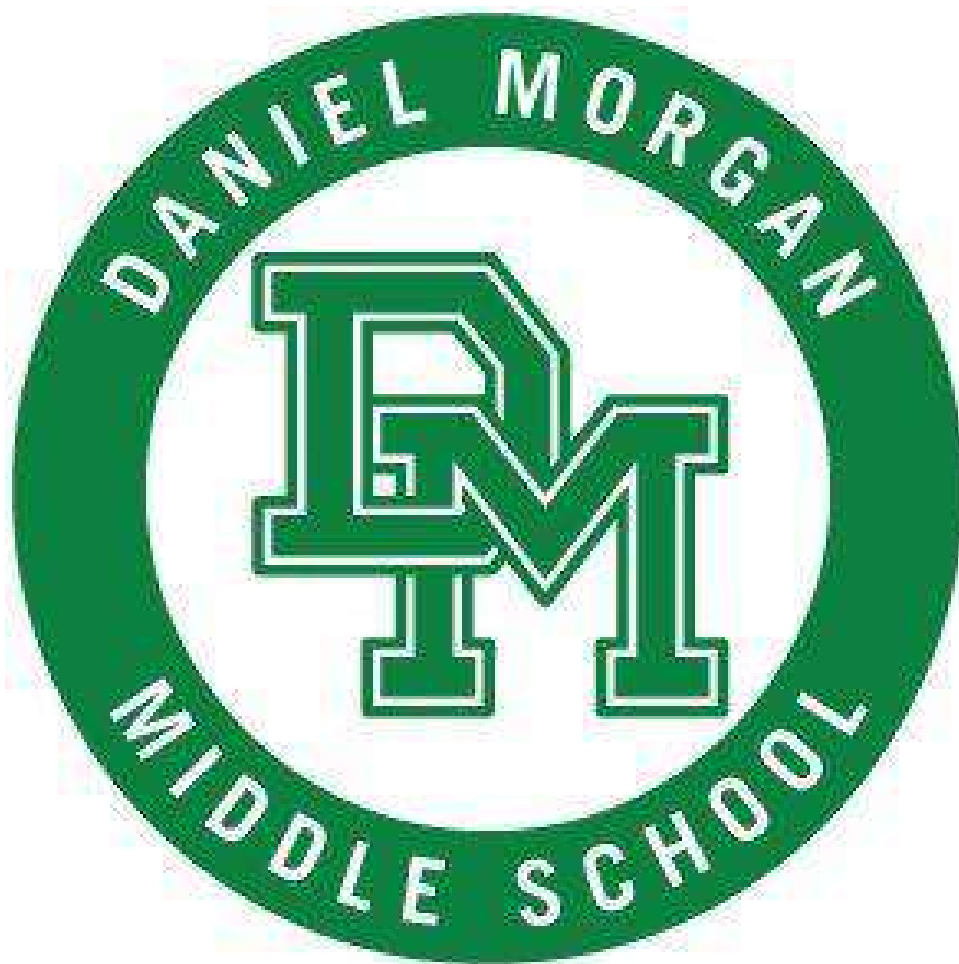


Student & Parent Handbook 2020-2021



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Table of Contents

Table of Contents	2
<u>Winchester Public Schools Policy Summaries</u>	<u>4</u>
<u>Acceptable Computer System Use</u>	<u>5</u>
<u>Attendance</u>	<u>15</u>
<u>Boundaries Policy - GM</u>	<u>19</u>
<u>Career and Technical Education - Annual Public Notice</u>	<u>24</u>
<u>Emergency Procedures – Standard Response Protocol</u>	<u>24</u>
<u>English Learners (EL)</u>	<u>26</u>
<u>Graduation Requirements</u>	<u>27</u>
<u>Gifted Program</u>	<u>29</u>
<u>Counseling Program</u>	<u>30</u>
<u>Interrogation of Students by Law Enforcement Officials</u>	<u>30</u>
<u>McKinney-Vento Act - Rights of Homeless Students</u>	<u>31</u>
<u>Every Student Succeeds Act of 2015 (ESSA)</u>	<u>31</u>
<u>Non-Discrimination Notice</u>	<u>32</u>
<u>Notice of Directory Information</u>	<u>32</u>
<u>Parental Responsibility and Involvement Requirements</u>	<u>33</u>
<u>Prohibition against Harassment and Retaliation</u>	<u>35</u>
<u>Promotion/Retention</u>	<u>36</u>
<u>Protection of Pupil Rights Amendment</u>	<u>38</u>
<u>Records: Access to Records</u>	<u>41</u>
<u>Records: Maintenance</u>	<u>41</u>
<u>Search and Seizure Policy</u>	<u>42</u>
<u>Sex Offender Registry Notification</u>	<u>42</u>
<u>Special Education</u>	<u>42</u>
<u>Standards of Student Conduct</u>	<u>43</u>
<u>Corrective Actions</u>	<u>47</u>
<u>Transportation</u>	<u>47</u>
<u>Visiting Our Schools</u>	<u>48</u>
<u>WPS Resumen de Pólizas</u>	<u>49</u>
<u>Aviso de No Discriminación</u>	<u>50</u>
<u>Ley de 2015 Cada Estudiante Triunfa (ESSA)</u>	<u>50</u>
<u>Visitando Nuestras Escuelas</u>	<u>52</u>
<u>Asistencia Escolar</u>	<u>52</u>
<u>Absentismo</u>	<u>56</u>
<u>Póliza de límites - GM</u>	<u>57</u>
<u>Acceso a Registros</u>	<u>64</u>
<u>Póliza de Mantenimiento de Registros Escolares</u>	<u>64</u>
<u>Transporte</u>	<u>65</u>
<u>Educación Especial</u>	<u>65</u>
<u>Estudiantes de Inglés (EL)</u>	<u>67</u>
<u>Programas para Niños talentosos</u>	<u>67</u>
<u>Requisitos de Graduación</u>	<u>68</u>
<u>Promoción/Retención</u>	<u>69</u>

<u>Estándares de Conducta de los Estudiantes</u>	<u>71</u>
<u>DMMS Information, Policy and Procedures</u>	<u>77</u>
<u>Academic Day</u>	<u>77</u>
<u>Academic Day - School Hours</u>	<u>77</u>
<u>Academic Day - Bell Schedule</u>	<u>77</u>
<u>Academics</u>	<u>78</u>
<u>Academics: Curriculum</u>	<u>78</u>
<u>Academics: Enrichment Activities</u>	<u>78</u>
<u>Academics: Field Trips</u>	<u>78</u>
<u>Academics: Grading Scale - 10 point</u>	<u>78</u>
<u>Academics: Grading Schedule</u>	<u>79</u>
<u>Academics: Homework</u>	<u>80</u>
<u>Academics: Parent-Teacher Conferences</u>	<u>80</u>
<u>Academics: Progress Reports/Report Cards</u>	<u>80</u>
<u>Athletics: Interscholastic Sports</u>	<u>80</u>
<u>Cafeteria</u>	<u>80</u>
<u>Dress Code</u>	<u>81</u>
<u>A. General</u>	<u>81</u>
<u>B. Standards Of Dress</u>	<u>81</u>
<u>Drinks and Snacks</u>	<u>82</u>
<u>Forms</u>	<u>82</u>
<u>Guidance And Counseling Services</u>	<u>82</u>
<u>Intramurals</u>	<u>83</u>
<u>Library Media Center</u>	<u>83</u>
<u>Lockers</u>	<u>83</u>
<u>Medical Concerns</u>	<u>83</u>
<u>Parent—Teacher Organization (PTO)</u>	<u>84</u>
<u>Physical Education Dress</u>	<u>84</u>
<u>Registration</u>	<u>84</u>
<u>School Resource Officer Program</u>	<u>84</u>
<u>Social Events</u>	<u>85</u>
<u>Student Council Association</u>	<u>85</u>
<u>Transportation</u>	<u>85</u>
<u>Transportation: Bus Riders</u>	<u>85</u>
<u>Transportation: Car Riders</u>	<u>86</u>
<u>Transportation: Bike Riders</u>	<u>86</u>
<u>Transportation: Other</u>	<u>86</u>
<u>Weather</u>	<u>86</u>
<u>DMMS Standards of Student Conduct</u>	<u>87</u>
<u>Section 1 - Rights and Responsibilities</u>	<u>87</u>
<u>1.1 Student Responsibilities:</u>	<u>87</u>
<u>1.2 Parent Responsibilities:</u>	<u>87</u>
<u>1.3 Teacher Responsibilities:</u>	<u>88</u>
<u>1.4 Administrator Responsibility:</u>	<u>88</u>
<u>1.5 Extent of School Authority:</u>	<u>88</u>

<u>1.6 Prosecution of Juveniles as Adults</u>	89
<u>Section 2 – PBIS: Positive Behavioral Interventions & Supports</u>	89
<u>Positive Behavioral Interventions & Supports: Brief Introduction</u>	89
<u>DMMS Teaching Matrix</u>	90
<u>Section 3 – Specific Offenses</u>	91
<u>3.1 Alcohol and Drug Policy and Procedures</u>	91
<u>3.2 Altercation</u>	91
<u>3.3 Arson</u>	91
<u>3.4 Bullying</u>	92
<u>3.5 Bus Regulations</u>	92
<u>3.6 Cheating or Giving False Information</u>	92
<u>3.7 Communication Devices and Prohibited Items, Possession of</u>	93
<u>3.8 Defiance</u>	93
<u>3.9 Disruption of Class or Student Assembly</u>	93
<u>3.10 Extortion</u>	93
<u>3.11 False Fire Alarms and Bomb Threats</u>	93
<u>3.12 Public Display of Affection</u>	94
<u>3.13 Sexual Harassment</u>	94
<u>3.14 Stealing</u>	94
<u>3.15 Tardiness</u>	94
<u>3.16 Threats and Use of Force against School Personnel</u>	94
<u>3.17 Threats, Verbal and Written between Students</u>	95
<u>3.18 Tobacco, Use and Possession of</u>	95
<u>3.19 Truancy/Skipping Class</u>	95
<u>3.20 Unauthorized Areas</u>	95
<u>3.21 Unauthorized Visitors</u>	95
<u>3.22 Vandalism</u>	95
<u>3.23 Vulgarity or Profanity</u>	95
<u>3.24 Weapons, Explosives, Possession of; Potentially Dangerous Materials, Use of</u>	96
<u>Section 4 – Chronic Offenders</u>	96
<u>Section 5 – Conduct Going To and Returning From School</u>	96
<u>Section 6 – General Provisions Regarding Assigned Detention and After School Restriction (ASR)</u>	96
<u>6.1 Opportunity Room</u>	96
<u>6.2 After School Restriction</u>	97
<u>6.3 Social Events</u>	97
<u>Section 7- Trespass</u>	97
<u>Distance Learning</u>	98

Winchester Public Schools

Policy Summaries

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

We believe that . . .

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

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

Every student will be...

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

Acceptable Computer System Use

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

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

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

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

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

II. In General

A. The Computer System shall be used as follows:

1. The Computer System must be used for either an educational purpose or for legitimate school business. The term "educational purpose" includes, without

limitation, use of the Computer System for class assignments; instruction, including the development and preparation of lessons and assignments; professional or career development; and otherwise in furtherance of the School Board's vision, mission, approved curriculum and other educational objectives.

2. The Computer System may not be used for commercial purposes. The term "commercial purposes" includes, without limitation, use of the Computer System for the purpose of promoting or soliciting the sale of an item or the promotion or solicitation of a service that does not have an educational purpose or is not for legitimate school business; purchasing personal, family, or household items; to obtain a monetary or personal gain; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-profit. No staff member shall knowingly provide names, e-mail addresses, or other personal information to outside parties whose intent is to communicate with staff, students and/or their families for non-school purposes.
3. The Computer System may not be used for political lobbying or campaigning. This activity includes, without limitation, sending emails or making web postings or advertisements that advocate support for a particular political position or candidate; however, nothing in this Policy shall be construed to limit staff and students from using the Computer System to communicate with their elected representatives and to express their opinion on political issues for educational purposes.

B. **The following definitions apply to this Policy:**

1. The term "staff" or "staff member" is defined to include all School Board employees, including without limitation all administrators, counselors, teachers, coaches, employees of virtual school programs (to include but not be limited to distance learning, online programs) and vendors providing instructional services to students, as well as all student teachers, interns and practicum students, volunteers and community members.
2. The term "immediately" is defined as reporting a situation that may constitute a violation of this Policy within twenty-four hours of the first suspicion of the violation.

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

- A. Central office managers (i.e., department supervisors and directors) and building principals and other school-based administrators shall be responsible for ensuring that this Policy is followed.
- B. The Director of Technology will serve as the coordinator to oversee the Computer System and will work with other local, regional, or state organizations as necessary.

All purchases of hardware, software, on-line resources, and other services must be evaluated and approved beforehand by the Director of Technology or designee.

- C. The building principal or designee will serve as the building-level coordinator for the Computer System and will support the building-level activities and Computer System, ensure that staff receives training pursuant to this Policy, maintain student permission data, ensure that students receive training pursuant to this Policy, and be responsible for implementing and interpreting this Policy at the building level.
- D. Teachers shall be responsible for guiding and monitoring student use of the Computer System.
- E. Students shall be responsible for adhering to this Policy and using the Computer System for assignments directly related to the curriculum.
- F. Parents and guardians shall be responsible for ensuring that their child(ren) adhere to this Policy and use the Computer System for curriculum related assignments.

IV. Internet Safety

- A. **Content Filtering**. Pursuant to the federal Children's Internet Protection Act, 47 U.S.C. § 254, and Va. Code § 22.1-70.2, the Division shall select and implement a technology protection measure to filter or block Internet access, for both adult and minor users, through the Computer System, to material unrelated to the Division's educational vision, mission, and approved curriculum, and to:
 - 1. Pornography, including child pornography, as defined by 18 U.S.C. § 2256 and Va. Code § 18.2-374.1:1;
 - 2. Profane and obscene material, as defined by 18 U.S.C. § 1460 and Va. Code § 18.2-372; and
 - 3. Material that the Division deems to be harmful to juveniles, as defined in Va. Code § 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors.

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

- B. **Student Training** - Pursuant to Va. Code § 22.1-70.2, WPS will provide Internet safety training to all students. Internet safety instruction is integrated into the K-12 curriculum. Principals will review this Policy and other applicable School Board policies, regulations, and directives with staff and students annually.

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

V. Access to the Computer System

- A. Staff and students will have access to the Internet through selected computers and other electronic devices. Student use may be limited upon parental or guardian notification. Parents and guardians may request alternative activities for their child(ren) that do not require Internet access by notifying the building principal in writing or completing the Parent Permission Form for Student Involvement issued with the Student Handbook. Parents and guardians may also request to view the content of their child's user file.
- B. Staff and students are permitted to use personal electronic devices, such as smartphones tablets, and laptops, provided that such use is consistent with this Policy and as set forth in Policy JFI- Student Use of Personally Owned Electronic Devices.

VI. Limitation of Liability

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

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

VII. Unacceptable Uses of the Computer System

- A. WPS shall cooperate fully with local, state, and/or federal officials in any investigation concerning or relating to any alleged illegal activities conducted through the Computer System.
- B. Students who violate the provisions of this Policy, applicable state and federal law, applicable School Board policies, regulations, and directives, and/or applicable building-level rules shall be subject to disciplinary action in accordance with Policy JFC Student Conduct.
- C. School Board employees who violate the provisions of this Policy, applicable state and federal law, applicable School Board policies, regulations, and directives, and/or applicable building-level rules shall be subject to disciplinary action in accordance with the School Board personnel policies.
- D. Non-employees violating this Policy shall have their access privileges immediately suspended.

VIII. Computer System Monitoring and Related Searches

- A. Users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored on the Computer System. The Division reserves the right to

monitor and review all usage of the Computer System at any time, for any reason, with or without prior notice or permission.

- B. Routine maintenance and monitoring of the Computer System may lead to the discovery that the user has or is violating this Policy or other School Board policies, regulations, and directives.
- C. A search of a user's account shall be conducted if there is individual reasonable suspicion that a user has violated the law or School Board policies, regulations, or directives. The nature of the search/investigation will be reasonable and appropriate to the nature of the alleged misconduct.
- D. User files may be subject to protection and disclosure requirements set forth in the Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), the Freedom of Information Act (FOIA), and other federal and state laws.
- E. Users must provide their password upon request to technology staff for use in diagnosing and repairing Computer System problems and in providing routine maintenance and monitoring of the Computer System. In the event an account or password is known or suspected to have been lost, stolen, or disclosed, the user shall immediately report the incident to technology staff and new passwords will be created.

IX. Software and Hardware

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

X. Selection of Material

When using the Internet for class activities, staff shall select material that is appropriate in light of the age of the students, relevant to the course objectives, and consistent with the Division's approved curriculum and educational mission, vision and objectives. Staff shall preview the materials and sites they require or recommend students to access in order to determine the appropriateness of the material contained on or accessed through the site. Staff shall provide guidelines and lists of resources to assist students in channeling their research activities effectively and properly. Staff shall assist their students in developing the skills to evaluate the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

XI. Acceptable and Unacceptable Use

- A. **Acceptable Use** - Use of the Computer System shall be consistent with the educational vision and mission, approved curriculum, and work of the Division, as well as the varied instructional needs, learning styles, abilities, and developmental levels of

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

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

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

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

2. Jeopardizing System Security

- a. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from accessing their accounts. Under no conditions should a user provide password information to another person except as provided in this Policy.
- b. Users shall not alter system or network settings, circumvent the menu, password, or Internet filtering software installed on the Computer System, or change configurations (hardware and software), except under the direct supervision of technology staff.
- c. Users shall immediately notify the Director of Technology if they have identified a possible security problem.

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

B. Using Inappropriate Language

- a. Restrictions against inappropriate language apply to messages and posts made on or through the Computer System, including without limitation public messages, private messages, email, and material posted on Division, school, and extracurricular organization webpages or related social media accounts.
- b. Users shall not use the Computer System to convey or otherwise disseminate obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users shall not use the Computer System to post or email information that, if acted upon, could cause damage or a danger of disruption.
- d. Users shall not use the Computer System to knowingly or recklessly post false or defamatory information about a person or organization.

4. Failure to Respect Privacy

- a. Users shall not use the Computer System to publicize a message that was sent to them privately without permission of the person who sent the message.
- b. Users shall not use the Computer System to post or email private information about themselves.
- c. Users shall not use the Computer System to disclose, use, or disseminate photographs and/or personal information regarding other people. Personal information is defined to include information such as a person's home address, telephone number, social security number, bank or credit card account number, log-in information or password.

5. Failure to Respect Resource Limits

- a. Staff shall not download large files on the Computer System unless absolutely necessary. If necessary, large files shall be downloaded only at a time when the Computer System is not being heavily used. All files downloaded shall be for educational purposes or legitimate school business. Students shall not download any files.
- b. Users shall not use the Computer System to post or email chain letters or to engage in "spamming." For purposes of this Policy, spamming is defined to include sending an unnecessary message, unrelated to educational purposes or legitimate school business, to a large number of people.
- c. Users may not use the Computer System to subscribe to discussion groups or e-mail lists, unless such groups or lists are relevant to an educational purpose or legitimate school business, including a specific assignment or for instructional purposes.
- d. Users shall not abuse or monopolize the Computer System for non-educational use.

6. Plagiarism and Copyright Infringement

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

7. Student Acceptable Use of Email and Other Electronic Communication -

Student access to direct electronic communications, including e-mail, shall be made via a special account assigned to each student and used under staff supervision, provided that the following restrictions are met:

- e. Students shall not use the Computer System to post or email personal or sensitive information about themselves or other people. This includes information such as the student's or another person's home address, telephone number, student ID number, bank or credit card account numbers, social security numbers, login information and passwords.
- f. Students shall not use the Computer System to meet with someone they have met online without their parent's or guardian's prior approval and participation.
- g. Students shall promptly disclose to their teacher or other school staff any message they receive that is inappropriate or makes them feel uncomfortable.

8. Staff Acceptable Use of Email and Other Electronic Communication

- a. In General - The Computer System provides opportunities for increased communication and collaboration for both students and staff. As students and staff are connected to the global community, their use of new tools and systems brings new responsibilities. Any electronic or online communications by staff with other staff, students and parents must be transparent, accessible to supervisors and parents, and professional in content and tone. Electronic communications should not replace in person and telephone communication, which are better modes of communication for conveying meaning and context and should be used whenever possible. Staff using electronic and online communication shall adhere to the following guidelines:
 - i. Any staff member who has a reason to suspect that inappropriate communication is occurring between a staff member and student or among staff members shall report the matter immediately to their principal.
 - ii. Staff members who correspond with students or parents via email must use only the Division's email system to receive or send email. Staff correspondence with students is strictly limited to school related content.

- iii. Staff members who correspond with other staff members about school related business must use only the Division's email system to receive or send email.
 - iv. Staff should not include detailed student information in any email or document attached to an email. Staff shall not use or attach a document that reveals a social security number, biometric record, or student identification number that could be used directly or indirectly to gain access to education records. When referencing students, the email shall be limited to basic factual information and exchanged only between parties who have a legitimate educational interest in the information and in the student that is the subject of the correspondence.
 - v. Electronic resources must never be used to discuss contentious, sensitive, emotional or highly confidential issues. These issues should be discussed in person or by phone. Emails should be short and directional in nature and only include objective factual information. Examples of such factual information are set forth in Section 8 (B) below.
 - vi. Staff members are responsible for all email sent from their account, and should take care to protect access to their account by keeping their password secret and by logging off when not using their account.
 - vii. Electronic communication should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- b. Acceptable uses of staff to parent email or other electronic communication.**
Examples of this acceptable use includes providing general information about class activities such as curriculum, homework, tests, special events and school announcements; making arrangements for meeting/telephone call regarding a student issue, including a general description of the issue; and following-up on an issue that has previously been discussed. Any discussion related to other students or staff members is not appropriate.
- c. Acceptable uses of staff to student email or other electronic communication.**
Examples of this acceptable use includes discussions specifically related to class activities, such as curriculum, homework, tests, special events, and school announcements. There should be no discussion related to other students, discussion about the personal life of staff members or students, or sensitive information regarding the student's performance.
- d. Establishment of social media accounts or accounts on educational sites for instructional purposes.** Staff may establish one or more social media accounts or accounts on educational websites solely for educational purposes. Staff must notify the building principal of their intent to establish such accounts and the building principal must approve and monitor each account. These accounts shall not be used for personal communications and are to be separate from staff members' personal social media accounts. Any such site shall have a clear statement of purpose and outcomes for the use of the account, and a code of conduct for all participants. The staff member establishing the account shall apply appropriate security and privacy settings, be responsible for the account's content, diligently monitor the account for inappropriate content, and

post only information related to the account's purpose that is appropriate for viewing by students, parents and the community at large. Students should not be required to create a login in order to access or view the information. When appropriate, links to these accounts shall be posted on the school's webpage, as outlined in Policy CJA-Website Development and Management. Staff members are expected to read and understand all terms of service and privacy policies associated with the social media and educational site accounts they intend to use for instructional purposes.

- e. **Personal social media accounts.** Staff members are expected to be role models. Material posted on staff members' personal websites, accounts, and social media websites must model the behavior that staff members are expected to exhibit, as a role model, both on and off campus and school related activities. Inappropriate content, including without limitation, material that compromises a staff/student professional relationship or boundaries, messages and pictures that diminish a staff member's professionalism, discredits his/her capacity to maintain the respect of the students and parents, or that impairs the ability of that staff member to serve as a role model for students, is prohibited. WPS expects the following in regards to personal electronic communications, use of social media, and other online communications.
 - h. WPS prohibits any students and staff members from establishing an online social media relationship through their personal social media websites. Interaction between staff and students on a social media website must be for educational purposes only, as set forth in this section XI(B)(8)(d) above.
 - i. Staff and students shall not use Internet resources that require the establishment of a student account or login that is not administered or monitored by WPS.
 - j. Students appearing in individual or group photographs shall not be individually identified.
 - k. Staff shall not post comments about students.

XII. Non-Computer System Use

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

XIII. Remote Access to the Computer System

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

XIV. Review

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

Attendance

Good attendance requires a team effort from the school, parent/guardian and student. The importance of regular school attendance cannot be over emphasized. Students regularly attending school achieve at much higher levels, enjoy school more and develop habits of punctuality, self-discipline, and responsibility. All of these will serve an individual well as he/she continues through school and into the world of work.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. Therefore, the parent/guardian or person having control or charge of a child shall make a reasonable attempt to contact the school on the day of absence.

We request that any time your child must be absent from school, please call the school on the day of the absence and advise the school that your child will not be in attendance that day. Below is a table outlining the responsibility of the school, the parent/guardian and our students in maintaining strong attendance.

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.

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

Student Attendance Policy

Number of Day(s) Absent	Responsibility of School	Responsibility of Student	Responsibility of Parent/Guardian
1+	The school staff shall record the student's absence for each day as "excused" or "unexcused." It will be excused when the reason provided by the parent/guardian is acceptable to the school administration. Examples of an excused absence may include, but are not limited to, the following reasons: funeral, illness (including mental health and substance abuse	Turn in any doctor's notes to teacher or school office.	Contact school on morning of absence. If unable to call, a note should be sent in with the student.

	illnesses), injury, legal obligations, medical procedures, suspensions, religious observances and military obligation. The absence will be reported as unexcused when the student misses his/her scheduled instructional school day in its entirety and (i) no indication has been received by school personnel within three five days of the absence that the student's parent is aware and supports the absence, or (ii) the parent provides a reason for the absence that is unacceptable to the school administration.		
5 th Day of Unexcused Absence	When a student has received five unexcused absences, the school principal or attendance designee shall make a reasonable effort to ensure that direct contact is made with the parent/guardian. The parent/guardian shall be contacted in a face-to-face conference, by telephone, or through the use of other communication devices. During the meeting with the parent/guardian and the student (if appropriate), reasons for nonattendance shall be documented and the consequences of nonattendance explained. An attendance plan shall be made with the student and parent/guardian to resolve the nonattendance issues. The student and parent/guardian may be referred to a school-based multi-disciplinary team for assistance implementing the attendance plan and case management. If the principal or principal's designee, after reasonable efforts have been made, are unable to contact the student's	Participate in attendance meeting and comply with plan of action.	Participate in attendance meeting and comply with plan of action.

	parent/guardian, the conference shall be held regardless of whether the student's parent/guardian approves of the conference.		
Throughout School Year	A school-based team shall monitor the student's attendance and, as necessary, meet again to address concerns and plan additional interventions if the student's attendance does not improve. If additional meetings are necessary the principal or principal's attendance designee should make reasonable efforts to contact the student's parent/guardian and schedule a face-to-face meeting, or an interaction that is conducted through the use of communication technology. If the principal or principal's attendance designee, after reasonable efforts have been made, are unable to contact the student's parent/guardian, the conference shall be held regardless of whether the student's parent/guardian approves of the conference. The principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.	Respond for requests from school staff to discuss attendance.	Respond for requests from school staff to discuss student's attendance.
If Absences Continue	In circumstances in which the parent/guardian is intentionally noncompliant with compulsory attendance requirements or the student is resisting parental efforts to comply with compulsory attendance requirements, the school principal or attendance designee shall make a referral to the attendance officer (school social worker) or division superintendent of the student's lack of progress towards resolving nonattendance issues, given sufficient intervention	Respond for requests from school staff to discuss student's attendance.	Respond for requests from school staff to discuss attendance.

	to address the student's nonattendance. The attendance officer shall schedule a conference with the student and the student's parent or parents within 10 days of receiving the referral. The attendance officer may contact the Juvenile and Domestic Relations Court intake to (i) file a complaint alleging the student is a child in need of supervision as defined in § 16.1-228 or (ii) to institute proceedings against the parent pursuant to § 18.2-371 or 22.1-262. In addition to documentation of compliance with the notice provisions of § 22.1-258 of the Code of Virginia, all records of intervention regarding the student's unexcused absences, such as copies of the conference meeting notes, attendance plan, and supports shall be presented to the intake worker.		
10 th Day of Absence (Excused or Unexcused)	School will mail "Make Every Day Count" letter to raise awareness of the impact of regular attendance on school success.	Discuss receipt of letter with parent/guardian .	Contact Student Support Specialist with any concerns or needed support.
20 th Day of 20% of the school year of Absence (Excused or Unexcused)	The principal or attendance designee will schedule a face to face meeting with the parent/guardian, student and other school staff. The purpose of this meeting is to explore barriers to regular attendance and provision of services to ensure school success. If deemed necessary, a decision can be made to initiate court proceedings for excessive excused absences. Medical excuses may be required for additional absences.	Participate in attendance meeting with school staff.	Participate in attendance meeting with school staff.

