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**Mrs. LaShahn Gaines**, Finance/CFO  
**Mr. William Flaherty**, Technology

# Superintendent's Message

August, 2011

Dear Students and Parents:

It is a pleasure to welcome you to the 2011-12 school year. Our school division is committed to excellence in education and equality of educational opportunity for all students. Furthermore, we expect that the school environment is responsive and conducive to learning and that our schools are safe places in which to teach and learn. In order to ensure that we provide a safe, secure, disruption-free, yet educationally challenging and relevant environment, we publish our expectations for student behavior and attendance at the beginning of each school year. In this way, we hope to establish the communication that is so important to the success of our students.

State law (Code of Virginia, Section 22.1-279.3) requires that the school division provide to each parent of a student copies of the notice of the requirements of this law, the standards of student conduct and the compulsory school attendance law. Accordingly, the following items are contained within this booklet and are provided to you for your information and reference:

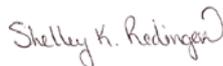
- Code of Student Conduct (School Board Policy JFC)
- Notice of Parental Responsibility and Involvement Requirements (Code of Virginia, Section 22.1-279.3)
- Compulsory School Attendance (School Board Policies JEA and JED; Code of Virginia, Section 22.1-254)
- Student Conduct on School Buses (School Board Regulation EEACC-R)
- Acceptable Use of Electronic Network Resources and Internet Safety (School Board Regulation IIBEA-R)

This booklet also contains useful information concerning two federal laws pertaining to parental and pupil rights, the Protection of Pupil Rights Amendment (PPRA), and the Family Educational Rights and Privacy Act (FERPA). Finally, as you discuss the contents of this booklet with your child, the following sections may be particularly useful: Authority of School Officials Over Pupils (Section A.3); Definition of Possession (Section B); and prohibited items, the possession of which may result in a student's expulsion from school (Sections B.2.a and B.3.g).

I urge you to read this booklet and discuss its contents with your child. In accordance with the requirements of the Code of Virginia, please sign the "Parent and Student Signature Page" at the back of this booklet and return the page promptly to your child's principal.

On behalf of our principals, teachers, bus drivers, and school staff, we thank you for your support and extend our best wishes for a productive and intellectually invigorating school year.

Sincerely,



Shelley K. Redinger, Ph.D.  
Superintendent

# CODE OF STUDENT CONDUCT (Policy JFC)

## A. GENERAL PROVISIONS

1. **Positive Expectations of All Students.** School is a place for teaching and learning. Therefore, students are expected to:
  - a. attend school regularly;
  - b. arrive at school ready to participate in learning activities;
  - c. accept responsibility for one's own behavior;
  - d. cooperate with school personnel and fellow students;
  - e. abide by all school regulations;
  - f. abide by all laws of the Commonwealth of Virginia;
  - g. complete all assignments fully and in a timely manner;
  - h. cooperate with school officials in the investigation of any violation of school rules;
  - i. refrain from any action which hinders other students' safety, welfare, peace of mind or achievement;
  - j. respect the right of teachers to teach and students to learn; and
  - k. assist the principal and faculty in the operation of the school as a safe place for all students to learn and to develop socially.
  
2. **Attendance.** All students age 5 to 18 shall attend school regularly as set forth in Section 22.1-254 of the Code of Virginia. Five-year-old children, however, may be exempted from kindergarten by their parent or guardian upon notification to the School Board. Absences may be excused for reasons such as illness, death in the family, court appearances, religious holidays generally observed by the religious group, or extenuating circumstances which are approved by the principal. Non-compliance with attendance regulations (skipping school or skipping classes) will be treated as a matter of discipline and as provided in Section 22.1-258 of the Code of Virginia, sections of which are printed in the Code of Student Conduct booklet. If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive days, the principal may notify the Juvenile Domestic Relations Court, which may take action to suspend the student's driver's license. Students may be suspended or expelled from attendance at school for sufficient cause; however in no cases may sufficient cause for suspensions include only instances of truancy.
  
3. **Authority of School Officials Over Pupils.** The power of school authorities is not limited to violations occurring on school property during school hours. The school has authority over the conduct of students who are on their way to and returning home from school regardless of whether the student is using school bus transportation, private vehicle or walking. While such authority does not alienate students from proper parental authority, students may be subject to discipline for violations of school regulations, which are detrimental to the interests of the school or adversely affect school discipline. The

school also has authority over students who are participating in or are in attendance at a school-sponsored activity. In accordance with Section 22.1-277.2:1 of the Code of Virginia, any student who has been charged with a criminal offense involving drugs, alcohol, weapons, or intentional injury to others may be placed in an alternative education program, even if the offense did not occur on school property or during school time. If such offense did occur on school property, students are subject to disciplinary action, including suspension and expulsion, regardless of whether the student has been charged criminally. In accordance with Section 22.1-277 of the Code of Virginia, students who are adjudicated delinquent or convicted of a criminal offense involving drugs, weapons, intentional injury to others, or violent criminal conduct may be suspended, expelled, or placed in the alternative education program, even if the offense did not occur on school property or during school time. Further, while the school division does not desire to infringe upon the individual rights of students, when certain off-campus conduct of students detrimentally affects other students, school personnel and/or the educational process, such conduct may subject students to discipline. Specifically, conduct and speech that occurs off school property may expose students to disciplinary action if such conduct or speech creates a substantial disruption to the educational process or is detrimental of the welfare or safety of other students or school personnel.

4. **Consistent Enforcement.** Consistent enforcement of rules and regulations by teachers and administrators is an essential component of an effective school discipline program. Communication among teachers and/or administrators plays an important role in consistent enforcement of rules and regulations. In the case of administrators, if more than one is involved in decisions regarding discipline, conferences should be held on a regular basis concerning how certain situations are being handled so as to establish and maintain consistency. In the case of teachers, using a specific plan of action agreed upon by the faculty and administration is essential. Exceptions to consistent enforcement of consequences for misbehavior occasionally need to be made. Exceptions to routine enforcement procedures, however, should be made on a consistent basis.
  
5. **Communication of Code of Student Conduct to Parents and Students.** A copy of the Code of Student Conduct (or other appropriate document which details and explains the expectations and consequences identified in the Code) shall be made available to every parent and every student at the beginning of the school year or upon registration for those students who enroll thereafter. Signatures from a parent and from the student (grades 3-12) shall be required on an appropriate form which indicates receipt of a copy of the Code, the signee having read the Code and the signee accepting the responsibility of abiding by the Code. The assistance of parents (or guardians) in this regard is required by Section 22.1-279.3 of the Code of Virginia (state law).

6. **Responsibility of Parents.** The Code of Virginia requires parents (or guardians) to work in partnership with school administrators to maintain a safe and orderly school environment. Teachers and administrators cannot be expected to provide all necessary guidance to all students. The parent's role in appropriate student behavior is essential. It is the responsibility of parents to insure that their child attends school and obeys all school rules and regulations. Parents shall be required to attend conferences involving certain offenses. Parents or guardians of a child shall be notified by the principal or designee of all non-minor disciplinary actions taken by school officials against their child.
7. **Zero Tolerance of Violent Criminal Conduct or Drug Related Crimes.** This Code of Student Conduct provides that whenever a student engages in violent criminal conduct involving dangerous weapons or devices or drug-related crimes, action will be taken in accordance with Section E.1.
8. **Teacher Removal of Students from the Classroom.** School Board policy JFCA allows a teacher to remove a student from the classroom for disruptive behavior. In summary (refer to JFCA), a teacher may remove a student following two written notifications of class disruption and may set terms for the length of the removal and for the conditions of the student's return to the classroom. This policy does not negate nor replace the normal disciplinary referral process used by the schools to report violations of the Code of Student Conduct by teachers to the school administration and subsequent disciplinary action taken by the administrators. Nor is it intended to imply that a student must receive two warnings before he/she can receive consequences by school administrators for infractions of the Code of Student Conduct.
9. **Corporal Punishment.** Section 22.1-279.1 of the Code of Virginia prohibits corporal punishment as a means of disciplining students. School personnel, however, may use "reasonable and necessary force" to maintain order and control; to remove a student from a disturbance which threatens physical injury to persons or property; to prevent self infliction of harm; or to defend oneself or to obtain possession of weapons, controlled substances, or drug paraphernalia.

