The information in this handbook regarding School Board policies is as of July 1, 2019 and is subject to change.

For up to date School Board policies, please go to www.spotsylvania.k12.va.us and click on the School Board tab and select BoardDocs.
TABLE OF CONTENTS

4-6 ORGANIZATION
4 Superintendent’s Message
5 Mission, Vision, Values
6 Directory of Administration
6 Directory of Schools

7 SCHOOL INFORMATION
School Hours
School Schedule Changes
Inclement Weather Information
School Closings

8 COMMUNICATION
Website
Cable TV
Blackboard Mass Notification
ParentVue
StudentVue
SCORE/Blackboard
IMPACT
Mobile App
Social Media
Backpack Letters
School Newsletters

9 ENROLLMENT
Admission Requirements
Nondiscrimination Statement
Registration Procedures
Early Childhood Education Programs
Head Start
VPI
Early Childhood Identification & Services (Child Find)

10-14 PARENT RESOURCES
10 Attendance Zones
10 Before & After-School Care
   School Age Child Care (SACC)
10 Food Services
   Student Accounts
   Free & Reduced Price Meals
11 Health Services
   Emergencies
   Communicable Diseases
12 Head Lice
   Medication at School
   Annual Health Screenings
   Health Care Plans
   Allergies at School
   Spotsylvania County Health Department
13 Legal Rights
13 Parent Resource Center (PRC)
13 School Safety
   Bus Behavior Regulations
   Code of Student Conduct
   Crisis Plans

13-18 PARENT RESOURCES continued
13 Emergency Resources
13 School Safety
13 School Safety Audit
13 School Resource Officer Program (SRO)
14 School Security Officer Program (SSO)
14 Security Cameras
14 Sex Offender Registry
14 Spotsylvania Crime Solvers
14 Tip Line
14 Visitors
14 Student Insurance
14 Transportation
   Bus Passes
   Bus Drop-off Requirement
   Loading/Unloading Restriction
14 Withdrawal/Transfers

15-18 STUDENT INFORMATION
15 Attendance Info
15 Absences
15 Extra-Curricular Activities
16 Student Fees
16 Field Trips
16 Fundraising
16 Make-up of School Work / Tests
16 Parties
16 Student Electronic Devices
16 Student Records
16 Textbooks
16 Weather Guidelines

19 ACADEMIC REQUIREMENTS
19 Student Evaluation and Grading
   Promotion & Retention

20-26 ACADEMIC PROGRAMS
20 Advanced Placement (AP)
20 Advanced Programs
20 Alternative School
20 Career & Technical Education (CTE)
20 Commonwealth Governor’s School (CGS)
20 Course Pathways
20 Curriculum Development
20 Dual Enrollment (DE)
20 Early College Scholars
21 Elementary Education
22 English for Speakers of Other Languages (ESOL)
22 Family Life
22 Gifted Services
22 Homebound & Correspondence Instruction
23 International Baccalaureate (IB)
23 Instructional Materials
23 Library Media Center
23 Online Courses and Virtual School
23 Remedial Instruction
24 School Counseling Services

24-26 ACADEMIC PROGRAMS continued
24 Secondary Education
24 Student Support Services
25 Programs for Students with Disabilities
   Explanation of Procedural Safeguards
   Child Find
26 Substance Use Prevention Education
26 Technology Resources for Students
26 Title 1/Reading Support (K-5)

27-28 ASSESSMENT AND EVALUATION
27 Standards of Learning (SOL) Tests
27 Retaking SOL Assessments
28 ACCESS for English Language Learners
28 Fountas & Pinnell Benchmark Assessment
28 Phonological Awareness And Literacy Screening
   (PALS) - K-3

29 COMMUNITY INVOLVEMENT
   Adult/Parent Volunteers
   Aspire Mentoring Program
   Visiting the Schools

30-50 CODE OF STUDENT CONDUCT

52-62 APPENDIX
53 Student Conduct on School Buses
54 Acceptable Use of Electronic Resources & Internet Safety
57 Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)
59 Family Educational Rights and Privacy Act
   (FERPA) Notice for Directory Information
60 Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
61 Notice of Destruction of Student Records
62 Notice of Parental Responsibility and Involvement Requirements

63-77 FORMS
65 Code of Student Conduct Signature
67 Photograph & Elec. Publishing Opt-Out Form
69 Household Application for Free & Reduced Price Meals
73 Reduced Price Meals Benefits Letter
74 Consent to Share Info for Benefits & Programs
75 Identifying Military Form
77 Alternate Transportation Form

79-84 ADDITIONAL INFORMATION
79 Concussion Information
80 VDOE HPV Letter
81 Forms Available Online
   2020-21 Instructional Calendar
83 2019-20 Calendar of Events
84 2019-20 A/B Instructional Calendar
Dear Parents and Students:

Welcome to the 2019-20 school year! Our school division’s mission centers on working together as a community to prepare every student to succeed both now and in the future. Thank you in advance for taking time to review the comprehensive and significant information and guidance contained in this handbook. I am confident and inspired in believing that our best work this year will be the result of focused teamwork aligned with profound visions and dreams for the future.

The Parent-Student Handbook provides students and parents with essential information. We hope that you will find this resource invaluable in informing you about our schools, staff, programs, services, forms, and expectations for students, parents, and volunteers.

The Code of Student Conduct outlines our expectations for student behavior and attendance and is distributed 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. The contents 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).

In accordance with the requirements of the Code of Virginia, please sign the “Parent and Student Signature Page” on page 65 of this booklet and return the page promptly to your child’s school. As you discuss the contents of this booklet with your child, the following sections of the Code of Student Conduct may be particularly useful: Authority of School Officials Over Pupils; Definition of Possession; and Possession of Specific Items (Drugs and Weapons), which may result in a student’s expulsion from school.

Should you have questions about the information in this handbook, please contact your child’s school. On behalf of our principals, teachers, bus drivers, and staff, we thank you for your support and extend our best wishes for a school year filled with happiness and success.

Sincerely,
S. Scott Baker, Ed.D.
Superintendent

SUPERINTENDENT’S MESSAGE
MISSION STATEMENT
TOGETHER - WE PREPARE OUR STUDENTS FOR THEIR FUTURE.

VISION STATEMENT
Spotsylvania County Public Schools is a leading school division that inspires and empowers all students to become
CREATIVE THINKERS, PROBLEM SOLVERS, and
EFFECTIVE COMMUNICATORS by:
Ensuring an engaging and supportive learning environment.
Providing a broad spectrum of innovative opportunities.
Building lasting partnerships with the community
to educate our students.

CORE VALUES
STUDENT CENTERED
We provide all students with the
esential learning experiences that
enable them to optimize their success
with postsecondary experiences.

LEADERSHIP
We commit to building visionary
leaders who embrace change and new
possibilities.

ACCOUNTABILITY
We provide quality services to students,
use resources efficiently and engage the
community as viable partners.

CULTURAL PROFICIENCY
We exhibit attitudes, skills, behaviors,
and organizational practices that support
the interests of a diverse population.

EXCELLENCE
We pursue the highest standards of
organizational performance and
academic achievement through
innovative, research based practices.

EFFECTIVE COMMUNICATION
We support and utilize a variety of
communication methods to connect
parents, staff and the entire community.

TEAMWORK
We depend upon and are accountable
to one another to achieve our common
purpose.

CITIZENSHIP
We believe in honor, integrity and
community service.

Spotsylvania County School Board

<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baron Braswell</td>
<td>Battlefield District</td>
</tr>
<tr>
<td>Erin Grampp</td>
<td>Berkeley District</td>
</tr>
<tr>
<td>Dawn Shelley</td>
<td>Chancellor District</td>
</tr>
<tr>
<td>James A. Meyer</td>
<td>Courtland District</td>
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<tr>
<td>Lisa A. Phelps</td>
<td>Lee Hill District</td>
</tr>
<tr>
<td>Kirk Twigg</td>
<td>Livingston District</td>
</tr>
<tr>
<td>William M. Blaine, Jr</td>
<td>Salem District</td>
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Spotsylvania County Board of Supervisors

<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
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<tbody>
<tr>
<td>Chris Yakabouski</td>
<td>Battlefield District</td>
</tr>
<tr>
<td>Kevin Marshall</td>
<td>Berkeley District</td>
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<tr>
<td>Timothy J. McLaughlin</td>
<td>Chancellor District</td>
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<tr>
<td>David Ross</td>
<td>Courtland District</td>
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<tr>
<td>Gary F. Skinner</td>
<td>Lee Hill District</td>
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<tr>
<td>Greg Benton</td>
<td>Livingston District</td>
</tr>
<tr>
<td>Paul D. Trampe</td>
<td>Salem District</td>
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</tbody>
</table>