Attendance Reporting

Excused and unexcused absences shall be counted for each individual student and shall be reported to the Virginia Department of Education.

Dismissal Precautions

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

Tardy

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

The tardy bell rings at 8:18 a.m. If a student arrives to school late, then a parent/guardian must accompany him/her to the office to be signed in.

1 st Tardy	Free
2 nd -4 th Tardies	Warning-reminders by front office staff to attend school on time
5 th Tardy	A letter will be sent home informing the parent/guardian that the student has accumulated 5 tardies.
10 th Tardy	A meeting will be required with the Student Support Specialist and the parent/guardian to develop a plan to improve the student's tardiness to school.
15 + Tardies	Meetings with the Student Support Specialist, Principal, School Counselor and/or other designated school personnel may be required to continue to assist in improving the student's tardiness to school.

If excessive tardies continue then the following could occur:

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

Boundaries Policy - GM

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES -

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

Although the Division has dedicated, professional staff members, it is important to be certain that proper boundaries between staff members and students are maintained at all times in order to ensure respect for the ethical and legal duties in the staff/student relationship and the essential duty of a staff member to serve as a role model to the student. In doing so, staff

members will demonstrate a focus on job duties, a commitment to promote educational purposes, and an unconditional dedication to professionalism in conduct and interactions with students.

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

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

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

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

Unacceptable Conduct

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

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under Policies GBA/JFHA Prohibition Against Harassment and Retaliation.
- Showing inappropriate images to a student, including pornography;
- Dating a student, or discussing or planning a future romantic or sexual relationship with a student;

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

Appearances of Impropriety

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

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

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

Electronic Communication

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

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

- The subject, content, purpose, authorization, timing and frequency of the communication;
- Whether there was an attempt to conceal, shield or misportray the communication from supervisors and/or parents/guardians;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship; and

- Whether the communication contained sexual innuendo, such as for purposes of grooming the student.

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

Reporting Violations

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

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

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

Investigation

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

Disciplinary Action

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

Retaliation

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

Inappropriate Behavior Initiated by a Student

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

Training

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

Dissemination of Policy and Reporting Protocols

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

Career and Technical Education - Annual Public Notice

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

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

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

Emergency Procedures – Standard Response Protocol

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

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

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

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

LOCKOUT - SECURE THE PERIMETER

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

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

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

LOCKDOWN - LOCKS, LIGHTS, OUT OF SIGHT

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

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

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

EVACUATE - TO A LOCATION

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

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

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

SHELTER - FOR A HAZARD USING SAFETY STRATEGY

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

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

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

English Learners (EL)

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

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

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

proficient children, and the expected rate of graduation from secondary school for such program;

- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available, and assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.

Graduation Requirements

NOTE: Full descriptions of graduation requirements and courses can be found in the High School Program of Studies found at <https://www.wps.k12.va.us/domain/1670>

STANDARD DIPLOMA (for students entering Grade 9 and beyond in the fall of 2018)

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English (reading and writing)	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Science	3	1
Health and Physical Education	2	
World Language, Fine Arts or CTE	2	
Economics and Personal Finance	1	
Electives	4	
Total	22	5

ADVANCED STUDIES DIPLOMA (for students entering Grade 9 for the first time in the fall of 2018)

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English (reading and writing)	4	2
Mathematics	4	1
Laboratory Science	4	1
History and Social Science	4	1
World Language	3	
Health and Physical Education	2	
Fine Arts or CTE	1	
Economics and Personal Finance	1	
Electives	3	
Total	26	5

Note: Athletes should work closely with their school counselor to ensure courses meet NCAA/

NAIA requirements. All potential college student-athletes must register with the NCAA Initial-Eligibility Clearinghouse and meet NCAA academic requirements. Information is in the High School Program of Studies found at <https://www.wps.k12.va.us/domain/1670>.

APPLIED STUDIES DIPLOMA

Students identified with disabilities who complete the requirements of their individualized education programs shall be awarded special diplomas by local school boards if they do not fulfill any other diploma requirements.

VERIFIED CREDIT

A verified credit means the student has passed the state required Standards of Learning (SOL) test in addition to the course. Verified credits may be earned in the following courses at the high school level:

English	Math	Science	Social Studies
Reading	Algebra I	Biology	World History I
Writing	Algebra II	Chemistry	World History II
	Geometry	Earth Science	VA & US History
			World Geography

LOCALLY AWARDED VERIFIED CREDIT OPTION

A verified credit is received when a student passes a high school credit course and the associated Standards of Learning (SOL) end-of-course state test. A locally awarded verified credit is an option available for some students who pass a class but do not pass the associated SOL end-of-course test and do not have enough verified credits to graduate. For students who entered 9th grade for the first time in 2018-19 or after, one locally awarded verified credit in any subject can be awarded and can count toward any diploma.

To be eligible to earn a local verified credit, a student must:

- pass the high school course but not pass the associated state SOL end-of-course test,
- score at least 375 on any administration of the SOL test having taken the test at least twice, and
- demonstrate achievement in the academic content through a local appeal process.

Gifted Program

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

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

Identification at all levels is based on multiple criteria which focus on a variety of information sources concerning potential candidates for services. Careful review of the many perspectives of each child ensures identification that draws from all segments of the population and provides a diverse gifted community in which interaction and exchange have heightened and enriched meaning. Referrals and screening of students for gifted

services occur in September (students new to WPS) and Feb/March. Any of the following discrete sources may place students in the referral process for EXCEL services: referral by parent, professional school staff, community member or student. The division gifted instructional specialists may be contacted for procedures and forms.

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

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

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

Counseling Program

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

1. Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.
2. Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
3. Personal/Social Counseling which assists a student develop an understanding of themselves, the rights and needs of others, how to resolve conflict, and to define individual goals which reflect their interest, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without the prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

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

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

Employment Counseling and Placement Services

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

Interrogation of Students by Law Enforcement Officials

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

McKinney-Vento Act - Rights of Homeless Students

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

- In emergency or transitional shelters
- In motels, hotels, or campgrounds
- In cars, parks, public places, bus or train stations, or abandoned buildings
- Doubled up with relatives or friends
- In these conditions and is a migratory child or youth
- Unaccompanied Youth

All Homeless Students Have the Right to:

- Enroll or remain in school without a permanent address.
- Attend and enroll immediately in school even if unable to provide records required for enrollment.

- Remain in the same school (school of origin) even if you move.
- Go to school where last attended or school where temporarily living.
- Transportation (to the extent feasible).
- Automatically qualify for free lunch programs.
- Participate in extracurricular activities and/or special education services if eligible
- Written explanation and appeal is given if educational placement is denied. Information regarding the dispute resolution process can be obtained upon request.

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

Every Student Succeeds Act of 2015 (ESSA)

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

Teacher Qualifications

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

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

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

Non-Discrimination Notice

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

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

TITLE IX COORDINATOR	SECTION 504 COORDINATOR
Judy McKiernan	Brian Wray
Director of Student Services	Director of Secondary Instruction
12 N. Washington St., Winchester, VA 22601	12 N. Washington St., Winchester, VA 22601
(540) 667-4253	(540) 667-4253

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

Notice of Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that the Winchester Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records.

However, Winchester Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised us to the contrary. The primary purpose of directory information is to allow the Winchester Public Schools to include this type of information from your child's education records in certain school publications.

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

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

Winchester Public Schools has designated the following information as directory:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listings
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance

- Grade level
- The most recent educational agency or institution attended

Parental Responsibility and Involvement Requirements

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

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

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

- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational process.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

- F. No suspended student shall be admitted to the regular school program until such student his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
- i. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 - ii. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling, or mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

Prohibition against Harassment and Retaliation

The Winchester Public School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, political affiliation, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Winchester Public School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national or ethnic origin, disability,

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

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

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

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

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

Compliance Officer

Judy McKiernan
Director of Student Services
Winchester Public Schools
12 N. Washington Street
Winchester, VA 22601
(540) 667-4253

Alternate Compliance Officer

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

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

Promotion/Retention

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

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

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

Principles

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

Elementary and Middle School Students (Grades K-7)

Elementary and middle school students will be promoted when, in the professional judgment of the school-based instructional personnel, competency in the appropriate grade level has been demonstrated. Promotion is the assignment to the next grade level. Students will be retained only when, in the professional judgment of the school-based instructional personnel, the student has not demonstrated appropriate grade level competencies, or the action of retention would be in the best interest of the student. Retention is the reassignment

to the current grade level. In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the promotion/retention decision making process, but the ultimate decision will be made by the professional staff.

Eighth Grade Students (Grade 8)

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

Secondary School Students (Grades 9-12)

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

Grade 9	Met requirements for 8 th -9 th grade promotion
Grade 10	Promoted 5 credits
Grade 11	Promoted 11 credits
Grade 12	Promoted 17 credits

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

Protection of Pupil Rights Amendment – Administration of Surveys, Questionnaires

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents/legal guardians of the student in accordance with Policy KBA Requests for Information.

B. Participation in Surveys and Evaluations

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

1. political affiliations or beliefs of the student or the student's parent/legal guardian,
2. mental or psychological problems of the student or the student's family,

3. sex behavior or attitudes,
4. illegal, anti-social, self-incriminating, or demeaning behavior,
5. critical appraisals of other individuals with whom respondents have close family relationships,
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
7. religious practices, affiliations, or beliefs of the student or student's parent/legal guardian, or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent/legal guardian.

C. Surveys Requesting Sexual Information

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

D. Additional Protections

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

II. Physical Examinations and Screenings

If the Winchester Public School Division administers any physical examinations or screenings other than those required by Virginia law, and surveys administered to a student in accordance with the Individuals with Disabilities Education Act, policies regarding those

examinations or screenings will be developed and adopted in consultation with parents/legal guardians.

III. Commercial Use of Information

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

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

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

IV. Notification

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

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

Notification of Specific Events

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

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

V. Definitions

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

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

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

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

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

Survey: the term "survey" includes an evaluation.

Records: Access To Records

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

1. The right to an explanation and interpretation of records;
2. The right to inspect and review records of their children. Per School Board Policy JO, parents must submit a written request to the school principal that identifies as specific as possible the school records the parent wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent/guardian of the time and place where the record may be inspected. Parents may also extend the rights of inspection and review to a designated representative;

3. The right to request copies of records when fees for duplication are paid. These fees must not effectively prevent parents or their designee from exercising their rights to inspect and review records and does not include a fee for search and retrieval;
4. The right to inspect and review only information pertaining to their child in cases where records contain information on more than one child;
5. The right to request that information within the scholastic record be amended when it is believed that such information is inaccurate or misleading. School officials will, upon written request, respond within 15 administrative working days after receipt of such request of the decision to amend the record or to deny the request. Any amendment will be in writing and will be inserted in the student's record. If the request is denied, the parent or eligible student will be advised for the right to a hearing;
6. The right to a hearing if school officials refuse to amend information in records per parent request;
7. The right to challenge the content of scholastic records and to file with the Family Educational Rights and Privacy Act Office a complaint concerning an alleged failure by Winchester Public Schools to comply with 20 U.S.C. 1232g. Central Administrative Offices, Winchester Public Schools, 12 N. Washington St., Winchester, VA.

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

Records: Scholastic Records Maintenance Policy

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

Scholastic records are records directly related to a student and are maintained by the school division. These include, but are not limited to, documentation pertinent to the educational growth and development of students as they progress through school, student disciplinary records, achievement and test data, cumulative health records, reports of assessments for eligibility for special education services and Individualized Educational Programs.

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

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

Search and Seizure Policy

In order to promote a safe learning environment, and to protect the safety and welfare of all students and school personnel as well as maintain order and discipline in the schools, authorized school personnel are permitted to conduct searches of students, their belongings

and personal effects, motor vehicles, lockers and desks whenever there is a reasonable suspicion of wrongdoing based on all the circumstances. Any and all searches of students shall be conducted in conformity with applicable state and federal laws and Winchester Public School Board Policy. Searches must balance the student's expectation of privacy against the need to maintain a safe learning environment.

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

Sex Offender Registry Notification

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

Special Education

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

The rights and responsibilities for students with disabilities are contained in a booklet called "A Parent's Guide to Special Education." You may receive a copy of this document from your child's school or from the Director of Special Education.

Standards of Student Conduct

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

1. Student Dress

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

2. Unexcused Absence or Tardiness

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

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

3. Disruptive Conduct

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

4. Profane, Obscene or Abusive Language

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

5. Threats or Intimidation

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

6. Assault and Battery

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

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

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

7. Bullying

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

8. Gambling

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

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

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, in any school vehicle, or during school activities, on or off school property. This includes, but may not be limited to smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription

drug not possessed in accordance with Policy JHCD. Students shall not possess electronic cigarettes on school premises, on school buses, or at school sponsored activities

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

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

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

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

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

11. Vandalism

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

12. Defiance of the Authority of School Personnel

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

13. Possession or Use of Weapons or Other Dangerous Articles

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

14. Theft

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

15. Behavior on School Bus

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

16. Cheating

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

17. Trespass

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

18. Gang Activity

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

19. Harassment

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

20. Possession of Cellular Telephones or Similar Devices

Students may possess a cellular telephone or other communications device on school property, including school vehicles, provided that the device must remain off and out of sight during instructional time. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent. See Policy JFI Student Use of Personally Owned Electronic Devices for specific elementary school, middle school, and high school policies.

21. Reports of Conviction or Adjudication of Delinquency

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

22. Laser Pointers

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

23. Acceptable Use of the Internet

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

24. Felony Charges

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

25. Bomb Threats

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

26. Hazing

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

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

27. Large Sums of Money

Students are prohibited from bringing large sums of money onto school property.

28. Other Conduct

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

Corrective Actions

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

1. Counseling;
2. Admonition;
3. Reprimand;
4. Loss of privileges, including access to the school division's computer system;
5. Parental conferences;
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs

12. Tasks or restrictions assigned by the principal or his designee;
13. Detention after school or before school;
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day;
15. In-school suspension;
16. Off-Site restriction (served at the Alternative Education Center)
17. Out-of-school suspension;
18. Referral to an alternative education program;
19. Notification legal authority where appropriate;
20. Recommendation for expulsion, including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school sponsored event
21. Recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana, synthetic cannabinoids, onto school property or to a school sponsored activity
22. Evaluation for alcohol or drug abuse; and
23. Participation in a drug, alcohol or violence intervention, prevention or treatment program.

Transportation

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

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

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

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

Visiting Our Schools

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

Resumen del Reglamento de las Escuelas Públicas de Winchester

Manual Para Padres 2020-2021

Versión Abreviada En Español

Las siguientes políticas y normas de conducta estudiantil están establecidas según las establecidas por la Junta Directiva Escolar y las reglas generales que al momento de esta publicación se aplican en las escuelas. Para un resumen completo de las políticas de la Junta Directiva Escolar y cambios adicionales de las mismas, por favor visitar el sitio en internet de las Escuelas Públicas de Winchester wps.k12.va.us o se puede contactar con la escuela de su estudiante. Las copias impresas de las regulaciones de la división escolar se encuentran disponibles para los ciudadanos que no tienen acceso en línea.

Nosotros creemos que...

1. La excelencia en la educación es primordial para el éxito de la ciudad de Winchester.
2. La excelencia en la educación es una responsabilidad compartida y recíproca entre los educadores, estudiantes, familias, cuidadores, y comunidad.
3. Todos los estudiantes pueden aprender, y cuando tienen acceso a instrucción de calidad, tecnología y recursos comunitarios, la educación es el ecualizador.
4. Cada estudiante tiene derecho a una educación excelente en un ambiente de aprendizaje seguro y comprometido.
5. La salud mental, emocional, y física es esencial para un aprendizaje óptimo.
6. Aceptar la diversidad de los estudiantes es una fortaleza que unifica nuestra comunidad de aprendizaje.
7. El éxito de cada estudiante depende de una expectativa de excelencia bien comunicada.
8. Cada estudiante debe tener los conocimientos y habilidades requeridos para convertirse en ciudadanos productivos en una sociedad global.
9. La búsqueda de la excelencia en el aprendizaje y la vida desarrolla el autoestima y la autoconfianza del alumno.

La misión de las Escuelas Públicas de Winchester, una comunidad vibrante y diversa de estudiantes, es tener la resolución y el compromiso de inspirar la pasión de cada estudiante hacia la excelencia en el aprendizaje.

Cada estudiante será:

- SOCIALMENTE RESPONSABLE exhibiendo confianza, respeto, e integridad para crear ambientes física y emocionalmente seguros.
- COLABORATIVO E INQUISITIVO al participar auténticamente en entornos de aprendizaje enriquecedores.
- EMPODERADO Y PREPARADO para las oportunidades emergentes en el mercado global.
- APASIONADO Y ENFOCADO para alcanzar la excelencia personal mediante el desarrollo de intereses, pasiones, y talentos.
- COMPROMETIDO a participar y beneficiarse de las relaciones abiertas y honestas en la escuela y a nivel interpersonal.

Aviso de No Discriminación

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

Los siguientes individuos han sido designados para atender las consultas referentes al reglamento de no discriminación:

COORDINADORA DEL TÍTULO IX	COORDINADOR DE LA SECCIÓN 504
Judy McKiernan	Brian Wray
Directora de Servicios Estudiante	Director de Servicios Estudiantiles
12 N. Washington St., Winchester, VA 22601	12 N. Washington St., Winchester, VA 22601
(540) 667-4253	(540) 667-4253

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

Ley de 2015 Cada Estudiante Triunfa (ESSA)

El 10 de diciembre de 2015, el Presidente Obama firmó la ley de 2015 *Cada Estudiante Triunfa* (ESSA) que reautoriza la *Ley de Educación Primaria y Secundaria de 1965* (ESEA) y reemplaza la *Ley de 2001 Ningún Niño se Quede Atrás* (NCLB). Existen diferencias significativas entre estas dos leyes relativas a la rendición de cuentas, calificaciones de los maestros y el derecho de los padres a saber. El Departamento de Educación de EE.UU. y el Departamento de Educación de Virginia han revisado las regulaciones. La Junta Directiva de Educación de Virginia aprobó el plan para implementar ESSA en su reunión de negocios de julio de 2018.

Prohibición contra el acoso y las represalias

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

Es una violación de nuestras políticas que cualquier estudiante o personal escolar acose a un estudiante o al personal escolar en función de sexo, género, raza, color, origen nacional, afiliación política, discapacidad, religión, ascendencia, edad, estado civil, información genética o cualquier otra característica protegida por ley o basada en la creencia de que tal característica existe en la escuela o en cualquier actividad patrocinada por la escuela. Además, es una violación de nuestras políticas que cualquier personal escolar tolere el acoso en función de sexo, género, raza, color, origen nacional, discapacidad, afiliación política, religión, edad, estado civil, información genética del estudiante o empleado o por cualquier otra característica protegida por ley o basada en la creencia de que tal característica existe en la escuela o en cualquier otra actividad patrocinada por la escuela en la que los estudiantes, personal escolar, o terceros participan, observan, o de otra manera están involucrados en dichas actividades.

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

JB *Equal Educational Opportunities/Nondiscrimination* (Igualdad de Oportunidades Educativas/No Discriminación)

- GB- *Equal Employment Opportunity/Non-Discrimination*. (Igualdad de Oportunidades de Empleo/No Discriminación)
- GBA/JFHA *Prohibition Against Harassment and Retaliation* (Prohibición contra el acoso y las represalias)
- GBA-R1/JFHA-R1 *Harassment Complaint Procedure* (Procedimiento de quejas de acoso)
- GBA-R2/JFHA-R2 – *Report of Harassment* (Denuncia de acoso)

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

La Responsable de Cumplimiento Normativo designado y la Responsable de Cumplimiento Normativo Alterno son las siguientes:

Responsable de Cumplimiento

Judy McKiernan
Directora de Servicios Estudiante
Escuelas Públicas de Winchester
12 N Washington Street
Winchester, VA 22601
(540) 667-4253

Responsable de Cumplimiento Normativo Alterno

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

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

Escuelas Públicas de Winchester Aviso Público Anual

Educación Profesional y Técnica

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

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

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

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

COORDINADORA DEL TÍTULO IX	COORDINADOR DE LA SECCIÓN 504
Judy McKiernan	Brian Wray
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Visitando Nuestras Escuelas

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

Asistencia Escolar

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

Es la responsabilidad primaria y legal de los padres de familia asegurarse de que sus hijos asistan a la escuela regular y puntualmente. Nosotros solicitamos a los padres que en cualquier momento que su estudiante debe ausentarse de la escuela, usted llame el mismo día e informe que su estudiante no asistirá. La llamada debe contener la fecha y el motivo de la ausencia.

Si su estudiante está ausente y usted no ha llamado a la escuela para dar aviso, los oficiales de la escuela intentarán contactar con usted por teléfono para verificar su conocimiento y justificación de la ausencia.

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

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

1. Política de Asistencia Estudiantil

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

Cada padre, madre, apoderado legal, o persona encargada o en control de un niño en la edad de asistencia obligatoria será responsable por la asistencia regular y puntual de dicho niño a la escuela de acuerdo a los requisitos provistos por la ley; por tanto, el padre, la madre, el apoderado legal o persona encargada, o en control de un niño (de aquí en adelante referido como padre/apoderado legal) deberá hacer un intento razonable de contactarse con la escuela el día de la ausencia.

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

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

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

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

2. Procedimientos Obligatorios de Asistencia

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

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

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

Si el estudiante está ausente un día adicional luego del contacto directo con los padres, y el Especialista de Apoyo Estudiantil no ha recibido ninguna indicación de que los padres del estudiante tienen conocimiento de la ausencia, este convocará una conferencia dentro de los siguientes diez (10) días que se llevará a cabo a más tardar el decimoquinto (15) día de clases después de la sexta ausencia. En esta conferencia, el estudiante, sus padres y el personal escolar se reunirán para resolver los asuntos relacionados con la ausencia del estudiante. También se podrían incluir en esta conferencia a otros proveedores de servicios comunitarios.

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

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

1. Completar una queja en la corte de relaciones juveniles y domésticas alegando que el estudiante es un niño en necesidad de supervisión como es definida en § 16.1-228; o
2. Instituir procedimientos en contra de los padres de acuerdo a § 18.2-371 o § 22.1262.

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

Cooperación parental para remediar ausencias excesivas

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

3. Reporte para la suspensión de la Licencia de Conducir

Además de cualquier otra acción tomada referente a este reglamento, si un estudiante menor de 18 años tiene más de 10 días consecutivos de ausencias sin excusa, el director podría notificar a la corte de relaciones juveniles y domésticas, quién podría tomar la acción de suspender la licencia de conducir del estudiante.

4. Reporte de Asistencia

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

5. Precauciones de Salida de la Escuela

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

Las Ausencias Con y Sin Excusa

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

Llegadas tardes

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

La campana de llegada tarde sonará a las 7:50 a.m. Si un estudiante llega a la escuela tarde, un padre/representante legal debe acompañar a dicho estudiante a la oficina para firmar.

En la 1ª llegada tarde	No hay consecuencia
2ª a 4ª llegadas tarde	Una advertencia-recordatorio por el personal de la oficina sobre la llegada a la escuela a tiempo.
En la 5ª llegada tarde	Una carta será enviada a la casa informando al padre/representante legal que el estudiante ha acumulado 5 llegadas tardes.

En la 10ª llegada tarde	Se requiere una reunión con el especialista de apoyo estudiantil y el padre/representante legal para desarrollar un plan para mejorar la asistencia del estudiante a la escuela.
Más de 15 llegadas tardes	Podrían ser requeridas reuniones con el especialista de apoyo estudiantil, el director, el orientados escolar y/u otro personal escolar designado para continuar ayudando a mejorar la asistencia del estudiante a la escuela.

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

1. Las llegadas tardes pueden ser referidas a un administrador para acción disciplinaria.
 2. Si un estudiante está en otra zona escolar, esta otra zona escolar puede ser revocada debido a las llegadas tardes o ausencias excesivas.
 3. Si un estudiante se ha mudado fuera de la ciudad durante un semestre escolar, el estudiante puede continuar asistiendo sin pago de tuición hasta el fin del semestre.
- En el evento de llegadas tardes o ausencias excesivas y/o asuntos de disciplina, la administración puede re-evaluar este privilegio, y lo hará caso por caso.

Absentismo

Un estudiante será considerado ausente cuando no haya indicación de que los padres/representantes legales del estudiante tienen conocimiento y apoyan la ausencia. Esta ausencia será registrada como ausencia sin excusa.

Respuesta Administrativa al Absentismo Crónico

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

La asistencia regular es responsabilidad de la escuela, el estudiante y los padres/representantes legales. En el cuadro debajo se encuentra una tabla definiendo la responsabilidad de cada parte para asegurar una asistencia regular.

Numero de día(s) ausente(s)	Responsabilidad de la escuela	Responsabilidad del estudiante	Responsabilidad de los padres/representantes legales
1+	Se intentará llamar al padres/representante legal si este no llamó antes a la escuela. La escuela podría llevar un registro de llamadas.	Entregar al maestro o en la oficina cualquier nota médica	Llamar a la escuela la mañana de la ausencia. Si no le es posible llamar, enviar una nota a la escuela
5 + Ausencias de la clase	El maestro intentará llamar a la casa a animar la asistencia regular y explicar proceso de reposición del trabajo no realizado	Discutir el impacto de la ausencia con el maestro.	Discutir el impacto de la ausencia con el maestro.
5º día de ausencia sin excusada	El Especialista de Apoyo Estudiantil se reunirá con el padres/representante legal y el estudiante para verificar las	Participar en la reunión de asistencia con el Especialista de Apoyo	Participar en la reunión de asistencia con el

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

Reglamento de límites

MANTENIMIENTO DE LOS LÍMITES DEL PERSONAL PROFESIONAL/LÍMITES DEL ESTUDIANTES

Las Escuelas Públicas de Winchester ("WPS" o la "División") proveen a sus estudiantes un ambiente de aprendizaje seguro, de apoyo y protegen a sus estudiantes de la mala conducta sexual y el abuso. La Junta Directiva Escolar de Winchester ("Junta Directiva Escolar"), el Superintendente, los administradores, los maestros, otros empleados de la Junta Directiva Escolar, los voluntarios, los padres, las agencias estatales y las fuerzas del orden público comparten la responsabilidad de proteger a los estudiantes de la mala conducta sexual y el abuso.