## **B. STUDENT STANDARDS OF CONDUCT**

It shall be the responsibility of all students to uphold and maintain specific standards of conduct. It is through these standards that clearly identified responsibilities have been established for Spotsylvania County students. These standards, as well as any standards established by schools, are in effect at any time that students are on school property, on the way to and from school, or while under the supervision of school authority, laws, or rules and regulations of the School Board or individual school. Students are placed on their own to adhere to these standards with an understanding that any violation is subject to corrective action. A student who acts as an accessory or accomplice to another in violation of any provision of the Code of Student Conduct will be subject to

the same punishment as the student who is guilty of the violation.

**Definition of Possession:** Possession, as it relates to drugs, weapons or other items prohibited by policy or school rules is defined as on one's person (including purse, backpack, etc.), in one's locker, or in a vehicle the student drove (or rode) to school or to a school-related activity. In addition, lockers are school property and students are not permitted to hide objects/materials that are prohibited by law or school rule.

Three categories of conduct are addressed in these standards of conduct: (1) conduct violating General Standards of Conduct for Students (including nonviolent criminal conduct); (2) conduct involving tobacco, alcohol or drugs; and (3) violent criminal conduct. The following acts violate the Code of Student Conduct:

1. **Conduct violating General Standards of Conduct for Students (including nonviolent criminal conduct),** while on school property, to or from school or at a school-sponsored activity. This list includes, but is not limited to, the following:
  - a. making threats against school personnel or other students;
  - b. taking or attempting to take another's property under duress or by any other nonviolent but unlawful means;
  - c. disruptive behavior which interferes with the orderly process of instruction or that interrupts or obstructs the learning environment [The following list contains examples and is not all-exclusive: continual talking after being asked to cease, use of unauthorized electronic devices, gambling, display of pornographic material or obscene literature.];
  - d. failing to comply immediately and fully with the directions of a teacher or other school employee;
  - e. using profane, obscene or abusive language (including any offensive or derogatory references based on a person's disability, race, national origin, sex, age, ancestry, sexual orientation, religion or marital status);
  - f. intentionally or recklessly damaging, defacing, destroying or tampering with the property of others, including school property;
  - g. any entry upon or activity school property during non-school hours/days which is unauthorized by the school administration;
  - h. entering or remaining upon school property after being directed by school personnel to leave or stay off such property;
  - i. cheating on school work;
  - j. dressing in a manner that is distracting to other students or that interferes with the orderly process of instruction [The following list contains examples and is not all-exclusive: halters, tank or tube tops, bare midriffs, clothing with offensive or sexually suggestive wording or pictures, etc.]. Student appearance should not be disrespectful, indecent, dangerous to the health and welfare of students, or disruptive to the school environment.

Students will not be allowed to wear inappropriate clothing, jewelry or other apparel or to have personal belongings that advocate violence, alcohol, tobacco, and other drug use and/or distribution; that represent gang activity and/or membership; that use obscenities; that reflect adversely on persons due to race, gender, creed, or intellectual abilities; or that contain inappropriate or explicit material. School administrators have the authority to make rules regarding appropriate school attire, as well as the wearing of coats, flip-flops, and carrying of backpacks and bookbags within the building;

- k. failing to wear shoes, shirts or top garments, pants or bottom garments at all times;
- l. interfering with the orderly transportation of pupils on a school bus [The following list contains examples and is not all-exclusive: sticking heads and arms out of windows, throwing items from windows, throwing items within the bus, fighting, distracting the bus driver, etc. Refer to JFCC and EEACC.];
- m. tardy to class, tardy to school, cutting class and/or leaving the school campus during the school day without authorization of school personnel;
- n. lying to school personnel concerning school related matters;
- o. using or having a cellular telephone (or similar communications device) which has been turned on while riding a school bus to or from school or once entering school property for the purpose of attending school until departing school grounds following the end of the regular school day. Such devices may not be visibly displayed or activated during these times. They may be confiscated and held for later return to a parent or guardian. The school does not assume any liability nor responsibility for theft or damage to such devices;
- p. possessing pepper spray or other personal protection devices on school property or at school activities;
- q. using or possessing medications (prescription or non-prescription) on school grounds. No student may have in his/her possession any medication (over the counter) or prescription drugs, even if recommended or prescribed for the student's use. All such items shall be taken to the office of the principal or his designee at the start of the school day, along with the Medication Request Form. No medication will be administered except that authorized by a licensed physician or nurse practitioner and requested by written permission on a form available at each school (referred to as the Medication Request Form). "Medication" shall mean any drug or other substance used in treating diseases, healing or relieving pain, including all over-the-counter drugs such as aspirin, cough syrups, cough drops, gargles, caffeine pills and the like. The only medication that students are allowed to possess and self-administer applies to asthma inhalers, auto-injectable epinephrine, injectable glucagons, and diastat. To possess these items and self-administer, the student must provide written notification from

the student's primary care provider, medical specialist, or a licensed physician or licensed nurse practitioner that (1) identifies the student; (2) states that the student has a diagnosis of asthma or anaphylaxis and has approval to self-administer medications that have been prescribed or authorized for the student; (3) specifies the name, dosage, and circumstances which may warrant the use of the medications; and (4) attests to the student's demonstrated ability to safely and effectively self-administer the medications. The permission granted to a student with a diagnosis of asthma or anaphylaxis to possess and self-administer medication shall be renewed annually.

- r. using the computer or other technology resources of the school improperly, including but not limited to causing damage to equipment, causing loss of or alteration to programs or data, unauthorized or inappropriate use of equipment, and making illegal or unauthorized copies of data or programs. Students may not link to any of the schools' or school division Websites. Students may not copy any text or graphics from the school Websites nor may they include that text or graphics in their own home pages.
- s. engaging in any form of sexual misconduct or sexual harassment (to include electronic communication, any sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature including, but not limited to, inappropriate comments, expressions, gestures or touching). Any student who believes that he or she is a victim of sexual harassment should report such conduct immediately to the building principal or assistant principal. This report can be oral or in writing. If that is not possible, the report should be made to the assistant superintendent for instruction whose office is in the School Administrative Building at 8020 River Stone Dr., Fredericksburg, Virginia 22407 (540-834-2500);
- t. violating any law, including criminal and traffic offenses committed on school property or at a school-sponsored activity, which is not otherwise specifically set forth in this Code of Student Conduct. Principals shall regulate the use of automobiles, bicycles and any other vehicles on school grounds regardless of time or event. Any person knowingly disregarding good safety practices may be prohibited from operating a vehicle on school grounds;
- u. engaging in any gang activities on school grounds or at school-related events including any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may include inappropriate congregating, bullying, harassment, wearing gang-related clothing, symbols or jewelry;
- v. loitering on school property, including halls, restrooms and parking lots. Students on early release, early dismissal or cooperative education are to leave the school grounds at the time of their release;

- w. possessing or using a laser pointer on school property, including school buses.
- x. bullying - students, either individually or as 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. Bullying is defined as behavior that is hurtful or harmful and can include verbal, nonverbal, and/or physical actions with the intent to cause fear and intimidation. This may include, but is not limited to, verbal, non-verbal, electronic or written threats of physical harm.
- y. hazing – students shall not recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on another student in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, team, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the activity. According to §18.2-56 of the Code of Virginia, a conviction for violating the state law on hazing is a Class 1 misdemeanor which carries confinement in jail for not more than 12 months and a fine of not more than \$2,500, either or both.
- z. violating any policy of the School Board or rule or regulation duly adopted by the schools pertaining to student behavior; and
- aa. conspiring or attempting to do any of the foregoing.
- bb. Possessing any knife or other dangerous object that does not fall under Section B.3.g.
- cc. This list of infractions is not all-inclusive. The administration reserves the right to assign consequences for misconduct not listed that the student would or should have known would be disruptive to the academic process or would endanger self or others.

**2. Conduct involving tobacco, alcohol or drugs, while on school property, to or from school or at a school-sponsored activity, including:**

- a. the possession, distribution, sale, purchase, being under the influence of, and/or use of a controlled substance, imitation controlled substance, marijuana, synthetic marijuana or cannabinoids as defined in the Code of Virginia, anabolic steroids, or other illegal drugs while on school grounds (or within 1,000 feet of school property), on any school bus, at the bus stop, or while engaged in or attending any school activity or school sponsored event. Offenses pertaining to a controlled substance, imitation controlled substance, marijuana, or synthetic marijuana or cannabinoids as defined in Sections 18.2-247 or 18.2-248.1:1, shall be referred to herein as “drug related crimes” (refer to Section E.1 for specific consequences).
- b. the possession, distribution, sale, purchase, and/or use of

tobacco, alcohol, drug paraphernalia or restricted substances (refer to section E.2 and E.3 for specific consequences).