Superintendent

Dr. S. Scott Baker

Administrative Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Carol E. Flenard</td>
<td>Assistant Superintendent of Instruction</td>
</tr>
<tr>
<td>Keith Wolfe</td>
<td>Executive Director of Secondary Education and Leadership</td>
</tr>
<tr>
<td>Tedra Richardson</td>
<td>Executive Director of Student Support Services</td>
</tr>
<tr>
<td>Michelle Colbert</td>
<td>Executive Director of Human Resources</td>
</tr>
<tr>
<td>Don Uppero</td>
<td>Executive Director of Operations</td>
</tr>
<tr>
<td>LaShahn Gaines</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>Dr. Dennis Martin</td>
<td>Director of Administrative Services</td>
</tr>
<tr>
<td>René Daniels</td>
<td>Director of Communications and Community Engagement</td>
</tr>
<tr>
<td>Darnella Cunningham</td>
<td>Director of Teaching and Learning</td>
</tr>
<tr>
<td>John Lynn</td>
<td>Director of School Safety and Discipline</td>
</tr>
<tr>
<td>Jen Belako</td>
<td>Director of Elementary Education</td>
</tr>
<tr>
<td>Shawn Hockaday</td>
<td>Director of Maintenance</td>
</tr>
<tr>
<td>Mike Brown</td>
<td>Director of Human Resources - Elementary</td>
</tr>
<tr>
<td>Melanie Kay-Wyatt</td>
<td>Director of Human Resources - Secondary</td>
</tr>
<tr>
<td>Kenneth Forrest</td>
<td>Director of Student Transportation</td>
</tr>
<tr>
<td>Pete Zicari</td>
<td>Director of Instructional Technology</td>
</tr>
<tr>
<td>Kristine Lenz-Johnston</td>
<td>Director of Professional Development and Instructional Programs</td>
</tr>
<tr>
<td>Paige Carter</td>
<td>Assistant Director of Student Support Services</td>
</tr>
<tr>
<td>Alejandra Wilmer</td>
<td>Supervisor of Health Services</td>
</tr>
<tr>
<td>Linda McGee</td>
<td>Supervisor of Food Services</td>
</tr>
<tr>
<td>Paulette Heron</td>
<td>Supervisor of Special Education</td>
</tr>
<tr>
<td>Tina LeCount</td>
<td>Coordinator of Instructional Support and Assessment</td>
</tr>
<tr>
<td>Suzanne Muse</td>
<td>Coordinator of Early Childhood Special Education</td>
</tr>
<tr>
<td>Elyse Coleman</td>
<td>Coordinator of Title I</td>
</tr>
</tbody>
</table>
Battlefield Elementary
11108 Leavells Road
Fredericksburg, VA 22407
540-786-4532
Principal: Kara Hurley

Berkeley Elementary
5979 Partlow Road
Spotsylvania, VA 22551
540-582-5141
Principal: Scott Orth

Brock Road Elementary
10207 Brock Road
Spotsylvania, VA 22553
540-972-3870
Principal: Shonda Collins-Richey

Cedar Forest Elementary
3412 Massaponax Church Road
Fredericksburg, VA 22408
540-834-4569
Principal: Allison Langridge

Chancellor Elementary
5995 Plank Road
Fredericksburg, VA 22407
540-786-6123
Principal: Shawn Hudson

Courthouse Road Elementary
9911 Courthouse Road
Spotsylvania, VA 22553
540-891-0400
Principal: Marcie Fields

Courtland Elementary
6601 Smith Station Road
Spotsylvania, VA 22553
540-898-5422
Principal: Katie Simitoski

Harrison Road Elementary
6230 Harrison Road
Fredericksburg, VA 22407
540-548-4864
Principal: Christine Primo

Lee Hill Elementary
3600 Lee Hill School Drive
Fredericksburg, VA 22408
540-898-1433
Principal: Carroll Ann Lewter

Livingston Elementary
6057 Courthouse Road
Spotsylvania, VA 22551
540-895-5101
Principal: Cynthia Franzen

Parkside Elementary
5620 Smith Station Road
Fredericksburg, VA 22407
540-710-5190
Principal: Jack McKinley

Riverview Elementary
7001 North Roxbury Mill Road
Spotsylvania, VA 22551
540-582-7617
Principal: Jennifer Gardner

Robert E. Lee Elementary
7415 Brock Road
Spotsylvania, VA 22553
540-582-5445
Principal: Robert MacDonald

Salem Elementary
4501 Jackson Road
Fredericksburg, VA 22407
540-786-8218
Principal: Tara Schohn

Smith Station Elementary
7320 Smith Station Road
Fredericksburg, VA 22407
540-786-5443
Principal: Terrie Cagle

Spotswood Elementary
400 Lorraine Avenue
Fredericksburg, VA 22408
540-898-1514
Principal: Nicole Ochs

Wilderness Elementary
11600 Catharpin Road
Spotsylvania, VA 22553
540-786-9817
Principal: Dianne Holmes

Battlefield Middle
11120 Leavells Road
Fredericksburg, VA 22407
540-786-4400
Principal: Sheila Smith

Chancellor Middle
6320 Harrison Road
Fredericksburg, VA 22407
540-786-8099
Principal: Deborah Frazier

Freedom Middle
7315 Smith Station Road
Fredericksburg, VA 22407
540-548-1030
Principal: Eric Wright

Ni River Middle
11632 Catharpin Road
Spotsylvania, VA 22553
540-785-3990
Principal: Brian Bartoszek

Post Oak Middle
6959 Courthouse Road
Spotsylvania, VA 22551
540-582-7517
Principal: Scott Belako

Spotsylvania Middle
8801 Courthouse Road
Spotsylvania, VA 22553
540-582-6341
Principal: Lane Byrd

Thornburg Middle
6929 North Roxbury Mill Road
Spotsylvania, VA 22551
540-582-7600
Principal: Chandra Rhue

Chancellor High
6300 Harrison Road
Fredericksburg, VA 22407
540-898-2655
Principal: Meghan O’Connor

Riverbend High
12301 Spotswood Furnace Road
Fredericksburg, VA 22407
540-548-4051
Principal: Troy Wright

Spotsylvania High
6975 Courthouse Road
Spotsylvania, VA 22551
540-582-3882
Principal: Kelly Guempel

Spotsylvania Career and Technical Center
6713 Smith Station Road
Spotsylvania, VA 22553
540-898-2655
Principal: Meghan O’Connor

John J. Wright Educational and Cultural Center
Courthouse Academy
7565 Courthouse Road
Spotsylvania, VA 22551
540-582-7583
Principal: Terecia Gill
Courthouse Academy: Robert Columbus

Center for Family and Pre-school Services
Parent Resource Center
7409 Brock Road
Spotsylvania, VA 22553
540-582-8816

Rappahannock Juvenile Detention Center
275 Wyche Road
Stafford, VA 22554
540-658-8165
Principal: Janet Hodges

John J. Wright Educational and Cultural Center
Courthouse Academy
7565 Courthouse Road
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7409 Brock Road
Spotsylvania, VA 22553
540-582-8816

Rappahannock Juvenile Detention Center
275 Wyche Road
Stafford, VA 22554
540-658-8165
Principal: Janet Hodges
School Hours
High School  7:35am – 2:20pm
Middle School  8:00am – 2:45pm
Elementary School  8:45am – 3:30pm

School Schedule Changes
The decision to close schools due to adverse weather conditions or other emergencies is made by the Superintendent.

Inclement Weather Information
Parents are encouraged to use the following sources to keep updated on schedule changes. Please plan in advance an emergency procedure with your child so that he/she will know what to do or where to go on days schools close early. Notify the school if this plan is different than the normal routine.

Where to find closing announcements:
FM Stations:
WBQB 101.5  WGRQ 95.9  WGRX 104.5
WASH 97.1  HOT 99.5  WCVE 88.9
WCNV 89.1  WMVE 90.1  WTOP 103.5
WFCA 93.3  WYSK 99.3  WWUZ 96.9
WJMA 96.7

AM Stations:
WFVA 1230  WTOP 820

TV Stations:
WJLA CH 7 ABC  WRC CH 4 NBC
WUSA CH 9 CBS  WTTG CH 5 FOX
WTVM CH 6 CBS  WRIC CH 8 ABC
WWBT CH 12 NBC

SCPS website: www.spotsylvania.k12.va.us
The Free Lance Star: www.fredericksburg.com

Cable Stations:  Comcast Channel 17
                Verizon Channel 36
                Cox Channel 18

Facebook:
http://facebook.com/spotsylvaniacountypublicschools

Twitter:
http://twitter.com/spotsyschools

School Delay/Closing Announcements
SCPS’ goal is to announce a decision by 5:30am. Extra-curricular activities, contests, team practices, field trips, after-school programs, adult education classes, professional learning and training courses, community use in schools and on school grounds, including before and after school aged child care (SACC) offered at schools, are canceled when schools are closed.
COMMUNICATION

SCPS is committed to providing parents with news and information at both the Division level and the school level. SCPS provides information in many ways, such as:

**SCPS Website**
The SCPS Website - www.spotsylvania.k12.va.us - provides up-to-date and comprehensive information and links to each school website.

**Cable TV**
Spotsylvania County Public Schools has a presence on the following cable TV channels:
- Comcast Channel 17
- Cox Channel 18
- Verizon Channel 36

**Blackboard Mass Notification**
SCPS utilizes an electronic notification system, to provide families and employees with three types of messages: 1) attendance (an automated calling system that calls and emails parents the same day an absence occurs), 2) emergency (school closings and delays), and 3) outreach. This notification system will include a text messaging capability to communicate with parents. It is important that parents keep their child’s emergency contact information up-to-date with the school to ensure the notification system has the correct contact information.

**Synergy ParentVUE**
ParentVUE is a robust system that includes a photo of your child, attendance, grade book as well as other personal information. In order to access ParentVUE, you will need an activation key. Each Parent/Guardian who has educational rights for the student will have a unique activation key.

The safest method to provide your activation key to your child’s student information is to distribute the activation key face to face at your child’s school. If you are unable to pick up your activation key, a permission form to allow a designee to pick it up is available online at www.spotsylvania.k12.va.us under the Parent Tab. You will need to have a photo ID to pick up the activation key. The designee must present the signed form at the time of pick up and show ID to confirm they are the designee. If you have multiple children, you only need to pick up an activation key from one school. The activation key will allow you to access all of your children’s information.

**Synergy StudentVUE**
StudentVUE provides students access to information, including: attendance, report cards, class schedules, gradebook (for middle and high schools students), course history, discipline, health, and school information.