Aunque la División cuenta con personal dedicado y profesional, es importante estar seguro que los límites entre el personal y los estudiantes se mantienen en todo momento, para asegurar el respeto de los deberes éticos y legales en la relación entre el personal y el estudiante. Asegurar también el deber esencial de los miembros del personal para servir

como modelo para el estudiante. Al hacerlo, los miembros del personal demostrarán un enfoque en los deberes laborales, un compromiso para promover propósitos educativos y una dedicación incondicional al profesionalismo en la conducta y las interacciones con los estudiantes.

Para los propósitos de este reglamento, se define un "miembro del personal" para incluir a todos los empleados de la Junta Directiva Escolar, incluyendo sin limitación a todos los administradores, consejeros, maestros, enfermeras, especialistas en apoyo estudiantil, personal de apoyo, entrenadores, empleados de programas escolares virtuales y proveedores que ofrecen servicios de instrucción a los estudiantes, así como a todos los estudiantes maestros, asistentes, estudiantes de prácticas, voluntarios, y miembros de la comunidad. Además, el término "inmediatamente" se usará al momento de reportar una situación que puede constituir una violación de este reglamento, incluyendo sin limitación una apariencia de impropiedad, dentro de las primeras 24 horas de sospecha de la violación.

Todos los miembros del personal deben mantener una relación profesional, moral y ética en su conducta con los estudiantes y servirán como modelos para los estudiantes en todo momento. Dentro y fuera de la propiedad escolar, en horas escolares o no. La División fomenta relaciones saludables entre estudiantes y miembros del personal que promueven su éxito y el de los estudiantes. Al mismo tiempo, son necesarios límites claros y razonables para las interacciones entre los estudiantes y los miembros del personal para proteger a los estudiantes de la mala conducta sexual, el abuso y para proteger a los miembros del personal de malentendidos y falsas acusaciones.

Todos los miembros del personal tienen la responsabilidad de proporcionar un ambiente propicio para el aprendizaje mediante una disciplina consistente y bastante aplicada. Deberán mantener los límites profesionales físicos emocionales con los estudiantes. Estos límites se mantendrán sin importar la edad del estudiante, la naturaleza consensual percibida de la relación o actividad, la ubicación de la actividad o si el miembro del personal supervisa directamente al estudiante. Para los miembros del personal cuyos hijos son estudiantes de WPS, este reglamento no tiene la intención de violar o interferir en la relación habitual entre padre/hijo.

El contacto personal entre los estudiantes y los miembros del personal debe ser siempre profesional, no sexual, apropiado a las circunstancias y sin ambigüedad en su significado. Una invasión de los límites es un acto, una omisión o un patrón de conducta por parte de un miembro del personal que no tiene un propósito educativo, abusa o compromete la relación profesional entre el personal y el estudiante.

Conducta inaceptable

Ejemplos de invasiones de límites por miembros del personal incluyen pero no están limitadas a:

- Cualquier tipo de contacto físico inapropiado con un estudiante o cualquier otra conducta que pueda considerarse acoso bajo los reglamento GBA / JFHA Prohibición contra Acoso y Represalias;
- Mostrando imágenes inapropiadas a un estudiante, incluyendo pornografía;
- Saliendo con un estudiante, discutiendo o planeando una futura relación romántica o sexual con un estudiante;
- Hacer avances sexuales hacia un estudiante;
- Una relación coqueta, romántica o sexual con un estudiante
- Invadir la privacidad personal de un estudiante;
- Distinguir a un estudiante en particular o a los estudiantes para una atención y amistad personal más allá de la relación profesional/estudiante;

- Socializar donde los estudiantes consumen alcohol, drogas o tabaco;
- Ofrecerse para proporcionar alcohol, drogas o tabaco a los estudiantes;
- El personal que no pertenezca a los servicios de orientación/asesoramiento: ayudar a los estudiantes a confiar sus problemas personales o familiares y/o relaciones. Si un estudiante inicia tales discusiones, los miembros del personal deben usar su juicio profesional y enviar al estudiante al personal apropiado de orientación/consejería cuando sea apropiado;
- Enviar a los estudiantes en diligencias personales no relacionadas con ningún propósito educativo, no-curricular o extracurricular;
- Realizar juegos, alusiones, bromas o insinuaciones de naturaleza sexual con los estudiantes;
- Pedirle a un estudiante que mantenga un secreto;
- Divulgar asuntos personales, sexuales, familiares, de empleo u otros asuntos privados inapropiados a uno o más estudiantes;
- Dirigir a los estudiantes con términos personalizados de cariño o nombres que sugieran que el miembro del personal siente amor o afecto por el estudiante. Como miembro del personal, permitir que los estudiantes se dirijan a usted por su nombre, apodo, con términos personalizados de cariño, nombres de mascotas, o de otra manera de una manera demasiado familiar;
- Mantener contacto personal con un estudiante fuera de la escuela por teléfono, mensajes de texto, correo electrónico, mensajería instantánea, salas de chat en internet, sitios web de redes sociales o cartas (más allá de la tarea u otro negocio escolar legítimo) sin el permiso expreso previo del padre o tutor del estudiante;
- Intercambiar tarjetas de regalo o cartas que sean personales en la naturaleza con un estudiante (más allá de los regalos habituales de los estudiantes-maestros);
- Socializar o pasar tiempo con los estudiantes fuera de las actividades escolares o extracurriculares patrocinadas por la escuela o actividades organizadas de la comunidad (incluyendo pero no limitado a actividades tales como salir a tomar bebidas, comidas o películas, ir de compras, viajar y actividades recreativas)
- Dar a un estudiante un paseo solo en un vehículo en una situación que no sea de emergencia o una situación que pueda evitarse. Si un miembro del personal tiene que darle a un estudiante un paseo, el estudiante viajará en el asiento trasero del vehículo cuando sea posible y el miembro del personal debe tratar de obtener el permiso previo del padre para el acuerdo de transporte;

Apariencia de conducta inapropiada

Las siguientes actividades son invasiones de límites y pueden crear una impropiedad real o la apariencia de impropiedad. Siempre que sea posible, los miembros del personal deben evitar estas situaciones. Si es inevitable, estas actividades deben ser pre-aprobadas por el administrador apropiado. Si no se aprueba previamente, el miembro del personal debe reportar inmediatamente la ocurrencia al administrador apropiado.

- Realizar conversaciones privadas continuas con un solo estudiante que no tienen un propósito educativo, no están relacionados con actividades escolares o con el bienestar del estudiante, y que tienen lugar en lugares inaccesibles para otros;
- Estar solo con un solo estudiante fuera del punto de vista de los demás o en un lugar inaccesible, excepto en el contexto de orientador escolares que proveen

servicios de apoyo de consejería profesional, maestros que trabajan con estudiantes en un ambiente extraescolar o durante las pruebas o una enfermera escolar proveyendo Servicios médicos a un estudiante;

- Conducir a los estudiantes a casa o en otros lugares sin el conocimiento previo y permiso expreso del padre/representante legal;
- Invitar o permitir que los estudiantes visiten la casa del miembro del personal sin el conocimiento previo y permiso expreso padre/representante legal;
- Invitar a los estudiantes para el contacto social fuera de los terrenos escolares sin el conocimiento previo y permiso expreso del padre/representante legal;
- Visitar el hogar de un estudiante en ausencia del padre/representante legal del estudiante o sin el conocimiento previo y permiso expreso del padre/representante legal;
- Compartir en las redes sociales con estudiantes con fines no educativos;

Se espera que los miembros del personal sean sensibles a la apariencia de impropiedad en su conducta con los estudiantes. Se alienta a los miembros del personal a discutir asuntos con el administrador apropiado siempre que no estén seguros de si una conducta particular puede constituir una violación de este reglamento.

Comunicación electrónica

La tecnología digital y las redes sociales proporcionan múltiples medios para que los miembros del personal se comuniquen apropiadamente con los estudiantes y personalicen el aprendizaje. Las comunicaciones electrónicas y en línea entre los miembros del personal y los estudiantes deben ser transparentes, al mismo tiempo accesible a los supervisores y padre/representante legal, y profesionales en contenido y tono. Tal comunicación debe ser profesional, no sexual, apropiada a las circunstancias, e inequívoca en el significado. Los miembros del personal deben restringir las comunicaciones electrónicas individuales con los estudiantes individuales a las cuentas, sistemas y plataformas que son proporcionados y accesibles a la División o con el previo permiso expreso del director o supervisor y el padre/representante legal.

Al igual que con las comunicaciones en persona, los miembros del personal deben evitar las apariencias de impropiedad y abstenerse de comunicaciones electrónicas inapropiadas con los estudiantes. Los factores que pueden ser considerados para determinar si una comunicación electrónica es inapropiada incluyen, pero no se limitan a:

El tema, el contenido, el propósito, la autorización, el momento y la frecuencia de la comunicación.

- Si hubo un intento de ocultar, proteger o difundir mal la comunicación de los supervisores y/o padre/representante legal;
- Si la comunicación podría ser razonablemente interpretada como solicitando contacto sexual o una relación romántica;
- Si la comunicación contenía insinuaciones sexuales, como por ejemplo para preparar al estudiante;

Se alienta a los padres a tener acceso a las redes sociales y comunicaciones digitales de sus hijos y a supervisar el uso que hacen sus hijos de estos métodos de comunicación.

Notificación de infracciones

Se les pide a los estudiantes y sus padres/representantes legales que notifiquen al director, al administrador, al supervisor principal o al superintendente de división si creen

que un miembro del personal puede estar involucrado en alguna conducta que viola este reglamento.

Los miembros del personal deben notificar inmediatamente al director, al administrador, al supervisor principal o al superintendente de división si se dan cuenta de una situación que puede constituir a una violación de este reglamento. Esta obligación se suma a la responsabilidad legal de reportar sospecha de abuso y negligencia bajo el reglamento de JHG Reporte de Abuso de Menores y Negligencia.

Las quejas anónimas involucrando invasiones inapropiadas de límites por miembros del personal con estudiantes serán investigadas como si un estudiante, padre o miembro del personal reportará la violación.

Investigación

Las investigaciones de las denuncias sobre relaciones inapropiadas entre el personal y el estudiante deberán seguir los procedimientos utilizados para las quejas bajo los reglamento GBA/JFHA Prohibición Contra el Acoso y las Represalias y GBA-R1 /JFHA-R1 Acoso: Procedimiento de Quejas.

Acción disciplinaria

Una violación de este reglamento por parte de un miembro del personal puede resultar en una acción disciplinaria incluyendo el despido. En el caso de terminación de empleo por mala conducta sexual o abuso, la División notificará al Superintendente de Instrucción del Estado. De acuerdo con las Directrices del Departamento de Educación de Virginia, la División revelará a las divisiones escolares que buscan referencias cualquier amonestación formal o despidos por violar este reglamento.

Represalias

Se prohíben las represalias contra estudiantes o miembros del personal que reporten una relación inapropiada entre el personal/estudiante o participen en cualquier procedimiento relacionado. Se tomarán las medidas apropiadas contra estudiantes o miembros del personal que tomen represalias contra cualquier estudiante o miembro del personal que reporte un supuesto acoso o participe en procedimientos relacionados.

Comportamiento inapropiado iniciado por un estudiante

En el caso de que un estudiante inicie un comportamiento inapropiado hacia un miembro del personal, el miembro del personal debe documentar el incidente y reportarlo al director, al administrador, al orientador o al supervisor líder. Si es apropiado, el director, el administrador, el orientador o el supervisor líder intervendrán y hablarán con el estudiante y el padre/representante legal del estudiante sobre el supuesto comportamiento inapropiado.

Capacitación

La División proporcionará a sus empleados y voluntarios capacitación sobre la prevención de conductas sexuales indebidas y abuso, incluyendo el suministro de este reglamento. Se requiere que todos los maestros sean entrenados durante su proceso de recertificación. Los contratos con programas escolares virtuales y otros proveedores que proporcionan servicios de instrucción a los estudiantes incluirán un requisito de que dichos miembros del personal cumplirán con este reglamento.

Difusión de los protocolos de reglamentos y de informes

Este reglamento se incluirá en el sitio web de la División y en todos los manuales de empleados, estudiantes y voluntarios.

Reglamento de requisita y posesión

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

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

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

Interrogación a Estudiantes por Oficiales de la Aplicación de Ley

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

Notificación del Registro de Agresor Sexual

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

Aviso de Información del Directorio

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

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

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

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

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

Acceso a Registros

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

1. El derecho a una explicación e interpretación de los registros;

2. El derecho de inspeccionar y revisar los registros de sus hijos sin retrasos innecesarios y antes de cualquier reunión referente a un IEP (Programa Individualizado de Educación) o una audiencia que involucre identificación, evaluación y colocación. Los padres también pueden extender los derechos de inspección y revisión a un representante designado por ellos;
3. El derecho de pedir copias de los registros cuando se pagan cargos por duplicados. Estos cargos no deben de prevenir a los padres ni a sus personas designadas de ejercer su derechos a inspeccionar y revisar los registros y no incluyen un cargo por la búsqueda y recuperación;
4. El derecho a inspeccionar y revisar solamente la información pertinente a su hijo en caso de que los registros contengan cierta información sobre más de un niño;
5. El derecho a solicitar esa información dentro de los registros escolares será enmendada cuando se crea que esa información es inexacta o se presta a malinterpretación. Los oficiales escolares entonces, con una petición por escrito, responderán dentro de los siguientes 15 días laborales después de haber recibido la petición de decisión de enmendar el registro o de negar la petición. Cualquier enmienda será por escrita y será insertada dentro de los registros del estudiante. Si la petición es negada, el padre o estudiante elegible serán aconsejados de su derecho a una audiencia;
6. El derecho a una audiencia si los oficiales escolares se niegan a enmendar la información de los registros por deseo de los padres;
7. El derecho a desafiar el contenido de los registros escolares y de poner una queja concerniente a una falla supuesta de las Escuelas Públicas de Winchester, Oficina Central Administrativa, 12N Washington St, Winchester, VA 22601, de cumplir con 20 U.S.C. 1232g en la Oficina de los Derechos Educativos de la Familia y Actos de Privacidad.

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

Reglamento de Mantenimiento de Registros Escolares

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

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

Siempre que un estudiante se transfiere de una división escolar a otra, el registro escolar o una copia del registro escolar serán transferidos a la división escolar a la que se transfiere el estudiante al ser solicitados por esa división escolar. No se necesita permiso del

padre, representante u otra persona en control o a cargo del estudiante para transferir registros a otra escuela o división escolar dentro o fuera del Estado de Virginia.

Transporte

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

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

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

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

Educación Especial

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

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

Estudiantes de Inglés (EL)

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

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

- las razones por que su estudiante ha sido identificado como limitado en inglés y en necesidad de ser puesto en un programa educativo de instrucción del idioma;
- el nivel de habilidad de inglés del niño , cómo fue evaluado dicho nivel, y el estado de los logros académicos del niño ;
- el método de instrucción usado en el programa donde está o estará su estudiante, y los métodos de instrucción que se usan en otros programas disponibles, incluyendo cómo los programas difieren en cuanto al contenido, las metas de instrucción, y el uso del inglés y el idioma nativo en la instrucción;
- cómo el programa en el cual participa o participará su estudiante alcanzará las habilidades y necesidades académicas del niño ;
- cómo tal programa ayudará específicamente a su estudiante a aprender inglés y cumplir con los estándares académicos de logros apropiados para su edad para que pase de grado y se gradúe;
- los requisitos específicos para salir de tal programa, la tasa estimada de transición de tal programa a clases que no son diseñadas para estudiantes con habilidad limitada en inglés, y la tasa estimada de graduación de la escuela secundaria para tal programa;
- en el caso de un niño con discapacidad, como tal programa cumple con los objetivos del programa educativo individualizado del niño ;
- información pertinente a los derechos de los padres de familia, que incluye guías escritas - detallando el derecho que tienen los padres de remover inmediatamente a su estudiante de tal programa a pedido de estos y las opciones que los padres tienen de negarse a matricular a su estudiante en tal programa o elegir otro programa o método de instrucción, si está disponible, y - asistiendo a los padres a escoger entre varios programas y métodos de instrucción, si es que más de un programa o método es ofrecido por la división escolar.

Programas para Niños talentosos

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

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

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

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

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

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

Requisitos de Graduación

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

Para graduarse de la escuela secundaria el estudiante debe:

(1) a) Programas y aprobar 22 unidades de crédito de los grados nueve a doce para obtener un Diploma Estándar. Un Diploma de Estudios Avanzados requiere 24 créditos. Los estudiantes del grado doce deben programar un mínimo de seis (6) unidades de crédito cada

año. Los estudiantes de los grados nueve, diez y once tienen que programar ocho (8) unidades de crédito cada año. A los estudiantes que se transfieren se les evaluarán sus registros para ver si los 24 créditos y los cursos aplican para ellos. Seguiremos las siguientes directrices estatales.

b) Tener por los menos 6 créditos estándares verificados para obtener un DIPLOMA ESTÁNDAR REGULAR O DIPLOMA TÉCNICO o nueve créditos verificados para un DIPLOMA DE ESTUDIOS AVANZADOS y un DIPLOMA TÉCNICO AVANZADO.

CRÉDITOS VERIFICADOS significa que el estudiante ha aprobado los exámenes Estándares de Aprendizaje (SOL) estatales además de haber aprobado los cursos. Los créditos VERIFICADOS se obtienen tomando los siguientes cursos: Inglés 11, Historia de Estados Unidos, Historia Universal I & II, Álgebra I & II, Geometría, Química, Biología y Ciencias de la Tierra.

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

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

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

Promoción/Retención

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

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

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

Principios

1. Es importante desafiar a todos los estudiantes a perseguir un alto nivel de rendimiento;
2. En la evaluación de los logros del estudiante, cada maestro deberá hacer uso de toda la información disponible, incluyendo los resultados de las pruebas hechas por los maestros y otras medidas de la habilidad y el dominio del contenido, las tareas de escritura y la observación del maestro del rendimiento de los estudiantes;
3. Para los estudiantes con discapacidades, la consecución de los puntos de referencia de promoción se determina después de la consideración de los objetivos, el alojamiento y el impacto de la discapacidad;
4. Para los estudiantes con una lengua materna diferente al Inglés (EL), la consecución de los puntos de referencia de promoción se determina después de considerar las metas y acomodaciones para la adquisición del lenguaje tal como se definen en la colocación en el programa EL;
5. Los cambios en un programa o una posible retención de los estudiantes deberán estar en vigor sólo después de la notificación previa y explicación a los padres/representantes legales del estudiante; sin embargo, la decisión recaerá en el director de la escuela de base;
6. Al momento de los cambios de un programa y/o la posible retención se considera una posibilidad, los comentarios sobre el estudiante en la Boleta de Calificaciones deberá reflejar los problemas académicos del estudiante. La posibilidad de retención o colocación deberá ser comunicada a los padres/representantes legales camino a más tardar al final del tercer trimestre;
7. Los requisitos de promoción/retención serán objeto de una revisión anual de los datos a ser completada por el Asistente del Superintendente de Instrucción con la cooperación de los directores de las escuelas.

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

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

Estudiantes de la escuela media (8vo grado)

Con el fin de ser promovidos al 9.º grado, los estudiantes tendrán que aprobar inglés, matemáticas, estudios sociales y ciencias. El comité de retención de la escuela tendrá en cuenta otros criterios de promoción, si un estudiante ha fallado uno o más de estos cursos y recomendará la retención o la promoción del estudiante.

Estudiantes de la escuela secundaria (grados 9 – 12)

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

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

- | | |
|-----------|---------------------------|
| 10. Grado | promovido con 5 créditos |
| 11. Grado | promovido con 11 créditos |
| 12. Grado | promovido con 17 créditos |

2. Por recomendación y, sujeto a la aprobación de la Junta Directiva Escolar, el crédito puede concederse para los cursos que tienen menos de ciento cuarenta (140) horas por curso si se demuestra el dominio de los contenidos y de los objetivos del curso. Habiendo obtenido el crédito en el curso, el estudiante podrá tomar el examen de Estándares de Aprendizaje (SOL), y, al recibir una calificación aprobatoria, ganará un crédito verificado. (§ 8 VAC 20-131-110B).

Estándares de Conducta de los Estudiantes

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

1. Ropa de los Estudiantes

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

2. Ausencias que no tienen Excusa o llegadas tarde

Los estudiantes no estarán ausentes de, o se reportarán tarde a clases o a la escuela sin el permiso apropiado de los padres, de la escuela o de otra manera una excusa válida. Si un estudiante menor de los 18 años de edad tiene 10 o más ausencias no excusadas de la escuela en días escolares consecutivos, el director puede notificar al tribunal de relaciones juveniles y domésticas, quién puede tomar acción para suspender su licencia de conducir.

3. Conducta Perjudicial

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

4. Lenguaje Profano, Obsceno o Abusivo

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

5. Amenazas o Intimidación

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

6. Asalto y Agresión

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

El asalto físico incluye cualquier confrontación física que puede resultar sin herida, herida menor, o una herida seria que incluye, pero no se limita a, patear, empujar, presionar, golpear y pelear. La agresión es la aplicación ilegal de la fuerza en contra de la otra persona.

7. Acoso Escolar, Intimidación

Un estudiante, ya sea individualmente o como parte de un grupo, no acosará o intimidará a otros sea en persona o por medio del uso de alguna tecnología de comunicación incluyendo sistemas de computadoras, teléfonos, buscapersonas o sistemas de mensajes instantáneos.

Conductas prohibidas incluyen, pero no se limitan a, intimidación física, verbal o escrita, burlas e insultos y cualquier combinación de actividades prohibidas. Conductas prohibidas también incluyen la conducta verbal o escrita que consiste en comentarios referentes a la raza, género, religión, habilidades físicas, o características o asociados a la persona que es el blanco.

8. Juegos de Azar

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

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

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

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

Esta regulación incorpora el reglamento JFCF.

Las sustancias restringidas incluyen bebidas alcohólicas, marihuana, drogas sintéticas, drogas narcóticas, alucinógenos, estimulantes, depresivos, y cualquier otra cosa cubierta por la Ley de Control de Drogas que se refiere a continuación, además de cualquier pegamento, pintura y materiales similares, esteroides anabólicos y medicamentos tanto con o sin receta si estos no están siendo administrados de acuerdo a la prescripción o direcciones del medicamento e incluye cualquier cosa que a un/a estudiante representa ser una sustancia restringida o cree que es una sustancia restringida.

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

10. Distribución o Venta de Drogas Ilegales o Posesión o Distribución con Intento de Vender
Los estudiantes no fabricarán, darán, regalarán, venderán, distribuirán o poseerán con intento de dar, regalar, vender, o distribuir marihuana, drogas sintéticas, u otra sustancia controlada definida en la Ley de Control de Drogas, Capítulo 15.1 Título 54 del Código de Virginia, 1950 según enmendada.

11. Vandalismo

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

12. Desafío a la Autoridad del Personal de la Escuela

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

13. Posesión o Uso de Armas u Otros Artículos Peligrosos

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

14. Robo

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

15. Conducta en el Autobús Escolar

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

16. Copiar

Los estudiantes no copiarán, plagiarán o sabiendo harán declaraciones falsas con respecto a ningún trabajo escolar asignado o exámenes.

17. Entrada sin Autorización

El estudiante no entrará sin autorización en la propiedad escolar o usará las instalaciones escolares sin autorización o permiso apropiados, o durante un período de suspensión o expulsión.

18. Actividad de Pandilla

Un estudiante no participará en actividades de pandilla definidas en el reglamento JFCE, incorporadas por referencia.

19. Acoso

Un estudiante no acosará a otro estudiante o personal de la escuela, voluntario , estudiante de magisterio, o cualquier otra persona que esté presente en las instalaciones escolares o en

funciones escolares o que esté en violación del reglamento JFHA/ Acoso sexual GBA/ Acoso en función de la raza, origen nacional, incapacidad y religión.

20. Posesión de Buscapersonas, Teléfonos Celulares, Asistentes Personales Digitales o Aparatos Electrónicos Similares

Los estudiantes pueden tener en su posesión un buscapersonas, teléfono celular, un asistente personal digital u otro aparato de comunicación en la propiedad escolar, incluso en los autobuses escolares, tomando en cuenta que el aparato electrónico debe permanecer apagado y no estar a la vista durante la hora de instrucción. Si un estudiante posee un aparato electrónico que no esté permitido en este reglamento, además de otras sanciones disciplinarias que puedan ser impuestas, el aparato electrónico puede ser confiscado del estudiante y entregado solamente a los padres del estudiante.

21. Reportes de Condena o Sentencia de Delincuencia

Cualquier estudiante de quien el superintendente ha recibido un reporte según el Código de Virginia § 16.1-305.1 de una decisión de delincuencia o una condena por una ofensa enumerada en la subsección G del Código de Virginia § 16.1-260 puede ser suspendido o expulsado.

22. Punteros Láser

Los estudiantes no tendrán punteros láser en ningún edificio escolar, en el campus escolar, vehículo escolar, o en ninguna actividad relacionada con la escuela.

23. Uso Aceptable del Sistema Informático

Los estudiantes se atenderán al reglamento y Regulación del Uso Aceptable de Computadoras de la División de Escuelas Públicas de Winchester.

Las Escuelas Públicas de Winchester proveen una variedad de tecnología educativa que incluye hardware, software, recursos basados en la red y en el internet y enlaces de comunicación para que los estudiantes utilicen como parte integral del programa de instrucción. Los estudiantes son responsables del uso apropiado de esos recursos. todos los reglamentos y regulaciones de las Escuelas Públicas de Winchester relacionadas a la conducta de los estudiantes deben ser aplicadas cuando los estudiantes estén utilizando la tecnología educacional. Está prohibido el uso de esta tecnología en cualquier actividad impropia o ilegal.

Las Escuelas Públicas de Winchester establecen y administran una instancia de “*G Suite for Education*”, esto se basa en un conjunto de herramientas de productividad gratuitas para la colaboración en el aula proporcionadas por Google, y utilizan servicios adicionales con dicha plataforma según se considere apropiada y tengan como propósito beneficiar a la educación dentro de las escuelas.

El reglamento IIBEA de Uso Aceptable completo se encuentra en nuestra página de internet wps.k12.va.us o en la oficina de la escuela.

24. Cargo de Delito Grave

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

25. Amenazas de Bombas

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

26. Ritos de Iniciación

Los estudiantes no participarán en ritos de iniciación.

Ritos de iniciación quiere decir poner en peligro imprudentemente o intencionadamente la salud o seguridad de un estudiante o estudiantes o infligir daño físico a un estudiante o estudiantes conectado con el propósito de iniciación, admisión a, o afiliación con, o como condición para seguir como miembro de un club, organización, asociación, fraternidad, hermandad femenina, o un cuerpo estudiantil sin importar que el/la estudiante o estudiantes hayan estado en peligro o hayan sido heridos participado voluntariamente en la actividad pertinente. El director o directora de cualquier escuela donde ocurra un rito de iniciación que cause daño físico reportará el mismo al Procurador del Estado local. Ritos de intimidación, como son definidos arriba, son delitos menores de clase 1, los cuales pueden ser castigados con confinamiento en la cárcel por hasta 12 meses y una multa de hasta \$2,500 o ambos castigos, además de cualquier consecuencia disciplinaria que puede ser aplicada bajo este reglamento. Además, cualquier persona que reciba daño físico por ritos de iniciación tiene el derecho de demandar por lo civil a la persona o las personas culpables del acto siendo adultos o menores. Revise el Código de Virginia § 18.2-56.