**Definitions of Drugs:** The Code of Virginia lists numerous drugs as controlled substances (listed by schedule) and any drug from that list would constitute a controlled substance under the above policy. Many of these drugs are available by prescription (Schedule II-V) but are not lawful without a prescription. Spotsylvania County Public Schools has a medication policy B.1.q that must be followed for a student to have a prescription drug at school. An “imitation controlled substance” (placebos) shall mean a substance in any form whatsoever or other item that is not a controlled substance, but which by overall dosage, unit appearance, packaging, or representation made, leads a reasonable person to believe that it is a controlled substance. The term “other restricted substance” includes a substance which cannot be properly classified as alcohol, marijuana, a controlled substance, an anabolic steroid or tobacco. It includes all inhalants, which can affect someone’s mental processes and includes both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package. The term “restricted substance” also includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance. The term “possession,” as it relates to alcohol or drugs, also includes having ingested such alcohol or drug or being under the influence of such alcohol or drug.

3. **Violent criminal conduct,** while on school property, to or from school, or at a school-sponsored activity, including:

- a. attempting to kill, shoot, stab, cut, wound, otherwise physically assault, injure, or batter another person;
- b. killing, shooting, stabbing, cutting, wounding, otherwise physically assaulting, injuring, or battering any person;
- c. acting in a manner so as to create in the mind of another person a reasonable fear that such person will be killed, shot, stabbed, cut, wounded, assaulted, or physically injured or battered;
- d. mutual combat (fighting) [If it can be determined that one student was the aggressor and that another student was acting solely in the defense of self or others from immediate and otherwise unavoidable physical injury, it would be permissible to punish only the aggressor. Otherwise, any students will be punished for engaging in violent conduct. Accordingly, it is necessary for any student to immediately retreat, if possible, from any use or threat of force.];
- e. abduction, arson, criminal sexual assault, extortion, robbery, or any other crime involving physical injury, a substantial risk of physical injury or threats of physical injury, which crime would constitute a class 1 misdemeanor or a felony if committed by an adult;
- f. making a bomb threat, activating a manual or automatic fire alarm, or setting off any smoke bomb or chemical bomb capable

- of producing smoke
- g. any student having been found to have in his or her possession anywhere on school property, at a school-sponsored event, or on the way to or from school, any item listed below shall be recommended for expulsion from school for a minimum of 365 calendar days (refer to section E.1 for specific consequences). This list is not all-inclusive. Any type of weapon, or object used to intimidate, threaten or harm others, any explosive device or any dangerous article(s) shall subject the student to a recommendation of expulsion.

Examples of items that will mandate a minimum of a 365-day expulsion are

- i. any pistol, revolver, rifle, shotgun, pellet pistol or rifle, B-B gun or air rifle, starter gun, crossbow or any device capable of firing a missile or projectile;
- ii. any pistol, revolver, or any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive, compressed gas, compressed air or other propellant;
- iii. the frame or receiver of any such weapon described in (i) and (ii) above or any firearm muffler or silencer;
- iv. any explosive, incendiary or poison gas;
- v. any bomb, grenade, rocket (having an explosive charge of more than four ounces), missile (having an explosive charge of more than one-quarter ounce), mine or other similar device;
- vi. any combination of parts either designed or intended for use in converting any device into any destructive device listed in (i) through (v) above and from which such a destructive device may be assembled;
- vii. any stun weapon or taser;
- viii. any dirk, dagger, machete, any knife with a metal blade of three (3) inches or longer, bowie knife, switchblade knife, ballistic knife, razor; boxcutter
- ix. any slingshot or spring stick;
- x. any metal knuckles or blackjack;
- xi. any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken or fighting chain;
- xii. any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart;
- xiii. any device or weapon, not specifically described above, of like kind and of appearance as those enumerated above.

- h. conspiring to commit any of the offenses listed in B.3.a. through B.3.g.

## C. PROCEDURES FOR ADMINISTERING STANDARDS OF CONDUCT

### 1. Span of Coverage

- a. These procedures are not intended to eliminate the responsibility of a classroom teacher in managing minor classroom violations of discipline.
- b. The procedures as described in this section are intended as an establishment of a standard by which the principal or designee must address a non-minor violation of Student Standards of Conduct.
- c. A principal or designee shall be responsible for-responding to a student violation when one or more of the following conditions are present:
  - i. the student violation of conduct has become too serious for the classroom teacher;
  - ii. the misconduct is a non-minor violation of the Student Standards of Conduct;
  - iii. the principal or designee desires to become involved in managing the student violation of conduct; or
  - iv. the classroom teacher requests verbally or in writing that the principal become involved.
- d. A principal or designee shall be responsible for conducting and/or supervising a thorough investigation of any alleged student violation involving (1) drug related crimes or (2) violent criminal conduct, so that the principal will be able to present a comprehensive report on such matter to any or all of the following: the law enforcement officers investigating the matter, the Commonwealth Attorney's Office, the Juvenile and Domestic Relations District Court, the Disciplinary Review Hearing Officer.

### 2. Investigative Stage. In cases where a principal or designee shall be responsible for handling or investigating a student violation, the responsibilities of the principal during the investigative stage are as follows:

- a. The principal or designee shall conduct an investigation of violations of school rules in order to establish related facts considered to be appropriate. As a part of that investigation, witnesses may be interviewed.
- b. In circumstances involving alleged crimes, law enforcement officials shall be permitted to question students under the authority of the school. A reasonable effort will be made to notify the student's parent/guardian unless the parent/guardian is a suspect or he/she would have an interest in impeding the criminal investigation, or such notice would violate Virginia State Law. Such notification may occur after the questioning of

the student by the law enforcement official. Where appropriate, a school administrator, guidance counselor or school nurse may sit in during the police interview with the student. As a part of that investigation, witnesses may be interviewed by law enforcement officials.

- c. Threat Assessment - In circumstances involving student threats, a threat assessment may be conducted by school officials. The purpose of a threat assessment is to assess the seriousness of the student's threat, to provide assistance to the student being assessed, to support victims or potential victims, and to take appropriate preventive or corrective measures to maintain a safe and secure school environment.
- d. Searches may be conducted when a school official has reasonable grounds to believe, based on all circumstances known to the official, that a search will produce evidence to show a violation of law or school rules. (Refer to JFG)

3. **Adjudicative Stage.** In cases where a principal or designee shall be responsible for adjudicating a student violation, the responsibilities of the principal or designee during the adjudicative-stage are as follows:

- a. A student alleged to have committed a violation of the Standards of Conduct shall be provided with a hearing in order to present his or her case.
- b. Witnesses of the alleged violation may be recommended by the student or parent and may be interviewed if considered necessary or appropriate by the principal or designee.
- c. The principal shall base his or her decision of the alleged violation on the evidence obtained during the investigation and/or presented during the hearing.
- d. At the conclusion of the hearing, the student shall be informed of the principal's finding and decision of any punishment to be assessed.

4. **Types of Disciplinary Action.** When a violation of Student Standards of Conduct has been substantiated, any one or more of the following types of disciplinary action may be imposed or recommended by the principal, in the exercise of sound discretion. This listing is general in nature and not intended to exclude the use of other more appropriate forms of punishment as indicated by the circumstance of the offense:

- a. **Counseling and/or Warning.** This is constituted by talking with a student, pointing out violations in conduct and setting forth the model of correct behavior in stated situations.
- b. **Parental Conferences.** A parent conference may be held when students are involved with discipline problems.
- c. **Disciplinary Probation.** This is a written warning to the student and his parent or guardian stating that the student has been in violation of the Standards of Conduct and that any additional violations may result in further disciplinary action.

