

Goochland County Public Schools



VHSL Student Athletics & Activities Handbook

2017-18



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GHS Student Athlete and Activities Handbook

I. PURPOSE OF HANDBOOK

The purpose of this Handbook is to provide pertinent information to students and their families regarding participation in the Goochland County Public Schools VHSL Athletics and Activities programs.

Students are expected to read and become familiar with its contents. Coaches, teachers, and administrators will expect students to have knowledge of the contents of the Handbook and will refer to this Handbook whenever questions arise.

Parents are requested to discuss the contents of the Handbook with their son/daughter. Having a common understanding of the rules and regulations that govern extra-curricular activities will assist in significantly reducing concerns and unforeseen problems.

II. PHILOSOPHY

VHSL athletics and activities at GHS and GMS are an integral part of the total education process. Participants gain valuable skills that foster positive attitudes, build self-esteem, create positive relations and develop lifelong skills that will serve as a vehicle to enhance total growth and development. The Goochland County School Board recognizes the value of extracurricular and co-curricular programs as significant tools that enrich the academic experience. Participation in athletics and student extracurricular and co-curricular activities is a privilege, not a right.

Program Objectives:

- To encourage maximum participation of students in all activities;
- To encourage students to display good sportsmanship at all times;
- To instill the desire to prepare for success;
- To encourage participants to react in a positive manner, both in victory and defeat;

- To encourage participants to learn the values of responsibility, dedication , loyalty, teamwork, desire, humility, confidence and



- other desirable traits of good character and citizenship;
- To encourage participants to attempt to influence younger students in the community in a positive manner;
- To assist participants in learning to set and achieve goals and in building self-esteem;
- To instill the values of good health and physical fitness.

III. VHSL ATHLETICS AND ACTIVITIES PROGRAMS

The following sports are offered at Goochland High and Middle Schools by season:

Key: JV = Junior Varsity

MS = Middle School

FALL SEASON

- JV & Varsity Girls Volleyball
- Girls & Boys Cross Country
- JV & Varsity Football
- Golf
- JV & Varsity Sideline Cheer
- Varsity Competition Cheer
- Student Athletic Trainer
- One Act Play
- Scholastic Bowl
- MS Girls Volleyball
- MS Girls & Boys Cross Country
- MS Boys Soccer
- MS Competition Cheer

WINTER SEASON

- JV & Varsity Boys Basketball
- JV & Varsity Girls Basketball
- Boys & Girls Swimming
- Wrestling
- JV & Varsity Sideline Cheer
- Student Athletic Trainer
- Forensics
- MS Girls Basketball
- MS Boys Basketball
- MS Sideline Cheer

SPRING SEASON

- JV & Varsity Baseball
- JV & Varsity Softball
- JV & Varsity Girls Soccer
- Varsity Boys Soccer
- Boys & Girls Track
- Boys & Girls Tennis

- Student Athletic Trainer
- MS Baseball
- MS Softball
- MS Girls Soccer
- MS Boys & Girls Track

IV. STATE, REGIONAL, CONFERENCE AND DISTRICT



MEMBERSHIP

Goochland High School is a member of the Virginia High School League, Division 2A, Region A and the James River District.

REGION A Schools

Arcadia	Amelia County
Bruton	Bluestone
Goochland	Brunswick
King William	Greensville
Maggie Walker	Nottoway
Nandua	Prince Edward
Poquoson	Randolph-Henry

Goochland Middle School plays as an independent with other middle schools in the Richmond and surrounding areas.

V. ELIGIBILITY REQUIREMENTS FOR STUDENT ACTIVITIES

Academic – Participants must meet the VHSL standards which state that participants must have passed five (5) of their credits during the previous year AND must currently be enrolled in five (5) credits for the fall & winter seasons to be eligible. They must have passed five (5) of their credits AND must currently be enrolled in five (5) credits for the second semester of the winter season and the spring season to be eligible.

Other – Athletic Participants must have a completed physical dated after May 1 of



the current year on file in the Director of Student Activities office. The VHSL physical form has five basic parts to it that must be completed BEFORE the athlete can try out or practice for a team. The five parts are: Part I-an eligibility part filled out and signed by the athlete; Part II- Medical History filled out by parent/guardian; Part III- Physical Examination filled out and dated by the examining physician; Part IV- Acknowledgement of Risk and Insurance Statement filled out by the parent/guardian; and Part V- Emergency Permission Form filled out and signed by the parent/guardian. Providing false information will result in ineligibility for one year.

Athletic Participants must also complete the Concussion Awareness Protocol, sign and return the required documents, see item XV.

Eligibility Rules - the part that the student has to read and sign:

To be eligible to represent GHS/GMS in any VHSL interscholastic activities, the student:

1. must be a regular bona fide student in good standing of the school he represents.
2. must be enrolled in the last four years of high school. (Eighth-grade students may be eligible for junior varsity.)
3. for the first semester, must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation, And have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for school that certify credits on a semester basis. (Check with your principal for equivalent requirements.)
4. for the second semester, must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. (Check with your principal for equivalent requirements.)
5. must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Check with your principal for exceptions.)
6. must not have reached your nineteenth(HS)/fifteenth(MS) birthday on or before the first day of August of the current school year.
7. must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.