**SCORE-Blackboard**
This online resource allows SCPS to extend learning beyond the traditional school day and beyond school facilities. Students and teachers can access homework and classroom assignments, view class calendars, and explore links to enrichment activities. Parents must use their students login and password to access SCORE-Blackboard system.

**IMPACT**
Impact is an electronic Division newsletter emailed to SCPS parents, families, employees, and community members. It is also available on the SCPS website.

**SCPS Mobile App**
Spotsylvania County Public Schools has a mobile app available for download that provides easy access to school and district information. Parents and students can download the free app on Android devices, iPhones, and iPads in the iTunes and Google Play stores.

**Social Media**
- Facebook: www.facebook.com/spotsylvaniacountypublicschools
- Twitter: www.twitter.com/spotsyschools
- Instagram: www.instagram.com/spotsyschools

**Backpack Letters**
When needed, letters may be sent home with students to keep parents informed about news at an individual school.

**School Newsletters**
Many schools use social media and produce their own newsletters to provide regular information about upcoming events, important dates, ways to get involved and volunteer, classroom updates, tips on helping one’s child succeed in school, and messages from school staff members. Newsletters may be sent home with students or by e-mail through the Blackboard Notification system.
Enrollment

Admission Requirements
Spotsylvania County Public Schools follows the Virginia State law requiring children to be five years old on, or before, September 30 in the year of their initial enrollment in kindergarten.

Equal Educational Opportunities/ Nondiscrimination Statement
Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, or advantage or be denied equal access to educational and extracurricular programs and activities.

The School Board shall:
• provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons;
• provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;
• not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
• not discriminate against qualified disabled persons in the provision of health, welfare or social services.

Registration Procedures
You can pre-register your child by visiting our website at www.spotsylvania.k12.va.us. This online system will expedite the registration process by allowing a parent/guardian to enter required information about their child prior to going to their home school to complete the registration process. If you do not have access to a computer, please go to your child’s assigned school for assistance.

Once the online process is completed, parents are required to present the following documents at their child’s school in order for the full registration process to be completed:
• Two documents verifying residence in Spotsylvania County and within the assigned school attendance zone (See Registration Checklist on the SCPS website)
• Certified copy of the child’s birth certificate
• Physical examination form completed by a physician no earlier than 12 months prior to the date of entrance into school if student is enrolling in public school for the first time. For students who have been enrolled in public school previously, the physical examination form submitted at the time of first enrollment may be used.
• Documented proof of the required immunizations
• Other health screening as necessary
• Tuberculosis Risk Assessment form
• Report card and/or school records from previous school (for students K-12)
• Travel History Questionnaire
• Home Language Survey
• Parent/Guardian Government issued photo ID
• Legal custody Guardianship Documents (if applicable)

Students must be enrolled by a natural parent, adoptive parent, or adult with custody.

Early Childhood Education Programs
Head Start & Virginia Preschool Initiative (VPI)
The school division offers two preschool programs for typically developing children whose family is economically disadvantaged. Head Start is a federal program and Virginia Preschool Initiative is a state program. These are high-quality preschool environments that promote school readiness for four year old preschool age children. Additionally, these preschool programs offer comprehensive services to enhance children’s health and development. The two preschool programs provide a learning environment that utilizes developmentally appropriate practices to meet the social, emotional, educational, and physical needs of children and their families. The role of parents as educational partners is emphasized to support school readiness for the entire family.

Early Childhood Identification & Services (Child Find)
Early Childhood Special Education (ECSE) programs provide instruction to students who have a developmental delay, or any of the other federally defined disabilities. Preschool special education services are designed to provide children with disabilities between the ages 2 (by September 30) through 5 (and not age-eligible for kindergarten) with services to enhance their developmental functioning. Services are provided in the least restrictive environment. This can include home and community settings, as well as, in school-based settings.

Spotsylvania County Public Schools offers a full continuum of services based on the individual needs of the students.

ECSE Resource services are provided to children with mild to moderate delays in their general education, community-based or home based settings. Such settings can include: private preschool; child care; Head Start; and other site-based locations. This provides children with delays an opportunity to participate in typical programs with their peers while receiving special education to address areas of delay.
**Attendance Zones**
All students shall attend the schools zoned for their legal residence. It is the policy of the school board to permit administrative transfers and special assignments. Transfers or special assignments shall not be approved on the basis of school preference or the basis of simple convenience (distance from home to school, for example).

**Before and After-School Care – School Age Child Care (SACC)**
SCPS has contracted with the YMCA to provide before and after school care at each Elementary school for the 2019-20 school year. For additional information or to register, go online at www.family-ymca.org, send an email to Varrington@family-ymca.org, or call Virginia Arrington, Lead Childcare Manager, at (540) 371-9622 x2001.

**Food Services**
**Purpose**
An adequate nutrition program is essential to a child’s growth and development and influences higher achievement in school. Spotsylvania County Public Schools recognizes the link between student health and learning.

Meal prices for the 2019-20 school year will be as follows:

**Elementary**
- Breakfast Full Price - $1.20
- Breakfast Reduced Price - $0.30
- Lunch Full Price - $2.55
- Lunch Reduced Price - $1.40

**Secondary**
- Breakfast Full Price - $1.55
- Breakfast Reduced Price - $0.30
- Lunch Full Price - $2.65
- Lunch Reduced Price - $1.40

**Student Account**
The School division establishes for each elementary, middle or high school student a school food service account so that all students can receive a breakfast and/or lunch that meets the criteria for a USDA reimbursable meal. Student accounts can be accessed online at www.myschoolbucks.com. On this site, parents can review student account balances, purchases, set limits, and add funds.

**Free and Reduced Price Meal Applications**
At the beginning of each school year, Parent/Legal Guardians are required to complete an application before their children can be approved for free and/or reduced price meal benefits. Students are permitted to use the previous year’s eligibility (as of June 30) for the first 30 days of a new school year. Eligibility is effective as of the day of approval and is not retroactive. Any expenses incurred prior to approval of free and reduced meals are the responsibility of the Parent/Legal Guardian. Students who have been Directly Certified by the Department of Social Services are not required to complete an application. The Parent/Legal Guardians of Directly Certified students will receive an Eligibility Notification Letter from the School Food Service Office prior to the first day of school. The students who participate in the free or reduced-cost meals programs are not overtly identified, distinguished, or discriminated against.

**Free and Reduced Price Meal Eligibility**
The School division provides free and reduced-price breakfasts and lunches to students according to the terms of the National School Lunch Program and the National School Breakfast Program.

The criteria for determining a student’s eligibility and the procedures for securing free and reduced-price meals is publicly announced at the beginning of each school year and provided to parents of all children in attendance at Spotsylvania County Public Schools. The students who participate in the free or reduced-cost meals programs are not overtly identified, distinguished, or discriminated against.

The Household Application for Free and Reduced Meal Application can be found on page 69 in the “FORMS” section of this handbook.

**Parent/Legal Guardian Responsibility**
Although the School Board permits a student to have a school food service account, Parent/Legal Guardians are ultimately responsible for all student meal expenses. A Parent/Legal Guardian may make a written request to the school cafeteria manager that their child is not permitted to purchase a breakfast and/or lunch without having funds. This request will be kept on file for the current school year.

**Guidelines and Notification Process for Managing Student Meal Accounts**
At the elementary level, the following guidelines apply:

- Students will be permitted a breakfast or lunch meal charge (up to five [5] debt transactions or the equivalent dollar amount of an elementary school lunch price times five [5]). Any debt to the student’s account will carry the expectation that the parent is responsible for full payment.
- After the first debt transaction, the student will receive a note to take home
- Each week, the parent/guardian of any student with a negative lunch account balance will receive three automated phone calls from the Food Service office.
- After five (5) debt transactions or the equivalent dollar amount of an elementary school lunch price times five (5), the school food service program will provide a graham crackers and milk breakfast and/or a cheese sandwich and milk lunch (allergen issues will be accommodated), if the parent neglects to provide breakfast or lunch for the child. Even though
a child received an alternative by the school Food Service Department the parent will be expected to pay for all breakfast and lunch expenses previously charged.

At the middle school level, the following guidelines apply:

- Middle school students will be permitted a breakfast and lunch meal charge (up to five [5] debt transactions or the equivalent dollar amount of a middle school lunch price times five [5]).
- After the first debt transaction, the student will receive a note to take home.
- Each week, the parent/guardian of any student with a negative lunch account balance will receive three automated phone calls from the Food Service office.
- After five (5) debt transactions or the equivalent dollar amount of a middle school lunch times five (5), the school food service program will continue to provide a graham cracker and milk breakfast and cheese sandwich and milk lunch (allergen issues will be accommodated), if the parent neglects to provide lunch for the child. Even though the child received lunches by the school Food Service Department the parent will be expected to pay for all lunch expenses.

At the high school level, the following guidelines apply:

- High school students will not be permitted a breakfast meal which results in a debt to the student’s account.
- Students will be permitted one debt transaction for a reimbursable lunch meal.
- Parent or student must pay any outstanding debt balance before a reimbursable lunch meal will be provided after the one debt transaction has been granted.
- Each week, the parent/guardian of any student with a negative lunch account balance will receive an automated phone call from the Food Service office.
- After one debt transaction or the equivalent dollar amount of a high school lunch, the school food service program will continue to provide a cheese sandwich and milk lunch (allergen issues will be accommodated if the parent neglects to provide lunch for the child).
- If a student has a negative balance and brings funds to purchase breakfast or lunch, s/he will receive a reimbursable meal.

**Student Account Balance**

Any balance under $10.00 that remains on a student meal account on which there is no transaction activity for one year or more will not be refunded, except for students that were eligible for reduced price meal benefits.