- d. **Tasks Assigned by Administration.** These tasks are extra duties to be performed for noncompliance with the Student Standards of Conduct.
- e. **Lunch Detention.** A student may be required to spend the lunch period in an assigned area away from other students.
- f. **Detention.** A student may be detained for a reasonable period of time before or after his or her classes and may be required during this time to engage in controlled and constructive activities. Parents of students who are assigned detention time shall be notified prior to the time to be detained in order that there is an opportunity to make transportation arrangements.
- g. **Restitution.** A student or student's parent may be charged not only for breakage or destruction of school property, but also for the loss or failure to return school property.
- h. **Loss of Driving/Parking Privileges.** A student may lose the privilege of driving to school and/or parking a vehicle at school.
- i. **Suspension from Extracurricular Activities.** Suspension from extracurricular activities and/or school-sponsored activities (e.g. prom, graduation, field trip, assembly) may be imposed for a specified period of time for violating the Standards of Conduct per School Board Policy IGDA [The parent or guardian is to be notified of the action taken by school officials.]
- j. **Suspension from Bus Transportation.** Suspension from bus transportation is defined as denial of school transportation for a specified period of time and may be imposed for transportation related discipline problems or safety violations. [The parent or guardian is to be notified of the action taken by school officials.]
- k. **In-school Suspension.** A student may be required to spend the day(s) in an assigned area away from other students. Assignment to In-school Suspension at the high school level may include assignment to after school detention for the same day(s). While assigned to In-school Suspension, the student is required to complete class work from the classroom teacher; such work is to be graded and given credit. A student who refuses to work as directed by the In-school Suspension Supervisor is to be removed from the room and have other more appropriate discipline administered.
- l. **Suspension from School.** A student may be suspended from school (out-of-school) by the principal or designee for a period not to exceed ten (10) school days. During such a suspension, the student is not permitted on school grounds or allowed to participate in any school activities. For suspensions in which the student is recommended by the principal or designee to a long-term hearing, the Disciplinary Review Hearing Officer will serve as the first level of appeal. The decision by the parent not to attend the long term hearing will constitute a waiver of the right of further appeal. Once the division superintendent has acted pursuant to the recommendations of the Disciplinary Review Hearing Officer, the parent has the right to appeal the

superintendent's action to the School Board Disciplinary Committee. Such appeal must be made in writing within ten (10) calendar days of notification of the superintendent's decision. See policies JGD, JFC-R and JGDA for additional information.

- m. **Assignment to an Alternative Educational Program.** A student may be removed from the school and required to attend classes in an alternative setting designed specifically for students with behavioral difficulties.
- n. **Long-Term Suspension.** A student is not permitted to attend school for more than ten (10) days, but less than 365 calendar days (see JFC-R).
- o. **Professional Counseling.** The principal or designee may recommend to the parent or guardian professional counseling for such things as suspected drug or alcohol abuse, anger management, peer relationships, etc., with such counseling provided at the parent/guardian expense.
- p. **Expulsion.** In cases of gross or continued misconduct, a principal may recommend that the School Board permanently exclude a student from the Spotsylvania County Public Schools. See policy JFC-R for additional information. An expelled student is not permitted to attend school within the school division and is ineligible for readmission for 365 days as imposed by the School Board or a committee thereof, as provided in School Board policy.
- q. **Exclusion.** A student who has been expelled or has been placed on a long-term suspension of more than thirty (30) calendar days by another School Board or private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state may be excluded or denied school admission.

## 5. **Appeal Stage.**

- a. Appeals of discipline must be presented to the principal by the parent or guardian in writing within two (2) school days of receipt of the notification from the school. The principal may decide to allow the student to attend school while the appeal is being considered. Should the student be placed back in school during the appeal process, the student will not be entitled to attend or participate in athletic events and extra-curricular activities until such time as the matter is concluded. The principal's decision is final except in a case involving a suspension from school (out-of-school).
- b. After receiving the principal's decision, the parent may appeal Out of School Suspensions of ten (10) days or less to the superintendent in writing under the same conditions as used for the appeal to the principal. The superintendent's decision is final for out-of-school suspensions of ten (10) days or less.

## D. VIOLATIONS OF LAW

The Spotsylvania County School Board has authorized the use of sheriff's deputies or School Resource Officers (SROs) in the schools. The presence of these officers helps provide for the safety, welfare and security of all students. However, as police officers, they are required to enforce the laws of the Commonwealth of Virginia. According to § 22.1-279.3:1 of the Code of Virginia, principals shall immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of subsection A that may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection A. The principal shall also immediately report to the parents of any minor student who is the specific object of such act. Furthermore, the principal shall report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

The School Board permits school authorities, in accordance with policy (JFG), to search a student, lockers or student automobiles when they have reason to believe that a student may have in his/her possession any drugs or weapons, or other articles not permitted by the Code of Student Conduct, School Board Policy or school rules and regulations or may have otherwise violated the law or a school rule. In addition, the School Board authorizes random canine-assisted searches of school buildings, lockers, classrooms, parking lots and grounds. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. The School Board authorizes use of metal detectors in order to maintain a weapons-free environment. In regards to violations of state law, all students should be aware that students, age 14 years or older, may be tried as adults for certain felony charges. Each middle and high school guidance office has copies of the circumstances for which a student may be tried as an adult

In accordance with the Code of Virginia, Section 18.2-57, any person (juveniles or adults) who commits battery against certain school employees engaged in the performance of their duties shall receive a minimum of 15 days in jail, two (2) of which cannot be suspended.

## E. SPECIFIC CONSEQUENCES FOR SPECIFIC BEHAVIORS

1. **Any violations of this policy pertaining to drug-related crimes (see B.2.a) and/or violent criminal conduct involving dangerous weapons or devices (see B.3.g) shall be handled as follows:**
  - a. the student shall be removed from the regular classroom environment;
  - b. after conducting a hearing, if the student is found to be guilty, the principal shall impose an initial ten (10) day suspension from school;
  - c. matters of violation of state or federal law shall be referred to the appropriate law enforcement agency;

- d. the matter shall be referred to the Disciplinary Review Hearing Officer
- e. the student will receive consequences in addition to suspension;
- f. In accordance with Section 22.1-277.07 of the Code of Virginia, a student found to have in his or her possession a firearm (or any item prohibited by Section B.3.g on school property or at a school-sponsored event, shall be expelled from school for a minimum of 365 calendar days. The School Board or superintendent may determine, based on the facts of each particular case, that special circumstances exist and that another disciplinary action is appropriate.
- g. In accordance with Section 22.1-277.08 of the Code of Virginia, School Boards shall expel from school attendance any student whom such School Board has determined to have brought a controlled substance, imitation controlled substance, marijuana, or synthetic marijuana or cannabinoid onto school property or to a school-sponsored activity. The School Board or superintendent may determine, based on the facts of a particular case that special circumstances exist and another disciplinary action is appropriate. School Boards may require any student who has been found, in accordance with the procedures set forth in Section 22.1-277.08, to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property or at a school-sponsored activity in violation of school board policies, to undergo evaluation for drug or alcohol abuse, or both.
- h. the superintendent shall provide the school board with a monthly summary report of disciplinary action.

**2. Alcohol, Drug Paraphernalia, or Restricted Substances (other than Tobacco) Possession or Use (see B.2.b)**

<b>First Offense</b>	Minimum ten (10) day out-of-school suspension, referral to the appropriate law enforcement agency, and mandatory parent conference
<b>Second Offense</b>	Minimum ten (10) day out-of-school suspension, referral to the appropriate law enforcement agency, and immediate referral to the Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion

**3. Tobacco Possession or Use**

<b>First Offense</b>	Minimum three (3) day out-of-school suspension and mandatory parent conference. The three (3) day suspension may be waived if the student enrolls in an approved smoking cessation program. An enrollment letter must be provided to the principal. Failure to attend all sessions and complete the program will result
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in the suspension being invoked.

<b>Second Offense</b>	Minimum five (5) day out-of-school suspension and mandatory parent conference. The five (5) day suspension may be waived if the student enrolls in an approved smoking cessation program. An enrollment letter must be provided to the principal. Failure to attend all sessions and complete the program will result in the suspension being invoked.
<b>Third Offense</b>	Minimum ten (10) day out-of-school suspension and mandatory parent conference. Five (5) days of the suspension may be waived if the student enrolls in an approved smoking cessation program. An enrollment letter must be provided to the principal prior to the five (5) days being waived. If the student fails to attend sessions or complete the program, the additional days will be invoked.
<b>Fourth Offense</b>	Minimum ten (10) day out-of-school suspension and immediate referral to the Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion.