8. must have submitted to your principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation/Parental Consent/Physical Examination Form, completely filled in and properly signed, attesting that you have been examined during this school year and found to be physically fit for athletic competition and that your parents consent to your participation.
9. must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules. (Check with your principal for clarification in regard to cheerleading.)

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above-listed minimum standards, but also all other standards set by your League, district and school.

At Goochland Middle School, students must maintain a minimum of a D average in all classes in order to remain eligible for participation in practices and competitions.

If you have any questions regarding your eligibility or are in doubt about the effect an activity might have on your eligibility, check with your principal for interpretations and exceptions provided under League rules. Meeting the intent and spirit of League standards will prevent you, your team, school and community from being penalized.

LOCAL SCHOOL DIVISIONS AND VHSL DISTRICTS MAY REQUIRE ADDITIONAL STANDARDS TO THOSE LISTED ABOVE.

VI. PRESEASON MEETING

Each sport and activity will have a pre-season (or early in the season) meeting for parents/guardians and students. The purpose of the meeting will be to discuss expectations, as well as to provide coaches, students, and parents/guardians an opportunity to meet. Topics discussed at the meeting will include, but are not limited to: general goals of the team; expectations of participants, practice schedules, safety and training rules and school board policy.

VII. ATTENDANCE

Participants must be in attendance for at least half of the school day on the day of an



activity. Extenuating circumstances should be brought to the attention of the Director of Student Activities or school administration. Participants are expected to participate fully in each of their classes on the day of an athletic contest, including physical education classes.

Guidelines for participants regarding their attendance at practice sessions are listed below:

- Team members shall be required to attend all regularly scheduled practices unless otherwise excused by the coach.
- When a player knows, in advance, that he/she will be absent from practice, he/she shall request permission to be absent from the coach.

It is the player's responsibility to contact the coach face to face or via telephone and notify him before the practice or game takes place. Second hand information from another player will not be accepted.

- A coach may require a written explanation from teachers or parents/guardians as to why a player has missed all or part of a practice.
- Attendance at special conditioning sessions, which are not a part of the regular sport's season, shall be viewed as voluntary. A sport's season is defined as that period of time that a team may officially practice according to the VHSL rules.

Failure to comply with these attendance guidelines will result in disciplinary action by the coach. This disciplinary action may include suspension from practices and contests up to or including expulsion from a team. If the attendance infractions are of a serious or repeated nature, parent notification will take place either by telephone or in writing.

VIII. ACADEMICS vs. ACTIVITIES PARTICIPATION

Because academic pursuits clearly take precedence over extra-curricular activities (including athletics), students have a responsibility to maintain high academic standards. If a student finds that academic obligations are in conflict with his/her athletic obligations, the student should take appropriate action to develop and maintain quality study habits that lead to quality grades. The coaches will be checking up on the participants' grades on a regular basis during the sport season.

Specifically, this means that students must take their classes seriously and keep communication lines open between parents, teachers and coaches. Students requiring additional study time should make necessary arrangements that do not conflict with



regularly scheduled practices and/or contests.

If after-school arrangements are the only means of addressing academic needs, the student **MUST** receive prior permission of the coach to attend after-school classroom obligations.

IX. COMMITMENT TO AN ACTIVITY BY A STUDENT

The decision to participate in a school sponsored activity is an important one. Deciding to no longer participate in an activity is a serious matter. Participants should not consider dropping out of an activity without first consulting with the coach and explaining his or her intentions.

Changing from one activity to another activity once practice has started is also a serious matter. Changing between activity is not encouraged and can only occur as a result of the following:

- a discussion between the participant involved and the coach of the initially chosen team;
- a discussion between the coach of the team later chosen;
- written release of the former coach.

X. VHSL ACTIVITIES CODE: PARTICIPANTS AND COACHES

ACTIVITIES CODE FOR THE PARTICIPANTS

The contest demands:

- Fair play at all times,
- A square deal to opponents by participants and spectators,
- Playing for the joy of playing and for the success of the team,
- Playing hard to the end,
- Keeping one's head and **PARTICIPATING** in the activity, not **TALKING** it (taunting),
- Respect for officials and expectations that they will enforce the rules,
- A participant should not quit, cheat, bet or "grandstand."



The school demands:

- Out-of-school and out-of-town conduct of a positive nature,
- Faithful completion of school work as practical evidence of loyalty to school and team,
- Complete observance of training rules as a duty to school, team and self.
- Students serve as a role model as a representative of the Goochland County Public Schools
- Treat fellow teammates with dignity and respect

Sportsmanship demands:

- Treatment of visiting team and officials as guests and the extension of every courtesy to them,
- Giving opponents full credit when they win and learning to correct one's own faults through failures,
- Modesty and consideration when one's team wins,
- A participant will not "crow" when the team wins or blame the officials when it loses.

