

# **GOVERNING BOARD POLICY MANUAL**

## **Section 400 – Student Support Services**

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# GOVERNING BOARD POLICY MANUAL

## Section 400 – Student Support Services

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### STUDENT SUPPORT SERVICES - 401

#### Rights and Responsibilities

The Governing Board recognizes that students have rights which must be both respected and protected. These rights shall be recognized without regard to race, religion, sex, economic status, handicapping condition or intellectual ability. The Executive Director is responsible for developing and distributing information on the rights and responsibilities of students.

The Governing Board expects a high standard of student conduct in an effort to insure that education is provided in an atmosphere conducive to learning, free of disruption and threat to person or property, and supportive of individual rights. The Board recognizes its responsibility to insure that instructional mandates are carried out through learning experiences for students while providing mutual protections for student and staff rights. To achieve these goals, it is the policy of the Board that the Executive Director with the concurrence of the Board develop and maintain uniform written regulations stating the system's standards for student conduct with applicable disciplinary procedures. The standards are to be consistent with the current laws and reflective of the rights and responsibilities of students. The standards as set forth in *Regulation 401.1, Standards for Student Conduct*, are to be provided to each student, parent/guardian, teacher, and staff person who works directly with students.

Legal Ref.: Code of Virginia, §§ 22.1253. 13:7 and 22.1278.

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### STUDENT SUPPORT SERVICES - 402

#### Attendance

The Governing Board holds the position that school attendance is directly related to academic achievement and the development of good habits which are important in the world of work. Optimum student attendance is a cooperative effort and the Governing Board expects parents and students to take an active role in accepting the responsibility for good attendance.

Each parent/guardian having 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.

Each parent or legal guardian having charge of a child enrolled in Appomattox Regional Governor's School shall make every effort each day his or her child is absent all or part of any school day to contact and inform the school of the absence. Schools will make every reasonable effort to contact a parent or legal guardian of each absent student every day and a log will be kept of contact attempts.

Students who are absent must bring a valid note stating the reason for absence upon returning to school.

Students shall attend school for a full day unless otherwise excused. All other exceptions to a full day schedule must be approved on an individual basis by the Executive Director or designee.

The Executive Director shall not release a student during the school day to any person not authorized by the student's parent or legal guardian to assume responsibility for the student. Students shall be released only on request and authorization of parent or guardian. The Executive Director will provide procedures for release of students who are not residing with or under the supervision of a parent or legal 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 the school.

The Executive Director shall provide a copy of the attendance policy and regulations to the parent or legal guardian of each student within the first calendar month of each school year.

Regulations for Implementing the Attendance Policy, consistent with current laws, are set forth in Regulation 402.1.

Legal Ref.: Code of Virginia, §§ 22.1-254 and 22.1-258.

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## **STUDENT SUPPORT SERVICES - 403**

### **Residency**

Residency is determined and verified by the student's host school division.

Questions regarding residency of a student shall be resolved by the school system which holds the paid seat in question.

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## STUDENT SUPPORT SERVICES - 404

### School Enrollment

Student enrollment at ARGS will be determined through the “Allocation of Student Seats” Plan.

1. PURPOSE: This policy outlines the allocation of student seats to Appomattox Regional Governor's School by participating school divisions.
2. POLICY: The number of student seats allocated to a participating school division of the Appomattox Regional Governor's School will be determined by the Executive Director and the Regional Superintendents' Steering Committee in November during budget preparations for the following fiscal year.
3. PROCEDURE:
  - a. Each participating school division will be required to commit to a minimum number of student seats by November 1<sup>st</sup> for the following year.
  - b. During April adjustments to increase the minimum number of students seats allocated to a school division will be made in coordination with the Executive Director and the Regional Superintendents' Steering Committee. School divisions interested in acquiring seats are required to notify the Executive Director by April 1<sup>st</sup>. Allocation will be determined according to test score ranking based on programmatic needs within the enrollment cap.
  - c. On May 1<sup>st</sup> the number of students seats allocated to participating school divisions will be locked. The number will not be less than the minimum number designated on November 1<sup>st</sup>. School divisions well be required to pay the tuition for all seats, filled or unfilled.
  - d. Tuition invoices for the new fiscal year will be mailed to participating school divisions no later than May 15<sup>th</sup>.
  - e. Tuition payment for the allocated student seats are payable by July 15<sup>th</sup> of the new fiscal year.
  - f. Any Governing Board wishing to reduce the number of students participating or to withdraw from the Appomattox Regional Governor's School must notify the Regional Board on or before November 1<sup>st</sup> of the preceding year. Should a school board reduce the number of students participating or withdraw during the academic year, no tuition will be refundable.

