible for getting assignments and asking questions necessary to complete the assignment.

--Students and teachers work cooperatively to satisfy the requirements of work missed due to excused absences.

--Students shall be expected to complete homework within a reasonable time frame.

--Students should complete homework in a neat, legible fashion in accordance with directions provided by the teacher.

Responsibility of Teachers

- Homework should be utilized to reinforce and clarify instructions objectives and concepts.
- Homework should be used to stimulate voluntary effort, initiative, independence, responsibility, and self-direction on the part of students.
- Assignments should usually be an extension of learning provided in the classroom.
- Homework should be evaluated by the teacher within a reasonable period of time.
- Homework of a short-term or daily nature should be discouraged for weekends and holidays, leaving such time free for use on long-range projects/research papers, etc.
- The teacher should utilize strategies which ensure that every student has an opportunity to clearly know what he/she is expected to do.

Responsibilities of Parents

- Parents should provide appropriate environment for home study, encourage good study habits, discuss school activities, and provide support and assistance with the child's assignment.
- In no case should anyone other than the student actually complete the homework assignment.
- Through knowledge of homework assignments, parents should gain an understanding of what the child is expected to learn as a result of class work and homework.
- The parents should initiate teacher conferences to discuss any problems concerning the student and his/her progress.

INSTRUCTIONAL TIME

Instructional time is the most important part of the school day and must be protected as much as possible.

1. Become familiar with your child's daily schedule.
2. When scheduling appointments, try to schedule at a time that will not interfere with his/her instructional time.
3. Parent conferences and visits should be scheduled before school, during teacher's planning time, or after school hours.

4. The teacher and principal have every right to restrict, limit or refuse class interruptions by visitors.

REPORT CARDS

Report cards are sent home after each nine weeks of school.

CONTENT OF RECORDS

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

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

ACCESS TO RECORDS:

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

REVIEWING, EXPUNGING, AND DESTRUCTION:

Records are reviewed periodically to assure accuracy, currency, and completeness. The record data referred to previously is maintained for five years at the school last attended. At that time the records are purged and data which is not required for permanent retention is destroyed. The following education record data is maintained permanently: record data disclosure form, name and address of student, birth data, name and address of parent, program of studies plan, scholastic work completed, level of achievement, grades, grade point average, rank in class, type of diploma awarded, attendance, test data (as required by state and/or local school division) and Literacy Passport Test results, certificate of immunization, social security number citizenship status if other than U.S., and driver's education records. All other data is destroyed five years after withdrawal or graduation. Parents or eligible students have the right to be provided with copies of any of the student's education record data prior to their destruction upon written request.

REQUEST FOR ACCESS, RELEASE:

The confidentiality of student records is protected by an access log and the storing of the records in a secured area. Only individuals with the right to access may see the contents of any student's record. Parents and eligible students have the right to inspect and review their own records. Eligible persons seeking access to education records should notify the principal of the school attended by the student. Access will be arranged within 14 work days from the receipt of the request at the appropriate office. Arrangements will be made for a staff member to be present to interpret the data if necessary; otherwise, records requested are transmitted as indicated in the request.

Parents or eligible students who wish to have records released to specified individuals or organizations should request and authorize the release in writing.

COST OF REPRODUCING RECORDS:

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

DIRECTORY INFORMATION:

"Directory Information" including student names, birthdates, addresses and phone numbers may be disseminated to military and college officials or others as determined by school officials for good reason. Directory information concerning participation in athletics, height and weight, and other school activities, the winning of scholastic or other honors and awards, and other like information may be disseminated without prior consent. Parents or eligible student may elect not to have directory information published. To request non-disclosure, notice must be given to the school in

writing within 15 working days of receiving this notice.

NONDISCRIMINATION STATEMENT

Wise County Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of programs, services, or activities. Reasonable accommodation will be provided upon request for individuals with disabilities.

GUIDANCE -- COUNSELING PROGRAM

Guidance and counseling programs are part of the instructional plan for all Wise County students. The guidance and counseling programs are designed to help each student master the skills necessary for academic, career, and personal/social growth. The following services are provided in all Wise County Schools:

- a) Academic Guidance - 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;
- b) Career Guidance - Guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
- c) Personal/Social Counseling - Counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals reflecting their interests, abilities, and aptitudes. Such counseling may be provided whether (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s). Parents may review the program objectives and materials used in guidance and counseling by contacting the school guidance counselor. Parents may choose to exclude their child from any part of personal/social counseling by signing the appropriate form in the school guidance office.

Questions concerning the guidance program may be directed to the school counselor or principal.

PROGRAM OF ACADEMIC CHALLENGE FOR EXCELLENCE (PACE)

Wise Primary School provides a program of gifted education to include identification and special educational opportunities to develop unique abilities and/or talents. **PARENTS, STUDENTS, TEACHERS, AND OTHERS CAN REFER STUDENTS FOR SCREENING AT ANYTIME. GRADES K, 1, AND 5 WILL BE SCREENED ANNUALLY IN AN EFFORT TO IDENTIFY STUDENTS WHO MAY NEED A PROGRAM OF GIFTED EDUCATION.**

LIBRARY

The library meets or exceeds state accreditation standards in the holding of books, periodicals, equipment, and audiovisual materials. Parents and students are encouraged to use the library facilities. Library hours are from 8:00 a.m. to 3:45 p.m.