27. Otra Conducta

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

Acciones Correctivas

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

1. Orientación;
2. Amonestación;
3. Reprimenda;
4. Pérdida de privilegios, incluyendo el acceso al sistema de computación de la División Escolar;
5. Conferencias con los padres de familia;
6. Trabajos o restricciones asignadas por el director/directora o designado ;
7. Detención antes o después de clases;
8. Suspensión de actividades o acontecimientos escolares antes de, durante, o después del horario regular de clases;
9. Suspensión dentro de la escuela;
10. Suspensión fuera de la escuela;
11. Envío a un programa alternativo de educación;
12. Notificación a las autoridades legales cuando sea apropiado;
13. Recomendación de expulsión;

14. Expulsión obligatoria por traer un arma de fuego a la propiedad escolar, cualquier vehículo escolar o a una actividad patrocinada por las escuelas o en uso o posesión de sustancias controladas, sustancias controladas de imitación o marihuana, como son definidas en el Capítulo 34 de Título 54.1 y § 18.2-247 del Código de Virginia, o drogas sintéticas en la propiedad escolar, en cualquier vehículo escolar o en una actividad patrocinada por la escuela;
 15. Evaluación por abuso de alcohol o drogas; y
- Participación en un programa de intervención, prevención, o tratamiento de drogas, alcohol o intervención violenta, programa de prevención o tratamiento.

Daniel Morgan Middle School Information, Policy and Procedures

Listed in Alphabetical Order

Academic Day

Academic Day: School Hours

The academic day of a Daniel Morgan Middle School student begins at 8:18 and ends with dismissal at 3:20. Supervision of students begins at 8:00 each day. Students are not permitted to arrive earlier than 7:40 am for supervision purposes. Students are considered tardy if they are not in their homebase class at 8:18.

IF A PARENT IS PICKING UP A STUDENT WITHIN THE SCHOOL DAY, PHOTO IDENTIFICATION MUST BE PRESENTED.

Academic Day - Bell Schedule

DMMS

2020-21 Daily Bell Schedule

<u>7th grade</u>		<u>8th grade</u>
<u>HR-Period 1</u> - 8:18-8:23		<u>HR-Period 1</u> - 8:18-8:23
Period 2 - 8:26-9:26		Period 2 - 8:26-9:26
Period 3 - 9:30-10:30		Period 3 - 9:30-10:30
Period 4 - 10:34-11:34 7th grade Lunch - 11:36-12:01		Period 4 - 11:38-12:38
Period 5 - 12:05-1:05		Period 5 - 12:05-1:05 8th grade Lunch - 12:40-1:05
Period 6 - 1:09-2:09		Period 6 - 1:09-2:09
Period 7 - 2:13-3:20		Period 7 - 2:13-3:20
<u>Locker Schedule:</u> Determined by Grade Level Team		

Academics

Daniel Morgan Middle School is the home of grades seven and eight in the Winchester City Schools system. As a middle school, Daniel Morgan serves as the transition from the mostly self-contained class of the elementary school to the individualized schedule of the high school.

Academics: Curriculum

Middle school students are introduced to the rigors of academic instruction while still being supported in their learning. They have four core, scheduled classes that include English, math, science, and social studies. A variety of elective classes are offered to all students to allow for exploration of interests during the middle school years. A placement test and other achievement data will be utilized to determine advanced math and science placement as requested by parent and teacher recommendation. English as a second language and special education classes are offered to eligible identified students. Further information on these programs is obtained by contacting the guidance department.

Daniel Morgan students also have the opportunity to attend the following high school credit-bearing courses: Algebra I, Geometry, Earth Science, Spanish I, Spanish II, and select computer courses. Parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. Additional information and course descriptions are available by contacting the grade level school counselor.

Academics: Enrichment Activities

Daniel Morgan students are offered many opportunities to apply their academic skills beyond the classroom. For example, our students have participated in activities such as student government, Spelling Bee, in-house forensic competition, Virginia Math League competition, Math Counts (7th and 8th), and the system wide Spring Arts Fair, as well as many other curriculum related activities and contests. The selection of enrichment opportunities varies pending student interests and teacher sponsorship.

Academics: Field Trips

Students may have an opportunity to participate in a school-sponsored field trip to reinforce instruction. While on a field trip, students will be under the supervision of school personnel and all school rules and regulations will apply. Parents will be advised of any field trip prior to its occurrence.

If parents or guardians want their child to participate in field trips under these conditions, they must check the "yes" blank on the PARENT PERMISSION FORM FOR STUDENT INVOLVEMENT; if not, they must check the "no" blank. If parents have given consent for field trip participation, but there is a particular field trip planned that they do not want their child to participate in, they may notify the school principal or the child's teacher in writing to excuse the child from participation. No child will be penalized for not participating in a field trip.

Academics: Grading Scale - 10 Point

- A 100 - 90
- B 89- 80
- C 79- 70
- D 69- 60
- F 59- 0

Academics: Grading Schedule

<u>Marking Period</u>	<u>End Date</u>	<u>All Grades Entered</u>	<u>Interim/Report Card Issued/Posted</u>
1st Interim - I1 (4 ½ weeks)	Wednesday September 12th	Friday September 14th	Wednesday September 19th
1st Marking Period - M1 (9 weeks)	Thursday October 11th	Monday October 15th (By 8 a.m.)	Wednesday October 17th
2nd Interim - I2 (4 ½ weeks)	Wednesday November 14th	Friday November 16th	Wednesday November 28th
End of 1st Semester 2nd Marking Period - M2 & Y1 (9 weeks)	Friday December 21st	Wednesday January 2nd (By 10 a.m.)	Friday January 12th
3rd Interim - I3 (4 ½ weeks)	Wednesday February 6th	Monday February 11th (By 8 a.m.)	Wednesday February 13th
3rd Marking Period - M3 (9 weeks)	Wednesday March 13th	Thursday March 14th (Teacher Workday)	Wednesday March 20th
4th Interim - I4 (4 ½ weeks)	Wednesday April 17th	Tuesday April 23rd (By 8 a.m.)	Thursday April 25th
4th Marking Period - M4 & Y2 (9 weeks) * make-up days pending	*Friday May 24th	*Wednesday May 29th (By 10 a.m.)	*Thursday June 6th

I = End of Interim (4 ½ weeks) These reports will be given to the students

M = End of Marking Period (9 weeks) These reports will be given to the students

Y = End of Semester (18 weeks) These reports will be mailed.

Academics: Homework

At DMMS we believe homework is very important. Homework reinforces what has been learned in class and prepares students for upcoming lessons. Students should read every night.

Homework must be completed on time. Students absent two (2) or more days will be supplied with homework and books upon parent request. Please call the office before noon if you plan to pick up homework at the end of the school day. If a student is absent they will be given an appropriate amount of time to make up the work they missed.

Academics: Parent-Teacher Conferences

Two formal parent-teacher conference sessions are scheduled each school year, one per semester. Scheduling notices are mailed in the parent newsletter. In addition, teachers initiate conferences on an as-needed basis throughout the academic year. Parents are highly encouraged to contact the teachers. Date confirmation will be conveyed in the Principal's Weekly Call Out closer to these dates.

Academics: Progress Reports/Report Cards

Progress reports are issued throughout the year at approximately four and a half week intervals. Grades are given to indicate academic achievement. Work habits and study skills, as well as conduct and citizenship, are evaluated in the Comment Code Section. Progress reports and report cards for the first three quarters will be sent home with the students. Parents are required to sign reports and to return them to school by their child the following day. The final report card will be mailed to parents.

Athletics: Interscholastic Sports

Daniel Morgan Middle School offers the following interscholastic sports:

Basketball	Cheerleading	Cross Country
Football	Track & Field	Volleyball
	Wrestling	

In addition, eligible eighth grade student-athletes may participate in the following Junior Varsity sports offered at John Handley High School:

Baseball	Golf	Soccer
Softball	Tennis	

To be eligible to try out for a sport, each student-athlete must abide by the following:

- Be in the seventh or eighth grade.
- Not be fifteen years old before August 1st for eighth grade student-athletes.
- Not be fourteen years old by August 1st for seventh grade student-athletes.
- Have no more than one failing grade. Following a failing grade, a student-athlete's eligibility may return if a mid-term Progress Report indicates the student-athlete is passing the previously failed subject.
- Follow all rules and regulations as outlined in the DMMS Athletic Handbook.

Rifleman student athletes must remember that they are students first. Participation in interscholastic sports is a privilege.

Cafeteria

The cost for lunch (including milk) is \$3.15; breakfast is \$1.50; single milk is \$0.50 We do participate in the National School Lunch and Breakfast Programs. The cost of a reduced lunch is 40 cents and a reduced breakfast is 30 cents. Applications for free/reduced lunches will be given to each student on the opening day of school and can be

requested at any time from the school counselor. Lunches are sold as follows: a cash basis during lunch period each day or advance sale of \$3.15 per lunch. Students have the additional option of purchasing a pizza lunch or a pre-made salad for the same price. All lunches, including salads, are served with milk. Adult lunches cost \$3.80.

Students must report to the dining area and remain there for the prescribed lunch period. During lunch period, students will be expected to abide by the following:

1. All food (school lunch, bag lunch, ice cream, milk, etc.) must be eaten at the lunch table. No foods are to be taken out of the dining area to other areas of the building unless authorized and properly supervised by a faculty or staff member.
2. No food is to be delivered to students from local establishments. All exceptions must be approved by an administrator in advance.
3. No carbonated or caffeinated beverages, to include soda, energy drinks, and coffee.
4. No sharing of food or purchasing food for others.
5. No glass containers.
6. No sharing of food or purchasing food for others to include birthdays or personal celebrations.

Proper table manners and dining area behavior are expected as follows:

1. Talk softly
2. Proceed to the end of the serving line
3. Do not throw or play in food
4. Leave the table and dining area clean

General school rules are applicable and must be followed in the dining area. Infractions will be dealt with in accordance with the Student Conduct Code.

Dress Code

A. General

Habits of cleanliness and proper dress are of major importance in establishing patterns of school and social behavior. A close relationship between the attitudes and conduct of students and their personal habits of cleanliness and dress is observable. Generally, students are not to be attired in clothing which compromises safety or modesty, or which is disruptive to the educational process.

B. Standards Of Dress

Students are not to wear the following:

- ANY CLOTHING/APPAREL WHICH:
 - Is considered unsafe, dangerous, or a health hazard (e.g., dangling straps, key chains and spiked jewelry).
 - Contains holes displaying upper thigh
 - Contains offensive or obscene symbols, signs, slogans, or words degrading any gender, cultural, religious, or ethnic values.
 - Contains language or symbols oriented toward violence, sex, drugs, alcohol, or tobacco.
- ANY ATTIRE OR GROOMING DISRUPTIVE TO THE INSTRUCTIONAL PROCESS WHICH MAY INCLUDE, BUT IS NOT LIMITED TO:
 - Sheer/see-through blouses and shirts,
 - Exposed midriffs,
 - Halter, tank, or tube tops (to include sleeveless jerseys),
 - Short shorts or skirts,
 - Tight or revealing clothing,
 - Clothing which allows underwear to be exposed. Pants are to be worn at the waist,
 - Bare feet, and slippers,

- Hats, headgear, sunglasses, bandanas, or any coverings,
 - Pajamas, loungewear, and blankets
 - Pants with excessive holes or holes above the fingertips.
- ANY COMBINATION OF CLOTHING WHICH LAW ENFORCEMENT AGENCIES CURRENTLY CONSIDER GANG RELATED, INCLUDING BANDANAS.

In the event that a student is not appropriately dressed, he/she will be provided appropriate clothing to use for the day or the parent or guardian may bring alternative clothing if it can be done so in a timely manner.

Book bags, coats and purses are not traditionally allowed in the classrooms. They are to be placed in the lockers at the beginning of the school day and may be taken home at the end of the school day. However, as we return to school for the 2020-2021 school year, students will not be able to use lockers due to social distancing requirements. As we want to limit the items brought to school that students will come into contact with, we are discouraging the use of large backpacks.

Drinks and Snacks

Foods and drinks are not allowed in the hallways or classrooms unless authorized and properly supervised by a faculty or staff member. Water is allowed in the classroom in clear plastic bottles only. Due to allergy concerns, no outside food should be brought to lunch by outside establishments or to class without permission from the teacher or school administration.

- *As we return to school for the 2020-2021 school year, NO outside food or drink will be allowed in the building.*

Forms

Important forms will be sent home. ALL REQUIRED FORMS ARE DUE WITHIN FIFTEEN (15) DAYS TO THE HOMEBASE TEACHER.

1. Parent Permission for Student Involvement Form and Acknowledgement of Parental Responsibility for Proper Student Conduct (Parental signature REQUIRED BY THE Code of Virginia)
2. Medical Release for Field Trips (REQUIRED)
3. Accident Insurance (parent option) - An explanation of coverage and cost will accompany this form. The application and money should be returned to the school. The school board carries NO insurance for students who are injured at school.
4. Dental Insurance (parent option) –If you decide to participate in this plan, do NOT send the money to school. Return the application and fee directly to the dental insurance company. The school board carries NO insurance for students who are injured at school and require dental work.
5. Authorization to Release Student in an Emergency
6. Bike Permit (parent option)
7. Application for the Federal Assistance Lunch Program (parent option)

Guidance And Counseling Services

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

Three types of counseling are offered:

1. 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;
2. Career Guidance - Guidance uses programing to help students acquire information and plan their strategies for work, jobs, apprenticeships, and post-secondary educational and career opportunities;

3. **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 either in groups in which generic issues of social development are addressed or through structured individual or small group multi-session counseling which focuses on the specific concerns of the participants. Counselors provide referral services for outside agencies.

7th Grade Guidance Counselor- Josh Miller 73003

8th Grade Guidance Counselor- Karen King 73001

Winchester Public Schools strongly encourages student participation in offered counseling services. Parents, however, reserve the right to opt-out of the counseling program. If a parent does not wish his/her child to participate in any part of the counseling program, the parent or guardian should contact the assigned counselor.

Intramurals

Traditionally, an after-school intramural program has been offered to students in grades 7th and 8th. The program was scheduled 3:30 – 4:30 pm Monday through Thursday and transportation was provided by the school system. Activities were selected and offered based on student input and desire. ***Currently, this opportunity is NOT being offered by WPS. Should COVID-19 health and safety guidelines change, and we are able to offer Intramurals, students and parents will be notified.***

Library Media Center

The Daniel Morgan Library Media Center (LMC) is open to students from 8:00 a.m. to 3:20 p.m. Students may check out two items at a time for a two week period. If an item checked out by a student is lost or damaged, replacement fees are assessed. While students have the primary responsibility for the item, parents/guardians are responsible for any fees incurred by their child. According to WPS policy, students may only use the LMC computers for school assignments.

Students may visit the LMC independently during the school day with teacher permission. Students are strongly encouraged to use the LMC materials for pleasure reading, as well as for school assignments.

Lockers

- ***As we return to school for the 20-21 school year, students will not be able to use lockers due to social distancing requirements. As we want to limit the items brought to school that students will come into contact with, we are discouraging the use of largebackpacks.***

~~Individual hall lockers are assigned to all students and individual gym lockers are assigned to 7th and 8th grade students. These operate with combination locks which are changed each year. It is very important that students learn their combinations and share those combinations with no one. Sharing lockers is prohibited. Any item brought to school is the responsibility of that student. To further insure their possessions, students should label in permanent ink all clothing and materials which are brought to school; this is especially true for gym clothes, shoes, jackets, and any other items which are not worn all day. Remember, the principal and assistant principals have the right to search for and seize any illegal items found in locker and book bags. No student may go to a locker during classes without a pass from a teacher or school official. Book bags, coats and purses are not allowed in the classrooms. They are to be placed in the lockers at the beginning of the school day and may be taken home at the end of the school day.~~

Medical Concerns

Daniel Morgan has a full-time nurse who treats minor illnesses and injuries that occur at school. The vision and hearing of students are checked. The nurse also screens 7th grade and new students for scoliosis. Parents may be contacted if the nurse becomes aware of physical or health problems of students. The nurse should be contacted directly if a student has special medical needs.

A student, with permission of a teacher, shall report to the clinic for illness or following an accident. If warranted, the nurse or a designee will contact the parent. Students should NOT contact the parent directly. Students leaving school because of illness or injury are to be accompanied by a parent or have transportation authorized by the parent.

Any excuses for missing physical education classes must be approved by the nurses before school that day. The excuse may be good for a maximum of two days, unless there is a physician's note specifying a longer period of exclusion. The nurse will notify the physical education department of the exclusion and the expected return date to activities.

Any medication (prescription, and over-the-counter) that a student needs to take must be kept in the nurse's office. A pass from a teacher will allow the student to go to the nurse to take the medication. Failure to leave medication with the school nurse will result in a consequence as dictated by the WPS Drug Policy.

The school nurse or designee may administer medications during school hours provided the following conditions are met:

- Prescription medications must be brought to school by the parent, be in the original container, and have a medication form completed by the doctor. The carrying of a prescribed inhaler must also have a medication form completed by the doctor. These forms are available in most doctors' offices or through the school nurse.
- The School Board has approved an over-the-counter medication form that allows the nurse or designee to keep and dispense over the counter medications. These forms are distributed in the packets sent home at the beginning of each school year.

Discontinued or unused medications must be picked up by parent/guardian by the end of each school year. If not claimed by parent/guardian, the nurse will destroy the medication.

Parent—Teacher Organization (PTO)

Daniel Morgan Middle School has an active PTO which works closely with the school. The PTO council is conducted by the PTO officers and includes teacher representatives, a parent representative from each grade, the principals, and all interested parent volunteers.

Physical Education Dress

Seventh and eighth grade students should bring a tee shirt and an extra pair of shorts or sweatpants to change into for P.E. The Physical Education Department recommends athletic style shorts with elastic around the waist and no pockets. Athletic shoes with laces and socks must be worn.

Registration

Upon registration into a school in Winchester, the parent/legal guardian/or responsible adult shall sign a sworn statement or affirmation indicating whether the student has been expelled from attendance at a private school or in a public school division of the Commonwealth, or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of harm/injury to another person.

1. A birth certificate shall be presented indicating proof of age.
2. Immunization records shall be presented indicating proof of immunizations required in the State of Virginia for public schooling.
3. A proof of residency must be provided.
4. A release of records form shall be signed allowing the school to secure student records from the previous school(s).

School Resource Officer Program

The City of Winchester and Winchester Public Schools, together with community and school-based organizations,

have partnered to provide a School Resource Officer (SRO) Program at Daniel Morgan Middle School. The SRO program is designed to develop more positive and effective communication among youth, school staff, and the police; to develop positive conflict resolution skills among students; to promote and facilitate a safe school environment; to teach the concepts of the criminal justice system, objectives of law enforcement, and citizen responsibility for public and individual safety; and to develop a positive liaison with courts, social services, and other community groups. The School Resource Officer plays many roles to include the support and guidance in the establishment of proper safety practices to the development and instruction of various educational programs.

Social Events

Social events, chaperoned by teachers and parents, are sponsored throughout the school year by the various student clubs and organizations. All students are invited to attend each event with the exception of the following circumstances: absences from school on the day of the event, any discipline that has not been completed or social probation is in effect. Students must be picked up within 15 minutes of the close of any school-sponsored event or forfeit the opportunity to attend the next social event. Events are open only to DMMS students. All parents are welcome!

To acknowledge expected behavior and good academic standing, Quarterly Celebrations are held near the end of each quarter during the regular school day. All students in good academic and behavioral standing are invited to attend each Quarterly Celebration. Students who are absent from school on the day of the event, in poor academic standing, have any discipline that has not been completed, or for whom social probation is in effect will be unable to attend Quarterly Celebrations and will have an alternative activity during the event.

Social probation includes, but is not limited to, excessive behavioral infractions and poor academic standing to include missing or incomplete assignments. Students who have earned office referrals within 30 days prior to an extracurricular event may be prohibited from attending the event. This includes dances, open gym, field day, Quarterly Celebrations, and other special events.

Student Council Association

The Student Council Association (SCA) allows the students to participate in their school government under the direction of a teacher. The SCA plans many of the student activities for the year.

SCA business is conducted under the leadership of a president, vice-president, secretary, and historian who are elected by the student body and assisted by SCA representatives elected by homebase. It is the responsibility of each representative to attend all business meetings and to report this information back to homebase.

Transportation

Supervision of students begins at 8:00 am each day; students who are not present in their assigned classroom before the tardy bell rings at 8:18 will be considered tardy. Academic classes are dismissed at 3:20. ~~However, students may stay after school until 4:30 for intramurals or other school approved activities under the supervision of staff from 3:30 until 4:30. Late buses are provided Monday through Thursday for all intramurals and supervised activities ending at 4:30.~~ Students are not allowed to be in the building outside of these hours with the exception of special events and other supervised activities scheduled in the evening. Student transportation must accommodate the scheduled times to ensure that students are never unsupervised or waiting for a ride more than 15 minutes after an event or activity has concluded.

Transportation: Bus Riders

The bus schedules for Daniel Morgan students are available on the WPS website @ wps.k12.va.us. Students who live west of Pleasant Valley Road or north of Berryville Avenue may ride a bus to and from school. Students are not allowed to carry glass objects, live animals, or any object that cannot be placed in their laps without crowding others. When it is necessary for these items to be brought to school, parents must arrange special transportation. Parents or guardians who wish to have their child picked up or

dropped off at a place other than their permanent residence (such as a babysitter) needs to complete a release form at their assigned school office. The driver will be given the original copy along with the effective date. (See Section 4.21 for a complete list of infractions). Students must ride a bus to and from their home address unless permission to ride to an alternate location is approved by Transportation and school administration. All bus notes must be turned into the Main Office at the start of the school day in order to make alternate bus arrangements.

Transportation: Car Riders

Car riders are dropped off at the 7/8 Gym between 8:00-8:15 am. Students who are not present in their assigned classroom before the tardy bell rings at 8:20 will be considered tardy. Any student dropped off after 8:20 am will need to enter through the 5/6 Office and will be considered tardy. After school, car riders are picked up at the 7/8 Gym at 3:20. Students who have not been picked up by 3:35 will wait in the 7/8 office until their ride arrives. ~~Students who stay after for a supervised afternoon activity must be picked up promptly at 4:30.~~ Students who are not consistently picked up on time must use bus transportation or, if it is safe to do so, become walkers.

Transportation: Bike Riders

Students riding bikes to school must observe these regulations:

- Keep all bikes in the bike rack. Chain or lock bikes on arrival at school, as the bike is your responsibility.
- Operate bikes in a safe manner going to and from school. Bikes must be walked while on school property.
- Exit school grounds on the sidewalk nearest Grove Street.

Transportation: Other

Skateboards, scooters, inline skates and mopeds are not allowed on school property, nor may they be used for transportation to and from school.

Weather

School delays, cancellations, and early dismissals will be announced on local radio stations and T.V. cable in the event of inclement weather. Parents are asked not to call the school about weather delays or early dismissals, but to listen to the radio, channel 15 on Winchester Cable T.V., Instant Message Alert, or www.wps.k12.va.us.

DANIEL MORGAN MIDDLE SCHOOL STANDARDS OF STUDENT CONDUCT

Section 1 - Rights and Responsibilities

Rights and responsibilities go hand in hand. Citizens of the United States have the right to equal protection under the law, and they have the responsibility to obey the laws of our nation, states, and municipalities.

In the schools of Virginia, students have certain basic rights and responsibilities just as other citizens do. Since school authorities are responsible for the students' safety and welfare from the time they board the school bus or arrive at school until they return home, the Winchester City Schools Board of Education has authority to enact reasonable rules and regulations for the students' safety and welfare. It is the student's responsibility to obey school rules and regulations and to cooperate with school officials in the enforcement of these rules and regulations.

School officials have the right to adopt rules and regulations for the purpose of maintaining order and discipline and for creating a favorable learning environment. Failure to obey and comply with reasonable school rules and regulations will result in disciplinary action.

PROCEDURAL DUE PROCESS IS ALWAYS GIVEN TO THE STUDENT. No suspension is started by a student without explanation to the parent or legal guardian, nor without parental notification of the appeal procedure. The only exception to this is when the administrator believes there is a danger to others in the school if immediate action is not taken. Notification will be by telephone call or home visit, as well as by mailed letter.

Any student, who is suspended or assigned detention for any infraction of school rules, regulations, or Board of Education policies, as well as a parent or person in loco parentis, may appeal the disciplinary action to the principal, assistant principal, or the District Superintendent of Winchester City Schools. Title IV of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, creed, religion, disabilities, or national origin in its educational programs and activities. Title IX of the Educational Amendments of 1972 prohibits the discrimination on the basis of sex.

1.1 Student Responsibilities:

1. To respect the authority of teachers, principals, and other school staff to enforce division policy and school rules regarding student discipline and conduct.
2. To abide by the standards of conduct and rules governing discipline established by the school.
3. To attend school regularly and punctually.
4. To be self-controlled, reasonably quiet and non disruptive in classrooms, hallways, study areas, school buses, on school property and at school functions.
5. To be clean and dress in compliance with school rules of sanitation and safety, and in a fashion that will not disrupt classroom procedures.
6. To be reasonable, self-controlled, non-suggestive and considerate in your relationships with other students.
7. To strive for mutually respectful relationships with teachers.
8. To keep your language and gestures respectful and free of profanity and obscenities.
9. To respect private and public property.

1.2 Parent Responsibilities:

1. To accept and respect the right of the Winchester City School Board to require good behavior of all students and non-students while at school during school activities.
2. To guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control and to be accountable for his/her actions.
3. To know and understand the rules your child is expected to observe at school; to be aware of the

- consequences for violations of these rules and accept responsibility for your child's actions. Parents are required by law to sign an Acknowledgement of Parental Responsibility for Proper Student Conduct.
4. To cooperate with school officials in carrying out appropriate disciplinary penalties when such action is necessary.
 5. To seek out, when necessary, appropriate community agencies for assistance in correcting behavior problems of your child.
 6. To send your child to school as required by Virginia School Law 22-275 (compulsory attendance); to make certain your child's attendance at school is regular and punctual and all absences are properly excused.
 7. To insist that your child is clean, dressed in compliance with school rules regarding sanitation and safety, and in a fashion that will not disrupt classroom procedures.
 8. To teach your child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
 9. To instill in your child a desire to learn to encourage a respect for honest work and an interest in exploring broader fields of knowledge.
 10. To become acquainted with your child's school, its staff, curriculum and activities; to attend parent-teacher conferences and school functions.

1.3 Teacher Responsibilities:

1. To reflect a personal enthusiasm for teaching and a genuine concern for the individual student.
2. To guide learning activities so students learn to think and reason, assume responsibility for their actions, and respect the rights of others.
3. To participate in the establishment of school rules and regulations regarding student behavior; to explain these rules to students and require observance of them.
4. To be fair, firm, and consistent in enforcing school rules in the school and at school sponsored activities.
5. To demonstrate, by word and personal example, respect for law and self-discipline.
6. To refer to a counselor, or administrator, any student whose behavior requires special attention.
7. To inform parents regarding student achievement and behavior; and to consult with parents whenever necessary.

1.4 Administrator Responsibility:

1. To establish school rules and regulations in conformance with school board policy that will ensure an educational program free from disruption.
2. To communicate to parents, staff and students established school board policy and school rules regarding discipline.
3. To receive teacher or counselor referrals of students with behavior problems, confer with these students, communicate with parents and set up cooperative procedures for bringing about modification of the student's behavior.
4. To demonstrate, by word and personal example, respect for law and self-discipline and to exhibit genuine concern for all persons coming under your authority.
5. To become familiar with your students and their concerns by visiting classrooms and attending school activities.