- g. The total number of seats will be recommended by the Executive Director and approved by the Governing Board. Each Superintendent will be polled to determine exact number of new seats his/her division wants. After collecting requests from Superintendents, the Executive Director will fill the available seats by contacting the Superintendents one at a time. The process will begin by moving from the smallest district, as determined by actual paid seats, to the district with the greatest number of students currently enrolled at ARGs.
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## **STUDENT SUPPORT SERVICES - 405**

### **Pupils Past 20th Birthday**

ARGs students who have passed their twentieth birthday may be given special permission to attend Appomattox Regional Governor's School by the Executive Director. Unless granted an exemption by the Governing Board, the host school division will pay tuition expenses.

Legal Ref.: Code of Virginia, § 22.15.

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## **STUDENT SUPPORT SERVICES - 407**

### **Extracurricular Activities**

The Governing Board authorizes and encourages extra class activities as a fundamental and integral part of the educational program. Extracurricular activities shall be under the direct supervision of the Executive Director and shall supplement the regular classroom program. Such activities must contribute to the fulfillment of the purposes of the school. They must be evaluated periodically and be so organized and administered as to minimize interruptions of the classroom program. Students shall not be permitted to engage in these activities to the point that they interfere with regular class work.

ARGs shall be a member of the Virginia High School League and shall conduct all inter-scholastic activities under its rules and regulations and under such other rules and regulations as may be adopted by the Board.

Secret societies have no place in the list of extracurricular programs recognized and promoted at ARGs. Any and all activities connected with secret societies, i.e., fraternities and sororities are prohibited.

The Executive Director shall be responsible for submitting a list of all extracurricular activities to the Governing Board for approval at least once per year as required by the State Board of Education.

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## **STUDENT SUPPORT SERVICES - 408**

### **Fund Raising**

Fund raising shall be permitted by students provided such activities are approved in writing and carefully monitored and regulated by the Executive Director. The school may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in solicitation.

The Executive Director shall develop and maintain a list of all fundraising activities.

No fund-raising activity shall be initiated until the activity has been approved by the Executive Director (or designee).

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## **STUDENT SUPPORT SERVICES - 409**

### **Materials Sent Home with Students**

The Governing Board shall permit written materials to be sent home with students when such materials are prepared and/or sponsored by the school. Requests for exception to this policy shall be directed to the Executive Director or designee. Board employees shall not send home with students materials advocating commercial interests or political interests.

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## **STUDENT SUPPORT SERVICES - 410**

### **Education Records**

An accurate and complete individual permanent education record shall be maintained for each student. All data maintained on an individual student shall be considered the student's official education record. Such record shall hereinafter be called "education record."

The Executive Director or designee shall also be responsible for ensuring that disposition of such records complies with requirements of Code of Virginia Section 42.1-82, Manual For Public Records Management in the Commonwealth of Virginia, and Appomattox Regional Governor's School records manager.

Legal Ref.: Code of Virginia, § 22.1287, et seq.  
Code of Virginia, §§ 22.1-289, 22.103.2, and 42.1-82

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## **STUDENT SUPPORT SERVICES - 411**

### **Non-discrimination**

No student in the Appomattox Regional Governor's School shall, on the basis of race, age, sex, religion, national origin, marital status, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. It is the expressed intent of the Governing Board that every policy, practice, and procedure shall conform to all requirements of federal and state law.

In pledging its determination to eliminate all forms of discrimination detrimental to good human relations, the Governing Board directs every member of the school community to ensure:

- Equal rights and equitable treatment for all students;
- Equal opportunity for all students to participate in the total program of the schools, with certain exceptions;
- A curriculum which fosters good human relations by engendering respect for the abilities and accomplishments of females, person with disabilities, and minority groups within our culture; and
- In-service education and training for all staff members for the purposes of eliminating discriminatory behavior and prejudiced attitudes and increasing their ability to work effectively with both males and females, person with disabilities, and people from diverse social and cultural backgrounds.