THE FOLLOWING REGULATIONS SHOULD BE OBSERVED CONCERNING STUDENT CHECK-OUT OF BOOKS

Kindergarten, First, Second, Third and Fourth Grades may check out one (1) book per visit and may take this book home.

Upon transferring to another school students must turn in all library books.

Upon completion of each school year, the library is required to take a complete inventory. Therefore, all books must be returned two weeks before the last day of school.

FOOD SERVICES

Lunch and breakfast are available to students and staff.

Applications for free or reduced price meals are available in the school office.

Prices for Lunch and Breakfast are distributed at the beginning of each school year.

Patrons and visitors of Wise Primary School are welcome and are extended an “OPEN INVITATION” to participate in our school lunch program.

The School Board approved the following prices for the Food Services Program on 6/13/11:

| | Full Price | Reduced |
|---------------------------------|------------|---------|
| Student Breakfast | \$0.85 | \$0.30 |
| Adult Breakfast | \$1.10 | |
| Elementary/Middle Student Lunch | \$1.35 | \$0.40 |
| Adult Lunch | \$2.60 | |

SCHOOL INSURANCE

The Wise County School Board provides limited student accident coverage.

Secondary coverage insurance is for all students and covers accidents that may occur at school. Secondary coverage becomes effective after your personal hospitalization plan has paid all of its coverage benefits.

Claim forms must be submitted within 90 days from date of accident. Failure to follow correct procedure may jeopardize your right to payment of benefits.

REMEMBER, all accidents should be reported immediately to the office of the school your child attends.

If you have questions, please call the office of Wise Primary School.

DENTAL INSURANCE

Dental insurance is optional and may be purchased directly from the Virginia Dental Service Plan. Information regarding dental insurance will be sent home with students at the beginning of the school year.

LOST AND FOUND

A lost and found box is located in the office. Students may claim lost apparel there and are encouraged to turn in items they may find. **PLEASE PUT YOUR CHILD'S NAME IN ARTICLES OF CLOTHING AND LUNCH BOXES.**

USED CLOTHING

We collect clean useable wearing apparel appropriate for school age children in grades PK - 4. Please feel free to send clothing of this type at any time during the school year.

SCHOOL PICTURES AND YEARBOOKS

In the fall and spring of each year, school pictures are taken. A variety of picture packages are available, using the pre-pay format.

The school yearbook may be purchased in the spring. However, only a limited number of yearbooks are ordered each year.

FIRE DRILLS

Fire drills are held several times each school year. All students and any visitors in the building must participate in a quiet and orderly manner.

FUNDRAISING

Fundraising activities sponsored by Wise Primary School involving students in door-to-door solicitation are prohibited. Parents are encouraged to help in fund raising activities.

CRISIS INTERVENTION

Wise County Schools have developed a Crisis Intervention Plan. The objective is to provide a written plan to be followed in emergency situations including severe weather conditions and natural and man-made disasters, that will ensure the safety and care of all students and persons present within the bounds of the school.

PARENTS

Participation in certain school activities by noncustodial parent (HB 2147) provides that, unless a court order has been issued to the contrary, noncustodial parents of students enrolled in public schools or day-care centers shall not be denied the opportunity to participate in activities, such as lunch breaks and parent-teacher conferences, for which parental participation has been encouraged by school policy. The custodial parent is responsible for providing the court order, if one exists, to the public school or day-care.

BULLYING POLICIES AND PROCEDURES

We believe that all children should feel safe at school, both physically and emotionally. Research supports that children and youth who feel safe achieve more academically as well. Our school actively tries to provide a safe supportive learning environment that is free from all forms of intimidation and harassment. As a result, Wise Primary School has adopted a no bullying policy. Bullying may be defined as deliberate, hurtful behavior which is either physical (hitting, kicking, taking belongings), verbal (name calling, insulting or racist remarks) or indirect (spreading nasty stories, excluding from groups).

Our school will do a variety of things to stop bullying. Teachers and staff will be trained about bullying and encouraged to be very observant for bullying incidents. Our curriculum will include materials and activities to decrease bullying behavior and learn more appropriate ways to interact with peers. Students who are victims of bullies will receive help in learning strategies to avoid being a victim. Reporting or “telling” will be encouraged so that interventions may be implemented so that both the bully and the victim receive help.

A range of strategies for dealing with bullying incidents will be used. Students who display bullying behaviors will be disciplined as follows: conference with the teacher; office referral; parent conference; guidance referral; referral to violence prevention specialist; behavior intervention plan; and/or referral to court services. Students who are repeat offenders will receive the more serious consequences. All consequences and interventions have a goal of modifying bullying behavior.