1.5 Extent of School Authority:

When student behaviors away from school property and outside school hours may affect the school environment, the school administration may extend disciplinary action for circumstances that include but are not limited to those that constitute a danger to the safety or welfare of students and staff, a disruption of orderly school operations, or other detriment to the interests of the school. In considering discipline for off-campus misconduct, the following factors will be considered:

- The time and location of the misconduct;
- The nature and severity of the misconduct;
- The specific school interests that can be identified as having been or potentially being impacted by the misconduct;

- Any school affiliation of other persons present at the time of the misconduct;
- Whether prior notice has been given to students in general or to particular groups of students regarding off-campus.

Daniel Morgan Middle School cannot reasonably write a code of conduct in such detail as to anticipate every type of misconduct that could possibly occur. The administration has the authority to discipline unacceptable conduct not specifically covered by this code. All Virginia School Laws and Code of Virginia Laws will apply.

Prosecution of Juveniles as Adults

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section 22.1-279.4 of the Code of Virginia states:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the Code.

Who is a juvenile? Section 16.1-228 of the Code of Virginia defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the Code permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

How is the age of the juvenile calculated? Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

Under what circumstances does the law permit the transfer of juveniles for trial as adults? The Code of Virginia permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

Circumstance #1

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the Code of Virginia). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.

- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.
- Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.
- Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than \$100,000.
- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.

(§§ 18.2-9 and 18.2-10 of the Code of Virginia)

In this circumstance, the Commonwealth's Attorney's office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile's age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile's degree of mental retardation or mental illness
- The juvenile's school record and education
- The juvenile's mental and emotional maturity
- The juvenile's physical condition and maturity

Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the Code of Virginia)

In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult.

Circumstance #3

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the Code of Virginia)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the Code of Virginia)

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses? If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the Code of Virginia)

Does the transfer impact subsequent alleged criminal offenses? Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§ 16.1-269.6 of the Code of Virginia)

What happens when an adult is sentenced for a crime he or she committed as a juvenile? When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to \$2,500. (§ 16.1-284 of the Code of Virginia)

What can happen if a juvenile is tried as an adult? There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

Section 2 – PBIS: Positive Behavioral Interventions & Supports

Daniel Morgan Middle School uses Positive Behavioral Interventions and Supports, known as PBIS to improve the effectiveness, efficiency, and equity of our school and provide positive outcomes for all students. The following are answers to frequently asked questions about PBIS. Additional information can be found on the website pbis.org.

INTRODUCTION	
1. What is Positive Behavioral Interventions and Supports (PBIS)?	
Implementation framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral competence of all students.	
2. What is the PBIS Center?	
Established by OSERS, U.S. DoE in 1997 to deliver high quality, direct and indirect technical assistance and implementation support to local and state education agencies across the United States and territories.	
3. What do students and educators gain in PBIS schools?	
- All students develop and learn social, emotional, and behavioral competence, supporting their academic engagement. - All educators develop positive, predictable, and safe environments that promote strong interpersonal relationships with students through teaching, modeling, and encouragement.	
4. What do students and educators experience when PBIS is implemented with fidelity?	
- Reductions in major disciplinary infractions, antisocial behavior, and substance abuse. - Reductions in aggressive behavior and improvements in emotional regulation. - Improvements in academic engagement and achievement. - Improvements in perceptions of organizational health and school safety. - Reductions in teacher and student reported bullying behavior and victimization. - Improvements in perceptions of school climate. - Reductions in teacher turnover.	
5. How does PBIS contribute to the development of positive school climate, school safety, and student-educator relationships?	
PBIS implementation involves explicitly prompting, modeling, practicing, and encouraging positive expected social skills across settings and individuals. When students are taught to effectively use relevant expected social skills for themselves and with others, school climates are described as more positive, learning environments are designated as safer, and student-educator relationships are referred to as more trusting and respectful.	

Our PBIS team created the following matrix to define and teach expectations to DMMS students: see following page.



Daniel Morgan Middle School

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

	Arrival & Dismissal	Hallway & Transitions	Restroom	Cafeteria	Chromebooks	Classroom	Buses	School Events	PEDLE
S afety First	1- Report directly to breakfast or designated hallway 2- Go to your locker and place jackets and backpacks inside in a timely manner 3- Report to Homeroom - Stay in my area - Talk softly - Keep hands, feet, and belongings to myself - Remove hats and keep hoods down - Upon entering the building cellphones and earbuds/headphones should be out of sight	- Walk directly to my designated area - Keep hands, feet, and belongings to myself - Do not eat or drink in the hallway - Obtain permission to leave homeroom (Library, Office, Clinic, etc.) - Sign-in and out of your classroom - Chromebooks should be closed while walking in the hallway - Keep hoods down - Earbuds/headphones should be out of sight (not woven through clothing) - Drawstring bags, bookbags, and coats should remain in your locker	- Keep hands, feet, and belongings to myself - Do not congregate in the bathroom	- Enter and exit the cafeteria in an orderly fashion - Throw away my trash - Gently place tray in the appropriate location - Clean up after myself - Keep hands, feet, and belongings to myself	- Chromebooks should be closed while walking in the hallway - Make sure Chromebooks remain in a case and/or cover - Visit only authorized websites and apps - Follow the guidelines of the Acceptable Use Policy - Do not share or swap devices or passwords with another student	- Listen to and follow directions the first time given - Ask appropriately for help	- Use assigned bus stop only - Enter and exit in an orderly fashion - Stay in your seat - Share any incidents - Obtain a bus pass to change bus and/or drop off location - Bring signed parent/guardian notes to the office in the morning - Keep hands, feet, and belongings to myself - Do not eat or drink on the bus	- Follow school rules and procedures - Listen/Follow directions the first time given - Ask appropriately for help	- Talk softly - Keep hands, feet and belongings to myself - Enter and exit in an orderly manner - Visit only authorized websites and apps - Listen to and follow directions the first time given
W ork Together Respectfully	Respect the space of others	- Walk quietly to the right side of the hallway so that others can continue learning and working - Use appropriate language	- Allow for the privacy of others - Share problems/concerns with an adult - Maintain a clean and sanitary environment	- Move away from conflict or distractions - Ask for help when needed - Be patient - Stay in line - Remain seated - Obtain permission to leave your table - Sit in designated area - Students scheduled to eat in an area other than the cafeteria will go directly through the lunch line - Obtain a pass from a teacher to eat in a classroom	- Be responsible for your Chromebook only - Keep your chromebook closed until required for learning - Share problems/concerns to an adult	- Accept feedback and discipline from staff by listening, asking questions politely, and following directions the first time - Be ready to learn by turning off your cell phone, keeping it out of sight, and being an active participant - Encourage others	- Invite people to sit with you - Share problems or concerns with an adult - Follow directions - Wait in line - Listen to the bus driver - Share seats - Sit in designated areas - Talk quietly	- Use appropriate audience etiquette - Be a good listener - Keep hands, feet, and belongings to myself - Use positive language	- Use appropriate language - Share problems or concerns with the facilitator - Move away from conflict or distraction - Be patient - Encourage others - Ask for help when needed - Be an active participant by listening and asking questions
A ccept Responsibility	- Keep to your own business - Obtain permission to leave homeroom (Library, Office, Clinic, etc.)	- Maintain an appropriate level of volume - Gather all belongings from my locker during the designated time - Carry my own belongings - Keep lockers locked - Walk directly to my designated area - Do not share lockers	- Conserve supplies - Dispose of trash in the trash can - Flush - Wash my hands - Use facilities appropriately and in a timely manner	- Maintain a clean space and conversation - Keep food on my tray or in my mouth	- Use Chromebook for learning and instruction (school purposes only) - Have Chromebook charged and/or bring charger every day - Bring Chromebook to school everyday	- Attend class daily and on time - Clean up after myself - Be prepared for instruction with all necessary materials - Bring Chromebook to school everyday - Make sure your chromebook is charged or bring your charger with you - Ask for and complete missing work	- Stay seated while the bus is moving - Keep your body and belongings inside the bus	- Secure timely transportation to and from events - Maintain good standing	- Maintain a clean space - Walk directly to PEDLE lab - Be prepared with necessary materials - Use materials for learning purposes - Have Chromebook charged and/or bring charger every day
G uide Me	- Staff will supervise students at all times - Staff will support students by encouraging them to be in the appropriate location in a timely manner	- Staff will model safety - Staff will monitor students by being at their doors and in the hallways	Staff will stand by bathrooms to monitor the noise and behavior from the hallway	- Staff will monitor students as they walk out of the cafeteria - Staff will arrive to lunch duty on time - Staff will actively monitor students during lunch	- Staff will supervise the use of Chromebooks/ various technology at all times - Staff will have lessons prepared that use Chromebooks as a tool for learning	- Staff will facilitate groups of students at all times - Staff will be engaged and present - Daily lesson agendas and objectives posted - Aligned activities - Observable outcomes	- Bus driver will supervise students at all times - Bus driver will provide written notification of behavior concerns	- Staff will arrive to events on time - Staff will actively monitor students during events - Staff will stay at school until all students have been picked up	- Staff will arrive on time - Staff will facilitate groups of students - Staff will be engaged and present - Staff will provide written documentation of student progress

Section 3 – Specific Offenses

Due to COVID-19 restrictions, if a student is attending the Hybrid model and does not meet expectations as outlined in the DMMS Standards of Conduct and/or does not adhere to safe health practices, the student may be assigned to the 100% Distance Learning Model or required to attend the Rhodes School.

3.1 Alcohol and Drug Policy and Procedures

Policy Violations of WPS School Board Policy File JFCF: Drugs in School: A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, in any school vehicle, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with Policy JHCD.

Middle and High School

The Superintendent or designee may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse, and (2) participate in a drug treatment program, if recommended by the evaluator and the student's parent consents.

In the event that a student violates Policy File JFCF, the following steps may be taken:

1. The administrator takes the student to the school nurse in order to ensure their physical safety.
2. The principal will conduct a conference with the student and his/her guardian(s) prior to making a final determination of a violation, giving the student and their guardian an opportunity to respond.
3. Upon making a final determination of a violation, the principal may initiate an out of school suspension and advise the student and guardian that a recommendation will be made to the Superintendent and School Board regarding additional suspension including possible expulsion from school.
4. The Superintendent or designee will hold a hearing with the guardian, the student involved, and school officials to determine if further disciplinary action is necessary.
5. The Student Support Specialist will share the recommendations of the assessment with the appropriate administrators and the student's plans to fulfill them.
6. The student support specialist will serve as a point of contact and provide case management services for the family on an ongoing basis.

3.2 Altercation

- A. It is not appropriate for students to engage in horseplay at school. To do so, may result in disciplinary consequences.
- B. A student is viewed as a participant in an altercation whenever she/he engages in physical contact. Engagement in a physical altercation will result in disciplinary consequences.
- C. A student committing a violent physical assault resulting in a serious injury to another student will be suspended out-of-school up to ten (10) days and referred to the division superintendent and the police.
- D. In addition, students intimidating or instigating an altercation will be disciplinary consequences. Intimidation and or instigation includes, but is not limited to, physical intimidation, such as threatening gestures, and students who encourage others to fight by repeating threatening comments or spreading rumors that could encourage a fight.

3.3 Arson

Arson will result in a suspension of up to ten (10) days out-of-school and a referral to the District Superintendent. The student may be recommended for expulsion and is subject to criminal prosecution.

3.4 Bullying

A student, either individually or as a part of a group, shall not harass or bully others by verbal, written or electronic communications. A student is prohibited from repeated, deliberate, negative behaviors intended to frighten or cause harm to others or intended to disrupt the learning environment.

Prohibited conduct includes, but is not limited to, physical intimidation, electronic communications used to threaten, intimidate, or harass, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct also includes making comments regarding race, gender, religion, physical abilities or characteristics or associates of the targeted person.

Examples of electronic interactions include, but are not limited to, information and communication technologies such as e-mail, cell phone, and page text messages, instant messaging, personal websites, and personal polling sites (blogs and chat rooms).

Bullying behavior will not be tolerated. Students who engage in bullying behavior, or encourage others to bully, receive disciplinary consequences.

For further information about our bullying, contact the guidance department.

3.5 Bus Regulations

- A. The following acts of misconduct will be reason for suspension as the code mandates and/or the denial to students the privilege of riding the bus:
- Use and possession of tobacco or controlled substances is forbidden,
 - Profane or vulgar language,
 - Throwing objects at the bus, on the bus, or from the bus,
 - Fighting on the bus,
 - Willful destruction of any part of the bus, and
 - Failure to obey reasonable requests by the bus driver

Objects that cannot be brought on the bus include the following: Glass containers, school projects with sharp edges, and school projects that cannot be held on the child's lap with the exception of band instruments.

- B. Acts of misconduct will result in a referral made by the school bus driver to the administration. Buses are equipped with security cameras that record improper actions of students and the recording may be used to enforce appropriate disciplinary steps.

3.6 Cheating or Giving False Information

- A. Cheating is defined as any form of misrepresentation concerning assigned learning activities such as copying from another student's paper or work, giving or receiving help on pledged work, using notes or references that are not allowed, having someone else do assignments, and purposely omitting credit for ideas or information which is not the student's own. On the first occurrence of cheating, students guilty of cheating will be required to complete an alternate assignment and serve one day in the Opportunity Room. Additionally, the teacher will contact the parents. The second offense will result in disciplinary consequences including an office referral and assignment of In School Restriction. An administrator will contact the parents and the students will earn a zero for the assignment.
- B. Students guilty of lying, forgery, or other misrepresentation of the facts not related to a learning activity may be assigned disciplinary consequences.

3.7 Communication Devices and Prohibited Items, Possession of

- A. The use of a cellular phone, or other small communication devices are prohibited during school hours. All devices must be turned off and out of sight when students enter the building. Devices that are seen or heard during school hours will result in confiscation of said items. Confiscated items will be turned over to parents. Additional violations will result in disciplinary action. However, cell phones may be used after school hours or at the conclusion of school programs (including intramural activities and intervention).

The following are types of items that are not permitted at school unless required for use in a particular class: fidget spinners, radios, DVD players, MP-3 players, IPODs, cameras, whistles, electronic games, or any other sound producing equipment, water guns, yo-yos, stuffed animals, trading cards, blankets, other toys or objects that are deemed inappropriate to the school environment, and laser pointers.

All items such as those listed above will be confiscated and held in the General Office. Further violation will result in additional disciplinary consequences. Daniel Morgan Middle School employees will not be responsible for the loss or theft of any of these or related items.

- B. Selling or trading items at school is strictly prohibited unless specifically approved by the Superintendent or his designee. The sale of non-school sponsored items is strictly prohibited. All items involved in trading or selling will be confiscated and held in the General Office and may result in disciplinary consequences.

Daniel Morgan Middle School employees will not be responsible for the loss or theft of any of the items listed above in section 3.7 or of any related items. However, parents may file a report with the school resource officer for the theft of valuables.

3.8 Defiance

All students shall comply with the directions of all school personnel during any time they are under the authority of the school and should show them the proper respect at all times. Students must give their name when asked by any school personnel. Failure to identify oneself properly, failure to obey a teacher's instruction, or failure to report to the office when instructed will result in disciplinary consequences.

Defiance can be defined as Academic Defiance when a student refuses to comply with task completion as assigned by a teacher or refuses to comply with instructions in the classroom. Failure to obey a teacher's instruction may result in disciplinary consequences.

3.9 Disruption of Class or Student Assembly

Disruption of a class or student assembly is the interruption and impeding of the orderly procedure and conduct of the class or assembly. Disruptions which require immediate removal of the student may result in disciplinary consequences.

3.10 Extortion

Extortion is defined as obtaining food, goods, money or other items from others by use of threats, physical force, and misuse of authority, roughness, group coercion, threat or injury, unjust use of power, conduct or language. Extortion may result in disciplinary consequences.

3.11 False Fire Alarms and Bomb Threats

The making of, or the participation in the making of, a false fire alarm, an explosive or look alike device, or a bomb threat will result in a suspension up to ten (10) days out-of-school, and referral to the District Superintendent, and in all cases will be reported to law enforcement agencies.

3.12 Public Display of Affection

Students are not allowed to hold hands, put their arms around each other or display other affection at school or on school property. Should this occur after a warning, parents are contacted and one (1) day of ASR is given. Should there be further occurrences; the student involved may be assigned disciplinary consequences.

3.13 Sexual Harassment

- A. It is prohibited for any employee or student, to harass others by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature. Any person who sexually harasses another will be subject to a disciplinary action appropriate to the offense from a warning to expulsion or discharge.
- B. Any person is free from any retaliation from filing such a complaint. Retaliators will be subject to up to 10 days out-of-school suspension and a referral to the Superintendent.

3.14 Stealing

Any student who has been involved in a stealing incident may be assigned disciplinary consequences.

- A. Restitution will be assessed and required. In addition, the School Resource Officer will be notified.
- B. All students are reminded that court action may be taken by the school or other persons against those who may be involved in stealing. All students are asked to exercise caution in taking care of their possessions. School authorities are not responsible for lost or stolen articles. Every attempt will be made to recover the stolen property and the guilty individual(s) will be dealt with according to the policy.

3.15 Tardiness

Supervision of students begins at 8:00 on a regular school day. Students are encouraged to arrive at school at 8:00 and no later than 8:10 in order to be prepared and on time for their first class. Students are considered tardy if they are not in their homebase class by 8:18.

- A. A student will be considered tardy in attendance if he/she is late in arriving at school at the designated time. The parent/guardian is responsible for contacting the school if a student is tardy. Excessive or chronic tardiness will be considered a violation of the parent's or guardian's responsibility to ensure the regular and punctual attendance of a student. If tardiness continues after notification of the parent or guardian by the school principal in a conference held with the parent or guardian, the school administrator may initiate civil action as allowed under Virginia School Code.
- B. All tardies caused by late school buses are excused, but the student must check in with the attendance office before going to class.
- C. Students are allowed a reasonable transition time to change classes. If more time is taken, the student is considered tardy unless a note is written from the previous teacher or a school official to excuse the lateness.
- D. The fourth accumulated unexcused tardy to classes or home base may result in disciplinary consequences. The accumulation of tardies will terminate at the end of each quarter.

3.16 Threats and Use of Force against School Personnel

- A. A student will not threaten a teacher or any school employee. To do so may result in an immediate out-of-school suspension of up to ten (10) days and a referral to the District Superintendent or designee. An expulsion may possibly be recommended.
- B. A student will not strike or use force with a teacher or any school employee. To do so may result in an immediate

out-of-school suspension of ten (10) days. A referral will be made to the District Superintendent with a recommendation for expulsion. This action is subject to criminal prosecution.

3.17 Threats, Verbal and Written between Students

A threat is a statement or expression of intention to hurt or harm. This threat may be verbal or written. A verbal or written threat between students may result in disciplinary consequences.

3.18 Tobacco, Use and Possession of

- A. Students shall not use tobacco in any form while on the school premises, on any field trip, or at any function held under the auspices of any school organization. in Level 1 team consequences and possible Level 2 administrative consequences.
- B. Students found smoking, using, or possessing tobacco products will be assigned disciplinary consequences.

3.19 Truancy/Skipping Class

- A. Whole day unexcused absences (skipping school) may result in disciplinary consequences.
- B. Leaving a class without teacher permission or skipping a class may result in disciplinary consequences.
- C. Leaving the building without permission may result in disciplinary consequences and referral to home-school coordinator.

3.20 Unauthorized Areas

Any student in an unauthorized area of the school without permission may be assigned disciplinary consequences.

3.21 Unauthorized Visitors

A visitor is defined as any person other than a student of Daniel Morgan Middle School or an employee of the Winchester City School System. Visitors must be registered through the administrative office in order to receive a visitor's pass and show driver's license and photo ID required. This pass must be returned to the office upon leaving the building.

3.22 Vandalism

A student shall not cause or attempt to cause damage to school property or to private property on school grounds or during a school sponsored event. A student guilty of damage to school property will be required to pay for the damages and will be suspended up to ten (10) days, may be referred to the District Superintendent, and is subject to criminal prosecution.

3.23 Vulgarity or Profanity

- A. The use of demeaning or derogatory terms which refer to any individual or group is not allowed. Vulgarity, written or verbal, obscene gestures, and profanity are not allowed at school or at any school activities.
- B. Profanity or vulgarity directed toward or expressed to any teacher, administrator, or staff member could result in disciplinary consequences and a possible referral to the Division Superintendent.
- C. The use of vulgarity or profanity in general or directed toward other students will result in disciplinary consequences.
- D. Exposure will result in disciplinary consequences.

3.24 Weapons, Explosives, Possession of; Potentially Dangerous Materials, Use of

- A. The possession or use of explosives, including but not limited to fireworks, firecrackers, ammunition, and incendiary devices, will result in an out-of-school suspension of up to ten (10) days, a referral to the District Superintendent, and a recommendation for expulsion. This infraction is also subject to criminal prosecution.
- B. Students are prohibited from carrying weapons, look-alikes, or dangerous instruments that can be considered as weapons within the confines of the school building or on school property. The student will be suspended out-of-school up to ten (10) days and referred to the District Superintendent with a recommendation for expulsion. In certain cases, expulsion for no less than 365 days will be required. This infraction is subject to criminal prosecution.
- C. Items that are disruptive to the orderly school procedure, in addition to threatening life and safety, are prohibited. Examples of such items include lighters and matches. Possession of such items will result in disciplinary action. Use of such items will result in out-of-school suspension up to ten (10) days and referral to the District Hearing Officer.

Section 4 – Chronic Offenders

- 4.1 If a student's conduct results in the accumulation of multiple consequences of any combination of the following consequences: after school restriction (ASR), in school restriction (ISR), or out of school suspension (OSS), a conference will be held with the principal, student, and parent/guardian.
- 4.2 Chronic offenders are subject to expulsion by the School Board.
- 4.3 The administration reserves the right to recommend to the Superintendent for expulsion of any student for just and due cause.
- 4.4 Students who have earned office referrals within 30 days prior to an extracurricular event may be prohibited from attending the event. This includes dances, open gym, field day, Quarterly Celebrations and other special events.

Section 5 – Conduct Going To and Returning From School

- 5.1 Conduct of pupils going to and from school is subject to the scrutiny of school authorities as indicated in the Code of VA, 22.1-78.
- 5.2 Student misbehavior and actions which directly affect the good order and welfare of the school and which occur while students are in transit to and from school are subject to the same consequences as defined in the Daniel Morgan Code of Conduct.

Section 6 – General Provisions Regarding Assigned Opportunity Room (OR) and After School Restriction (ASR)

6.1 Opportunity Room

- A. Teachers may assign students to the Opportunity Room to complete a reflection for minor disciplinary infractions or to complete unfinished work. The purpose of the assignment is to promote reflection in order to prevent recurring incidents and the need for more serious consequences.
- B. Students who do not report for an assigned Opportunity Room will be assigned After School Restriction (ASR) for one (1) day in addition to the Opportunity Room.
- C. After a student has had 3 or more Opportunity Room referrals an After School Restriction (ASR) may be assigned by

an administrator.

6.2 After School Restriction

- A. Administration may detain students for one (1) hour in After School Restriction (ASR) with 24 hours notice. A letter will be sent to the parent/guardian.
- B. Failure to report for After School Restriction will result in a one (1) day of In School Restriction (ISR). In addition, the student must complete the original assignment of ASR.

6.3 After School Events

Students who have earned office referrals are ineligible to participate in after school events. This includes referrals earned prior to and on the day of the event.

Section 7- Trespass

- 7.1 The Superintendent and the individual principals or their designee are authorized to exercise full and complete control over the use of school grounds and property by any persons, and is authorized to control conduct of people while on school property. When the presence or conduct of any person is detrimental to the orderly operation of the school, the person in charge is authorized to request such person to leave the property and that if they fail to comply, advise them that they are trespassing, and if they fail to leave immediately, obtain a warrant for their arrest.

Distance Learning 2020-2021

Guiding Principles:



Health and Safety: Maximize the health and safety of our students, staff, and families through full alignment with CDC, VDH and VDOE guidelines



Flexible: Develop multiple learning pathways for students, teachers and families that include choice and can respond to changing conditions



Accountable: Ensure student accountability for learning through clear communication, feedback and outreach



Equity Focused: Design structures and strategies for equitable outcomes, specifically addressing the needs of students with disabilities, English Language Learners and economically disadvantaged students

The global pandemic caused by COVID-19 has made planning for the 2020-21 school year very difficult for schools and families alike. Preparing for a new school year under normal circumstances is a tough job and involves a lot of hard work and planning. This year, as we continue to navigate uncertain conditions, that task becomes much more difficult. WPS conducted a survey of parents, employees, and students to gather feedback on the reopening of schools. Using that information and working with principals, teachers, instructional leaders, parents, and community members, we have made a collaborated effort to define what education will look like in Winchester Public Schools as we move into the 2020-21 school year.

WPS plans for returning to school for the 2020-21 school year include two options: a hybrid model including in-person and distance learning, and 100% distance learning.

Option 1: WPS Hybrid 50/40 Model

The WPS Hybrid 50/40 Model is a twice-a-week model. This is called the 50/40 model because we will teach 50% of our students in-person 40% of the time.

Below are some specifications. Ultimately, this model gives us the best opportunity to design quality distance learning experiences for our students.

- Students will be assigned to Group 1 or Group 2 based on their last name, and families will be kept in the same group.
- Group 1 (A - K) would attend a full day on Monday and Thursday and Group 2 (L - Z) would attend a full day on Tuesday and Friday.
 - The day would function like a normal school day with class change(s) and planning periods.
 - Principals would work with staff to develop protocols for recess, lunch, etc. that are in keeping with CDC and VDH guidelines.
- Wednesday will be additional time for teachers to design asynchronous learning for the days students are not in school and also time to use Google Meet for synchronous learning with the entire class. Wednesday might also be used for Professional Learning Communities to meet and develop common learning experiences for students.
- Comparing 2 approaches to remote learning - Synchronous vs. Asynchronous

- Synchronous: Students engage in course activities at a specific date/time, requiring that everyone be online for a scheduled event.
- Asynchronous: Students engage in course activities at any time, contributing at their own pace.
- Wednesday will also be a time for enhanced cleaning of the building.

Please note: Due to COVID-19 restrictions, if a student is attending the Hybrid model and does not meet expectations as outlined in the DMMS Standards of Conduct and/or does not adhere to safe health practices, the student may be assigned to the 100% Distance Learning Model or required to attend the Rhodes School.

Option 2: WPS Connections (100% Distance Learning Model)

WPS connections is a 100% Distance Learning Model and will include the following:

- Dedicated instruction from WPS teachers
- Synchronous learning through Google Meet (live, virtual instruction and check-ins)
- Student accountability through grading and feedback
- Limited course offerings at middle and high school based on student schedules

COVID-19 Preparedness

Winchester Public Schools continues to evolve and refine our initiatives in support of continuity of education for students. While Virginia moves into Phase 3 of its reopening plan, we will follow the guidance provided by the state and the Centers for Disease Control (CDC). Our first priority is the health and well-being of our students and staff as we prepare for the safe reopening of schools. Please review the highlights of the WPS Safety Protocols.

Physical Distancing

- Maintain 6 feet of separation between people whenever possible.
- Display markings on the floor and signs throughout the building to help people maintain appropriate distance from one another.
- Generally speaking, assign space to students in classrooms that provides the potential for 6 feet of physical distance.
- Establish meal schedules, serving locations (classrooms and/or cafeteria), protective practices for students with food allergies, and other practices that support public health.
- Respect the state's large-group gathering restrictions, including the 250-person limit on large gatherings, such as assemblies and recess, during Phase III.

Face Coverings and PPE

- Face coverings will be required for all staff, students, and visitors.
- Require the use of cloth face coverings for students, unless a medical condition documented by a medical professional requires otherwise. (Per the Centers for Disease Control and Prevention [CDC] guidance, cloth face coverings should

not be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.)