VHSL ATHLETICS AND ACTIVITIES CODE FOR COACHES

The school may expect:

- Work of the coach to be an integral part of the school system with its educational contribution,
- Mastery of the principles of pedagogy and consequent improvement in teaching as well as coaching,
- Loyalty to superiors in making participants fit into the general school program,
- Insistence upon high scholarship and enforcement of all rules of eligibility.
- Proper supervision of students to ensure their safety and well-being.

The participant may expect:

- A genuine and up-to-date knowledge of that which the coach proposes to teach,
- Fair, unprejudiced relationship with all squad members;
- Careful attention to the physical condition of players at the time of each contest,
- Competent and trustworthy officials whose decisions will always be supported.

Sportsmanship includes:



- Teaching athletes to win by use of legitimate means only,
- Counteracting unfounded rumors of questionable practices by opponents.

The influence of the coach necessitates:

- Being the sort of person they want boys and girls to become,
- Discouragement of gambling, profanity and obscene language at all times,
- Encouragement of athletes to pursue healthy lifestyle

XI. DISCIPLINE REGULATIONS FOR STUDENTS

General Philosophy:

- Discipline should be administered in a supportive, rather than a punitive environment.
- A balance is sought between teaching that actions have consequences and acting on belief that mistakes and misjudgments are not only inevitable with students, but inescapably human.
- A coach must be conscious of negative behavior upon the team or group, individual students and the school. As a result, they may be required to establish certain rules that they distribute. These rules will be reviewed periodically.
- Coaches are to develop and administer specific policies with board guidelines of school policy. The school's interest is ensuring equitable treatment of students, not in mandating rigid conformity to specific codes of behavior. It is believed that both parents and students will accept reasonable standards of behavior and disciplinary action if those standards are made clear at the beginning of a student's participation in an activity. Head coaches have the primary responsibility of developing policies specific to their respective sport.
- Any policy that is established should recognize levels of seriousness of violations of codes of conduct and to provide for different official responses.
- Students are entitled to due process.

Levels of Disciplinary Action

- Levels of disciplinary action will be appropriate with the seriousness of the infraction. When enforcing discipline, the coach must be careful to maintain the student's dignity, self-esteem and pride.
- Disciplinary action to be taken by coaches when infractions of rules occur may include but not limited to a warning, limited restriction, exclusion of participants



from an activity or suspension from school.

- Parent notification regarding serious or repeated infractions will be included in the action to be taken. Students will be made aware in writing of the possible actions in event of infractions at the beginning of a season.

XII. DUE PROCESS FOR THE STUDENTS

Discipline is a joint responsibility of the school, coach, parent and student. The school must use all possible means to direct students toward proper behavior and attitude.

The process for managing student discipline is as follows:

- Students will be informed by their coach of the infraction committed and the possible consequences of that infraction, and given an opportunity to respond. The coach, Director of Student Activities or Principal will notify the parent depending on the seriousness of the infraction.
- If the student wishes to appeal the decision of the coach regarding the infraction, the student will appeal to the Director of Student Activities. The Director of Student Activities will again allow the student to respond and will either confirm, reduce or reverse the discipline.
- For appeal beyond the Director of Student Activities, the student may appeal to the Principal.
- Ultimately, the student may appeal to the Superintendent.

Student Grievances

In a situation where there has been no apparent infraction or disciplinary action applied but a student wishes to lodge a grievance or present some other issue involving a respective sport, the procedure below is to be followed:

- Direct communication with the Coach.
- Direct communication with the Director of Student Activities .
- Direct communication with the Principal.
- Direct communication with the Superintendent.

XIII. RULES & CONSEQUENCES FOR GCPS ATHLETIC AND ACTIVITY PARTICIPANTS

The following is a list of the Rules & Consequences that the coaching staffs believe is



needed to ensure the type of program they are trying to build at Goochland County Public Schools. These rules shall be in effect for GCPS students participating in activities whether the student is on or off GCPS property during the season when they are competing. We feel that these rules and consequences are for the benefit of the players for health and safety reasons. A participant who adheres to these rules will help to make the teams at GHS and GMS competitive and respected.

It is required that both the student and parents read the rules & consequences, sign and return the agreement sheet prior to participation. We would like for the player to keep a signed sheet and the rules at home. These rules are for the duration of the season, from the first practice until all the equipment is turned in at the end of the season.

Each team may have additional rules & consequences that pertain to that particular sport.

RULE #1: RESPECT AND SPORTSMANSHIP: (on/off the field or court)

Respect and sportsmanship will be shown to all coaches, fellow players, teachers, opponents' coaches, officials, fans and the sport. Some of the items (but not all) that fall under the rule are such things as: arguing with coaches, players or officials, abusive language, stealing, fighting, behavior on the bench, bus ride behavior, school behavior, and any behavior not deemed appropriate for a player on a team by the coaching staff. Depending on the severity of the player's action, the consequences could start with consequence #1 or consequence #4.

CONSEQUENCES:

1. Suspension from remainder of game.
2. Suspension from next game.
3. Suspension from next two games.
4. Suspension from the team.

RULE #2: ATTENDANCE AT PRACTICES AND GAMES:

A player is expected to attend every practice and game, and be on time. Circumstances beyond a player's control should be cleared with a coach ahead of time. The coach will then determine if the absence is excused or unexcused.