Legal Ref.: Titles VI and IX of the 1972 Educational Amendments to Civil Rights Act.

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## **STUDENT SUPPORT SERVICES - 412**

### **Blood Borne Contagious or Infectious Diseases**

The attendance at school of students who suffer from blood borne diseases which are infectious or contagious, such as AIDS and Hepatitis B, and which may be transmitted by the exchange of body secretions, shall be determined by the Executive Director on a case-by-case basis. The Executive Director shall obtain the advice of the Public Health Executive Director to assist him/her in making his/her determination. The student may be excluded from school pending the Executive Director's decision if the student's health status interferes significantly with his/her performance or becomes determined by the general population of the school. The Executive Director shall adopt regulations setting forth the procedures to be followed to implement this policy.

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## **STUDENT SUPPORT SERVICES - 413**

### **Administration of Medication to Students**

#### **A. Transportation of Medications**

A student is not permitted to transport medication to and from school.

#### **B. Administration of Non-prescription Medications**

Designated school personnel, under the supervision of the Executive Director and in consultation with a school nurse or school nurse supervisor, will administer non-prescription medication to a student only with the written permission of the parent or guardian. Alternative medications such as vitamins, minerals, herbs, or dietary supplements will not be administered by school personnel unless prescribed by a physician, physician's assistant or nurse practitioner. Permission by a parent or guardian to administer a non-prescription medication shall specify the name of the medication, the required dosage, and the time the medication is to be given. The medication, in its original unopened container, shall be brought to the clinic by the parent or guardian along with the written permission. For school personnel to administer a non-prescription medication to a student for more than twice a day, more than three consecutive days, or more than three times monthly, will require the written authorization of the student's physician, physician's assistant, or nurse practitioner. Designated school personnel shall administer non-prescription medication in accordance with Regulation 413.1(of CCPS) Procedures for



Administration of Medicine. Should the clinic staff become concerned regarding a child's medical condition on a particular day, the school administration may refuse to administer the non-prescription medication until the child has been seen by a medical professional. The parent or guardian will be notified of the concern and the school's perceived need for medical review. The parent or guardian shall pick up unused medication, or school personnel will discard it.

### C. Administration of Prescription Medications

Designated school personnel, under the supervision of the Executive Director and in consultation with a school nurse or school nurse supervisor assigned by a local City/County Health Department, will administer prescription medication to a student only with a written order from the student's physician, physician's assistant, or nurse practitioner that specifies the name of the medication, the required dosage, and the time the medication is to be given. The prescription label on the container will be accepted as the physician, physician's assistant or nurse practitioner order for those medications to be taken. The medication, in its original unopened container, shall be brought to the clinic by the parent or guardian. Written permission from the parent or guardian to administer the medication to the student must be given at that time. Designated school personnel shall administer prescription medication in accordance with Regulation 413.1 Procedures for Administration of Medicine. The parent or guardian shall pick up unused medication, or school personnel will discard it.

### D. Self-Administration of Asthma Medication

A student with a diagnosis of asthma is permitted to possess and self-administer inhaled asthma medication in accordance with this policy during the school day, at school-sponsored activities, or while on the school bus or other school property. The following conditions must be met:

1. Written permission from the parent that the student may self-administer inhaled asthma medication must be on file with the school.
2. Written notice from the student's physician, physician's assistant or nurse practitioner must be on file with the school. The notice must indicate the student's name, state the diagnosis of asthma, approve the self-administration of inhaled asthma medications that have been prescribed for the student, specify the name and dosage of the medications, the frequency with which the medications are to be administered, and the circumstances that warrant use. The physician, physician's assistant, or nurse practitioner shall attest to the student's demonstrated ability to self-administer the medication safely and effectively.
3. An individualized health care plan must be prepared, including emergency procedures, for any life-threatening conditions. Parents must disclose any relevant information regarding the health condition of the student to school

personnel. Permission for a student to possess and self-administer asthma medications is effective for one school year and must be renewed annually.