- Equip health office staff with medical-grade Personal Protective Equipment (PPE) to include masks, gloves, gowns, and face shields/goggles.
- Procure disposable face coverings to provide to students who are required to wear a face covering but do not have one.
- Provide PPE to full-time and part-time employees as appropriate to their area of responsibility.

Daily Symptom Check Questionnaire and Temperature Checks

- Parents/guardians will complete a symptom check questionnaire for their children at home prior to sending/bringing them to school. If the answer to any question is “yes”, the student must stay home.

DAILY HEALTH SCREENINGS

A daily health screen will be conducted in accordance with current CDC and VDH guidelines.

Parents will be asked to conduct a daily health assessment of their children. If unable, older siblings may perform the screening. The following directions will be given:

- Take their temperature and keep them home if they are 100.4 or higher.
 - Ask if they have a sore throat, coughing or if it is hard to breathe.
 - Do they have flushed cheeks, seem tired or extra fussy?
 - Does anyone in the home show signs or tested positive for COVID?
 - Did they come in contact with someone showing signs or tested positive for COVID?
- Upon arrival at school, staff will conduct a daily health screening for each student. If a student answers yes to any of the questions, the student will be escorted to the designated care room.
 - Staff will complete a symptom check and temperature check at home prior to reporting to work. If the answer to any question is “yes” or even if the employee has a fever of 100.4°F or higher, the employee will stay home.
 - In order to provide the safest environment possible, it is very important sick children are picked up within the hour of notification by school staff. Up-to-date emergency contact information will be required of all families.

Care and Testing for People with Symptoms

- The school health office staff will care for any student or staff member reporting or exhibiting symptoms related to COVID-19 in a space separate from the general health office. The parent/ guardian will be requested to come to school to pick up the student as the student will not be permitted to ride the bus home. The employee will be asked to go home and seek care from their physician.
- Information regarding testing facilities will be provided to students and staff who report symptoms related to COVID-19.

Contact Tracing and Self- Quarantining

- If a staff member or a student tests positive for COVID-19, a contact investigation will be conducted by the Virginia Department of Health in coordination with the Winchester Public Schools dedicated nurse for COVID-19 response. WPS will notify close contacts of positive cases, urge them to stay at home, and require them to complete the CDC/VDH recommended isolation period before returning to the school.

- WPS, based on consultation with VDH, could determine that self-quarantining is required among groups of students and staff who are exposed to a positive case. The volume of close contacts of positive cases would determine the extent to which in-person learning/work would be paused. In-person learning/work may be paused for students/staff who are close contacts of positive cases, as determined by VDH. The self-quarantine would not involve pausing virtual learning or work for these individuals.
- WPS will work collaboratively with the VDH to report positive COVID-19 cases and potential close contacts, and communicate accordingly with the affected community members.

Enhanced Hygiene, Cleaning and Disinfecting Practices

- Encourage and provide opportunities for frequent handwashing.
- Implement Legionella prevention per CDC guidance, including use of flushing water systems.
- Maintain increased supplies of soap and hand sanitizer to support an increased use of soap and hand sanitizer stations. Limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Schools and worksites will be provided the appropriate signage and Virginia Department of Health/CDC posters related to mitigation strategies that include face coverings, respiratory etiquette, physical distancing, and signs/symptoms of COVID-19.
- Implement enhanced cleaning procedures including more frequent cleaning of high-touch areas. Clean buses after morning, midday and afternoon runs.
- Follow CDC guidance regarding cleaning of facilities that have been used by people who have tested positive. Three levels of enhanced cleaning will occur: enhanced; enhanced plus targeting cleaning in particular areas of the building; enhanced plus intensive school-wide cleaning, including a full disinfecting of the entire school with use of Electrostatic Spraying Systems.

Physical Distancing on Buses

- WPS will seek to create physical distance between students on buses.
- WPS will seat children one per seat, with one student by the window and the next student by the aisle, which is approximately 26-28 students per bus.
- Bus monitors will be used to monitor face coverings.
- Children living together, such as siblings, may sit together.
- WPS will implement modified practices for students entering and leaving buses.

School Nutrition

- Breakfast and lunch will be available at school for students on the days they are present for in-person learning.
- Meals will be mostly served in the classroom.
- Accommodations for students with allergies will be managed on a student by student basis as appropriate.
- Packages with 3 days of non-perishable meals will be available at community distribution points for students on Wednesdays.

Please find additional information at <https://www.wps.k12.va.us/Page/11331>

THE 3 Ws

GUIDE OUR PROTOCOLS AND PRACTICES AS WE RETURN TO SCHOOL

WAIT...

to maintain 6
feet of distance



WEAR...



a face covering

WASH...

your hands
regularly



**WHEN LEAVING HOME, HELP EVERYONE STAY
SAFE & HEALTHY. REMEMBER YOUR 3 Ws.**

Información, Reglamento, y Procedimientos de la Escuela Media Daniel Morgan

Día Académico

Horario escolar

El día académico de un estudiante de la Escuela Daniel Morgan comienza a las 8:18 y termina a las 3:20. La supervisión de los estudiantes comienza a las 8:00 todos los días. No se permite que los estudiantes lleguen antes de las 7:40 am por motivos de supervisión. Se considera que los estudiantes llegan tarde si no están en su clase base a las 8:18.

SI UN PADRE RECOGE A UN ESTUDIANTE DURANTE EL DÍA ESCOLAR, SE DEBE PRESENTAR UNA IDENTIFICACIÓN CON FOTO.

Horario Escolar Diario

<u>7mo Grado</u>		<u>8vo Grado</u>
<u>Clase de BASE/Período 1 - 8:18-8:23</u>		<u>Clase de BASE/Período 1 - 8:18-8:23</u>
Período 2 - 8:26-9:26		Período 2 - 8:26-9:26
Período 3 - 9:30-10:30		Período 3 - 9:30-10:30
Período 4 - 10:34-11:34 Almuerzo de 7mo Grado 11:36-12:01		Período 4 - 10:34-11:34
Período 5 - 12:05-1:05		Período 5 - 12:05-1:05 Almuerzo de 8vo Grado 12:40-1:05
Período 6 - 1:09-2:09		Período 6 - 1:09-2:09
Período 7 - 2:13-3:20		Período 7 - 2:13-3:20

Información académica

La Escuela Intermedia Daniel Morgan es el hogar de los grados séptimo y octavo en el sistema de Escuelas de la Ciudad de Winchester. Daniel Morgan sirve como transición de clases mayoritariamente autónomas de la escuela primaria al horario individualizado de la escuela secundaria.

Plan de estudios

A los estudiantes de la escuela intermedia se les presenta los rigores de la instrucción académica sin dejar de recibir

apoyo en su aprendizaje. Tienen cuatro clases centrales programadas que incluyen inglés, matemáticas, ciencias y estudios sociales. Se ofrece una variedad de clases electivas a todos los estudiantes para permitir la exploración de intereses durante los años de la escuela media. Se utilizará una prueba de ubicación y otros datos de rendimiento para determinar la ubicación avanzada en matemáticas y ciencias según lo soliciten los padres y recomendación del maestro. Se ofrecen clases de inglés como segundo idioma y educación especial a los estudiantes identificados elegibles. Para obtener más información sobre estos programas, comuníquese con el departamento de orientación.

Los estudiantes de Daniel Morgan también tienen la oportunidad de asistir a los siguientes cursos que otorgan créditos de escuela secundaria: Álgebra I, Geometría, Ciencias de la Tierra, Español I, Español II y cursos de computación selectos. Los padres pueden solicitar que se omitan las calificaciones del expediente académico del estudiante y que el estudiante no obtenga crédito de escuela secundaria por el curso. Más información adicional y descripciones de cursos están disponibles en el Programa de Estudios en la escuela o en la página web de Daniel Morgan. Nuestra dirección web es www.wps.k12.va.us/dmms/dmmshome.html.

Actividades de enriquecimiento

A los estudiantes de Daniel Morgan se les ofrecen muchas oportunidades para aplicar sus habilidades académicas más allá del aula. Por ejemplo, nuestros estudiantes han participado en actividades como gobierno estudiantil, Spelling Bee, Competencia de Oratoria Interna, competencia de la Liga de Matemáticas de Virginia, Math Counts (séptimo y octavo) y la Feria de Artes de Primavera de todo el sistema, así como muchos otros planes de estudio, actividades y concursos relacionados. La selección de oportunidades de enriquecimiento varía dependiendo de los intereses de los estudiantes y el patrocinio de los maestros.

Excursiones

Los estudiantes pueden tener la oportunidad de participar en una excursión patrocinada por la escuela para reforzar la instrucción. Durante una excursión, los estudiantes estarán bajo la supervisión del personal de la escuela y se aplicarán todas las reglas y regulaciones escolares. Se informará a los padres de cualquier excursión antes de que ocurra.

Si los padres o tutores quieren que su hijo participe en excursiones en estas condiciones, deben marcar el “sí” en blanco en el FORMULARIO DE PERMISO DE LOS PADRES PARA LA PARTICIPACIÓN DEL ESTUDIANTE; si no es así, deben marcar el "no". Si los padres han dado su consentimiento para la participación en la excursión, pero hay una excursión en particular planificada en la que no quieren que participe su hijo, pueden notificar al director de la escuela o al maestro del niño por escrito para excusar al niño de participar. Ningún niño será penalizado por no participar en una excursión.

Escala de calificaciones - 10 puntos

- A 100 - 90
- B 89-80
- C 79-70
- D 69-60
- F 59-0

Agenda de Calificaciones

<u>Periodo de Calificación</u>	<u>Fecha Final</u>	<u>Notas en el Sistema</u>	<u>Informe enviado</u>
1er término - I1 (4 ½ semanas)	miércoles 12 de septiembre	viernes 14 de septiembre	miércoles 19 de septiembre
1er período - M1 (9 semanas)	jueves 11 de octubre	lunes 15 de octubre	miércoles 17 de octubre
2do término - I2 (4 ½ semanas)	miércoles 14 de noviembre	viernes 16 de noviembre	miércoles 28 de noviembre
Fin del 1er Semestre 2do Periodo de calificaciones - M2 & Y1 (9 semanas)	viernes 21 de diciembre	miércoles 2 de enero	viernes 12 de enero
3er término - I3 (4 ½ semanas)	miércoles 6 de febrero	lunes 11 de febrero	miércoles 13 de febrero
3rd período - M3 (9 semanas)	miércoles 13 de marzo	jueves 14 de marzo	miércoles 20 de marzo
4to término - I4 (4 ½ semanas)	miércoles 17 de abril	martes 23 de abril	jueves 25 de abril
4to período de calificaciones - M4 & Y2 (9 semanas) * sin contar días de recuperación	*viernes 24 de mayo	*miércoles 29 de mayo	*jueves 6 de junio

I = Fin del término (4 ½ semanas). Estos reportes serán entregados a los estudiantes.

M = Fin del Período de Calificaciones (9 semanas). Estos reportes serán entregados a los estudiantes.

Y = Fin del Semestre (18 semanas). Estos reportes serán enviados a los hogares.

Tarea

En DMMS creemos que la tarea es muy importante. La tarea refuerza lo aprendido en clase y prepara a los estudiantes para las próximas lecciones. Los estudiantes deben leer todos los días en casa.

La tarea debe completarse a tiempo. Los estudiantes que falten dos (2) o más días recibirán tarea y libros a pedido de los padres. Por favor llame a la oficina antes del mediodía si planea recoger la tarea al final del día escolar. Si un estudiante está ausente, se le dará una cantidad de tiempo adecuada para recuperar el trabajo que perdió.

Reuniones de padres y maestros

Siempre se programan dos sesiones formales de reuniones de padres y maestros cada año escolar, una por semestre. Los avisos de programación se envían por correo en el boletín para padres. Además, los maestros inician conferencias según sea necesario durante el año académico. Se anima a los padres a que se comuniquen con los maestros. La confirmación de la fecha se transmitirá en el Llamado Semanal de la Directora más cerca de estas fechas.

Informes de progreso / boletas de calificaciones

Los informes de progreso se publican durante todo el año en intervalos de aproximadamente cuatro semanas y media. Las calificaciones se otorgan para indicar el logro académico. Los hábitos de trabajo y las habilidades de estudio, así como la conducta y la ciudadanía, se evalúan en la Sección del Código de comentarios. Los informes de progreso y las boletas de calificaciones de los primeros tres trimestres se enviarán a casa con los estudiantes. Los padres deben firmar los informes y devolverlos a la escuela con sus hijos al día siguiente. La boleta de calificaciones final se enviará por correo a los padres.

Atletismo: Deportes Interescolares

Daniel Morgan ofrece los siguientes deportes interescolares:

Basketbol	Porristas	Corridas
Futbol Americano	Carreras	Voleibol
	Lucha	

Además, los estudiantes atletas elegibles de octavo grado pueden participar en los siguientes deportes universitarios juveniles que se ofrecen en la escuela secundaria John Handley:

Béisbol	Golf	Fútbol
Sofbol	Tenis	

Para ser elegible para probar un deporte, cada estudiante-atleta debe cumplir con lo siguiente:

- Estar en séptimo u octavo grado.
- No tener quince años antes del 1 de agosto para los estudiantes-atletas de octavo grado.
- No tener catorce años antes del 1 de agosto para los estudiantes-atletas de séptimo grado.
- No tener más de una calificación reprobada. Después de una calificación reprobada, la elegibilidad de un estudiante-atleta puede regresar si un informe de progreso de mitad de período indica que el estudiante-atleta está aprobando la materia reprobada anteriormente.
- Seguir todas las reglas y regulaciones como se describe en el Manual Atlético de DMMS.

Los estudiantes atletas de Daniel Morgan deben recordar que son estudiantes primero. La participación en deportes interescolares es un privilegio.

Comedor

El costo del almuerzo (incluida la leche) es de \$3.15; el desayuno cuesta \$1,50; la leche individual cuesta \$0.50. Participamos en

los Programas Nacionales de Desayuno y Almuerzo Escolar. El costo de un almuerzo reducido es de 40 centavos y un desayuno reducido es de 30 centavos. Las solicitudes para almuerzos gratis/reducidos se entregarán a cada estudiante el día de apertura de la escuela y se pueden solicitar en cualquier momento al consejero escolar. Los almuerzos se venden de la siguiente manera: en efectivo durante el horario de almuerzo todos los días o venta anticipada de \$3.15 por almuerzo. Los estudiantes tienen la opción adicional de comprar un almuerzo de pizza o una ensalada preparada por el mismo precio. Todos los almuerzos, incluidas las ensaladas, se sirven con leche. Los almuerzos para adultos cuestan \$3.80.

Los estudiantes deben presentarse en el comedor y permanecer allí durante el período de almuerzo prescrito. Durante el mismo, se espera que los estudiantes cumplan con lo siguiente:

Toda la comida (almuerzo escolar, almuerzo en bolsa, helado, leche, etc.) debe comerse en la mesa. No se deben llevar alimentos del área de comedor a otras áreas del edificio a menos que los estudiantes estén autorizados y debidamente supervisados por un miembro del personal o la facultad.

No se entregarán alimentos a los estudiantes de los establecimientos locales. Todas las excepciones deben ser aprobadas por un administrador por adelantado.

No se permiten bebidas carbonatadas o con cafeína, que incluyen refrescos, bebidas energéticas, y café.

No compartir comida o comprar comida para otros.

Sin envases de vidrio.

No se permite compartir alimentos o comprar alimentos para otros, incluidos cumpleaños o celebraciones personales.

Se esperan buenos modales en la mesa y comportamiento en el comedor de la siguiente manera:

Hablar suavemente

Proceder al final de la línea de servicio

No tirar ni jugar con la comida

Dejar la mesa y el comedor limpios

Las reglas generales de la escuela son aplicables y deben seguirse en el comedor. Las infracciones se tratarán de acuerdo con el Código de Conducta del Estudiante.

Código de Vestimenta

A. General

Los hábitos de limpieza y vestimenta adecuada son de gran importancia para establecer patrones de comportamiento escolar y social. Se observa una estrecha relación entre las actitudes y conducta de los estudiantes y sus hábitos personales de aseo y vestimenta. Generalmente, los estudiantes no deben vestirse con ropa que comprometa la seguridad o la modestia, o que interrumpa el proceso educativo.

B. Normas de vestor

Los estudiantes no deben usar lo siguiente:

CUALQUIER ROPA/VESTIMENTA QUE:

Se considere insegura, peligrosa, o un peligro para la salud (por ejemplo, correas colgantes, llaveros y joyas con púas).

Contenga agujeros que muestran la parte superior del muslo.

Contenga símbolos, letreros, lemas o palabras ofensivos u obscenos que degraden cualquier género, valores culturales, religiosos o étnicos.

Contenga lenguaje o símbolos orientados a la violencia, el sexo, las drogas, el alcohol o el tabaco.

CUALQUIER VESTIMENTA O ASEO QUE INTERRUMPE EL PROCESO DE INSTRUCCIÓN QUE PUEDA INCLUIR, PERO NO SE LIMITA A:

Camisas y blusas transparentes

Diafragmas expuestos,

Camisetas sin mangas,

Pantalones cortos o faldas,

Ropa ajustada o reveladora,
Ropa que expone la ropa interior. Los pantalones deben llevarse a la cintura.
Pies descalzos y pantuflas
Sombreros, tocados, gafas de sol, pañuelos o cualquier otra prenda que cubra,
Pijamas, ropa de dormir, y mantas
Pantalones con agujeros

CUALQUIER COMBINACIÓN DE ROPA RELACIONADA CON PANDILLAS, INCLUYENDO BANDANAS.

En el caso de que un estudiante no esté vestido apropiadamente, se le proporcionará ropa apropiada para usar durante el día o el padre o tutor puede traer ropa alternativa si se puede hacer de manera oportuna.

Tradicionalmente no se permiten mochilas, abrigos y carteras en las aulas. Deben colocarse en los casilleros en al comienzo del día escolar y se pueden llevar a casa al final del día escolar. Sin embargo, cuando volvamos a clases el año escolar 2020-2021, los estudiantes no podrán usar los casilleros debido a los requisitos de distanciamiento social. Como queremos limitar los artículos que se traen a la escuela con los que los estudiantes entrarán en contacto, estamos desalentando el uso de mochilas grandes.

Bebidas y alimentos

No se permiten alimentos ni bebidas en los pasillos o salones de clases a menos que estén autorizados y debidamente supervisados por un miembro del personal. Se permite el agua en el aula únicamente en botellas de plástico transparente. Debido a problemas de alergias, no se debe llevar comida de afuera al almuerzo o a clase sin el permiso del maestro o los directivos de la escuela.

- *A medida que regresemos a la escuela para el año escolar 2020-2021, NO se permitirá comida o bebida de afuera.*

Formularios

Se enviarán formularios importantes a casa. TODOS LOS FORMULARIOS REQUERIDOS DEBEN SER DEVUELTOS EN EL PLAZO DE QUINCE (15) AL MAESTRO DE BASE.

1. Formulario de Permiso de los Padres para la Participación del Estudiante y Reconocimiento de la Responsabilidad de los Padres por la Conducta Adecuada del Estudiante (Firma de los padres REQUERIDA POR EL Código de Virginia)
2. Autorización médica para excursiones (REQUERIDA)
3. Seguro contra accidentes (OPCIONAL): una explicación de la cobertura y el costo acompañará a este formulario. La solicitud y el dinero deben devolverse a la escuela. La junta escolar NO tiene seguro para los estudiantes que se lesionan en la escuela.
4. Seguro dental (OPCIONAL): si decide participar en este plan, NO envíe el dinero a la escuela. Devuelva la solicitud y la tarifa directamente a la compañía de seguro dental. La junta escolar NO tiene seguro para los estudiantes que se lesionan en la escuela y requieren un tratamiento dental.
5. Autorización para retirar al estudiante en caso de emergencia
6. Permiso de bicicleta (OPCIONAL)
7. Solicitud para el Programa de almuerzo de asistencia federal (OPCIONAL)

Consejería y Servicios de Orientación

La Junta Escolar de Winchester apoya la provisión de un programa integral de servicios de orientación y asesoramiento para todos los estudiantes.

Se ofrecen tres tipos de asesoramiento:

1. **Orientación académica:** Orientación que ayuda a los estudiantes y sus padres a adquirir conocimiento de las opciones de currículo disponibles para los estudiantes, a planificar un programa de estudios, a organizar e interpretar pruebas

- académicas, y a buscar oportunidades académicas postsecundarias;
2. **Orientación profesional:** Programación para ayudar a los estudiantes a adquirir información y planificar sus estrategias de trabajo, trabajos, pasantías, y oportunidades educativas y profesionales postsecundarias;
 3. **Asesoramiento personal/social:** Ayuda al estudiante a desarrollar un entendimiento de sí mismo, los derechos y necesidades de los demás, cómo resolver conflictos, y definir metas individuales, reflejando sus intereses, habilidades y aptitudes. Dicho asesoramiento puede proporcionarse en grupos en los que se abordan cuestiones genéricas de desarrollo social o mediante un asesoramiento estructurado individual o en grupos pequeños de varias sesiones que se centre en las preocupaciones específicas de los participantes. Los consejeros brindan servicios de referencia para agencias externas.

Consejero de orientación de séptimo grado: Josh Miller 73003

Consejera de orientación de octavo grado: Karen King 73001

Las Escuelas Públicas de Winchester alientan fuertemente la participación de los estudiantes en los servicios de consejería ofrecidos. Los padres, sin embargo, se reservan el derecho de optar por no participar en el programa de asesoramiento. Si un padre no desea que su hijo participe en ninguna parte del programa de consejería, el padre o tutor debe comunicarse con el consejero asignado.

Intramuros

Tradicionalmente, se ha ofrecido un programa de intramuros después de la escuela a los estudiantes en los grados 7º y 8º. El programa estaba programado de 3:30 a 4:30 pm de lunes a jueves y el sistema escolar proporcionaba transporte. Las actividades fueron seleccionadas y ofrecidas en base a la opinión y el deseo de los estudiantes. ***Actualmente, WPS NO ofrece esta oportunidad. En caso de que cambien las pautas de salud y seguridad de COVID-19, y podamos ofrecer Intramuros, se notificará a los estudiantes y padres.***

Biblioteca

El Centro de Medios de la Biblioteca Daniel Morgan (LMC por sus siglas en inglés) está abierto para los estudiantes de 8:00 a.m. a 3:20 p.m. Los estudiantes pueden sacar dos artículos a la vez durante un período de dos semanas. Si un artículo sacado por un estudiante se pierde o se daña, se cobran tarifas de reemplazo. Si bien los estudiantes tienen la responsabilidad principal por el artículo, los padres/tutores son responsables de cualquier tarifa en la que incurra su hijo. De acuerdo con la política de WPS, los estudiantes solo pueden usar las computadoras LMC para tareas escolares.

Los estudiantes pueden visitar el LMC de forma independiente durante el día escolar con el permiso del maestro. Se recomienda encarecidamente a los estudiantes que utilicen los materiales de LMC para disfrutar de la lectura, así como para las tareas escolares.

Casilleros

- ***Para el año escolar 20-21, los estudiantes no podrán usar los casilleros debido a los requisitos de distanciamiento social. Como queremos limitar los artículos traídos a la escuela con los que los estudiantes entrarán en contacto, desaconsejamos el uso de mochilas grandes.***

Inquietudes Médicas

Daniel Morgan tiene una enfermera de tiempo completo que trata enfermedades y lesiones menores que ocurren en la escuela. Se revisan la vista y la audición de los estudiantes. La enfermera también evalúa a los estudiantes nuevos y de séptimo grado para detectar escoliosis. Los padres pueden ser contactados si la enfermera se entera de problemas físicos o de salud de los estudiantes. Se debe contactar a la enfermera directamente si un estudiante tiene necesidades médicas especiales.

Un estudiante, con el permiso de un maestro, deberá reportarse a la clínica por enfermedad o después de un accidente. Si se justifica, la enfermera o una persona designada se comunicará con los padres. Los estudiantes NO deben comunicarse directamente con los padres. Los estudiantes que abandonan la escuela debido a una enfermedad o lesión deben estar acompañados por un padre o tener transporte autorizado por los padres.

Cualquier excusa por faltar a clases de educación física debe ser aprobada por las enfermeras antes de la escuela ese día. La excusa puede ser válida por un máximo de dos días, a menos que haya una nota del médico que especifique un período de exclusión más largo. La enfermera notificará al departamento de educación física de la exclusión y la fecha prevista de regreso a las actividades.

Cualquier medicamento (recetado y de venta libre) que un estudiante necesite tomar debe guardarse en la oficina de la enfermera. Un pase de un maestro le permitirá al estudiante ir a la enfermera para tomar el medicamento. El no dejar el medicamento con la enfermera de la escuela resultará en una consecuencia según lo dicta el Reglamento de Medicamentos de WPS.

La enfermera de la escuela o su designado pueden administrar medicamentos durante el horario escolar siempre que se cumplan las siguientes condiciones:

- Los padres deben traer los medicamentos recetados a la escuela, estar en el envase original, y tener un formulario de medicamentos completado por el médico. El transporte de un inhalador recetado también debe tener un formulario de medicación completado por el médico. Estos formularios están disponibles en la mayoría de los consultorios médicos o a través de la enfermera de la escuela.
- La Junta Escolar ha aprobado un formulario de medicamentos de venta libre que permite a la enfermera o su designado conservar y dispensar medicamentos de venta libre. Estos formularios se distribuyen en los paquetes que se envían a casa al comienzo de cada año escolar.

Los medicamentos discontinuados o no utilizados deben ser recogidos al final de cada año escolar. Si no lo reclaman, la enfermera destruirá el medicamento.

Organización de Padres y Maestros (PTO)

La Escuela Intermedia Daniel Morgan tiene una PTO activa que trabaja en estrecha colaboración con la escuela. El consejo de la PTO está dirigido por sus oficiales e incluye representantes de los maestros, un representante de padres de cada grado, los directores y todos los padres voluntarios interesados.

Vestimenta de Educación Física

Los estudiantes de séptimo y octavo grado deben traer una camiseta y un par de pantalones cortos o pantalones deportivos adicionales para cambiarse para educación física. El Departamento de Educación Física recomienda pantalones cortos de estilo atlético con elásticos alrededor de la cintura y sin bolsillos. Se deben usar zapatos deportivos con cordones y calcetines.

Registración

Al registrarse en una escuela en Winchester, el padre tutor legal o adulto responsable deberá firmar una declaración jurada o afirmación indicando si el estudiante ha sido expulsado de una escuela privada o en una división escolar pública del Commonwealth, o en otro estado por una ofensa en violación de las normas de la junta escolar relacionadas con armas, alcohol o drogas, o por infligir intencionalmente daño/lesión a otra persona.

1. Deberá presentarse un certificado de nacimiento que acredite la edad.
2. Se presentarán registros de vacunación que indiquen prueba de las vacunas requeridas en el estado de Virginia para la educación pública.
3. Se debe proporcionar una prueba de residencia.
4. Se firmará un formulario de divulgación de registros que permita a la escuela proteger los registros de los estudiantes de las escuelas anteriores.

Programa del Oficial de Recursos

Las Escuelas Públicas de Winchester y la ciudad de Winchester, junto con organizaciones comunitarias y escolares, se han asociado para proporcionar un Programa de Oficiales de Recursos Escolares (SRO) en la Escuela Daniel Morgan. El programa SRO está diseñado para desarrollar una comunicación más positiva y efectiva entre los jóvenes, el personal escolar, y la policía; desarrollar habilidades positivas de resolución de conflictos entre los estudiantes; promover y facilitar un ambiente escolar seguro; enseñar los conceptos del sistema de justicia penal, los objetivos de la aplicación de la ley y la responsabilidad ciudadana por la seguridad pública e individual; y desarrollar un vínculo positivo con los tribunales, los servicios sociales y otros grupos comunitarios. El Oficial de Recursos Escolares desempeña muchas funciones que incluyen el apoyo y la

orientación de prácticas de seguridad adecuadas para el desarrollo y la instrucción de varios programas educativos.