CONSEQUENCES: UNEXCUSED ABSENCE



1. During tryouts-hurt chances of making the team.
2. During the season:
 - A. Suspension from starting the next game.
 - B. Suspension from playing the next game.
 - C. Suspension from the team.

RULE #3: APPEARANCE:

For safety reasons, a player will not be allowed to wear earrings, watches, rings or glitter during practices or games (VHSL regulation). During school hours or traveling to another school on games days, players are expected to wear the attire chosen by the coaches or the team captains.

CONSEQUENCES:

1. Suspension from starting the game.
2. Suspension from playing in the game.
3. Suspension from the team.

RULE #4: EXTRA-CURRICULAR ACTIVITIES:

Each player is expected to put his or her sport first. Participation in any other sport or another team (GYAA, AAU, Parks & Recreation League or personal leisure playing) during the season could result in injuries that could limit your participation or further hurt the team.

CONSEQUENCES:

1. Suspension from practice.
2. Suspension from starting next game.
3. Suspension from the next game.
4. Suspension from the team.

RULE #5: SCHOOLWORK:

Each player is expected to keep up with all school assignments and to make up any work that is missed (in an appropriate time) from classes. When practicing late or for home games, a study hall might be held if time permits and could be mandatory for players having problems keeping up with assignments.

CONSEQUENCES:

1. Suspension from next away game.



2. Suspension from next away or home game.
3. Suspension from the team.

RULE #6: SCHOOL DISCIPLINE:

Players are expected to behave themselves in school. The following is a list (though not all-inclusive) of actions that will lead to some type of consequence depending on the severity of the infraction: disrespectful to teacher or administrator, a referral, tardy to classes, a referral to in school suspension, after school detention, out of school suspension.

CONSEQUENCES:

1. Suspension from starting next game.
2. Suspension from practice or games during out of school suspension.
3. Suspension from the team.

OFF SITE DRUG AND ALCOHOL VIOLATION CONSEQUENCES FOR STUDENT PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Tobacco, drug, and alcohol violations on school grounds are subject to consequences outlined in School Board policies JFC/JFCF and related policies.

The following are disciplinary actions for all students participating in any extracurricular activities which violate drug and/or alcohol use rules while off school property, and not involved in a school-sponsored activity:

Consequence for First Violation: Suspension from 20% (not rounded up) of interscholastic competitions beginning in the season when the first violation occurs (including regular season and post/playoff competitions) and continuing into any subsequent season of the same sport or a different sport if the full suspension cannot be served during the season when the first violation occurs. During all periods of their suspension, student athletes must participate in practices and otherwise remain in good standing with each team from which they have been suspended in order to be eligible to return after their suspension. Event attendance, in daily school appropriate dress, is required.

Consequence for Second Violation: Student will be removed from participation for the remainder of the current semester and the following semester. Practice and/or



event attendance is not permitted.

Consequence for Third Violation: Student will be removed from participation in any extracurricular activities for the remainder of their career in GCPS.

Violations for drug/alcohol offenses are cumulative; they do not start over each school year and begin with a student's participation beginning in middle school. These consequences apply to all participants of extracurricular teams, groups, clubs, or activities. A school, team, group, or club cannot establish rules or consequences that are contrary to those listed above.

XIV. HAZING/BULLYING/HARASSING

Hazing/Bullying/Harassing by GCPS students is strictly prohibited.

Hazing/Bullying/Harassing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletics team, activity or organization.

Hazing/Bullying/Harassing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body and participation in physically dangerous activities.
- Any activity involving consumption of alcohol, drugs, tobacco products, any other food, liquid or any other substance that subjects the student to an unreasonable risk of physical harm.
- Any activity involving actions of sexual nature or simulation of actions of actions of a sexual nature.
- Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame or humiliation or which creates a hostile, abuse or intimidating environment for the student to include social media.
- Any activity involving any violation of federal, state or local law or any violation of GCPS policies or regulations.



Hazing/Harrassment violations that disrupt the normal practices and or learning environment are subject to consequences outlined in School Board policies GBA/JFHA and related policies.

XV. SOCIAL MEDIA

Goochland High School recognizes and supports its students' and coaches' rights to freedom of speech, expression and association, including the use of social networks. In this context, each student-athlete and coach must remember that participating and competing for Goochland County Public Schools is a privilege, not a right. The student-athlete and coach represent his or her school, the Goochland County Public Schools, the James River District, Region A and the VHSL and therefore they are expected to portray themselves, their team and their high school in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as team, school, school division and the VHSL rules and regulations (including those listed below).

Specifically prohibited behaviors include but are not limited to

- Sexually explicit, profane, lewd, indecent, illegal or defamatory language/actions.
- Derogatory language regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Nude, sexually-oriented or indecent photos, images or altered pictures.

Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the team or activity. Social Media Guidelines for Students

1. Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make available information such as full name, full date of birth, social security number, address, phone number, cell phone numbers, class schedules, band account information or details about your daily routine. All of these can facilitate identity theft or stalking. Remember that once it is posted, the information becomes the property of the website.



2. Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. Realized that any information you post will provide an image of you to prospective employers and/or schools. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information online.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. Social networking sites are not a place where you can say or do whatever you want without repercussions.
5. Remember that photos once put on the social network site's server become the property of the site. You may delete the photo from your profile, but it still stays in their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted from your profile. Think long and hard about what type of photo you want to represent you.
6. One of the biggest lessons social networking users can learn is that anything you post online enters the public record. High school students should carefully consider their profiles and ask themselves how they would look to a future college admissions officer or potential employer.

Social Media violations during a season that disrupt the normal practices and or learning environment are subject to consequences outlined below.

Consequence for First Violation: A meeting between the student athlete, parent/guardian, coach, and a school administrator will take place to discuss the repercussions of the student athlete's choice to post negativity on an online Social Media Platform. This meeting will serve as the only warning to the student athlete and it will follow them throughout their participation in extracurricular activities at the respective school. It will not follow them from Middle School to the High School.

Consequence for Second Violation: Suspension from 20% (not rounded up) of interscholastic competitions beginning in the season when the first violation occurs (including regular season and post/playoff competitions) and continuing into any subsequent season of the same sport or a different sport if the full suspension cannot be served during the season when the first violation occurs. During all periods of



their suspension, student athletes must participate in practices and otherwise remain in good standing with each team from which they have been suspended in order to be eligible to return after their suspension. Event attendance, in daily school appropriate dress, is required.

Consequence for Third Violation: Student will be removed from participation for the remainder of the current semester and the following semester. Practice and/or event attendance is not permitted.

Consequence for Fourth Violation: Student will be removed from participation in any extracurricular activities for the remainder of their career in GCPS.

XVI. ATHLETIC TRAINER

The athletic trainer is a valuable resource to coaches and athletes. Whenever an athlete sustains an injury, that athlete should be sent to the trainer. The trainer will have the athlete return to practice and/or competition as soon as it is determined that it is in the best health interest of the athlete to do so. Athletes requiring attention by the athletic trainer have the responsibility of receiving treatment at a time that will minimize their loss of practice time with the team.

XVII. CONCUSSIONS

Concussion Parent Info Sheet

What is a concussion?

A concussion is a type of [traumatic brain injury](#), or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in *any* sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs. Source:

<http://www.cdc.gov/concussion/sports/>



Signs for parents or guardians to observe

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." **Most concussions occur without loss of consciousness.** *If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:*

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by an ATHLETE with Concussions

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

Source: http://www.cdc.gov/concussion/pdf/parents_Eng.pdf

Student-Athlete Protection Act (Code of Virginia § 22.1-271.5)

- The Student-Athletic Protection Act states that each school division will set forth policies and procedures in managing sport concussions. All parents and their student-athletes must be informed yearly of the school division's policies and guidelines for the management of concussions. Following their review of



the standards they must sign a statement acknowledging receipt of the information. *The student-athlete is not permitted to participate in school sports until the signature of receipt is received by the school.*

- Additionally, if an athlete is suspected of having a concussion they are to be removed from activity until evaluated by a licensed health care provider (Certified Athletic Trainer, Physician, or Nurse Practitioner are the only qualified health care providers according to the Virginia Department of Education).

GCPS return-to-play protocol

1. No member of a school athletic team shall participate in any athletic event or practice the same day he or she is injured and:

- a. exhibits signs, symptoms or behaviors attributable to a concussion; or**
- b. has been diagnosed with a concussion.**

2. No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met:

- a. the student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;**
- b. the student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and**
- c. the student receives a written medical release from a licensed health care provider.**

3. The Goochland Athletic Department will follow the guidelines set forth by the *Zurich Consensus Statement*.

Resources

- The *Zurich Consensus Statement* (November 2008) return to play guidelines <http://www.sportconcussions.com/html/Zurich%20Statement.pdf>
- The *American Academy of Pediatrics Concussion Guidelines* (August 2010) <http://www.aafp.org/afp/2001/0915/p1007.html> and also check out a more recent report by the AAP at <http://aappolicy.aappublications.org/cgi/content/full/pediatrics;126/3/597> and <http://www.aap.org/advocacy/releases/aug3010studies.htm>



- Center for Disease Control <http://www.cdc.gov/concussion/sports/>
- Parent Factsheet - The ABCs of Concussions
http://www.cdc.gov/concussion/pdf/TBI_factsheets_PARENTS-508-a.pdf

XVIII. TRANSPORTATION

Transportation to away contests will be provided by the school system and students are required to ride to and from the contest on the school provided transportation. An athlete may ride home from the contest with his/her parents / guardians only if permission is obtained from the coach. A student will not be allowed to ride home with another student's parents without a note from the student's parent / guardian stating that he has permission to ride home with that certain set of parents.