**Health Services**

The primary purpose of School Health Services is to facilitate and promote optimal learning for students. School Health Services strives to enhance the education of all students by supporting the educational goals and objectives of the division. The school nurses share in helping each student reach full educational growth and maximum potential in physical, mental, and social growth.

**Emergencies**

If your child becomes ill during the school day, every attempt will be made to reach you by phone. It is important that the school and nurse have the number where you can be reached and the name and phone number of a person who will care for your child if you cannot be reached. Please provide this information on your child’s emergency card. Please note on the emergency card, any current allergies or medical problems for which the school should be apprised. Healthcare provider documentation is requested for all reported diagnoses. Notify the office and school nurse of new phone numbers during the school year. Be sure the person listed has been informed that you have given his/her name. If your child becomes ill at home, please keep him/her at home until the illness is over. If your child has a contagious illness, please check with your physician/health care provider, the Health Department, or school nurse before sending the child back to school. If emergency medications are administered, Emergency 911 will be called to the school for the student, per protocol guidelines.

**Communicable Diseases**

Any child with a suspected communicable disease, which includes but is not limited to, ringworm, impetigo, conjunctivitis (pink eye), frequent cough, persistent pain (ear, stomach, etc.) head lice, severe sore throat, chicken pox, or who has an unexplained rash, draining sore, vomiting, diarrhea or who has a temperature of 100ºF is not permitted to remain in school. The child should not return until the child has been fever free without the benefit of fever reducing medicine for 24 hours or has been treated by a physician or health care provider. Other diseases not listed are located on the Virginia Department of Health’s “Communicable Disease Reference Chart for School Personnel” found at website: http://www.vdh.virginia.gov/content/uploads/sites/13/2016/03/Communicable_Disease_Chart.pdf.

When a child is sick and cannot participate comfortably in classroom activities or could potentially spread a contagious disease, he/she should be kept home. If the child is at school the parent will be asked to pick the child up. Students may not ride the bus home.

If a physician or health care provider has diagnosed your child with a contagious illness, please contact the school nurse. In order to return to school, the principal or nurse must receive written notice that the student has received treatment from a physician or health care provider and is released to return to school.
Head Lice

Head lice among school children are a common ongoing problem. It is not a reflection of a person’s state of cleanliness. Please check your child’s hair periodically for white specks attached to the hair shaft. If your child has lice, consult your physician, pharmacist or school nurse for advice on treatment and prevention of re-infestation. A student may be readmitted to school once proof of the treatment for lice infestation has been verified and the school nurse has checked the student to determine they are lice free. Please remind your child not to share other children’s hats, combs, brushes, ribbons, or other hair items. Spotsylvania County Public Schools has a “No Live Lice Policy.”

Medication at School

The Spotsylvania County School Board has adopted a policy governing the administration of over the counter (i.e. Advil, Tylenol, cough drops, etc.) and prescribed medicine to children by school personnel. In order for any medicine to be given to your child at school, your physician/health care provider must complete and sign the Medication Request Form annually. Parents must also sign the statement at the bottom of the form. Medicine will not be given unless this form is completed and present at the school. All medicines are to be kept in the nurse’s office and dispensed by the nurse or Principal/Designee. Inhalers and Epi pens may be carried by the student with Healthcare provider orders and parental consent which indicate self-carry. All medicines must be brought in the original unopened container. Students may not transport medication to and from school. It is the responsibility of the parents/guardians of our students with diagnoses, prior to attending school, to provide the required health care provider completed medical forms (e.g. medication requests, special dietary needs, asthma action plan, diabetes medical management, etc.) and all emergency/non-emergency medications, health supplies and equipment. This would include, but is not limited to, auto injector epinephrine, inhalers, catheters, etc. See School Board Policy JFC (para. C.23), Code of Student Conduct for more details.

1. Homeopathic remedies also need a physician’s order and medication request form.
2. All medications or items to be administered by the nurse such as sunscreen and lotions must be in the original new unopened container.
3. A new physician’s signed order is needed annually for all medications or items to be administered by the nurse.
4. Any and all items under a physician’s order brought to the school clinic must be picked up by the parent by the last day of school or they will be disposed of properly.
5. Any expired medication not picked up by the end of the expiring month must be disposed of by the nurse on the next month’s first school day.

Spotsylvania County Health Department

The Spotsylvania County Health Department is available to residents and offers the following services:

- Immunizations, Child Development, Epidemiology,
- Food Safety, HIV/AIDS, Tuberculosis, West Nile Virus, & WIC (Nutrition Services)

For more information, call (540) 507-7400 or visit the Health Department website at http://www.spotsylvania.va.us/content/20925/20973/default.aspx.

Annual Health Screenings

Virginia Department of Education (VDOE) requires vision and hearing screenings of all kindergartners, 3rd graders, 7th graders, 10th graders, and newly enrolled SCPS students. Screenings are conducted each fall with the supervision of the school nurse. This is only a brief screening; parents should continually be alert to identify vision or hearing difficulties that indicate need for examination by a specialist.

Health Care Plans

Parents/guardians enrolling a student with a health condition, health-related needs, or specific health care procedure that affects the school day should contact the school nurse or principal so that a health care plan can be discussed. All health care plans must be updated annually by the student’s physician.

Allergies at School

To provide a safe, educational environment for students with allergies, schools, parents/guardians, physicians, and the student must work together. The school nurse will work with the family and the physician to develop a school health care plan for the student. Parents/guardians enrolling a student with a known allergy should contact the school nurse or principal as early as possible so that a safe plan can be instituted. For students with a known allergy who have physician-ordered epinephrine, the parent/guardian must provide a completed and signed Severe Allergy/Anaphylaxis Action Plan and Treatment Authorization Form along with the student specific medication to the school. A “Physician’s Statement For Student’s With Special Dietary Needs” is needed along with the Severe Allergy/Anaphylaxis Action Plan and Treatment Authorization for students with food allergies. The dietary form is not needed for non food allergies.

When selecting items to bring in to the school classrooms, parents are encouraged to consider store bought items with a label of ingredients to help keep our students with food allergies safe. All food items should be within the guidelines set by the school principal.

Spotsylvania County Health Department

For more information, call (540) 507-7400 or visit the Health Department website at http://www.spotsylvania.va.us/content/20925/20973/default.aspx.
**Parent Resource Center (PRC)**
Dedicated to promoting a cooperative partnership between families, schools, and the community, the PRC serves all families, school staff, agencies and the community placing an emphasis on children with special needs or receiving Title I services. The staff provides support through listening and problem solving with individuals. Needs within our community vary and the staff networks within our community and state to utilize resources that support those needs. A lending library of books, DVDs, journals, educational games, and pamphlets are available at the PRC to enhance parenting and family interactions and to assist schools in meeting the needs of all children. The staff also offers information sessions for parents and school staff for building positive parent/school partnerships. For more information, call (540) 582-7060 or visit 7 409 Brock Road, Spotsylvania, VA 22553. You may also find information at https://www.spotsylvania.k12.va.us/PRC and http://facebook.com/spotsyprc. The PRC is open Monday-Friday 8 a.m. - 4:00 p.m. (additional hours available upon request).

**School Safety**
Spotsylvania County Public Schools is committed to excellence in education. In order to support a school and classroom environment that is responsive and conducive to learning, we must work together to ensure that our schools are safe places in which to teach and learn.

**Bus Behavior Regulations**
Bus behavior guidelines for students can be found in the Code of Student Conduct. Additional information regarding student conduct on school buses may be found in the School Board Policy EEACC and EEACC-R.

**Code of Student Conduct**
In accordance with state law, the Code of Student Conduct (SCPS Policy Manual, JFC) is provided to each parent at the beginning of the school year. The Code of Student Conduct addresses the following: (1) authority of school officials over pupils; (2) procedures for administering standards of conduct; (3) student standards of conduct; (4) drug-related crimes and violent criminal conduct involving dangerous weapons or devices; (5) suspension and expulsion; and (6) violations of law. A copy of the Code of Student Conduct can be found on pages 30 - 50 of this handbook.

**Crisis Plans**
Each school has developed a written school crisis, emergency management, and medical emergency response plan. This plan addresses the essential procedures, operations, and assignments required to prevent, manage, and respond to critical events or emergencies. Additional information regarding crisis plans may be found in the School Board Policy EB and on the Divisions’ website under the Parent tab.

**Emergency Drills**
There are three primary responses to critical incidents: evacuation; lockdown; and shelter-in-place. Schools conduct emergency response drills (to respond to situations such as fire, bomb threat, intruder, tornadoes, earthquake) in accordance with state law and other regulations. Additional information regarding emergency response procedures and safety drills may be found in the School Board Policy EBCB and ECBC-R.

**Prosecution of Juveniles as Adults**
State law requires school divisions to provide information developed by the Office of the Attorney General to students and parents regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes.

**School Safety Audit**
Each school conducts an annual School Safety Audit—a written assessment of the safety conditions in the school. The purpose of the audit is to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses will include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board’s standards for student conduct. Additional information regarding school safety audits may be found in the School Board Policy EB.

**School Resource Officer (SRO) Program**
This is a cooperative effort between Spotsylvania County Public Schools and the Spotsylvania County Sheriff’s Office. The duties of the SRO fall in the broad categories of prevention, investigation, communication, support and enforcement. The Sheriff’s Office has assigned SROs to all high schools and middle schools, to the Alternative School and to all elementary schools. These SROs also provide assistance and support to the elementary schools, as needed.
School Security Officer (SSO) Program
The SSO assists in the overall maintenance of a safe school environment by conducting surveillance of school buildings, grounds, and activities and ensuring the security of the school by enforcing established rules and regulations. SSOs are assigned to all schools and to the Alternative School.