#### **4. Fighting, Physical and/or Intimidating Behavior**

Such acts may include any conduct, but specifically includes the following:

- a. any physical attack on another where no one receives a physical injury
- b. any attempt or conspiracy to commit a physical attack on another;
- c. mutual combat, without infliction of physical injury;
- d. possession of knives or other items that do not fall under Section B.3.g and subject to disciplinary action under section E.1 (which could be considered as weapons and prohibited in school);
- e. any sexual misconduct or harassment (any sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature including, but not limited to, inappropriate comments, expressions, gestures or touching).
- f. bullying or hazing

#### **Consequences for any of the above offenses (a) through (f):**

<b>First Offense-</b>	Minimum five (5) day out-of-school suspension and mandatory parent conference
<b>Second Offense</b>	Minimum ten (10) day out-of-school suspension and mandatory parent conference

<b>Third Offense</b>	Minimum ten (10) day out-of-school suspension and referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion..
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**5. A Safe and Weapon-free Environment**

- a. In addition to the prohibited items listed in paragraph B.3.g., no student shall have in his/her possession: any knife with a blade of less than three (3) inches, toy guns, look-alike guns, or facsimile, any destructive devices, any firecrackers, sparklers, ice picks, other dangerous articles, or any other object which may be used to intimidate, threaten or harm others. Possession of such items warrants suspension from school for up to ten (10) days. Use of such items to intimidate, threaten, or harm others will result in a recommendation for an expulsion of a minimum of 365 calendar days as well as criminal charges
- b. Disciplinary action for possession of “pepper spray” or other personal protection devices will result in a five (5)-day suspension from school for a first offense. It should be noted that pepper spray does not fall under the category of “poisonous gasses” under Section B.3.g.

**6. Any other serious violation of the Code of Student Conduct** shall subject the student to severe disciplinary action, including long-term suspension or expulsion if the principal, the Disciplinary Review Hearing Officer, and/or the division superintendent believes that the present conduct of the student, coupled with the past conduct of the student, is such that physical or emotional harm to, or abuse of, others is likely to result if the student is not removed from the general student population. The following factors will be considered:

- a. the nature and seriousness of the violation;
- b. the degree of danger to the school community;
- c. the student’s disciplinary history, including the seriousness and number of previous infractions;
- d. the appropriateness and availability of an alternative education placement program;
- e. the student’s age and grade level;
- f. the results of any mental health, substance abuse or special education assessments;
- g. the student’s attendance and academic records;
- h. such matters as deemed appropriate.

No decision to long-term suspend or expel a student shall be reversed on the grounds that such factors were not considered.

**F. SUSPENSION AND EXPULSION**

- 1. After a student has been expelled or suspended long term, the School

Board may place conditions, when available and where appropriate, on the student's return to school, return to the regular classroom, participation in school activities, participation in school functions, and/or the student's being permitted on school property, including, but not limited to, one or more of the following:

- a. performing specified community service;
  - b. making restitution or paying for expenses necessarily incurred by the victim or the victim's parent or guardian;
  - c. participating in and successfully completing a specified school program;
  - d. participating in and successfully completing a particular program made available through the Rappahannock Area Community Services Board or similar agency;
  - e. obtaining individual counseling, family counseling, substance abuse counseling and/or GED or vocational counseling;
  - f. participating in and successfully completing a specified educational program not available through the school system;
  - g. engaging in, or refraining from engaging in, particular conduct;
  - h. providing specified information or reports to specified school officials; complying with particular conditions set forth in the Delinquency Disposition Order entered by the Juvenile and Domestic Relations District Court or any order of any other court concerning any delinquent acts committed by the student; and
  - i. complying with such other conditions as are reasonably calculated to reduce the risk that the student will engage in violent criminal conduct, drug related crimes and/or other unacceptable behavior upon such student's return to school.
  - j. After a student has been suspended short term, the schools can place conditions, when available and where appropriate, on the student's return to school, return to the regular classroom, participation in school activities, participation in school functions, and/or the student's being permitted on school property.
2. Principals may extend short-term suspensions [up to ten (10) days] into the next school year for violations of the Code of Student Conduct that occur at or near the end of the school year. Also, the superintendent may extend a long-term suspension (up to a school year) into the next school year.
  3. The schools reserve their authority not to impose a suspension upon (or seek the expulsion of) an elementary student when such an action would be contrary to the best interests of the student and the school system.
  4. The School Board or Superintendent approves conditions under which students may return to school. In general, students serving long-term suspensions may return at the beginning of the next school year, although special conditions may extend a long-term suspension into the

next school year. Students expelled may only be readmitted by the school board and conditions may be set outlining the conditions for applying for re-admissions and a minimum period that the student must remain out of school.

5. Recommendations for expulsions for actions other than those specified in 22.1-277.07 (weapons) and 22.1-277.08 (drugs) shall be based on consideration of the following factors: (a) the nature and seriousness of the violation; (b) the degree of danger to the school community; (c) the student's disciplinary history, including the seriousness and number of previous infractions; (d) the appropriateness and availability of an alternative education placement program; (e) the student's age and grade level; (f) the results of any mental health, substance abuse or special education assessments; (g) the student's attendance and academic records; and (h) such matters as deemed appropriate. No decision to expel a student shall be reversed on the grounds that such factors were not considered.
6. Pupils may be suspended or expelled from attendance at school for sufficient cause: however in no cases may sufficient cause for suspensions include only instances of truancy.
7. In accordance with Section 22.1-277.2:1 of the Code of Virginia, any student who has been charged with a criminal offense involving drugs, alcohol, weapons, or intentional injury to others may be placed in the alternative education program, even if the offense did not occur on school property or during school time. If such offense did occur on school property, students are subject to disciplinary action, including suspension and expulsion, regardless of whether the student has been charged criminally. In accordance with Section 22.1-277 of the Code of Virginia, students who are adjudicated delinquent or convicted of a criminal offense involving drugs, weapons, intentional injury to others, or violent criminal conduct may be suspended, expelled, or placed in the alternative education program, even if the offense did not occur on school property or during school time.

### **Appeal Rights From Decision to Place Student in Alternative Education Program for Charges and Convictions of Certain Crimes**

The Division Superintendent or his designee shall determine whether students charged with or convicted of the offenses set forth above are required to attend the alternative education program after providing (1) written notice to the student and his parent that the student will be required to attend an alternative education program and (2) notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the Superintendent or his designee regarding such placement. Such notice shall provide that the student or his parent have five days from their receipt of the written notice that the student will be required to attend the alternative education program to request such hearing before the Superintendent or his designee. After any such

hearing conducted by the Superintendent or his designee, the Superintendent or his designee shall provide his written decision to the student and his parent within ten days of the hearing. The decision of the Superintendent or his designee regarding such alternative education placement shall be final unless altered by the School Board, upon written request by the student or his parents for a review of the record by the School Board. Such written request must be filed by the student or his parent within ten days of the student's/parent's receipt of the written decision of the Superintendent or his designee. The School Board shall review the record related to the alternative education placement, but shall not be required to hold any hearing. After its review of the record, the School Board shall render a final decision on the placement.

#### **G. OTHER BOARD POLICIES**

The other policies of the School Board pertaining to the behavior of students, including policies on tobacco, alcohol and drugs, are hereby incorporated by reference into this Code of Student Conduct. Such policies can be enforced as a part of the Code of Student Conduct.

## H. COMPLIANCE WITH OTHER LAWS

To the extent that any law may supersede the implementation or application of any of the foregoing provisions, the school board reserves the right to implement or apply the provision to the extent that the law permits.

**ADOPTED:** August 12, 1991

**REVISED:** January 25, 1993

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**REVISED:** June 27, 2011

**LEGAL REF:** Code of Virginia, 1950, as amended, Sections 22.1-78, 22.1-209.1:2, 22.1-254, 22.1-258, 22.1-274.2, 22.1-276.2, 22.1-276.3, 22.1-277, 22.1-277.2:1, 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.07:1, 22.1-277.08, 22.1-279.1, 22.1-279.3, 22.1-279.3:1, 22.1-279.4, 18.2-255.2, 18.2-247, 18.2-128, 18.2-212, 18.2-308.1, 16.1-305.1, 18.2-247, 22.1-205, 18.2-248, 18.2-248.1:1, 18.2-56, 18.2-57, 22.1-280.

# **PARENTAL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or it’s agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or to student deemed emancipated minor of State law.

Spotsylvania County Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Spotsylvania County Schools directly notifies parents of these policies annually at the start of each year and after any substantive changes. Spotsylvania County Schools also directly notifies parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Spotsylvania County Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year

starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have violated may file a complaint with:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20902-5901**

## **DIRECTORY INFORMATION PUBLIC NOTICE**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records however; Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Public Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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, the three directory information categories – name, addresses and telephone listings – unless parents have advised the LEA that they do not want their students information disclosed without their prior written consent.