XIV: OVERNIGHT STAY SUPERVISION NOTIFICATION

Due to the location and/or schedule of some events, it may be necessary for participants to stay overnight. During this time, there will be a clearly defined time of "lights out" when all students will be expected to be in, and stay in, their designated room. Room checks will be made at this time to assure all students are in their designated room. A morning expectation time of awakening will also be given to the students. Between these times, students are expected to remain in their designated room. Students are reminded they are to conduct themselves as leaders and role models of our team, our school, and our community. The location of the supervisor's rooms will be made clear to all students so that they may make contact in the event of an emergency or if other needs arise during the night time hours.

XX. CLOSED PRACTICE POLICY

Practices, which are considered as valuable instructional time, are closed to all parties with the exception of coaches, players, administrators and invited or previously approved guests. Guests must receive permission from the coach or administrator well in advance. Guests are expected to refrain from disrupting practice (instructional) sessions in any way, including conversing with the coach or players.

XXI. PARENT AND SPECTATOR BEHAVIOR GUIDELINES

Spectators are an essential part of GHS athletic programs, and good sportsmanship is



a goal of GHS. Inappropriate behavior by fans could result in them being asked to leave the game.

The following are some guidelines for good sportsmanship:

- Cheers at games should be of a positive, encouraging nature in support of one's team,
- The use of vulgarities is inappropriate,
- Fan behavior which baits and derides their own team or the other team, individual players, coaches or school is inappropriate,
- Officials in games have difficult decisions to make and should be treated with respect whether one agrees or disagrees with their decisions,
- Spectators should be encouraged to use humor, creativity and good taste in support of their own team,
- Signs and/or banners should refer to one's own school and be positive, non-derogatory and non-inflammatory in nature.

XXII. SCHOOL EQUIPMENT / UNIFORM

Each participant shall be financially responsible for all pieces of uniforms and equipment issued and assigned to him by his coach.

At the end of each sport's season, each participant is expected to turn in to his/her coach, all of the equipment, practice gear, uniform, etc. that was issued to him or her during the season. In the event that a participant fails to turn in any of these items, he or she will be responsible for paying the replacement costs of that item.

XXIII. DIRECTIONS TO SCHOOLS

ALTAVISTA-180 min. 904 Bedford Avenue, Altavista, VA 24517
Rt. 522 to Powhatan to Rt. 60; Take a right on Rt. 60, go through Buckingham Court House; Take a left on Rt. 24 to Appomattox; Take a right on 460 (West) towards Lynchburg; Take a left on 24 at Concorde; follow 24 through Rustburg to Rt. 29; Take a left on Rt. 29 (South) to Altavista; Take the fourth Altavista exit which says 43 / Leesville; Take a left off of the exit which will be Bedford Avenue; the school is about 2.5 miles on your right; if you go under the underpass or get to McDonald's then you have gone too far.



AMELIA-45 min. 8500 Otterburn Road, Amelia, VA 23002

Rt. 522(South) to Rt. 60; Cross Rt. 60, this will turn into Rt. 13; Go 5 miles on Rt. 13; Take left on Rt. 609; follow Rt. 609 to Rt. 360; Turn right on Rt. 360.; Go through the flashing lights; Take the next left (across from Goodman Truck/Tractors); Turn right on Rt. 614; Go 1/2 mile on school is on the right.; fields across the street.

BLESSED SACRAMENT/ HUGUENOT-30 min. 2501 Academy Road, Powhatan, VA 23139

Take 522 towards Powhatan; Left on Rt. 60; Go 4 miles; Take a left on Academy road (Food Lion on left); school is on the left after a mile.

BLUESTONE-120 min. 6825 Skipwith Road, Skipwith, VA 23968

Following directions to Amelia to get to Route 360. Take Route 360 past Keysville. Turn left off Route 60 onto Hwy 47 go to end at Int. of 47 & Main st. and turn right, go through both stop lights to the end of the street (Colgate Square) turn left and then immediate right on Hwy 92. Go about 1-2 miles and turn right on 688 (Skipwith Road), school is on 688 about 5 miles on right. For fans they will go past school and park in front of gym.

BUCKINGHAM-60 min. 78 Knights Road, Buckingham, VA 23921

Take Rt. 522 (South) to Rt. 60; Turn right on 60 (West); Go through Sprouse's Corner (Rt. 15 / Rt. 60); school is 1 mile on right.

CAROLINE-70 min. 19155 Rogers-Clark Boulevard, Milford, VA 22514

64 East; 295 North; 95 North; Bowling Green Exit (Rt. 207); Go right for 5 miles; School is on the right.

CENTRAL-90 min. 131 Kenbridge-Victoria Road, Victoria, VA 23974

Follow same directions to get to Amelia except straight on 360 at Goodman Truck; Go 2 miles past Rt. 49 intersection (to Crewe); Turn left on 723 (just before Burkeville); Cross over Rt. 460 on Rt. 723 to Victoria; Go about 12 miles and at stop sign turn right on Rt. 49; Continue straight through traffic light and school is 1.5 miles on left.

COLLEGIATE-30 min. 103 N. Mooreland Road, Richmond, VA 23229

Rt. 6 East; Turn right on Gaskins Rd.; Take left at 1st light (Derbyshire Rd.); Turn right on North Mooreland; School is on the left.