Security Cameras
Closed circuit video cameras are used in all schools, school buses, and property of the school division in order to support the health, welfare, and safety of all students, staff, and visitors, and to safeguard school facilities and equipment.

Sex Offender Registry
Spotsylvania County Public Schools recognizes the danger that sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school, or are at school-related activities, SCPS receives electronic notification of the registration or re-registration of any sex offender in Spotsylvania County.

Spotsylvania Crime Solvers
Spotsylvania Crime Solvers is a community program geared toward public involvement in the fight against crime. Information can be sent to Crime Solvers via telephone or text at 1-800-928-5822 or 1-800-582-5822.

SCPS Tip Line
Students are encouraged to report crimes and other violations of standards of conduct to a school official in their school. However, if the reporting student wishes to remain anonymous, the student may utilize the Tip Line (540-834-2549) in order to submit the report.

Visitors
Visitors are welcome in our schools. A person wishing to visit a school or any portion of the school grounds must first report to the school’s main office or greeter’s desk and explain the purpose of the desired visit. When considering all such requests for visits, the school administrator shall safeguard the instructional day from distractions. Persons allowed to visit the school shall be asked to provide a valid government photo identification (U.S. or foreign driver’s license, U.S. or foreign government ID, US Military ID, Department of Motor Vehicles ID, Passport, Permanent Resident Card (Green Card), or Re-entry Permit), state the purpose of the visit, and obtain and display a visitor identification badge that is to be worn while in the school. At the completion of the visit, the visitor shall sign out through the office or greeter’s desk and return the visitor badge. Additional information regarding School Visitors may be found in the School Board Policy KK and KK-R.

Student Insurance
Information concerning accident/dental insurance for students is sent home on the first day of school. Participation in this insurance plan is strictly voluntary; however, enrollment in the plan is encouraged if the student is not covered by another form of insurance. Premiums should be mailed directly to the company by parents. Parents are reminded that neither the school division nor the school carries accident insurance on students.

Transportation
See School Board Policy EEACC-R (Student Conduct on School Buses) and Policy JFC (Code of Student Conduct) for more information.

Bus Passes
If it is necessary for a student to ride a bus other than his/her assigned bus or get off the assigned bus at a different stop, written permission from the parent/legal guardian must be sent to the school office and a bus permission slip given to the bus driver from the principal’s office. Consideration must be given to not overloading buses when requests are processed by the principal or his/her designee.

Bus Drop-off Requirement
For safety reasons, if a young child is the only child exiting the bus, the child will not be permitted to exit the bus at the bus stop when there is no responsible party present to receive the child. The child will be transported back to the child’s school and the school will then notify the parent to pick up their child at the school. Parents will be responsible for picking up their child from the school.

Loading/Unloading Restriction
For the safety of the student when boarding the bus, the student must be capable of bearing weight on both feet. Students cannot rely on crutches or other mobility devices and cannot hop up or down the steps of the bus. If it is a temporary disability that prohibits the student from loading or unloading the bus properly, then it shall be the responsibility of the parent/guardian to transport or a 504 for special transportation would need to be processed.

Withdrawal/Transfers
Parents should immediately notify the attendance secretary as soon as possible when the student will be leaving to attend another school or withdrawn for other reasons.
Attendance Information
Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good 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.

Each parent/guardian or person having charge of child within the compulsory attendance age is responsible for such child’s regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence within three (3) days of the student’s return.

Absences
Achievement in school is related to regular attendance; therefore, it is essential that students attend school daily. Spotsylvania County Public Schools has a goal to have all students at a 94% or higher attendance rate throughout the school year. Generally, students are expected to attend school except in cases of personal illness, family emergency or death in the immediate family. Students shall be responsible for completing assignments missed due to absences. All absences, whether excused or not excused, are included in the student’s academic record.

Types of Absences
Students are expected to bring a note signed by the parent/guardian indicating the reason why the student was absent upon his/her return to school.

1. Excused Absences - a student’s absence may be excused by the school for circumstances, which include but are not limited to the following:
   a. Personal illness of the student. (A doctor’s note may be required by the school principal or designee after a student has accrued five (5) or more absences for the school.)
   b. Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours.
   c. Funerals as requested by the parent/guardians.
   d. Observation of a religious holiday.
   e. Emergency conditions in the student’s home which require help from the student in caring for the sick or injured; however, regular use of this excuse or requests of absences for more than five (5) consecutive days shall be reviewed for evaluation.
   f. Seniors shall be excused for the purpose of college admission visitations or to apply for post graduation jobs. In each instance, prior notification to the principal or designee shall be made by the student.
   g. Required court appearance or legal obligations.
   h. Extenuating circumstance.
   i. Anticipated absences.
   j. Suspensions or expulsions.
   k. Military obligation.

2. Unexcused Absences - “Unexcused Absence” means an absence where:
   a. The student misses his/her scheduled instructional school day in its entirety; and,
   b. No indication has been received by school personnel within three (3) days of the absence that the student’s parent is aware and supports the absence; or,
   c. The parent provides a reason for the absence that is unacceptable to the school administration. An example of this would be that a parent has written an excessive amount of notes.

It is the student’s responsibility to ask the teacher for the makeup work within five (5) days upon returning to school from an absence in order for there to be no grading consequence.

Dismissal Precautions
Principals shall not release a student during the school day to any person not authorized by the student’s parent/guardian to assume responsibility for the student. Students shall be released only on request and authorization of parent or guardian.

Grades
Students will have a reasonable number of days to turn in work as determined by the teacher, principal/principal’s designee, and the student. It is the student’s responsibility to ask the teacher for the make-up work upon returning to school from an absence. Student work may not be penalized because of absences unless the makeup deadlines are not followed.

Credit
Students will receive academic credit for each class they successfully pass including required verified credits as outlined in School Board Policy IGAA: Grading Systems and IKF: Standard of Learning Tests and Graduation Requirements. School attendance will not be used as criteria for awarding or denying credit for any given class/ course.

Retention
Student attendance should be considered, but attendance cannot be used as sole criteria for either promotion or retention of students to specific class grades (K-12).

Non-Compliance with Attendance Regulations
Students who fail to attend school for an entire day or for any portion of a school day are considered to be in violation of the Code of Student Conduct unless the absence is allowed by the parent/guardian and excused by the principal (i.e., skipping school or skipping classes). (See School Board Policy JED for more details.)
**STUDENT INFORMATION**

**Extra-Curricular Activities**
A comprehensive program of interscholastic athletics (grades 6-12, with the exception of football which is grades 7-12) and extracurricular activities (grades 6-12) are offered for Spotsylvania County Public Schools’ students in accordance with the rules, regulations, and guidelines of the Virginia High School League (VHSL), Spotsylvania County Public Schools’ Code of Student Conduct, and the Virginia Standards of Accreditation (SOA). These programs are under the direct supervision of the school principal. [See School Board Policy IGDA-R1 for more information]

**Student Fees**

**Elementary Schools - No Fees**

**Middle Schools - No fees.**

**High Schools**

a. Fees charged for enrollment in one or more of the following elective courses.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20</td>
<td>Fine Arts (to cover the cost of the consumable art materials)</td>
</tr>
<tr>
<td>$15</td>
<td>Photojournalism (to cover the cost of darkroom supplies)</td>
</tr>
</tbody>
</table>

b. Fee charged for consumable workbook used in the following elective courses (student may elect to provide his/her own copy of the workbook in lieu of paying the fee).

<table>
<thead>
<tr>
<th>Fee</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exact cost plus shipping</td>
<td>Accounting (to cover the cost of the consumable workbook)</td>
</tr>
<tr>
<td>Exact cost plus shipping</td>
<td>AP Biology (to cover the cost of the consumable lab manual)</td>
</tr>
<tr>
<td>Exact cost plus shipping</td>
<td>Classroom driver education (to cover the cost of the consumable workbook)</td>
</tr>
</tbody>
</table>

c. High schools may charge a late fee of 10 cents per day for overdue library books, which is capped at $3.00 per student.

d. The following student parking permit fees are related to the use of an automobile:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>$80</td>
<td>Student parking fee (authorized/registration to park in school parking lot) for an entire school year</td>
</tr>
<tr>
<td>$40</td>
<td>Student parking fee (authorized/registration to park in school parking lot) for half of the school year</td>
</tr>
<tr>
<td>$20</td>
<td>Student parking fee (authorized/registration to park in school parking lot) for last nine (9) weeks of school</td>
</tr>
</tbody>
</table>

e. The following fees are related to AP, Dual Enrollment and IB classes:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Exam Fee</td>
<td>Student is responsible for actual cost of exam as determined by the College Board with financial assistance provided by the home school for those students who qualify.</td>
</tr>
<tr>
<td>Dual Enrollment Fee</td>
<td>Student is responsible for fees established by the community college.</td>
</tr>
<tr>
<td>IB Exam Fee</td>
<td>Student is responsible for actual cost of exam as determined by the International Baccalaureate with financial assistance provided by the home school for those students who qualify.</td>
</tr>
</tbody>
</table>

The School Board provides for the reduction or waiver of fees for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them. To apply for a waiver, parents/guardians should contact the main office of the student’s school.
Field Trips
Code of Virginia, 1950, as amended, Section 22.1-78, Section 22.1-176

A field trip is a school-sponsored and school-chaperoned activity, which shall be permitted to the extent that it provides an effective means of accomplishing the stated objectives of the instructional program. Trips should be considered as a method of instruction and are to be planned with definite objectives determined in advance. Field trips on school time shall be limited to those specifically related to classroom instruction and regularly scheduled extracurricular and co-curricular activities.