Eventos Sociales

Los eventos sociales, acompañados por maestros y padres, son patrocinados durante el año escolar por varios clubes y organizaciones estudiantiles. Se invita a todos los estudiantes a asistir a cada evento con la excepción de las siguientes circunstancias: ausencias a clases el día del evento, cualquier disciplina que no se haya completado, o si el período de prueba social esté en vigencia. Los estudiantes deben ser recogidos dentro de los 15 minutos posteriores al cierre de cualquier evento patrocinado por la escuela o perderán la oportunidad de asistir al próximo evento social. Los eventos están abiertos solo para estudiantes de DMMS. ¡Todos los padres son bienvenidos!

Para reconocer el comportamiento esperado y la buena posición académica, las celebraciones trimestrales se llevan a cabo cerca del final de cada trimestre durante el día escolar regular. Se invita a todos los estudiantes con buena posición académica y de comportamiento a asistir a cada celebración trimestral. Los estudiantes que estén ausentes a clases el día del evento, con una mala situación académica, que tengan alguna disciplina que no haya sido completada o para quienes esté en vigencia el período de prueba social, no podrán asistir a las celebraciones trimestrales y tendrán una actividad alternativa durante el evento.

La probatoria social incluye, pero no se limita a, infracciones de comportamiento excesivas y mala posición académica, que incluye tareas faltantes o incompletas. Los estudiantes que hayan sido referidos a la oficina dentro de los 30 días anteriores a un evento extracurricular pueden tener prohibido asistir al evento. Esto incluye bailes, gimnasio abierto, día de campo, celebraciones trimestrales, y otros eventos especiales.

Asociación del Consejo de Estudiantes

La Asociación del Consejo de Estudiantes (SCA) permite a los estudiantes participar en el gobierno de su escuela bajo la dirección de un maestro. La SCA planifica muchas de las actividades estudiantiles para el año.

Los negocios de SCA se llevan a cabo bajo el liderazgo de un presidente, vicepresidente, secretario, e historiador que son elegidos por el cuerpo estudiantil. Es responsabilidad de cada representante asistir a todas las reuniones de negocios y reportar esta información a la base de operaciones.

Transporte

La supervisión de los estudiantes comienza a las 8:00 am todos los días; los estudiantes que no estén presentes en su salón de clases asignado antes de que suene la campana de tardanza a las 8:18 serán considerados tarde. Las clases académicas terminan a las 3:20. Los estudiantes no pueden estar en el edificio fuera de este horario, con la excepción de eventos especiales y otras actividades supervisadas programadas por la noche. El transporte de los estudiantes debe adaptarse a los horarios programados para garantizar que los estudiantes nunca estén sin supervisión o esperando un viaje más de 15 minutos después de que un evento o actividad haya concluido.

Transporte: Pasajeros de Autobuses

Los horarios de autobuses para los estudiantes de Daniel Morgan están disponibles en el sitio web de WPS: wps.k12.va.us. Los estudiantes que viven al oeste de Pleasant Valley Road o al norte de Berryville Avenue pueden viajar en autobús hacia y desde la escuela. No se permite que los estudiantes carguen objetos de vidrio, animales vivos, o cualquier objeto que no se pueda colocar en sus regazos. Cuando sea necesario traer estos artículos a la escuela, los padres deben organizar una transportación especial. Los padres o tutores que deseen que su hijo sea recogido o dejado en un lugar que no sea su residencia permanente (como una niñera) deben completar un formulario de autorización en la oficina escolar asignada. El conductor recibirá la copia original junto con la fecha de vigencia. (Consulte la Sección 4.21 para obtener una lista completa de infracciones). Los estudiantes deben viajar en autobús hacia y desde su domicilio a menos que el transporte y la administración de la escuela aprueben el permiso para viajar a un lugar alternativo. Todas las notas del autobús deben entregarse en la oficina principal al comienzo del día escolar para poder hacer arreglos de autobuses alternativos.

Transporte: Pasajeros de Carro

Los que vengan en carro deben bajar en el gimnasio 7/8 entre las 8:00-8:15 am. Los estudiantes que no estén presentes en su salón de clases asignado antes de que suene la campana de las 8:20 se considerarán tarde. Cualquier estudiante que llegue después de las 8:20 am deberá ingresar a través de la oficina 5/6 y se considerará tarde. Después de clase, quienes se vayan en carro serán recogidos en el gimnasio 7/8 a las 3:20. Los estudiantes que no hayan sido recogidos a las 3:35 esperarán en la oficina del 7/8 hasta que llegue su transporte. Los estudiantes que no son recogidos constantemente a tiempo deben usar el autobús o, si es seguro hacerlo, convertirse en caminantes.

Transporte: Ciclistas

Los estudiantes que vayan en bicicleta a la escuela deben observar estas regulaciones:

- Mantener todas las bicicletas en el portabicicletas. Encadenar o bloquear las bicicletas al llegar a la escuela, ya que la bicicleta es responsabilidad del estudiante.
- Operar las bicicletas de manera segura yendo y viniendo de la escuela. Las bicicletas deben ser caminadas mientras estén en la propiedad escolar.
- Salir de los terrenos de la escuela por la acera más cercana a Grove Street.

Transporte: Otros

No se permiten patinetas, patines en línea, ni ciclomotores en la propiedad escolar, ni se pueden usar como transporte hacia y desde la escuela.

Clima

Los retrasos de entradas, cancelaciones, y salidas tempranas de la escuela se anunciarán en las estaciones de radio locales y por cable de TV en caso de mal tiempo. Se les pide a los padres que no llamen a la escuela sobre retrasos climáticos o salidas tempranas, sino que escuchen la radio, el canal 15 en Winchester Cable T.V., Instant Message Alert, o www.wps.k12.va.us.

NORMAS DE CONDUCTA ESTUDIANTEL DE LA ESCUELA DANIEL MORGAN

Sección 1 - Derechos y Responsabilidades

Los derechos y las responsabilidades van de la mano. Los ciudadanos de los Estados Unidos tienen derecho a igual protección ante la ley y tienen la responsabilidad de obedecer las leyes de nuestra nación, estados y municipios.

En las escuelas de Virginia, los estudiantes tienen ciertos derechos y responsabilidades básicos al igual que los demás ciudadanos. Dado que las autoridades escolares son responsables de la seguridad y el bienestar de los estudiantes desde el momento en que abordan el autobús escolar o llegan a la escuela hasta que regresan a casa, la Junta de Educación de las Escuelas de la Ciudad de Winchester tiene autoridad para promulgar reglas y reglamentos razonables para la seguridad y bienestar. Es responsabilidad del estudiante obedecer las reglas y regulaciones de la escuela y cooperar con los funcionarios de la escuela en la aplicación de estas reglas y regulaciones.

Los funcionarios escolares tienen el derecho de adoptar reglas y regulaciones con el propósito de mantener el orden y la disciplina y para crear un ambiente de aprendizaje favorable. No obedecer y cumplir con las reglas y regulaciones escolares razonables resultará en una acción disciplinaria.

EL DEBIDO PROCEDIMIENTO SIEMPRE SE LE DA AL ESTUDIANTE. Un estudiante no inicia una suspensión sin una explicación al padre o tutor legal, ni sin notificación a los padres del procedimiento de apelación. La única excepción a esto es cuando el administrador cree que existe un peligro para otros en la escuela si no se toman medidas inmediatas. La notificación se hará por teléfono o visita domiciliaria, así como por carta enviada por correo.

Cualquier estudiante que sea suspendido o asignado detención por cualquier infracción de las reglas, regulaciones o políticas de la Junta de Educación de la escuela, así como un padre o *persona in loco parentis*, puede apelar la acción disciplinaria ante el director, el subdirector o el Superintendente de las escuelas de la ciudad de Winchester. El Título IV de la Ley de Derechos Civiles de 1964 prohíbe la discriminación por motivos de raza, color, credo, religión, discapacidades u origen nacional en sus programas y actividades educativos. El Título IX de las Enmiendas Educativas de 1972 prohíbe la discriminación basada en el sexo.

1.1 Responsabilidades del estudiante:

1. Respetar la autoridad de los maestros, directores y otro personal escolar para hacer cumplir el reglamento de la división y las reglas de la escuela con respecto a la disciplina y conducta de los estudiantes.
2. Cumplir con los estándares de conducta y las reglas que gobiernan la disciplina establecidas por la escuela.
3. Asistir a la escuela con regularidad y puntualidad.
4. Ser autocontrolado, razonablemente silencioso y no interrumpir en las aulas, pasillos, áreas de estudio, autobuses escolares, en la propiedad escolar y en funciones escolares.
5. Estar limpio y vestirse de acuerdo con las reglas escolares de higiene y seguridad, y de una manera que no interrumpa los procedimientos del salón de clases.
6. Ser razonable, autocontrolado, no sugestivo y considerado en sus relaciones con otros estudiantes.
7. Esforzarse por establecer relaciones mutuamente respetuosas con los maestros.
8. Mantener lenguaje y gestos respetuosos y libres de blasfemias y obscenidades.
9. Respetar la propiedad pública y privada.

1.2 Responsabilidad de los padres:

1. Aceptar y respetar el derecho de la Junta Escolar de la Ciudad de Winchester de exigir el buen comportamiento de todos los estudiantes y no estudiantes en la escuela durante las actividades escolares.
2. Guiar a su hijo desde los primeros años a desarrollar estándares de comportamiento socialmente aceptables, a ejercer el autocontrol y a ser responsable de sus acciones.

3. Conocer y comprender las reglas que se espera que su hijo observe en la escuela; ser consciente de las consecuencias de las violaciones de estas reglas y aceptar la responsabilidad de las acciones de su hijo. La ley requiere que los padres firmen un Reconocimiento de responsabilidad de los padres por la conducta apropiada del estudiante.
4. Cooperar con los funcionarios de la escuela para llevar a cabo las sanciones disciplinarias apropiadas cuando dicha acción sea necesaria.
5. Buscar, cuando sea necesario, las agencias comunitarias apropiadas para que le ayuden a corregir los problemas de conducta de su hijo.
6. Enviar a su hijo a la escuela como lo requiere la Ley Escolar de Virginia 22-275 (asistencia obligatoria); asegurarse de que la asistencia de su hijo a la escuela sea regular y puntual y que todas las ausencias estén debidamente justificadas.
7. Insistir en que su hijo esté limpio, vestido de acuerdo con las reglas de la escuela sobre higiene y seguridad, y de una manera que no interrumpa los procedimientos del salón de clases.
8. Enseñarle a su hijo, con la palabra y el ejemplo, el respeto por la ley, por la autoridad de la escuela y por los derechos y propiedad de los demás.
9. Inculcar en su hijo el deseo de aprender a fomentar el respeto por el trabajo honesto y el interés en explorar campos de conocimiento más amplios.
10. Familiarizarse con la escuela de su hijo, su personal, plan de estudios y actividades; asistir a conferencias de padres y maestros y funciones escolares.

1.3 Responsabilidades de los maestros:

1. Reflejar un entusiasmo personal por la enseñanza y una preocupación genuina por el estudiante.
2. Guiar las actividades de aprendizaje para que los estudiantes aprendan a pensar y razonar, asumir la responsabilidad de sus acciones y respetar los derechos de los demás.
3. Participar en el establecimiento de reglas y regulaciones escolares con respecto al comportamiento de los estudiantes; para explicar estas reglas a los estudiantes y exigir su cumplimiento.
4. Ser justo, firme y consistente en hacer cumplir las reglas escolares en la escuela y en las actividades patrocinadas por la escuela.
5. Demostrar, con palabras y ejemplo personal, respeto por la ley y autodisciplina.
6. Referir a un consejero o administrador, cualquier estudiante cuyo comportamiento requiera atención especial.
7. Informar a los padres sobre el rendimiento y el comportamiento de los estudiantes; y consultar con los padres cuando sea necesario.

1.4 Responsabilidad de los directivos:

1. Establecer reglas y regulaciones escolares de conformidad con las políticas de la junta escolar que garantizará un programa educativo libre de interrupciones.
2. Comunicar a los padres, el personal y los estudiantes las políticas de la junta escolar establecidas y las reglas de la escuela con respecto a la disciplina.
3. Recibir referencias de maestros o consejeros, de estudiantes con problemas de conducta, consultar con estos estudiantes, comunicarse con los padres, y establecer procedimientos cooperativos para lograr la modificación de la conducta del estudiante.
4. Demostrar, con palabras y ejemplo personal, respeto por la ley y autodisciplina, y mostrar preocupación genuina por todas las personas que se encuentren bajo su autoridad.
5. Familiarizarse con sus estudiantes y sus preocupaciones visitando las aulas y asistiendo a las actividades escolares.

1.5 Alcance de la autoridad escolar:

Cuando los comportamientos de los estudiantes fuera de la propiedad escolar y fuera del horario escolar pueden afectar el entorno escolar, la administración de la escuela puede extender la acción disciplinaria para circunstancias que incluyen, entre otras, aquellas que constituyen un peligro para la seguridad o el bienestar de los estudiantes y el personal, una interrupción de las operaciones escolares ordenadas, u otro detrimento de los intereses de la escuela. Al considerar la disciplina por mala conducta fuera del campus, se considerarán los siguientes factores:

- La hora y el lugar de la mala conducta;
- La naturaleza y gravedad de la mala conducta;
- Los intereses escolares específicos que pueden identificarse como que han sido o potencialmente afectados por la

mala conducta;

- Cualquier afiliación escolar de otras personas presentes en el momento de la mala conducta;
- Si se les ha dado aviso previo a los estudiantes en general o a grupos particulares de estudiantes fuera del campus.

La Escuela Daniel Morgan no puede razonablemente escribir un código de conducta con tanto detalle como para anticipar todo tipo de mala conducta que pueda ocurrir. La administración tiene la autoridad para disciplinar conductas inaceptables que no estén específicamente cubiertas por este código.

Se aplicarán todas las leyes escolares de Virginia y el Código de leyes de Virginia.

Sección 2 – PBIS: Intervenciones y Apoyo de Conducta Positiva

La Escuela Daniel Morgan usa Intervenciones y Apoyo de Conducta Positiva, conocidos como PBIS para mejorar la efectividad, eficiencia y equidad de nuestra escuela y proporcionar resultados positivos para todos los estudiantes. Las siguientes son respuestas a preguntas frecuentes sobre PBIS. Se puede encontrar información adicional en el sitio web pbis.org.

INTERVENCIONES Y APOYO DE CONDUCTA POSITIVA: BREVE INTRODUCCIÓN	
1. ¿Qué es PBIS?	• Marco de implementación para maximizar la selección y el uso de prácticas de prevención e intervención basadas en evidencia a lo largo de un continuo de múltiples niveles que apoya la competencia académica, social, emocional y conductual de todos los estudiantes.
2. ¿Qué es el Centro PBIS?	• Establecido por OSERS, U.S. DoE en 1997 para brindar asistencia técnica directa e indirecta de alta calidad y apoyo de implementación a agencias de educación locales y estatales en los Estados Unidos y sus territorios.
3. ¿Cuáles son los beneficios para estudiantes y educadores en escuelas PBIS?	• Todos los estudiantes desarrollan y aprenden competencias sociales, emocionales y de comportamiento, lo que respalda su compromiso académico. • Todos los educadores desarrollan entornos positivos, predecibles y seguros que promueven relaciones interpersonales sólidas con los estudiantes a través de la enseñanza, el modelado y el estímulo.
4. ¿Cuál es la experiencia de estudiantes y educadores que implementan PBIS con fidelidad?	• Reducción en infracciones disciplinarias mayores, comportamiento antisocial y abuso de sustancias. • Reducción del comportamiento agresivo y mejoras en la regulación emocional. • Mejoras en el compromiso y el rendimiento académico. • Mejoras en las percepciones de salud organizacional y seguridad escolar. • Reducciones en el comportamiento de hostigamiento y victimización reportados por maestros y estudiantes. • Mejoras en la percepción del clima escolar. • Reducciones en la rotación de profesores.
5. ¿Cómo contribuye PBIS al desarrollo de un clima escolar positivo y seguro, y la buena relación entre estudiante-educador?	• La implementación de PBIS implica incitar, modelar, practicar y fomentar explícitamente las habilidades sociales positivas esperadas en todos los entornos e individuos. Cuando a los estudiantes se les enseña a usar de manera efectiva las habilidades sociales esperadas relevantes para ellos mismos y con otros, los climas escolares se describen como más positivos, los entornos de aprendizaje se designan como más seguros y las relaciones entre estudiantes y educadores se denominan más confiables y respetuosas.

Nuestro equipo de PBIS creó la siguiente matriz para definir y enseñar expectativas a los estudiantes de DMMS:



Daniel Morgan Middle School

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

	Arrival & Dismissal	Hallway & Transitions	Restroom	Cafeteria	Chromebooks	Classroom	Buses	School Events	PEDLE
S afety First	1 - Report directly to breakfast or designated hallway 2 - Go to your locker and place jackets and backpacks inside in a timely manner 3 - Report to Homeroom - Stay in my area - Talk softly - Keep hands, feet, and belongings to myself - Remove hats and keep hoods down - Upon entering the building cellphones and earbuds/headphones should be out of sight	- Walk directly to my designated area - Keep hands, feet, and belongings to myself - Do not eat or drink in the hallway - Obtain permission to leave homeroom (Library, Office, Clinic, etc.) - Sign-in and out of your classroom - Chromebooks should be closed while walking in the hallway - Keep hoods down - Earbuds/headphones should be out of sight (not wove through clothing) - Drawing bags, bookbags, and coats should remain in your locker	- Keep hands, feet, and belongings to myself - Do not congregate in the bathroom	- Enter and exit the cafeteria in an orderly fashion - Throw away my trash - Gently place tray in the appropriate location - Clean up after myself - Keep hands, feet, and belongings to myself	- Chromebooks should be closed while walking in the hallway - Make sure Chromebooks remain in a case and/or cover - Visit only authorized websites and apps - Follow the guidelines of the Acceptable Use Policy - Do not share or swap devices or passwords with another student	- Listen to and follow directions the first time given - Ask appropriately for help	- Use assigned bus stop only - Enter and exit in an orderly fashion - Stay in your seat - Share any incidents - Obtain a bus pass to change bus and/or drop off location - Bring signed parent/guardian notes to the office in the morning - Keep hands, feet, and belongings to myself - Do not eat or drink on the bus	- Follow school rules and procedures - Listen/Follow directions the first time given - Ask appropriately for help	- Talk softly - Keep hands, feet and belongings to myself - Enter and exit in an orderly manner - Visit only authorized websites and apps - Listen to and follow directions the first time given
W ork Together Respectfully	Respect the space of others	- Walk quietly to the right side of the hallway so that others can continue learning and working - Use appropriate language	- Allow for the privacy of others - Share problems/concerns with an adult - Maintain a clean and sanitary environment	- Move away from conflict or distractions - Ask for help when needed - Be patient - Stay in line - Remain seated - Obtain permission to leave your table - Students scheduled to eat in an area other than the cafeteria will go directly through the lunch line - Obtain a pass from a teacher to eat in a classroom	- Be responsible for your Chromebook only - Keep your chromebook closed until required for learning - Share problems/concerns to an adult	- Accept feedback and discipline from staff by listening, asking questions politely, and following directions the first time - Be ready to learn by turning off your cell phone, keeping it out of sight, and being an active participant - Encourage others	- Invite people to sit with you - Share problems or concerns with an adult - Follow directions - Wait in line - Listen to the bus driver - Share seats - Sit in designated areas - Talk quietly	- Use appropriate audience etiquette - Be a good listener - Keep hands, feet, and belongings to myself - Use positive language	- Use appropriate language - Share problems or concerns with the facilitator - Move away from conflict or distraction - Be patient - Encourage others - Ask for help when needed - Be an active participant by listening and asking questions
A ccept Responsibility	- Keep to your own business - Obtain permission to leave homeroom (Library, Office, Clinic, etc.)	- Maintain an appropriate level of volume - Gather all belongings from my locker during the designated time - Carry my own belongings - Keep lockers locked - Walk directly to my designated area - Do not share lockers	- Conserve supplies - Dispose of trash in the trash can - Flush - Wash my hands - Use facilities appropriately and in a timely manner	- Maintain a clean space and conversation - Keep food on my tray or in my mouth	- Use Chromebook for learning and instruction (school purposes only) - Have Chromebook charged and/or bring charger every day - Bring Chromebook to school everyday - Make sure your chromebook is charged or bring your charger with you - Ask for any complete missing work	- Attend class daily and on time - Clean up after myself - Be prepared for instruction with all necessary materials - Bring chromebook to school everyday - Make sure your chromebook is charged or bring your charger with you - Ask for any complete missing work	- Stay seated while the bus is moving - Keep your body and belongings inside the bus	- Secure timely transportation to and from events - Maintain good standing	- Maintain a clean space - Walk directly to PEDLE lab - Be prepared with necessary materials - Use materials for learning purposes - Have Chromebook charged and/or bring charger every day
G uide Me	- Staff will supervise students at all times - Staff will support students by encouraging them to be in the appropriate location in a timely manner	- Staff will model safety - Staff will monitor students by being at their doors and in the hallways	Staff will stand by bathrooms to monitor the noise and behavior from the hallway	- Staff will monitor students as they walk out of the cafeteria - Staff will arrive to lunch duty on time - Staff will actively monitor students during lunch	- Staff will supervise the use of Chromebooks/various technology at all times - Staff will have lessons prepared that use Chromebooks as a tool for learning	- Staff will facilitate groups of students at all times - Staff will be engaged and present - Daily lesson agendas and objectives posted - Aligned activities - Observable outcomes	- Bus driver will supervise students at all times - Bus driver will provide written notification of behavior concerns	- Staff will arrive to events on time - Staff will actively monitor students during events - Staff will stay at school until all students have been picked up	- Staff will arrive on time - Staff will facilitate groups of students - Staff will be engaged and present - Staff will provide written documentation of student progress

Sección 3 – Ofensas Específicas

Debido a las restricciones de COVID-19, si un estudiante asiste al modelo híbrido y no cumple con las expectativas descritas en los Estándares de conducta y/o no se adhiere a las prácticas de salud seguras, el estudiante puede ser asignado al 100% de aprendizaje a distancia o requerido para asistir a la escuela Rhodes.

3.1 Política y procedimientos sobre alcohol y drogas

Un estudiante no debe poseer, usar y/o distribuir alcohol, tabaco y/o productos de tabaco u otras drogas en la propiedad escolar, en ningún vehículo escolar o clase, o actividades dentro o fuera de la propiedad escolar. Esto incluye, pero no se limita a, tabaco sin humo, esteroides anabólicos, drogas similares, parafernalia de drogas, y cualquier medicamento recetado o sin receta que no esté en concordancia con la Política JHCD.

Secundaria y preparatoria

El Superintendente o su designado puede requerir que cualquier estudiante que esté en posesión o bajo la influencia de drogas en la escuela o en actividades patrocinadas por la escuela: (1) se someta a una evaluación por abuso de drogas y (2) participe en un programa de tratamiento de drogas, si se recomienda por el evaluador y el consentimiento de los padres del estudiante.

En caso de que un estudiante viole el archivo de políticas JFCF, se pueden tomar los siguientes pasos:

1. El administrador lleva al estudiante a la enfermera de la escuela para garantizar su seguridad física.
2. El director llevará a cabo una conferencia con el estudiante y su(s) tutor(es) antes de hacer una evaluación final o determinar una infracción, dando al estudiante y a su tutor la oportunidad de responder.
3. Al tomar una determinación final de una violación, el director puede iniciar una suspensión fuera de la escuela e informar al estudiante y al tutor que se hará una recomendación al Superintendente y a la Junta Escolar con respecto a la suspensión adicional, incluyendo la posible expulsión de la escuela.
4. El superintendente o su designado llevará a cabo una audiencia con el tutor, el estudiante involucrado y oficiales de la escuela para determinar si es necesaria una acción disciplinaria adicional.
5. El especialista en apoyo estudiantil compartirá las recomendaciones de la evaluación con los administradores y se harán planes al estudiante para que sean cumplidos.
6. El especialista en apoyo estudiantil servirá como punto de contacto y brindará servicios de administración de casos de forma continua.

3.2 Altercado

No es apropiado que los estudiantes participen en juegos bruscos en la escuela. Hacerlo puede resultar en consecuencias disciplinarias.

Un estudiante es visto como un participante en un altercado cada vez que se involucra en contacto físico. La participación en un altercado físico resultará en consecuencias disciplinarias.

Un estudiante que cometa una agresión física violenta que resulte en una lesión grave a otro estudiante será suspendido fuera de la escuela hasta diez (10) días y referido al superintendente de división y a la policía.

Además, los estudiantes que intimidan o instigan un altercado tendrán consecuencias disciplinarias. La intimidación y/o instigación incluye, pero no se limita a, intimidación física, como gestos amenazantes, y estudiantes que alientan a otros a pelear repitiendo comentarios amenazantes o difundiendo rumores que podrían alentar una pelea.

3.3 Incendio

El incendio provocado resultará en una suspensión de hasta diez (10) días fuera de la escuela y una remisión al superintendente del distrito. El estudiante puede ser recomendado para expulsión y está sujeto a enjuiciamiento criminal.

3.4 Bullying

Un estudiante, ya sea individualmente o como parte de un grupo, no acosará ni intimidará a otros mediante comunicaciones verbales, escritas o electrónicas. Se prohíbe a un estudiante comportamientos negativos repetidos,

deliberados, y con la intención de asustar o causar daño a otros o con la intención de interrumpir el entorno de aprendizaje.

La conducta prohibida incluye, pero no se limita a, intimidación física, comunicaciones electrónicas utilizadas para amenazar, intimidar o acosar, burlas, insultos, y cualquier combinación de actividades prohibidas. La conducta prohibida también incluye hacer comentarios sobre raza, género, religión, habilidades físicas o características o asociados con la persona.

Los ejemplos de interacciones electrónicas incluyen, entre otros, tecnologías de información y comunicación como correo electrónico, teléfono celular y mensajes de texto de página, mensajería instantánea, sitios web personales, y sitios de votación personales (blogs y salas de chat).

No se tolerará el comportamiento de intimidación. Los estudiantes que se involucran en un comportamiento de intimidación o animan a otros a intimidar, reciben consecuencias disciplinarias.

Para obtener más información sobre nuestro acoso, comuníquese con el departamento de orientación.

3.5 Regulaciones de autobuses

Los siguientes actos de mala conducta serán motivo de suspensión según lo ordena el código, y/o la negación a los estudiantes del privilegio de viajar en el autobús:

Está prohibido el uso y posesión de tabaco o sustancias controladas,

Lenguaje profano o vulgar,

Tirar objetos al autobús, en el autobús o desde el autobús,

Peleas en el bus

Destrucción intencional de cualquier parte del autobús, y

No obedecer las solicitudes razonables del conductor del autobús.

Los objetos que no se pueden llevar en el autobús incluyen los siguientes: recipientes de vidrio, proyectos escolares con bordes afilados y proyectos escolares que no se pueden sostener en el regazo del niño con la excepción de instrumentos de banda.