To get to the Robins Sports Complex: Take Route 6 past Route 288, take a right onto Blair Road, go about 1 mile and the complex will be on your right.

CUMBERLAND-45 min. 15 School Road, Cumberland, VA 23040

Take Rt. 522 towards Powhatan; Right on Rt. 60; Follow Rt. 60 through the town of Cumberland; School is on the left going out of Cumberland.

FLUVANNA-(New High School) 35 min. 1918 Thomas Jefferson Parkway, Palmyra, VA



22963

Take Rt. 6 West to Dixie; Turn right on Rt. 15 (North); Go to Palmyra and Turn left on Route 53; Go about 2/3 miles and school on right.

FORK UNION MILITARY ACADEMY-35 min. 4744 James Madison Highway, Fork Union, VA 23055

Take Rt. 6 West to Dixie; Go straight onto Rt. 15 (South); about 3 miles go into Fork Union; School is on the left. Take a left at the second entrance.

KING WILLIAM-65 min. 80 Cavalier Drive, King William, VA 23086

64 East; 295 North; Take the Tappahannock (Rt. 360) Exit; Go to Central Garage (Rt. 360 / Rt. 30); Take a right on Rt. 30; School is on the right.

LOUISA-45 min. 757 Davis Highway, Mineral, VA 23117

Rt. 522 North to Rt. 33; At stop sign-Turn left on Rt. 33; 1.4 mile turn right back onto Rt. 522 To Mineral; Go straight through Mineral; School is one mile on left.

GEORGE MASON-120 min. 7124 Leesburg Pike, Falls Church, VA 22043

Rt. 95 (North) towards Washington DC; Take Rt. 495 Beltway South; Take exit for Rt. 66 (East); Take the Rt. 7-Leesburg Pike (East); Take a right off of the exit and the school is 200 yards on your left.

MATHEWS-180 min. 9889 Buckley Hall Road, Mathews, VA 23109

64 east to West Point exit (Rt. 33); Take Rt. 33 through West Point; Stay on Rt. 33 until it gets to Rt. 17; Cross over Rt. 17 and the road becomes Rt. 198; Follow Rt. 198 all the way to Mathews; Go through the town of Mathews and the school & fields will be on your left.

NELSON COUNTY-90 min. 6919 Thomas Nelson Highway, Lovingson, VA 22949

Rt. 64(West) to Charlottesville; Take 29 (South) towards Lynchburg; School is on your right about 20 minutes from Charlottesville.

NOTTOWAY HIGH SCHOOL & MIDDLE SCHOOL-90 min. 5267 Old Nottoway Road, Crewe, VA 23930

Follow the directions towards Amelia; Take a right on Rt. 360; Take a left on Rt. 49 to Crewe; Take a left on Rt. 460; Follow Rt. 460 through Crewe; Go about 5 miles down Rt. 460 from Crewe and take the Nottoway Exit; Take a right off of the exit; Bear left at fork in the road; The school will be a mile on your right; Take the second entrance for the football field.

POWHATAN HIGH SCHOOL (New high school)-20 min. 1800 Judes Ferry Road, Powhatan, VA 23139

Rt. 522 towards Powhatan; Left on Rt. 60; Go about 6 miles down Rt. 60 towards Richmond; Take a left on Jude's Ferry Road (Bank of Powhatan will be on your left) and the



school will be straight ahead.

PRINCE EDWAARD-75 min. 35 Eagle Drive, Farmville, VA 23901

Take Rt. 522 towards Powhatan; Right on Rt. 60; Follow Rt. 60 through the town of Cumberland; Turn left on Rt. 45 to Farmville; Go straight through Farmville past Longwood University, past Wal Mart; Turn left at light just past Rt. 460 Bypass-Zion Hill Road; high will be up on your left; middle school is on the right

RANDOLPH-HENRY-120 min. 755 David Bruce Avenue, Charlotte Court House, VA 23923

Follow the same directions to Amelia; Go straight on Rt. 360 at Goodman Truck; Stay on Rt. 360 for about 32 miles; Take the 360 Business Keysville / Farmville Exit (Route 15); Go straight across at stop sign, Sheldon's Restaurant will be on your left; Go 1.5 miles into Keysville; Turn right onto Rt. 40; Go about 9 miles to Charlotte Court House; Take a left at stop sign (Exxon Station on right); School is two miles on left.

ST. ANNE'S BELFIELD-60 min. 2132 Ivy Road, Charlottesville, VA 22903

Rt. 64 West towards Charlottesville; Exit 188 B; Rt. 250 Bypass West; 2.5 miles to Rt. 250 Business; Take a right at top of ramp (Ivy Road); 8/10 mile through stop light; School is on the right.

ST. CHRISTOPHER'S-30 min. 711 St. Christopher's Road, Richmond, VA 23226

Rt. 6 East into Richmond; Go about six blocks after crossing over Three Chopt road on Rt. 6; Take a right on St. Christopher's Road.

STEWARD SCHOOL-30 min. 22600 Gayton Road, Richmond, VA 23238

Rt. 6 East into Richmond; Left on Pump Rd; Left on Gayton Road; Go approx. 1 mile; School is on the right.