Fundraising
The raising and soliciting of funds by students, outside organizations, and staff may be permissible provided prior approval is obtained from the principal and the superintendent or designee.

Make-up of School Work/Tests
Make-up of school work and/or tests should be coordinated with your child’s teacher.

Parties
Schools are encouraged to provide healthy selections of foods and beverages during the school day to promote consistent health information that is current with the SCPS Food Service and Dietary Guidelines for Americans. Classroom parties or school celebrations should offer a variety of age appropriate and healthy food and beverage selections for students and faculty. Please follow your principal’s guidelines for celebrations and what types of food to bring in for classroom celebrations.

Invitations and announcements for private, personal events (birthday parties, etc.) are not to be distributed by students or members of the school staff. Parents are asked not to make such requests. Each school will provide an opportunity for parents to share contact information for this and similar purposes.

Student Electronic Devices
If the principal authorizes the activation of electronic devices during the school day, s/he also has the authority to make rules restricting the use of these devices to class work or other school-related assignments. A more detailed description can be found in the Appendices section of this handbook.

Student Records
The Spotsylvania County School Board maintains a scholastic record for each student, which is stored in a secure location under the supervision of the principal. Parents have the right to review the contents of their child’s academic record in accordance with the Guidelines for the Management of Student’s Scholastic Records in the Public Schools of Virginia.

Textbooks
Constitution of Virginia, Article VIII, Section 3

The Board provides textbooks and certain other instructional materials at public expense. In order to protect public funds, the Board requires the student to pay for any lost books or books that have been subjected to abuse. The student is not
expected to pay for normal wear and tear. Charges for lost books or books abused beyond repair are as follows:

- New Book - Full replacement cost
- Used Book, Good condition - Three-fourths replacement cost
- Used Book, Fair condition - One-half replacement cost
- Used Book, Poor condition - One-fourth replacement cost

The principal (or designee) of the school determines the extent of damages. The principal (or designee) has the authority not to issue books to those students who have failed to pay for lost or damaged books.

**Weather Guidelines**

Stated below are guidelines that will be used before taking students outside:

1. Temperature - In general, not below 35 degrees, nor above 90 degrees.
2. Clothing - Children should have appropriate clothing and appropriate shoes for both warm and cold weather.
3. Type of activity - If children are to be outdoors in lower temperatures, they should be reasonably active. Strenuous activity should be avoided when temperatures are above 90 degrees. Activities should be conducted in shaded areas during excessive heat, whenever possible.
4. Heat index system is specially designed for athletic practices and often allows participation in excess of the guidelines stated above. Therefore, it should not be used as the standard to determine whether or not physical education classes should be taken outside. However, when the Heat Index reaches 90-95, light exercise and activities are recommended with unlimited access to water. When the Heat Index reaches 95 and above, exercise and activities should be inside.
5. Teachers are not permitted to put sunscreen on children at any time. Please Note: Please have students appropriately dressed for various weather conditions.
Student Evaluation and Grading
The School Board will award diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who earn the units of credit prescribed by the Board of Education, pass the prescribed tests, and meet such other requirements as are prescribed by the School Board and approved by the Board of Education.

Types of Diplomas and Certificates
Spotsylvania County Public Schools will award diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma are those in effect when he or she enters ninth grade for the first time.

Student Evaluation and Grading
A. Students in grades K-4 receive a report card each nine weeks based on standards that are taught during that nine week period, as well as the student’s level of mastery.

B. Grades Five through Twelve Current Scale
   A – Excellent Accomplishment 90 – 100
   B – Above Average Accomplishment 80 – 89
   C – Average Accomplishment 70 – 79
   D – Below Average Accomplishment 60 – 69
   F – Unsatisfactory Accomplishment Below 60

C. Grade-Point Average
   The computation of a high school student’s grade-point average will ordinarily be based on a 4.5 scale. Certain designated classes will be based on a 5.5 scale. The following courses have weighted grades based on the five-point-five scale:
   • Advanced Placement courses
   • Dual Enrollment courses

   Numerical grades shall be used on the report card and in the permanent record folder for grades nine through twelve and for all high school credit courses.

   Promotion & Retention
   Elementary & Middle School
   The guiding principle for any decision made relative to promotion or retention should always be the welfare of the student, and every decision should be made on an individual basis. The decision regarding promotion or retention is normally made by the classroom teacher and principal. Parents are to be informed at an early date of the possibility of retention. Promotions or retentions need not be based solely upon artificial or numerical measurements of attainment. Schools shall use multiple criteria for advancing or retaining students in grades 3, 5, and 8 which may include performance on Standards of Learning tests.

   High School
   Grade level classification is based on the total number of units of credit accumulated as follows:
   • Freshman 0-4 units
   • Sophomore 5 units
   • Junior 10 units
   • Senior 15 units and/or eligible for graduation

   GRADE POINT AVERAGE CONVERSION TABLE
   CURRENT TABLE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Four Point Five Scale</th>
<th>Five Point Five Scale</th>
</tr>
</thead>
<tbody>
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<td>A</td>
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<td>95 – 97 = 4.25</td>
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<tr>
<td></td>
<td>90 – 94 = 4.00</td>
<td>90 – 94 = 5.00</td>
</tr>
<tr>
<td>B</td>
<td>88 – 89 = 3.75</td>
<td>88 – 89 = 4.75</td>
</tr>
<tr>
<td></td>
<td>86 – 87 = 3.50</td>
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<td>60 – 63 = 1.00</td>
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<tr>
<td>F</td>
<td>59 or less = 0</td>
<td>59 or less = 0</td>
</tr>
</tbody>
</table>

   ADD'L INFO
Advanced Placement (AP)
The Advanced Placement (AP) Program provides students with the opportunity to pursue college-level studies while still in high school and to receive advanced placement credit when entering college. Advanced Placement (AP) courses follow the suggested College Board course descriptions and serve to prepare students for the AP examinations in May.

Advanced Programs
Students and their parents shall be notified of the availability of dual enrollment, advanced placement classes, and Academic Year Governor’s School Programs, the qualifications for enrolling in such classes and programs, and the availability of financial assistance to low-income and needy students to take the Advanced Placement and International Baccalaureate examinations. Students and their parents shall also be notified of community college programs that enable students to complete an associate’s degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma.

Alternative School
Spotsylvania County Public Schools provides alternate education placements for specific circumstances, as well as a GED program. For more information, contact your student’s school administration.

Career & Technical Education (CTE)

Spotsylvania County Public Schools provides career and technical educational programs incorporated into the kindergarten through twelfth grade curricula that include:

- knowledge of careers and all types of employment opportunities including, but not limited to, apprenticeships, entrepreneurship and small business ownership, the military, the teaching profession, and emphasize the advantages of completing school with marketable skills;
- career exploration opportunities in the middle school grades; and,
- competency-based career and technical education programs which integrate academic outcomes, career guidance and job-seeking skills for all secondary students based on labor market needs and student interest. Career guidance shall include counseling about available employment opportunities and placement services for students exiting school.

Commonwealth Governor’s School (CGS)
The Commonwealth Governor’s School (CGS) is an academic year governor’s school that provides gifted and highly motivated high school students with a challenging, differentiated, and interdisciplinary program in science, mathematics, social sciences, and English.

Course Pathways
The course offerings directory is available on-line annually and is designed to help parents and student gain a better understanding of the course offerings and to provide information that will assist with future planning. Academic and career planning is an important process that will involve a collaborative effort between parents, students, counselors, and teachers.

Curriculum Development
Code of Virginia, 1950, as amended, Sections 22.1-78, 22.1-253:13.1

Spotsylvania County Public Schools has a process for curriculum development. A broad team of teachers and stakeholders align and develop curriculum based on VA Standards of Learning. Standards are analyzed and a scope and sequence pacing guide is created. Assessments are developed based on this pacing. As teachers utilize these guides and assessments, they provide feedback based on student data and need. The curriculum/pacing is adjusted accordingly by the identified curriculum team on a yearly basis.

Dual Enrollment (DE)
Dual Enrollment is a unique enrichment program in which high school students are given the opportunity to take college courses in their own high school. Students earn college credits while completing their high school requirements. Students must maintain both attendance and grade requirements set by the college or University in order to receive credit. Credits transfer to most colleges and universities. Courses are taught by high school instructors who have the qualifications to teach at the college level. Interested students should discuss dual enrollment options with their high school counselors.

Early College Scholars
The Early College Pathway is an academic advancement plan in which high school students can earn a General Studies Associate Degree (62 credits) or a General Education Certificate (33 credits) concurrently. The Early College Pathway varies among school districts, depending on their Dual Enrollment, Advanced Placement, and/or International Baccalaureate offerings. Students interested in the pathway are encouraged to speak with a school counselor at their high school or contact an academic counselor at Germanna Community College for additional information.
Elementary Education
Curriculum and instruction at the elementary level reflect a developmental approach centered on the concepts, skills, and processes in the individual subject areas. Different levels of ability, development, and learning styles are expected, accepted, and used to plan and design appropriate learning experiences for each child.

The Virginia Standards of Learning (SOL) provide the framework for what is to be taught at each grade level. The curriculum, used division-wide, emphasizes basic skills and is rich in informational facts, along with problem solving and decision-making strategies. Technology plays an important role in instruction and skills in the use of technology are incorporated throughout the curriculum. Visit our website at https://www.spotsylvania.k12.va.us to review specific curriculum maps and guides. The VDOE Curriculum Framework can be found at https://www.doe.virginia.gov/testing/index.shtml.

Language Arts and Communication
The elementary language arts program is a continuum of literacy skills and strategies for students. This includes processes critical to reading, writing, speaking, listening, information management, and the use of technology.