If you do not want Spotsylvania County Schools to disclose directory information from your child's education record without your prior written consent, you must notify the school principal in writing within 5 days of receipt of this notice. Spotsylvania County Schools has designated the following information as directory information:

- Student's name
- Address
- Parent's address
- Parent's electronic mail address
- Telephone listing
- Electronic mail address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent school, educational agency, or institution attended.

## **NOTICE OF PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS**

Section 22.1-279.3 of the Code of Virginia contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct. Through the enactment of this legislation, the General Assembly has asserted its position that parents do not relinquish their responsibility for disciplining or managing their children while they are attending public schools. Rather, parents must work in partnership with school administrators to maintain a safe and orderly school environment. Most parents are already involved and support the schools. Therefore, the school division recognizes that it will not need to resort to the enforcement provisions in this legislation unless a parent willfully and unreasonably fails to meet his/her responsibility as outlined below:

- ✓ Parents must sign and return a statement acknowledging receipt of notice of requirements of §22.1-279.3 of the Code and the School Board's standards of student conduct.

NOTE: Parents are not precluded from expressing, through the appropriate channels, disagreement with the implementation of the School Board's standards of conduct. Parents continue to maintain the right to appeal a suspension or expulsion under §22.1-277 of the Code of Virginia.

- ✓ The Principal is authorized to request that the student's parent meet with the Principal or designee to review the standards of conduct and the parent's responsibility to help improve the student's behavior and educational progress. The Code of Virginia §22.1-279.3 authorizes that the Juvenile and Domestic Relations Court, upon finding that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials to discuss improving the student's behavior, or upon a student's receiving a second suspension or being expelled, may order not only the student or his parent but both parents if they have legal and physical custody, to participate in such programs or such treatment, including parenting counseling or a mentoring program, as the court deems appropriate to improve the student's behavior.
- ✓ The Principal or designee shall notify the parents when the student violates a School Board policy that could result in a suspension, whether or not the administration has imposed such action. The notice must state the date and particulars of the offense, the parent's obligation to assist the school in improving the student's behavior, and that if the student is suspended, they may be required to accompany the student to meet with school officials. The parent may be required to meet with school officials to discuss improving the student's behavior before a suspended student is readmitted to school.

If parents fail to comply with these requirements, the School Board may petition the juvenile and domestic relations court to proceed against the parents for willful and unreasonable refusal to participate in efforts to improve the student's behavior. The court is authorized to take the following actions:

- Order the parent to meet with school officials, if the parent willfully and unreasonably fails to meet with the Principal after such a request has been made.
- Order the student or parents to participate in treatments or programs to improve the student's behavior, or be subject to other limitations and conditions as the court deems appropriate, and/or impose a fine of up to \$500, if the parent willfully and unreasonably fails to meet with school officials if a student is to be readmitted after a suspension, or a student is receiving a second suspension or is being expelled.

## **COMPULSORY ATTENDANCE LAW REQUIREMENTS (Policy JEA and JED)**

Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, a reasonable effort to notify by telephone the parent to obtain an explanation for the pupil's absence shall be made by the attendance officer, other school personnel, or volunteers organized by the school administration for this purpose. Any such volunteers shall not be liable for any civil damages for any acts or omissions resulting from making such reasonable efforts to notify parents and obtain such explanation when such acts or omissions are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law. School divisions are encouraged to use non-instructional personnel for this notice. Whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal or his designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. Upon the next absence by such pupil without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the school principal or his designee shall notify the attendance officer or the Division Superintendent, as the case may be, who shall enforce the provisions of this article by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

## **STUDENT CONDUCT ON SCHOOL BUSES (Regulation EEACC-R)**

The following regulations will govern the transportation of students by publicly owned and operated school buses. Every parent, student, teacher, and other person charged with responsibility for the safety of students shall become familiar with these regulations. Any violation of these regulations by a student shall be just cause for suspension from the school bus or from school. Any negligence in enforcement of these regulations by employees of the Spotsylvania County School Board shall be considered just cause for dismissal.

To assure safe and efficient transportation of students, the following shall apply:

1. The number of pupils who may ride a school bus is determined by the number who can be seated. School buses are designed to seat three elementary students per seat. During the first days of school, while routes are being studied, pupils shall be permitted to stand; however, they shall not stand by the side of the driver, in the step-well, or between the driver and the entrance door. After the first 30 instructional days standing will not be permitted.
2. The bus driver is the only person who is permitted to open and close the entrance door.
3. Posters, stickers, and advertising material of any kind are prohibited in or on school buses.
4. No items may be carried on the bus that will restrict passageway to the entrance or emergency door. Large items such as class projects, musical instruments, or sports items that can not be safely held by the student must be transported by another means.
5. All students are under the jurisdiction of the driver while they are on a school bus.

Drivers have the same authority as a teacher in the classroom.

6. All students are to get on the bus and take a seat (or assigned seat) and remain there until they reach their destination. Students are to refrain from reaching out of the bus windows at all times.
7. Misconduct, such as fighting, yelling, use of profanity, or any conduct that is distracting to the driver, or jeopardizes the safety of others, will not be tolerated.
8. The possession and use of tobacco products, alcohol, or drugs is prohibited on the bus.
9. Consumption of food, candy, or drink, and the chewing of gum, is not permitted on the bus. Glass containers on the bus are prohibited.
10. No objects are to be thrown out of the windows of the bus.
11. Students are expected to be at the bus stop ten minutes before the appointed time to avoid unnecessary delay in the bus schedule.
12. All students are expected to ride the assigned or designated bus that picks up at the stop nearest his or her home. Students are expected to ride back home in the afternoon on the assigned or designated bus that stops nearest his or her home. Students must have parent approval and permission from the school office to ride another bus or to get on or off at stops other than their designated one.
13. Any student found guilty of destroying any part of a school bus will be required to pay for the damage and will be disciplined by the school.
14. The possession of any object that can be perceived as a weapon is prohibited. Examples of prohibited items include knives, flammable items, toy weapons, razor blades, etc.
15. Items such as beepers, walk-mans, and cellular phones are not permitted to be used on school buses.
16. Any student who does not abide by the rules stated above will be disciplined by the school administrator.

Riding a school bus is a privilege rather than a right. State law specifies that school boards may provide transportation for a regular student. Only students with certain handicapping conditions are provided transportation by law. Student conduct must be acceptable in order to qualify to receive this optional benefit.

School buses are the property of Spotsylvania County Schools. Only students and authorized individuals are permitted to board a school bus. Unauthorized individuals who choose to board a school bus without permission will be prosecuted.

# **ACCEPTABLE USE OF ELECTRONIC NETWORK RESOURCES AND INTERNET SAFETY (Regulation IIBEA-R)**

## **Purpose:**

The purpose of this policy is to set forth guidelines for access to the school division computer and network system and acceptable and safe use of the Internet, Intranet, and including all electronic communication.

## **General Statement of Policy:**

Spotsylvania County Schools (SCS) provides students, faculty, and staff with access to the school division's computers, network systems, which includes Internet and Intranet access. SCS supports the use and integration of technology to reach educational goals, including those defined by the Virginia Standards of Learning for Computer/Technology, the SCS curricula, and the Virginia Technology Standards for Instructional Personnel (TSIPs). In support of these goals, the SCS School Board provides access for students, faculty and staff to a variety of technology-supported networked resources including the Internet and Intranet. "Networked resources" includes, but is not limited to, the SCS network, remote access, computer equipment, peripherals, databases and applications. Students, faculty, and staff may use the technology resources of Spotsylvania County Schools for the mutual benefit of conducting SCS administration and supporting the K-12 educational programming for all students.

Smooth operation of these resources relies upon proper conduct of all users and adherence to regulations. In general, this requires efficient, ethical, and legal utilization of the technological resources. Spotsylvania County Schools does not guarantee daily availability of access to the Internet and is not responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

## **Acceptable Use**

All users accessing school system electronic networked resources, including the Internet, are expected to only use these resources for instructional purposes, research, or to conduct the business of the school division. All SCS students and staff members are prohibited from using the division's computer equipment and communication services for sending, viewing or downloading illegal or inappropriate material via the Internet. Students are prohibited from accessing materials that SCS deems to be harmful as defined in Code of Virginia Section 18.2-372 dealing with obscenity. All use shall be conducted in a thoughtful, considerate, responsible and legal manner.

Spotsylvania County Schools maintains a filtering system for its computers that access the Internet for purposes of filtering or blocking child pornography as set out in the Code of Virginia 18.2-374.1:1 and obscenity as defined in Code 18.2-372.