Los actos de mala conducta resultarán en una remisión hecha por el conductor del autobús escolar a la administración. Los autobuses están equipados con cámaras de seguridad que registran las acciones indebidas de los estudiantes y la grabación se puede utilizar para hacer cumplir las medidas disciplinarias apropiadas.

3.6 Hacer trampa o dar información falsa

A. Hacer trampa se define como cualquier forma de tergiversación con respecto a las actividades de aprendizaje asignadas, como copiar del trabajo de otro estudiante, dar o recibir ayuda en el trabajo comprometido, usar notas o referencias que no están permitidas, hacer que otra persona haga las tareas y omitir deliberadamente crédito por ideas o información que no es la propia. En la primera ocurrencia de trampa, los estudiantes culpables deberán completar una asignación alternativa y servir un día en la Sala de Oportunidades. Además, el maestro se comunicará con los padres. La segunda ofensa resultará en consecuencias disciplinarias que incluyen una remisión a la oficina y la asignación de restricción en la escuela. Un administrador se comunicará con los padres y los estudiantes obtendrán un cero por la tarea.

B. Los estudiantes culpables de mentir, falsificar u otra tergiversación de los hechos no relacionados con una actividad de aprendizaje pueden recibir consecuencias disciplinarias.

3.7 Posesión de dispositivos de comunicación y artículos prohibidos

A. Está prohibido el uso de un teléfono celular u otros dispositivos pequeños de comunicación durante el horario escolar.

Todos los dispositivos deben estar apagados y fuera de la vista cuando los estudiantes ingresan al edificio. Los dispositivos que se vean o escuchen durante el horario escolar resultarán en la confiscación de dichos artículos. Los artículos confiscados se entregarán a los padres. Las violaciones adicionales resultarán en una acción disciplinaria. Sin embargo, los teléfonos celulares se pueden usar después del horario escolar o al final de los programas escolares.

Los siguientes son tipos de artículos que no están permitidos en la escuela a menos que se requieran para su uso en una clase en particular: fidget spinners, radios, reproductores de DVD, reproductores MP-3, IPOD, cámaras, silbatos, juegos electrónicos o cualquier otro equipo de producción de sonido, pistolas de agua, yoyos, peluches, tarjetas coleccionables, mantas, otros juguetes u objetos que se consideren inapropiados para el entorno escolar, y punteros láser.

Todos los artículos como los enumerados anteriormente serán confiscados y retenidos en la Oficina General. Una violación adicional resultará en consecuencias disciplinarias adicionales. Los empleados de la Escuela Intermedia Daniel Morgan no serán responsables por la pérdida o robo de cualquiera de estos o artículos relacionados.

B. Está estrictamente prohibido vender o intercambiar artículos en la escuela a menos que el Superintendente o su designado lo apruebe específicamente. La venta de artículos no patrocinados por la escuela está estrictamente prohibida. Todos los artículos involucrados en el comercio o la venta serán confiscados y retenidos en la Oficina General y pueden resultar en consecuencias disciplinarias.

Los empleados de la Escuela Daniel Morgan no serán responsables por la pérdida o robo de cualquiera de los artículos enumerados anteriormente en la sección 3.7 o de cualquier artículo relacionado. Sin embargo, los padres pueden presentar un informe al oficial de recursos de la escuela por el robo de objetos de valor.

3.8 Desafío

Todos los estudiantes deberán cumplir con las instrucciones de todo el personal de la escuela durante cualquier tiempo que estén bajo la autoridad de la escuela y deben mostrarles el debido respeto en todo momento. Los estudiantes deben dar su nombre cuando se lo solicite el personal de la escuela. No identificarse correctamente, no obedecer las instrucciones de un maestro, o no presentarse a la oficina cuando se le indique, resultará en consecuencias disciplinarias.

El desafío se puede definir como desafío académico cuando un estudiante se niega a cumplir con la finalización de la tarea asignada por un maestro o se niega a cumplir con las instrucciones en el aula. El no obedecer las instrucciones de un maestro puede resultar en consecuencias disciplinarias.

3.9 Interrupción de la clase o reunión de estudiantes

La interrupción de una clase o asamblea de estudiantes es la interrupción e impedimento del procedimiento ordenado y la conducta de la clase o asamblea. Las interrupciones que requieran la remoción inmediata del estudiante pueden resultar en consecuencias disciplinarias.

3.10 Extorsión

La extorsión se define como obtener alimentos, bienes, dinero u otros artículos de otros mediante el uso de amenazas, fuerza física y abuso de autoridad, aspreza, coerción grupal, amenaza o lesión, uso injusto del poder, conducta o lenguaje. La extorsión puede resultar en consecuencias disciplinarias.

3.11 Falsas alarmas de incendio y amenazas de bomba

La realización o participación en la realización de una falsa alarma de incendio, un explosivo o un dispositivo similar, o una amenaza de bomba resultará en una suspensión de hasta diez (10) días fuera de la escuela y una remisión al Superintendente de distrito, y en todos los casos se informará a las agencias policiales.

3.12 Exhibición pública de afecto

No se permite a los estudiantes tomarse de las manos, abrazarse o mostrar otro afecto en la escuela o en la propiedad escolar. Si esto ocurre después de una advertencia, se contacta a los padres y se les da un (1) día de ASR. Si hubiera más ocurrencias; al estudiante involucrado se le pueden asignar consecuencias disciplinarias.

3.13 Acoso sexual

A. Está prohibido para cualquier empleado o estudiante acosar a otros haciendo insinuaciones sexuales no deseadas o solicitando favores sexuales, o participando en otra conducta verbal o física de naturaleza sexual. Cualquier persona que acose sexualmente a otra estará sujeta a una acción disciplinaria apropiada a la ofensa desde una advertencia hasta expulsión o despido.

B. Cualquier persona está libre de represalias por presentar tal queja. Las represalias estarán sujetas a hasta 10 días de suspensión fuera de la escuela y una remisión al Superintendente.

3.14 Robar

A cualquier estudiante que haya estado involucrado en un incidente de robo se le pueden asignar consecuencias disciplinarias. Se evaluará y exigirá la restitución. Además, se notificará al oficial de recursos escolares.

Se recuerda a todos los estudiantes que la escuela u otras personas pueden emprender acciones judiciales contra quienes puedan estar involucrados en el robo. Se pide a todos los estudiantes que tengan cuidado al cuidar sus pertenencias. Las autoridades escolares no son responsables por artículos perdidos o robados. Se hará todo lo posible para recuperar la propiedad robada y los individuos culpables serán tratados de acuerdo con el reglamento.

3.15 Tardanza

La supervisión de los estudiantes comienza a las 8:00 en un día escolar regular. Se anima a los estudiantes a llegar a la escuela a las 8:00 y no más tarde de las 8:10 para estar preparados y a tiempo para su primera clase. Se considera que los estudiantes llegan tarde si no están en su clase base a las 8:18.

Se considerará que un estudiante llega tarde a clase si llega tarde a la escuela. El padre/tutor es responsable de comunicarse con la escuela si un estudiante llega tarde. La tardanza excesiva o crónica se considerará una violación de la responsabilidad del padre o tutor de garantizar la asistencia regular y puntual de un estudiante. Si la tardanza continúa después de la notificación al padre o tutor por el director de la escuela, el administrador de la escuela puede iniciar una acción civil según lo permitido por el Código Escolar de Virginia.

Todas las tardanzas causadas por el retraso de los autobuses escolares están justificadas, pero el estudiante debe registrarse en la oficina de asistencia antes de ir a clase.

Los estudiantes tienen un tiempo de transición razonable para cambiar de clase. Si se toma más tiempo, se considera que el estudiante llegó tarde a menos que se escriba una nota del maestro anterior o de un funcionario escolar para justificar el retraso.

La cuarta tardanza injustificada acumulada a clases o base de operaciones puede resultar en consecuencias disciplinarias. La acumulación de tardanzas terminará al final de cada trimestre.

3.16 Amenazas y uso de la fuerza contra el personal escolar

Un estudiante no amenazará a un maestro ni a ningún empleado de la escuela. Hacerlo puede resultar en una suspensión inmediata fuera de la escuela de hasta diez (10) días y una remisión al Superintendente del Distrito o su designado. Posiblemente se recomiende una expulsión.

Un estudiante no hará huelga ni usará la fuerza con un maestro o cualquier empleado de la escuela. Hacerlo puede resultar en una suspensión inmediata fuera de la escuela de diez (10) días. Se hará una remisión al superintendente del distrito con una recomendación de expulsión. Esta acción está sujeta a enjuiciamiento penal.

3.17 Amenazas verbales y escritas entre estudiantes

Una amenaza es una declaración o expresión de intención de herir o dañar. Esta amenaza puede ser verbal o escrita. Una amenaza verbal o escrita entre estudiantes puede resultar en consecuencias disciplinarias.

3.18 Uso y posesión de Tabaco

Los estudiantes no deben usar tabaco de ninguna forma mientras se encuentren en las instalaciones de la escuela, en ningún viaje de campo o en cualquier función realizada bajo los auspicios de cualquier organización escolar.

A los estudiantes que fumen, usen, o posean productos de tabaco se les asignarán consecuencias disciplinarias.

3.19 Ausentismo/faltas a clases

Las ausencias injustificadas de todo el día (faltar a la escuela) pueden resultar en consecuencias disciplinarias.

Salir de una clase sin el permiso del maestro o no ir a una clase puede resultar en consecuencias disciplinarias.

Salir del edificio sin permiso puede resultar en consecuencias disciplinarias y una remisión al coordinador de servicios escolares.

3.20 Áreas no autorizadas

A cualquier estudiante en un área no autorizada de la escuela sin permiso se le pueden asignar consecuencias disciplinarias.

3.21 Visitantes no autorizados

Un visitante se define como cualquier persona que no sea un estudiante de la Escuela Daniel Morgan o un empleado del Sistema Escolar de la Ciudad de Winchester. Los visitantes deben registrarse a través de la oficina administrativa para recibir un pase de visitante y mostrar la licencia de conducir y la identificación con foto requerida. Este pase debe

devolverse a la oficina al salir del edificio.

3.22 Vandalismo

Un estudiante no debe causar o intentar causar daño a la propiedad escolar o propiedad privada en los terrenos de la escuela o durante un evento patrocinado por la escuela. Un estudiante culpable de daños a la propiedad escolar deberá pagar por los daños y será suspendido hasta diez (10) días, puede ser referido al Superintendente del Distrito y está sujeto a un proceso penal.

3.23 Vulgaridad o blasfemia

No se permite el uso de términos degradantes o despectivos que se refieran a cualquier individuo o grupo. La vulgaridad, los gestos obscenos, escritos o verbales, y las blasfemias no están permitidos en la escuela ni en ninguna actividad escolar.

Las blasfemias o vulgaridades dirigidas o expresadas a cualquier maestro, administrador o miembro del personal podrían resultar en consecuencias disciplinarias y una posible remisión al Superintendente General.

El uso de vulgaridad o blasfemia en general o dirigido a otros estudiantes resultará en consecuencias disciplinarias.

La exposición resultará en consecuencias disciplinarias.

3.24 Posesión de Armas, Explosivos, o uso de materiales potencialmente peligrosos

La posesión o uso de explosivos, incluidos, entre otros, fuegos artificiales, petardos, municiones y dispositivos incendiarios, resultará en una suspensión fuera de la escuela de hasta diez (10) días, una remisión al superintendente del distrito y una recomendación de expulsión. Esta infracción también está sujeta a persecución penal.

Los estudiantes tienen prohibido portar armas, imitaciones o instrumentos peligrosos que puedan considerarse armas dentro de los límites del edificio escolar o en la propiedad escolar. El estudiante será suspendido fuera de la escuela hasta diez (10) días y será referido al superintendente del distrito con una recomendación de expulsión. En ciertos casos, se requerirá la expulsión por no menos de 365 días. Esta infracción está sujeta a persecución penal.

Están prohibidos los artículos que interrumpan el procedimiento escolar ordenado, además de amenazar la vida y la seguridad. Ejemplos de tales artículos incluyen encendedores y fósforos. La posesión de tales artículos resultará en una acción disciplinaria. El uso de tales artículos resultará en una suspensión fuera de la escuela por hasta diez (10) días y una remisión al Oficial de Audiencias del Distrito.

Sección 4 - Ofensas Crónicas

4.1 Si la conducta de un estudiante resulta en la acumulación de múltiples consecuencias de cualquier combinación de las siguientes: restricción después de clase (ASR), restricción en la escuela (ISR) o suspensión fuera de la escuela (OSS), se llevará a cabo una conferencia con el director, estudiante y padre / tutor.

4.2 Los infractores crónicos están sujetos a la expulsión por parte de la Junta Escolar.

4.3 La administración se reserva el derecho de recomendar al Superintendente la expulsión de cualquier estudiante por causa justa y debida.

4.4 Los estudiantes que hayan obtenido referencias a la oficina dentro de los 30 días anteriores a un evento extracurricular pueden tener prohibido asistir al evento. Esto incluye bailes, gimnasio abierto, día de campo, celebraciones trimestrales y otros eventos especiales.

Sección 5 – Conducta desde y hacia la escuela

5.1 La conducta de los alumnos desde y hacia la escuela está sujeta al escrutinio de las autoridades escolares como se indica en el Código de VA, 22.1-78.

5.2 La mala conducta del estudiante y las acciones que afectan directamente el buen orden y el bienestar de la escuela y que

ocurren mientras los estudiantes están en tránsito hacia y desde la escuela están sujetos a las mismas consecuencias definidas en el Código de Conducta de Daniel Morgan.

Sección 6 – Aula de Oportunidades y Restricción después de Clases

6.1 Sala de oportunidades

Los maestros pueden asignar a los estudiantes a la Sala de Oportunidades para que completen una reflexión por infracciones disciplinarias menores o para completar trabajos sin terminar. El objetivo del trabajo es promover la reflexión para evitar incidentes recurrentes y la necesidad de consecuencias más graves.

A los estudiantes que no se presenten a una Sala de Oportunidad asignada se les asignará Restricción después de clases (ASR) por un (1) día además de la Sala de Oportunidades.

Después de que un estudiante haya tenido 3 o más referencias a la Sala de Oportunidades, un administrador puede asignar una restricción después de la escuela (ASR).

6.2 Restricción después de clases

La administración puede detener a los estudiantes durante una (1) hora en Restricción después de clases (ASR) con 24 horas de anticipación. Se enviará una carta al padre/tutor.

No presentarse para la restricción después de la escuela resultará en un (1) día de restricción en la escuela (ISR). Además, el estudiante debe completar la tarea original de ASR.

6.3 Eventos después de clases

Los estudiantes que hayan obtenido referencias de la oficina no son elegibles para participar en eventos después de la escuela. Esto incluye referencias obtenidas antes y el día del evento.

Sección 7- Intrusión

7.1 El Superintendente y los directores individuales o sus designados están autorizados a ejercer un control total y completo sobre el uso de los terrenos y la propiedad de la escuela por parte de cualquier persona, y están autorizados a controlar la conducta de las personas mientras se encuentran en la propiedad de la escuela. Cuando la presencia o conducta de cualquier persona sea perjudicial para el funcionamiento ordenado de la escuela, la persona a cargo está autorizada a solicitar a dicha persona que abandone la propiedad y que si no cumple, le avise que está traspasando y si no se marcha de inmediato, se obtendrá una orden de arresto.

Aprendizaje a Distancia 2020-2021

	Salud y Seguridad: Maximizar la salud y seguridad de nuestros estudiantes, personal, y familias a través del seguimiento de los lineamientos generales de CDC, VDH, y VDOE.
	Flexibilidad: Desarrollar múltiples caminos de aprendizaje para los estudiantes, maestros, y familias, que incluyan elecciones y puedan responder a condiciones cambiantes.
	Responsabilidad: Asegurar que los estudiantes sean responsables en su aprendizaje a través de una comunicación clara, retroalimentación, y superación.
	Equidad: Diseñar estructuras y estrategias para resultados equitativos, atendiendo específicamente las necesidades de los estudiantes con discapacidades, aprendices de la lengua inglesa, y estudiantes con desventajas económicas.

La pandemia global causada por COVID-19 ha hecho que la planificación para el año escolar 2020-21 sea muy difícil para las escuelas y las familias por igual. Prepararse para un nuevo año escolar en circunstancias normales es un trabajo difícil e implica mucho trabajo y planificación. Este año, mientras seguimos navegando por condiciones inciertas, esa tarea se vuelve mucho más difícil. WPS realizó una encuesta a padres, empleados y estudiantes para recopilar comentarios sobre la reapertura de escuelas. Utilizando esa información y trabajando con directores, maestros, líderes educativos, padres, y miembros de la comunidad, hemos realizado un esfuerzo conjunto para definir cómo será la educación en las Escuelas Públicas de Winchester a medida que avanzamos hacia el año escolar 2020-21.

Los planes de WPS para regresar a la escuela para el año escolar 2020-21 incluyen dos opciones: un modelo híbrido que incluye aprendizaje en persona y a distancia, y un modelo de aprendizaje 100% a distancia.

Opción 1: Modelo Híbrido 50/40 de WPS

El modelo Híbrido 50/40 de WPS es un modelo de dos veces por semana. Esto se denomina modelo 50/40 porque enseñaremos al 50% de nuestros estudiantes en persona el 40% del tiempo.

A continuación se muestran algunas especificaciones. En última instancia, este modelo nos brinda la mejor oportunidad de diseñar experiencias de aprendizaje a distancia de calidad para nuestros estudiantes.

- Los estudiantes serán asignados al Grupo 1 o Grupo 2 según su apellido, y las familias se mantendrán en el mismo grupo.
- El Grupo 1 (A - K) asistiría un día completo los lunes y jueves y el Grupo 2 (L - Z) asistiría un día completo los martes y viernes.
- El día funcionaría como un día escolar normal con cambios de clase y períodos de planificación.
- Los directores trabajarían con el personal para desarrollar protocolos para el recreo, el almuerzo, etc., que estén de acuerdo con las pautas de CDC y VDH.
- El miércoles habrá tiempo adicional para que los maestros diseñen el aprendizaje asincrónico para los días que los estudiantes no estén en la escuela y también tiempo para usar Google Meet para el aprendizaje sincrónico con toda la clase. El miércoles también podría usarse para que las comunidades de aprendizaje profesional se reúnan y desarrollen experiencias de aprendizaje comunes para los estudiantes.

- Comparación de 2 enfoques para el aprendizaje remoto: sincrónico o asincrónico
 - Sincrónico: los estudiantes participan en las actividades del curso en una fecha/hora específica, lo que requiere que todos estén en línea para un evento programado.
 - Asincrónico: los estudiantes participan en las actividades del curso en cualquier momento, contribuyendo a su propio ritmo.
- El miércoles también será un momento para mejorar la limpieza del edificio.

Debido a las restricciones de COVID-19, si un estudiante asiste al modelo híbrido y no cumple con las expectativas descritas en los Estándares de conducta y/o no se adhiere a las prácticas de salud seguras, el estudiante puede ser asignado al 100% de aprendizaje a distancia o requerido para asistir a la escuela Rhodes.

Opción 2: WPS Connections (Modelo de Aprendizaje a Distancia 100%)

WPS connections es un modelo de aprendizaje a distancia 100% e incluye lo siguiente:

- Instrucción dedicada de los maestros de WPS
- Aprendizaje sincrónico a través de *Google Meet* (en vivo, instrucción virtual, y registros)
- Responsabilidad del estudiante a través de calificaciones y comentarios
- Ofertas limitadas de cursos en la escuela intermedia y secundaria según los horarios de los estudiantes

Preparación COVID-19

Las Escuelas Públicas de Winchester continúan evolucionando y refinando nuestras iniciativas en apoyo de la educación para los estudiantes. Mientras Virginia pasa a la Fase 3 de su plan de reapertura, seguiremos la guía proporcionada por el estado y los Centros para el Control de Enfermedades (CDC). Nuestra primera prioridad es la salud y el bienestar de nuestros estudiantes y personal mientras nos preparamos para la reapertura segura de las escuelas. Revise los aspectos más destacados de los protocolos de seguridad de WPS.

Distancia Física

- Mantenga una separación de 6 pies entre las personas siempre que sea posible.
- Muestre marcas en el piso y letreros en todo el edificio para ayudar a las personas a mantener una distancia adecuada entre sí.
- En términos generales, asigne un espacio a los estudiantes en las aulas que proporcione el potencial de 6 pies de distancia física.
- Establecer horarios de comidas, lugares de servicio (aulas y/o cafetería), prácticas de protección para estudiantes con alergias alimentarias, y otras prácticas que apoyen la salud pública.
- Respete las restricciones de reunión de grupos grandes, incluido el límite de 250 personas en reuniones grandes, como asambleas y recreo, durante la Fase III.

Rostros cubiertos y PPE

- Se requerirá que todo el personal, los estudiantes y los visitantes se cubran la cara.
- Requerir el uso de cubiertas faciales de tela para los estudiantes, a menos que una condición médica documentada por un profesional médico requiera lo contrario. (De acuerdo con las directrices de los Centros para el Control y la Prevención de Enfermedades [CDC], los niños menores de 2 años o cualquier persona que tenga problemas para respirar, esté inconsciente, incapacitado, o no pueda quitarse la máscara sin ayuda, no deben usar cubiertas faciales de tela.)
- Equipe al personal de la oficina de salud con equipo de protección personal (PPE) de grado médico, que incluya máscaras, guantes, batas, y máscaras/gafas protectoras.
- Adquirir cubiertas faciales desechables para proporcionar a los estudiantes que deben usar una cubierta facial pero no la tienen.
- Proporcionar PPE a los empleados de tiempo completo y parcial según corresponda a su área de responsabilidad.

Cuestionario Diario de Chequeo de Síntomas y de Temperatura

- Los padres/tutores completarán un cuestionario de verificación de síntomas para sus hijos en casa antes de enviarlos/traerlos a la escuela. Si la respuesta a alguna pregunta es "sí", el estudiante debe quedarse en casa.
 - **EXÁMENES DE SALUD DIARIOS**
Un examen de salud diario será conducido acorde a los lineamientos actuales de CDC y VDH.
Se pedirá a los padres llevar a cabo una evaluación de salud diaria de sus niños. En caso de no poder, los hermanos mayores pueden hacerlo. Se darán las siguientes direcciones:
 - Tomar la temperatura y dejar que se queden en la casa si la misma es 100.4° F o más alta.
 - Preguntar si tienen dolor de garganta, tos, o si cuesta respirar.
 - ¿Tienen las mejillas enrojecidas o se ven cansados?
 - ¿Alguien en la casa tiene síntomas o le dio resultado positivo de COVID?
 - ¿Estuvieron en contacto con alguien que muestra síntomas o dio resultado positivo de COVID?
- Al llegar a la escuela, el personal realizará un examen de salud diario para cada estudiante. Si un estudiante responde sí a cualquiera de las preguntas, el estudiante será acompañado a la sala de cuidado designada.
- El personal completará una verificación de síntomas y una verificación de temperatura en casa antes de presentarse al trabajo. Si la respuesta a cualquier pregunta es "sí" o incluso si el empleado tiene una fiebre de 100.4° F o más, el empleado se quedará en casa.
- Para proporcionar el ambiente más seguro posible, es muy importante que el personal escolar recoja a los niños enfermos dentro de la hora de la notificación. Se requerirá información de contacto de emergencia actualizada de todas las familias.

Cuidado y Testeo de Personas con Síntomas

- El personal de la oficina de salud de la escuela se ocupará de cualquier estudiante o miembro del personal que informe o presente síntomas relacionados con COVID-19 en un espacio separado de la oficina de salud general. Se le pedirá al padre/tutor que venga a la escuela a recoger al estudiante ya que no se le permitirá al estudiante viajar en el autobús a casa. Se le pedirá al empleado que se vaya a casa y busque atención de su médico.
- Se proporcionará información sobre las instalaciones de evaluación a los estudiantes y al personal que reporten síntomas relacionados con COVID-19.

Seguimiento de Contacto y Auto-Cuarentena

- Si un miembro del personal o un estudiante da positivo por COVID-19, el Departamento de Salud de Virginia llevará a cabo una investigación de contacto en coordinación con la enfermera dedicada de las Escuelas Públicas de Winchester para la respuesta de COVID-19. WPS notificará a los contactos cercanos de los casos positivos, los instará a que se queden en casa y les pedirá que completen el período de aislamiento recomendado por los CDC/VDH antes de regresar a la escuela.
- WPS, basado en consultas con VDH, podría determinar que se requiera la auto cuarentena entre grupos de estudiantes y personal que están expuestos a un caso positivo. El volumen de contactos cercanos de casos positivos determinaría hasta qué punto se detendría el aprendizaje/trabajo en persona. El aprendizaje/trabajo en persona puede detenerse para los estudiantes/personal que son contactos cercanos de casos positivos, según lo determine VDH. La auto cuarentena no implicaría pausar el aprendizaje virtual o el trabajo para estas personas.
- WPS trabajará en colaboración con el VDH para informar casos positivos de COVID-19 y posibles contactos cercanos, y comunicarse en consecuencia con los miembros de la comunidad afectada.

Higiene Mejorada, Limpieza, y Prácticas de Desinfección

- Fomente y brinde oportunidades para lavarse las manos con frecuencia.
- Implementar la prevención de legionella según las pautas de los CDC, incluido el uso de sistemas de agua de descarga.
- Mantener un mayor suministro de jabón y desinfectante de manos para apoyar un mayor uso de estaciones de jabón y desinfectante de manos. Limite el uso de suministros y equipo por un grupo de niños a la vez y limpie y desinfecte entre usos.
- Las escuelas y los lugares de trabajo recibirán la señalización adecuada y los carteles del Departamento de Salud de Virginia/CDC relacionados con las estrategias de mitigación que incluyen cubrirse la cara, etiqueta respiratoria, distanciamiento físico y signos/síntomas de COVID-19.
- Implemente procedimientos de limpieza mejorados, incluida una limpieza más frecuente de las áreas de alto contacto. Limpiar autobuses después de los recorridos de la mañana, el mediodía y la tarde.
- Siga las pautas de CDC con respecto a la limpieza de las instalaciones que han sido utilizadas por personas que dieron positivo. Se producirán tres niveles de limpieza mejorada: limpieza mejorada más focalizada en áreas particulares del edificio; limpieza mejorada e intensiva en toda la escuela, y una desinfección completa de toda la escuela con el uso de sistemas de pulverización electrostática.

Distancia Física en Autobuses

- WPS buscará crear una distancia física entre los estudiantes en los autobuses.
- WPS sentará a los niños uno por asiento, con un estudiante junto a la ventana y el siguiente estudiante en el pasillo, que son aproximadamente 26-28 estudiantes por autobús.
- Los monitores de autobús se utilizarán para monitorear las cubiertas faciales.
- Los niños que viven juntos, como los hermanos, pueden sentarse juntos.

- WPS implementará prácticas modificadas para los estudiantes que entran y salen de los autobuses.

Nutrición Escolar

- El desayuno y el almuerzo estarán disponibles en la escuela para los estudiantes en los días que estén presentes para el aprendizaje en persona.
- Las comidas se servirán principalmente en el salón de clases.
- Las adaptaciones para los estudiantes con alergias se manejarán estudiante por estudiante según corresponda.
- Los paquetes con 3 días de comidas no perecederas estarán disponibles en los puntos de distribución comunitarios para los estudiantes los días miércoles.

Encuentre información adicional en <https://www.wps.k12.va.us/Page/11331>

LAS 3 PRÁCTICAS	
PROTOCOLOS Y PRÁCTICAS PARA VOLVER A LA ESCUELA	
ESPERAR... para mantenerse a 6 pies de distancia	
 USAR... una mascarilla facial	
LAVARSE... las manos de manera seguida	