4. A student's right to possess and self-administer inhaled asthma medication may be limited or revoked by the Executive Director only after consultation with the parent or guardian.

#### E. Administration of Insulin and Glucagon to Students with Diabetes

Only a trained employee shall administer insulin and glucagon to a student diagnosed as having diabetes, consistent with Code of Virginia, Section 22.1-274. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin or glucagon. When a registered nurse, nurse practitioner, physician or physician's assistant is present in the school, no other employee, regardless of training, shall administer or assist in the administration of insulin or glucagon.

Legal Reference: Code of Virginia Section 22.1-274

Regulation 401.1 Standards for Student Conduct

Virginia School Health Guidelines published by the Virginia Department of Health in collaboration with the Virginia Department of Education

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## **STUDENT SUPPORT SERVICES - 414**

### **Corporal Punishment**

Appomattox Regional Governor's School prohibits corporal punishment by a teacher, administrator or other person employed by the Governing Board in accordance with Code of Virginia §22.1-279.1 which follows:

**Code of Virginia §22.1-279.1. Corporal Punishment Prohibited.** - No teacher, principal or other person employed by a school board or employed in a school operated by the Commonwealth shall subject a student to corporal punishment. This prohibition of corporal punishment shall not be deemed to prevent (i) the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control; (ii) the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property; (iii) the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself; (iv) the use of reasonable and necessary force for self-defense or the defense of

others; or (v) the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.

In determining whether a person was acting within the exceptions provided in this section, due deference shall be given to reasonable judgments at the time of the event which were made by a teacher, Executive Director or other person employed by a school board or employed in a school operated by the Commonwealth.

For the purposes of this section, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. This definition shall not include physical pain or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity. (1989, c. 287).

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## **STUDENT SUPPORT SERVICES - 415**

### **Endorsement of Commercial Products by Students**

Students shall not indicate endorsement by their school in the commercial promotion of any product, process or service except with the written permission of the Executive Director.

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## **STUDENT SUPPORT SERVICES - 416**

### **Drug Free Schools**

The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of alcohol, anabolic steroids, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance as defined in the Drug Control Act of Chapter 15.1 of Title 54 of the Code of Virginia and as defined in schedules I through V of 21 U.S.C. 812, imitation controlled substances or drug paraphernalia while on school property or while engaged in or attending any school sponsored or school approved activity or event, shall result in suspension and/or expulsion from school. "Drug paraphernalia" shall mean those items described in Section 18.2265.1 of the Code of Virginia and "imitation controlled substance" shall mean a pill, capsule, tablet or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.

All students must comply with this standard of conduct. Any student who violates this standard shall be suspended and/or expelled and may be referred for prosecution in accordance with regulations in Standards for Student Conduct (*Regulation 401.1*).

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#### STUDENT SUPPORT SERVICES - 417

##### **Nondiscrimination on the Basis of Disability**

No otherwise qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives benefits from federal financial assistance. For purposes of this policy, a qualified disabled person shall be one who satisfies the definition set forth in the Rehabilitation Act of 1973 and its implementing regulations.

The 504 coordinator will be responsible for the implementation of this policy.

The Executive Director shall adopt regulations to effect this policy.

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#### STUDENT SUPPORT SERVICES - 418

Pursuant to the *Standards of Quality*, the Appomattox Regional Governor's School shall make reasonably accessible with available resources guidance and counseling services to all students. These services will reflect the *Regulations Regarding School Guidance and Counseling Programs in the Public Schools of Virginia*.

The Appomattox Regional Governor's School affirms that parents are a child's first teachers. They have the right to direct the care, education and development of their children. Therefore, provision shall be made for procedures by which parents can elect to have their child not participate (opt out) in classroom guidance. Further, provision shall be made for procedures requiring affirmative parental consent (opt in) after student's initial contacts for participation in small group or on-going, structured, individual social/personal counseling. Parental permission is not required for individual counseling when needed to maintain order, discipline and a productive learning environment. When parents fail to respond either affirmatively or negatively to reasonable requests for consent, the school officials may permit personal/social counseling for children whom they believe would benefit.