Additionally, SCS has implemented an Internet safety program (effective 01/08) to meet the mandates of the Code of Virginia Section 22.1-70.2 Chapter 52, and all students and staff will receive instruction in Internet Safety. To meet the mandates of this legislation, all users are required to abide by the SCS Acceptable Use of Electronic Networked Resources & Internet Safety Policy and SCS Code of Ethics for electronic network resources, equipment and Internet use. Questions about the legitimacy of the activities should be directed to an administrator, system administration, or the Office Technology Services.

This policy and implementing procedures will be reviewed every two years and revisions made as needed. The SCS Superintendent will file with the Superintendent of Public Instruction the revised Internet safety acceptable use policy (AUP), approved by the SCS School Board.

### **Privilege**

The use of Spotsylvania County Schools' electronic network resources and the use of the Internet while at school/work is a privilege, not a right. In addition, SCS considers the safe and appropriate use of the Internet and networked resources to be essential to the safety and welfare of the school division.

### **Consequences for Inappropriate or Illegal Use of Electronic Networked Resources**

Anyone found to have engaged in illegal, unauthorized, inappropriate or unethical practices related to Acceptable Use of Electronic Networked Resources & Internet Safety policy and/or Code of Ethics will be subject to disciplinary action that could result in denial of system access, payments for damages and/or repairs, suspension, expulsion, termination of employment, and/or civil or criminal prosecution under other applicable laws.

### **SCS Code of Ethics**

1. Use school facilities and electronic resources only for school-related instructional and SCS administrative activities. This includes, but is not limited to, the use of the Internet, Intranet, e-mail, instant messaging, chat rooms, attachments, Blogs, discussion boards, Wikis, web pages, local school and county networks, and other electronic and online resources. Use of technology resources to facilitate illegal activity, political lobbying, product advertisement, commercial, and for-profit purposes is strictly prohibited.
2. Copying, downloading, or tampering with software files including freeware or adware is strictly prohibited.
3. Recognize and respect the intellectual property of others. Adhere to all Federal copyright laws and vendor licensing agreements, and do not use the Internet to send or download copyrighted materials without permission of the author. All users shall provide proper attribution to sources of work obtained,

in whole or in part, from the Internet and, where appropriate, obtain permission to use the work of others.

4. Install only software licensed to Spotsylvania County Schools for use on its computer systems.
5. Respect the integrity of the network system. Enter only authorized systems and do not attempt to circumvent or subvert system security measures including circumventing the SCS firewall. Do not tamper or alter the system in such a way that would disrupt the network.
6. Use of SCS technology resources to “hack” or gain unauthorized access to other accounts, computers, networks, or information systems is prohibited.
7. All users are responsible for logging off the network or applications when not actively using technology resources.
8. Report all suspected computer viruses and other problems immediately so that action can be taken and damage minimized. Creating or intentionally uploading a worm, virus, or other harmful or destructive form of programming or software is strictly prohibited.
9. Use equipment responsibly. Do not vandalize, damage hardware, electronic systems, or networks.
10. Conserve resources including but not limited to file/e-mail storage, personal property network storage space (e.g. digital photos, music libraries, digital video), bandwidth, online time, toner and paper. Storage of unauthorized material is strictly prohibited.
11. Connecting any non-school-division-owned device to any part of the SCS network without authorization is prohibited. Storage devices (e.g. memory sticks) used for instructional purposes are an exception.
12. Understand that any messages or files sent, accessed or received on SCS equipment are subject to inspection. Student email accounts which are part of collaborative instructional projects and/or online learning system will be monitored by the respective instructor for that course/class.
13. Viewing, selling, or purchasing merchandise to operate a business utilizing SCS electronic resources is prohibited.
14. Linking any Web page to the division website without the permission of the Office of Public Information is strictly prohibited. Linking any Web page to school websites without the permission of the school principal is strictly prohibited.

### **Internet and Intranet Safety**

1. Protect personal privacy and safety by not disclosing personal information as telephone numbers, addresses or passwords. Students should be careful not to disclose information that could lead to the inadvertent discovery of their identity, such as their full name, school name or location.
2. Use only assigned usernames and/or passwords. The use of others’ usernames and/or passwords is forbidden. Students, faculty, and staff may not access technology resources under false or fictitious identities, and may not portray him or herself as someone else.
3. Disabling filtering software or other technologies is strictly prohibited.
4. Be courteous and use appropriate language and etiquette as outlined in the SCS Internet Safety Curriculum. Do not harass or attack others, or use

expressions of or engage in discrimination, retaliation, bigotry, racism and/or hate.

5. Viewing, sending, displaying, or using profanity, obscenities, sexually explicit, or offensive materials is strictly prohibited.
6. Students are advised to never meet anyone who they have met only via the Internet.
7. Report any pornographic or offensive materials on or accessible from school owned equipment.
8. Immediately report any incidents of cyber bullying such as personal attacks and threats to you, others or to school property. Retain copies of any threatening content or messages to provide to school authorities and/or law enforcement, if appropriate.
9. Sending, receiving, viewing or downloading illegal, inappropriate (e.g. chain letter) or obscene material using SCS electronic networked resources is strictly prohibited.
10. Student or employee produced web pages designed to support the SCS K-12 Curricula should reflect this AUP, Code of Ethics, and the mission of Spotsylvania County Schools.

### **Filtering Process**

Spotsylvania County Schools recognizes that users may encounter materials that could be viewed as inappropriate and non-educational. Therefore, provisions have been made to direct and monitor student use through the use of filtering software.

- Requests to block or un-block additional categories or specific sites are made by the requesting staff member through the Instructional Technology Resource Teacher, the School-based librarian or building administrator to the Director of Instructional Technology and/or the Coordinator of Library/Media Services. All requests to un-block a site must include both an explanation of the instructional need of the material within the site and the grade level access that is requested. Appeals of denied requests are made to the Assistant Superintendent of Instruction.

However, it continues to be the responsibility of the individual user not to initiate access to inappropriate material. If such material is encountered, the user is expected to exit immediately and notify the teacher, building level Principal or the Supervisor of Technology Services of the inappropriate material and how it was accessed.

## **PROCEDURES TO FOLLOW IN EVENT OF AN EMERGENCY**

Written procedures to follow in emergency situations are reviewed periodically with students and teachers. Emergencies at school can include fire, illness, injury, unusual weather and violent or threatening behavior. In general, students should report such emergencies to their teacher (or the nearest adult) and follow the directions given.

Practice drills are a part of each school's emergency plans and are designed to make students familiar with procedures. Community resource personnel are available for assistance to school personnel when emergency situations arise.

# DIRECTORY OF ELEMENTARY SCHOOLS

Battlefield Elementary .....	786-4532
11108 Leavells Road, Fredericksburg, VA 22407	
Principal – Mrs. Susan Fines	
Assistant Principal – Mrs. Katie Simitoski	
Berkeley Elementary .....	582-5141
5979 Partlow Road, Spotsylvania, VA 22551	
Principal – Mr. K. Michael Brown	
Brock Road Elementary .....	972-3870
10207 Brock Road, Spotsylvania, VA 22553	
Principal – Ms. Barbara Dickinson	
Assistant Principal – Ms. Kathleen Pendergraft	
Cedar Forest Elementary .....	834-4569
3412 Massaponax Church Rd. Fredericksburg, VA 22408	
Principal – Mr. David O. Strawn, II	
Assistant Principal – Ms. Vicki Powell	
Chancellor Elementary .....	786-6123
5995 Plank Road, Fredericksburg, VA 22407	
Principal – Mr. Shawn Hudson	
Courthouse Road Elementary .....	891-0400
9911 Courthouse Road, Spotsylvania, VA 22553	
Principal – Mrs. Jennifer Belako	
Assistant Principal – Ms. Cynthia Franzen	
Courtland Elementary .....	898-5422
6601 Smith Station Road, Spotsylvania, VA 22553	
Principal – Mrs. Sherri Steele	
Assistant Principal – Mrs. Robin Chilton	
Harrison Road Elementary .....	548-4864
6230 Harrison Road, Fredericksburg, VA 22407	
Principal – Mrs. Deborah Frazier	
Assistant Principal – Mrs. Shonda Collins-Richey	
Lee Hill Elementary .....	898-1433
3600 Lee Hill School Drive, Fredericksburg, VA 22408	
Principal – Mrs. Darnella S. Cunningham	
Assistant Principal – Mrs. Michele Coates	