Mathematics
The mathematics curriculum supports students by using the following processes: problem solving, communication, logic and reasoning, making connections, and using representations and models appropriately. The curriculum focuses on specific content strands of number and number sense, computation and estimation, measurement and geometry, probability, statistics, patterns, functions, and algebra.

Students must learn to use a variety of methods and tools to compute including: paper and pencil, mental math, estimation, measurement and geometry, probability, statistics, patterns, functions, and algebra.

History and Social Science
The study of history and the social sciences is vital in a democratic society. All students need to know and understand our national heritage in order to become informed participants in shaping our nation’s future. The history and social science curriculum follows the Virginia Standards of Learning. Each course is taught through four strands: history, geography, civics, and economics.

Science
In the elementary grades, students receive an introduction to the study of the content area disciplines through a curriculum that is activity oriented, content rich, and provides opportunities to reinforce thinking skills. The content area disciplines lend themselves to the integrated approach to instruction. In science, the content includes the study of physical, earth and life sciences with such universal themes as patterns, cycles and change; life processes; time and space; forces; energy and matter; and relationships and resources.

Health
The goal of the elementary health program is to help students gain an increased awareness of overall wellness so that they may demonstrate a sense of pride in and responsibility for their social, emotional, and physical well-being. Fostering individual growth and helping students practice good communication and decision-making skills are key elements of the health program and reinforced in 5th grade through the DARE (Drug Awareness Resistance Education) Program.

Encore Subjects/Classes
Encore subjects include art, music, library, and physical education. Students attend these encores with a specialist one time per week for art, music, and library, and twice a week for physical education. Physical fitness is emphasized in Physical Education (P.E.) and students are tested in specific areas in grades four and five. Proper shoes must be worn for safety in physical education class.

Recess
In addition to two P.E. sessions per week with the physical education teacher, students also receive daily physical activity, which is essential in a healthy learning environment. Loss of individual student recess should only be removed as a last resort in an effort to correct inappropriate student behaviors. If weather conditions limit outdoor activity, physical activity may be coordinated in the classroom.
ACADEMIC PROGRAMS

English for Speakers of Other Languages (ESOL)
20U.S.C. Sections 6311, 6312, 6825, 7012; Code of Virginia 1950, as amended, Sections 71.42; 22.1-5

Identification
To comply with federal requirements, as part of the enrollment process all parents/guardians must fill out the Home Language Survey (HLS) for every child enrolling to determine the need for further English language proficiency screening and possible English for Speakers of Other Languages (ESOL) services. Families registering children are assisted in completing the documents and registration materials on-site as needed, or are referred to the ESOL Welcome Center for further assistance.

Screening
If the family indicates a language other than English on the HLS, the student’s English skills in the areas of reading, writing, listening and speaking will be assessed. Students who have limited English proficiency are provided ESOL services as a part of their instructional program. Parents will be notified in writing of their student’s qualification for ESOL services.

Placement and Services
Students identified as needing ESOL services will be placed in a language instruction program based on English language proficiency level and grade. ESOL students in grades K-8 are placed at the grade level appropriate for their age.

ESOL instruction in SCPS is content-based, and English is used as the medium of instruction. The type of program and the model and delivery of instruction depends upon the needs and proficiency levels of the students.

Family Life
In compliance with the Virginia State Board of Education, Family Life Education is designed to help students understand and adjust to physical, social and emotional pressures of growing up.

Developed by a broad-based community team, the program uses the state’s objectives as its framework to ensure that students learn to build on their strengths, to make informed decisions, and to relate well to each other. The program’s focus is to avoid negative or harmful activities.

Each fall, parents and members of the community may preview all materials used in the program. Parents may choose to “opt” their children out of any activities associated with the program. The “Opt-Out” form is available from the school office.

Gifted Services

Spotsylvania County Public Schools has a comprehensive plan for the education of gifted students that includes the components identified in Board of Education regulations. The school division has uniform procedures for screening, referring, identifying, and serving students in kindergarten through twelfth grade who are gifted in general intellectual or specific academic aptitude.

- Elementary School - All Kindergarten, Second Grade, and new county students are screened for gifted services using a nationally normed group ability assessment. Results from the assessment are used to identify a pool of candidates for further screening. Students may be found eligible to receive gifted services beginning in Kindergarten, through the Enrichment Group program (Grades K-2), and the Spotsylvania County Program of Enrichment (SCOPE), Grades 3-5.

- Middle School - If students are active participants in 5th grade SCOPE, services continue into the middle school. There are three nomination opportunities throughout the year (Spring, Winter, and Fall). These windows are published at the beginning of each year and information on how to self, parent or teacher nominate a student for SCOPE. Testing is available from each school’s Gifted Resource Teacher or guidance department.

- High School - In the high school, various opportunities are available to pursue challenging coursework. There is a Gifted Coordinator in each high school to help gifted students find the path that best meets their needs.

Homebound & Correspondence Instruction
Code of Virginia, 1950, as amended, Sections 54.1-2952.2 and 54.1-2957.02, 22.1-254

Homebound Instruction
A program of homebound instruction exists for students who are confined for periods that would prevent normal school attendance based upon certification of need by a licensed physician, nurse practitioner, or clinical psychologist. Any credits earned shall be considered a part of the student’s regular school work and recorded as such on the cumulative record. During such period of instruction the student shall be carried on the school register as present.

Correspondence Courses
Standard units of credit will be awarded for the successful completion of such courses when the course is equivalent to that offered in the regular school program and the work is done under the supervision of a licensed teacher, or a person eligible to hold a Virginia license, approved by the school board. Verified units of credit may be earned when the student has passed the SOL test associated with the correspondence course completed. Contact your student’s school counselor for more information.
**Home Instruction**

Any parent of any child who will have reached their fifth birthday on or before September 30 of any school year and who has not passed their eighteenth birthday may elect to provide home instruction in lieu of school attendance if the parent: (i) holds a high school diploma; or (ii) is a teacher of qualifications prescribed by the Board of Education; or (iii) provides a program of study or curriculum which may be delivered through a correspondence course or distance learning program or in any other manner; or (iv) provides evidence of ability to provide an adequate education for the child.

Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the Superintendent/ Superintendent Designee no later than August 15 of the parent’s intent to so instruct the child and provide a description of the curriculum limited to a list of subjects to be studied during the coming year and evidence of having met one of the criteria for providing home instruction. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the Superintendent/Superintendent’s Designee of the parent’s intent to provide home instruction and shall comply with the requirements of this policy within thirty days of such notice.

Home-instructed students who are seeking full-time reenrollment in Spotsylvania County Public Schools will not be placed in a specific grade level class unless such students can demonstrate mastery of all the prerequisite classes. It is the student’s responsibility to provide evidence of mastery. In addition, students may be required to take examinations in each grade or course for which they wish to establish placement and/or credit.

**International Baccalaureate (IB)**

Founded in 1968, the International Baccalaureate® (IB) is a non-profit educational foundation offering four highly respected programmes of international education that develop the intellectual, personal, emotional and social skills needed to live, learn and work in a rapidly globalizing world. Schools must be authorized by the IB organization to offer any of the programmes. The IB program is located at Spotsylvania High School.

**Instructional Materials**

Code of Virginia, 1950, as amended Section 22.1-238, 8 VAC 20-720-160

Parents may inspect, on request, any instructional material used as part of their student’s curriculum.

**Library Media Center**

Code of Virginia: 8 VAC 20-131-190

Each school maintains a library media center as the resource center of the school and provides a unified program of media services and activities for students and teachers. The library media center contains hard copy, electronic technological resources, materials, and equipment that are sufficient to meet research, inquiry, and reading requirements of the instructional program and general student interest.

**Online Courses and Virtual School**


Information regarding online courses and programs that are available through the school division are posted on the division’s website. The information includes the types of online courses and programs available to students through the division and the granting of high school credit.

Any student enrolled in any online course or virtual program offered by the school division shall be enrolled in a public school in Virginia as provided in Virginia Code Section 22.1-3.1. The student’s parent or guardian shall give written permission prior to the enrollment of the student in any full-time virtual program offered by the school division.

A student who resides in the Spotsylvania County Public School division will not be charged tuition for enrolling in any online course or virtual program offered by the school division. However, there may be supplemental online opportunities offered to students that are available in addition to the regular school day such as evening or summer online learning programs. Since these programs are supplemental, tuition may be charged.

**Remedial Instruction**

Code of Virginia, 1950, as amended, Sections 22.1-253.13:1 and 22.1-254.01, 8 VAC 20-131-120, 8 VAC 20-630-40

Any student who achieves a passing score on one or more, but not all, of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend a remediation program.

Any student who fails to achieve a passing score on all of the Standards of Learning assessments for the relevant grade level in grades three through eight or who fails an end-of-course test required for the award of a verified unit of credit shall be required to attend a remediation program or participate in another form of remediation.
Remediation programs shall include, when applicable, a procedure for early identification of students who are at risk of failing the Standards of Learning assessments in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit. Such programs may also include summer school for all elementary and middle school grades and for all high school academic courses, as defined by regulations promulgated by the Board of Education, or other forms of remediation.

**Summer School**
The courses offered and the quality of instruction in the summer school program shall be comparable to that offered during the regular school term. Students must meet the requirements for SOL testing if appropriate.

Credit for repeated work will ordinarily be granted on the same basis as that for new work. With prior approval of the principal, however, students may be allowed to enroll in repeat courses. Students must meet the requirements for SOL testing if appropriate.

**School Counseling Services**
Code of Virginia, 1950, as amended, Sections 22.1-209, 8 VAC 20-620-10

Each school provides the following counseling services to all students:

- Academic Counseling - assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.