TRINITY-45 min 3850 Pittaway Dr., Richmond, VA 23235

Rt. 6 East into Richmond; Right onto Parham Road; It turns into Chippenham Parkway; Take the Huguenot Road Exit; Turn left on Huguenot Road; a couple of blocks and turn left onto Cherokee Road; Go about 3 miles and turn left on Pittaway Road; School will be on the right.

WEST POINT-90 min. 2700 Mattaponi Avenue, West Point, VA 23181

Rt. 64 East; 295 North; 64 East; Take the West Point Exit (Rt. 33); Take 33 into West Point; After crossing over the bridge and railroad tracks, take a left on Rt. 30; Go 1 mile-Turn right on Thompson Avenue (just after cemetery); Go 2 long clocks, turn left on Mattaponi Avenue; School on the right.



WILLAM MONROE-90 min. 254 Monroe Drive, Standardsville, VA 22973
Rt. 64 West; Take the Zion Cross Roads exit, Rt. 15; Take a right on Rt. 15 to Gordonsville;
Go to the traffic circle in Gordonsville; Go straight across the traffic circle, this will be Rt.
33; Take Rt. 33 all the way to Rt. 29; Cross over
Rt. 29 and continue to the 5 traffic light; take a right and school will be on your left.

XXIV: Prohibition Against Harassment and Retaliation

Policy GBA-JFHA

PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement

The Goochland County 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, religion, ancestry, age, marital status, genetic information or any other characteristic protected by applicable law or based on a belief that such characteristic exists at school or any school sponsored activity. The Board further prohibits harassment against students, employees, or others on the basis of socioeconomic status.

The Goochland County 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 origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by applicable 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 or genetic information or any other characteristic protected by applicable 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. The Board further



prohibits harassment against students, employees, or others on the basis of socioeconomic status.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

The school division

- promptly investigates all complaints, written or verbal, of harassment based on 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;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex.

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is



sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race,



national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

C. Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, those listed in Section I of this policy.

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall



immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the Compliance Officer. Any complaint that involves the Compliance Officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer determines that more than 14 school days will be required to investigate the



complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged



harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or Superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Goochland County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or Superintendent's designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the superintendent or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the Superintendent or superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.



Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Goochland County School Board has designated

Andrew R. Armstrong, Executive Director of Business Operations

Phone: 804-556-5605

Email: aarmstrong@glnd.k12.va.us

P.O. Box 169, Goochland, Virginia 23063

as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer

Jennifer Waggener, Director of Exceptional Education

Phone: 804-556-5625

Email: jwaggener@glnd.k12.va.us

P.O. Box 169, Goochland, Virginia 23063

The Compliance Officer shall

- receive reports or complaints of harassment;
- conduct or oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's



principal or principal's designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or principal's designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the



Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: April 11, 2000.

Revised: July 9, 2002.

Revised: November 11, 2008.

Revised: December 18, 2012.

Revised: August 11, 2015.

Revised: October 11, 2016.

Legal Refs: 20 U.S.C. §§ 1681-1688.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 2000e-2000e-17.
42 U.S.C. § 2000ff-1.

34 C.F.R. 106.9.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.



2015 VA. A.G. S-9 (14-080)

Cross Refs: AC

	Nondiscrimination
AD	Educational Philosophy
GB	Equal Employment Opportunity/Nondiscrimination
GBA-F/JFHA-F	Report of Harassment
GBM	Professional Staff Grievances
GBMA	Support Staff Grievances
JB	Equal Educational Opportunities/Nondiscrimination
JFC	Student Conduct
JFC-R	Standards of Student Conduct
GCPD	Professional Staff Discipline
JHG	Child Abuse and Neglect Reporting
KKA	Service Animals in Public Schools

XXV: HANDBOOK SIGN OFF FORM

All GCPS athletics and activities participants and their parent/guardian must read this handbook and sign the last page indicating they have done so before



practicing or competing in any activity. Completed forms should be given to the head coach or High School Activities Coordinator, and will remain on file by the High School Activities Coordinator for the duration of the school year. Only one signed form is required per year.

Student's Name: (print) _____

Student's Signature: _____

Date: _____

Parent/Guardian Name: (printed) _____

Parent/Guardian Signature: _____

Date: _____

Phone: (day) _____ **(evening)** _____ **(cell)** _____

Emergency Contact: (name) _____ **(phone)** _____

Insurance Carrier _____

Insurance Number _____

XX: ACKNOWLEDGEMENT OF RECEIPT OF CONCUSSION INFORMATION

Parents & Students Concussion Form



I read and understand concussion symptoms and will comply with the GCPS return-to-play protocol.

Student's printed name: _____

Parent or guardian's printed name: _____

Parent or guardian's signature: _____

Date: _____

Have you ever had a concussion? Y N How many? _____

When did they occur? _____

GCPS Return To Learn Concussion Form

I read and understand concussion symptoms and will comply with the GCPS return-to-learn protocol.

Student's printed name: _____

Parent or guardian's printed name: _____

Parent or guardian's signature: _____

Date: _____