Livingston Elementary .....	895-5101
6057 Courthouse Road, Spotsylvania, VA 22551	
Principal – Mrs. Terrie Cagle	
Administrative Intern– Ms. Elizabeth Toney	
Parkside Elementary .....	710-5190
5620 Smith Station Road, Fredericksburg, VA 22407	
Principal – Mr. Thomas Eichenberg	
Assistant Principal – Mrs. Jennifer Gardner	
Riverview Elementary.....	582-7617
7001 North Roxbury Mill Road, Spotsylvania, VA 22551	
Principal – Mrs. Dianne Holmes	
Assistant Principal – Mr. Geoffrey White	
Robert E. Lee Elementary .....	582-5445
7415 Brock Road, Spotsylvania, VA 22553	
Principal – Mr. Daryl Lann	
Assistant Principal – Mrs. Rose Allensworth	
Salem Elementary .....	786-8218
4501 Jackson Road, Fredericksburg, VA 22407	
Principal – Mr. Harold Morton	
Assistant Principal – Mrs. Joyce Bush	
Smith Station Elementary .....	786-5443
7320 Smith Station Road, Fredericksburg, VA 22407	
Principal – Mrs. Michelle Colbert	
Assistant Principal – Mr. Robert MacDonald	
Spotswood Elementary .....	898-1514
400 Lorraine Avenue, Fredericksburg, VA 22408	
Principal – Mrs. Robin Norman	
Assistant Principal – Mr. Jeremy Siefker	
Wilderness Elementary .....	786-9817
11600 Catharpin Road, Spotsylvania, VA 22553	
Principal – Mrs. Carroll Ann Lewter	
Assistant Principal – Mrs. Stacey Cox	

# DIRECTORY OF MIDDLE SCHOOLS

Battlefield Middle .....	786-4400
11120 Leavells Road, Fredericksburg, VA 22407	
Principal – Mrs. Sheila Smith	
Assistant Principal – Mr. Michael Smith	
Chancellor Middle .....	786-8099
6320 Harrison Road, Fredericksburg, VA 22407	
Principal – Dr. Calvin Frye	
Assistant Principal – Mr. John Myers	
Freedom Middle.....	548-1030
7315 Smith Station Road, Fredericksburg, VA 22407	
Principal – Mr. Alan Jacobs	
Assistant Principal – Mrs. Dwan Barnes-Gaines	
Ni River Middle .....	785-3990
11632 Catharpin Road, Spotsylvania, VA 22553	
Principal – Mrs. Veronne Davis	
Assistant Principal – Mr. Nathan Jones	
Post Oak Middle.....	582-7517
6959 Courthouse Road, Spotsylvania, VA 22551	
Principal – Mr. Keith Wolfe	
Assistant Principal – Mr. Michael Lane Byrd	
Spotsylvania Middle.....	582-6341
8801 Courthouse Road, Spotsylvania, VA 22553	
Principal – Mr. Mark Beckett	
Assistant Principal – TBD	
Thornburg Middle .....	582-7600
6929 North Roxbury Mill Road, Spotsylvania, VA 22551	
Principal – Mr. Kirk O. Tower	
Assistant Principal – Mrs. Kimberly Cusack	

# DIRECTORY OF HIGH SCHOOLS

- Chancellor High ..... 786-2606  
6300 Harrison Road, Fredericksburg, VA 22407  
Principal – Mrs. Jackie Bass-Fortune  
Assistant Principals – Ms. Kimberly Lauderdale, Mr. Brian Gebhardt
- Courtland High ..... 898-4445  
6701 Smith Station Road, Spotsylvania, VA 22553  
Principal – Mr. Larry Marks  
Assistant Principals – Mrs. Ruth White, Mr. Brian Bartozek
- Massaponax High. .... 710-0419  
8201 Jefferson Davis Highway, Fredericksburg, VA 22407  
Principal – Dr. Joseph Pisani  
Assistant Principals – Mr. Gary Wintersgill, Mr. Steven Hall,  
Mrs. Angela Cody-Point, Mr. Robert Marchetti
- Riverbend High ..... 548-4051  
12301 Spotswood Furnace Rd, Fredericksburg, VA 22407  
Principal – Dr. Troy Wright  
Assistant Principals - Mr. Eric Wright, Ms. Christine Rogucki,  
Mrs. Amber Belako, Mr. Roderick Goode
- Spotsylvania High. .... 582-3882  
6975 Courthouse Road, Spotsylvania, VA 22551  
Principal – Mr. Russell Davis  
Assistant Principals – Ms. Lisa Andruss, Mr. Jonathan Patterson
- Spotsylvania Career and Technical Center..... 898-2655  
6713 Smith Station Road, Spotsylvania, VA 22553  
Principal – Mr. Lee Browning  
Assistant Principals – Ms. Meghan O'Connor, Mr. David Ferguson
- Commonwealth Governor's School..... 548-1278  
12301 Spotswood Furnace Road, Fredericksburg, VA 22407  
Director – Mrs. Merri Kae Vander Ploeg

# DIRECTORY OF ALTERNATIVE PROGRAMS

Courthouse Academy .....582-1069  
7409 Brock Road. Spotsylvania, VA 22553  
Coordinator – Mr. Robert Columbus

John J. Wright Educational & Cultural Center.....582-7584  
7565 Courthouse Rd. Spotsylvania, VA 22551  
Administrator – Dr. Bernardine Miles  
Principal of Dropout Prevention and Alternative Programs – Ms. Terecia Gill

It is the policy of the Spotsylvania County School Board not to discriminate against any person on the basis of disability, race, color, national origin, gender, age, religion, ancestry, or marital status.

# 2011-2012 Parent and Student Signature Page

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

- 1 **CODE OF STUDENT CONDUCT, 2011-2012**
- 2 **PARENTAL RESPONSIBILITIES AND INVOLVEMENT REQUIREMENTS OF VA CODE §22.1-279.3,**
- 3 **COMPULSORY ATTENDANCE LAW REQUIREMENTS**
- 4 **STUDENT CONDUCT ON SCHOOL BUSES**
- 5 **ACCEPTABLE USE OF ELECTRONIC NETWORK RESOURCES AND INTERNET SAFETY**
- 6 **EMERGENCY AID:** I give permission for my child's medical information to be discussed with teachers and school personnel on a "need to know" basis. In the event neither the mother or father can be reached in case of an accident or sudden illness, I give permission for the school nurse (or school authorities) to render first aid to my son/daughter and to transport to the hospital, as needed. Further, I give my permission for the hospital physicians to treat my child and I shall assume financial responsibility.

I am the parent of the above named child and, by my signature; I acknowledge that I have received copies of items 1 through 5, and that I have read and reviewed all of the items with my child. Additionally, I have reviewed the items prohibited by sections B.2 and B.3.g in the Code of Student Conduct and the definition of "possession" as found in section B of the Code of Student Conduct.

By signing this Statement of Receipt, I do not waive or abdicate but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions.

Parent \_\_\_\_\_ Date \_\_\_\_\_ (Signature)

## AGREEMENT BY THE STUDENT

I have read the **Code of Student Conduct, Student Conduct on School Buses,** and the policy on **Acceptable Use of Technology** and agree to abide by the rules and regulations stated in them as well as all other expectations of good behavior and attendance.

Student \_\_\_\_\_ Date \_\_\_\_\_

## **PreK-12 Release Form Published Student Information**

Spotsylvania County Public Schools publishes a variety of information about our schools and their activities to the public through various media, including television, Internet, and print. We may wish to include your child's name and/or photograph. This information might be published in order to recognize achievement, in conjunction with the use of your child's work, in a recruiting brochure, newsletter, or other display. Your signature below acknowledges permission for this information to be published.

**PLEASE NOTE:** Permission must be granted through this release form for your child's name, photo, and any work to appear in the school yearbook.

My child's name may be published.

YES \_\_\_ NO \_\_\_

Photographs of my child, which may be accompanied by his/her name, may be published.

YES \_\_\_ NO \_\_\_

My child's work may be published (to include the replication or public display of art work).

YES \_\_\_ NO \_\_\_

I hereby give the above permissions and release Spotsylvania County Schools from liability resulting from or connected with the publication of this information.

\_\_\_\_\_  
(Child's) FIRST NAME, MI, LAST NAME

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
GRADE LEVEL

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

DATE \_\_\_/\_\_\_/\_\_\_