- Career Counseling - helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.

- Personal/Social Counseling helps students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities, and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student’s educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child’s school in writing, to have their child not participate in personal/social counseling.

No student is required to participate in any counseling program to which the student’s parents object.

Parents are notified annually about the counseling programs which are available to their children.

**Employment Counseling and Placement Services**
Secondary students are offered employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the school division. Such information includes all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools and the teaching profession.

**Secondary Education**
The Middle and High School Course Pathways (available online) describe available courses and programs to enable students and parents to make informed decisions on course selections. Please note course availability is subject to enrollment numbers.

**Student Support Services**
The Office of Student Support Services for Spotsylvania County Public Schools is fully committed to providing special education students with disabilities opportunities along a continuum of services that offer access to and participation in the activities of the school and community environments as appropriate to the age and educational needs of the student.

Services to students with disabilities are planned with long term outcomes in mind. Annual goals and objectives consider development in the areas of curriculum and instruction, functional skills such as; independent functioning, social and emotional functioning, communication, and career skills. Teachers are committed to their role as an integral participant of the IEP team in working collaboratively with a student and their family and other educational stakeholders.

Spotsylvania County Public Schools complies with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

Spotsylvania County Public Schools protects the rights of students with disabilities to be educated by teachers trained to provide access to the general curriculum, instruct adapted curriculum, to utilize a variety of instructional strategies and to take advantage of supplementary materials appropriate for the student’s individual educational program.

Spotsylvania County Public Schools provides students with disabilities a continuum of service options ranging from least to most restrictive:

- General Education Classes
- Inclusive/Collaborative General Education Classes
- Pull-Out/Resource Services
- Consultative/Monitoring Support
- Self-Contained Services
- Home Based Instructional Services
- Early Childhood Special Education (ECSE-Preschool aged 2 - 5)

**Spotsylvania County Public Schools**

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**ACADEMIC PROGRAMS**

- Remediation programs shall include, when applicable, a procedure for early identification of students who are at risk of failing the Standards of Learning assessments in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit. Such programs may also include summer school for all elementary and middle school grades and for all high school academic courses, as defined by regulations promulgated by the Board of Education, or other forms of remediation.

- **Summer School**
The courses offered and the quality of instruction in the summer school program shall be comparable to that offered during the regular school term. Students must meet the requirements for SOL testing if appropriate.

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  - Personal/Social Counseling helps students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities, and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student’s educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child’s school in writing, to have their child not participate in personal/social counseling.

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Services to students with disabilities are planned with long term outcomes in mind. Annual goals and objectives consider development in the areas of curriculum and instruction, functional skills such as; independent functioning, social and emotional functioning, communication, and career skills. Teachers are committed to their role as an integral participant of the IEP team in working collaboratively with a student and their family and other educational stakeholders.

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Spotsylvania County Public Schools provides students with disabilities a continuum of service options ranging from least to most restrictive:

- General Education Classes
- Inclusive/Collaborative General Education Classes
- Pull-Out/Resource Services
- Consultative/Monitoring Support
- Self-Contained Services
- Home Based Instructional Services
- Early Childhood Special Education (ECSE-Preschool aged 2 - 5)
When appropriate, students may also receive services in private day and residential schools, and in hospital settings.

Across the continuum of special education services, Spotsylvania County Public Schools serves students with one or more of the following identified disabilities:
- Autism
- Developmental Delays (ages 2-6)
- Emotional Disability
- Deaf and Hard of Hearing
- Learning Disability
- Intellectual Disabilities (Mental Retardation)
- Multiple Disabilities
- Traumatic Brain Injury
- Orthopedic Impairments
- Speech and Language Impairment
- Other Health Impaired
- Blind or Visually Impaired
- Deaf-Blind

Related Services, such as Occupational Therapy, Physical Therapy, Music Therapy, Dance Therapy, as well as Speech and Language Therapies are available to allow a student to benefit from their individualized special education program.

Programs for Students with Disabilities

Spotsylvania County Public Schools provides a free, appropriate public education for all children and youth with disabilities, ages 2 through 21, inclusive, who are residents of Spotsylvania or who are not residents of Spotsylvania but are residents of Virginia and who are enrolled in a full-time virtual school program provided by the Board. To the maximum extent appropriate, students with disabilities are educated with children who are not disabled.

An Individualized Education Program (IEP) is developed and maintained for each child with a disability served by Spotsylvania County Public Schools.

Explanation of Procedural Safeguards
A copy of the procedural safeguards available to the parent(s) of a child with a disability is given to the parent(s). The procedural safeguards notice includes a full explanation of all the procedural safeguards available.
Substance Use Prevention Education
The following shall apply to the drug education prevention program in the Spotsylvania schools:

- Instruction in drugs and drug abuse shall be included in all health education classes in Grades 1-10.
- Grades 10-12 shall incorporate instruction on drugs and drug abuse which have appropriate contributions to make to the overall drug education program.
- Health shall be emphasized throughout the entire curriculum, Grades 1-12, with one (1) objective: to predispose students to make intelligent decisions regarding their health patterns.
- The drug abuse curriculum in health education classes shall follow the revised health education instructional guides of the State Department of Education.

Technology Resources for Students

Spotsylvania County Public Schools provides technology and digital resources for the use by faculty, students, and staff including, but not limited to the school division’s central computer system, desktop and laptop computers, peripherals, networks, software, data, labs, computer-related supplies, media retrieval and projection systems, telephone systems, photocopiers, access to the Internet, and any other instructional technology.

Every student enrolling in SCPS will be given a G Suite for Education student email account to be used for instructional and educational purposes only. Should you wish your student not to receive a G Suite student email account, please submit a written request to your child’s school.

Students are expected to adhere to the SCPS Acceptable Use of Electronic Network Resources and Internet Safety at all times. A copy of this regulation can be found in the Appendices section of this booklet.

Title I/Reading Support (K-5)
Title I resources are allocated to schools based on free/reduced lunch percentages. Both Title I designated schools and those that are not Title I, receive reading intervention support and have highly qualified reading specialists on staff. Intervention is provided based on need and determined by a number of screening tools and assessments.
Standards of Learning (SOL) Tests

Standards of Learning (SOL) Tests and Verified Units of Credit - The Board of Education has established educational objectives known as the Standards of Learning, which form the core of Virginia’s educational program, and other education objectives, which together are designed to ensure the development of the skills that are necessary for success in school and in preparation for life in the years beyond.

Spotsylvania County Public Schools has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets or exceeds the requirements of the Board of Education.

In Kindergarten through eighth grade, where Standards of Learning (SOL) tests are required by the Board of Education, each student is expected to take the SOL tests. Schools may use the SOL test results in third through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students.

Each student in middle and secondary school will take applicable end-of-course SOL tests if needed for verified credit or to meet ESSA requirements. Students who successfully complete the requirements of the course and achieve a passing score on an end-of-course SOL test will be awarded a verified unit of credit in that course. Students may earn verified credits in any courses for which end-of-course SOL tests are available. Middle and secondary schools may consider the student’s end-of-course SOL test score in determining the student’s final course grade.

Retaking SOL Assessments

End of Course Grades 9-12

Eligible students may qualify for an expedited retake of an end-of-course SOL assessment to earn a verified credit where the student meets the criteria established by the Virginia Board of Education.

Under the criteria established by the state Board, the student must:
1. Need the test for verified credit; and
2. Have passed the course associated with the test, and one of the following:
   • Failed the test by a narrow margin, or
   • Failed the test by any margin and have extenuating circumstances that would warrant retesting, or
   • Did not sit for the regularly scheduled test for legitimate reasons.

For purposes of these criteria, “narrow margin” means a scaled score of 375-399. The division superintendent will be responsible for making the determination of what constitutes “extenuating circumstances” and “legitimate reasons” for purposes of establishing eligibility for an expedited retest of an end-of-course SOL assessment.

Grades 3-8
Local school divisions may offer expedited retakes of the SOL Reading, Mathematics, Science, and History tests to students grades 3-8 who meet the following criteria:
The student must:
1. Have passed the course associated with the test; and
2. One of the following:
   • failed the test by a narrow margin; or
   • failed the test by any margin and have extenuating circumstances that would warrant retesting; or
   • did not sit for the regularly scheduled test for legitimate reasons.

The “narrow margin” criteria shall be defined as a scaled score of 375 to 399. The division superintendent will be responsible for making the determination of what constitutes “extenuating circumstances” and “legitimate reasons” for the purposes of establishing eligibility for an expedited retest of a SOL test.
ASSESSMENT AND EVALUATION

In addition, the following conditions shall apply:

• If a school division elects to offer expedited retakes of SOL test, parents of eligible students shall be notified: (a) of the opportunity to retake the test(s); (b) that a decision not to retake any or all of the test(s) will not impact their child’s grade or academic record; and (c) of the opt-in requirement.

• Prior to any additional testing, school divisions shall obtain and thereafter maintain documentation of affirmative parental consent and permission for their child to take an expedited retake.

ACCESS for English Learners

Students identified as English Learners will be assessed in English language proficiency—reading, writing, speaking, and listening—each year during the February/March timeframe. The ACCESS for ELL 2.0 test is based on the WIDA English Language Development Standards.

Fountas & Pinnell Benchmark Assessment

Fountas & Pinnell Benchmark assessments are given to all students in Grades K through 5 to determine progress in reading accuracy and comprehension. Teachers administer running records throughout the school year to monitor reading progress.

Phonological Awareness And Literacy Screening (PALS) - K-3

PALS is a Virginia Department of Education reading diagnostic assessment administered to kindergarten and first grade students in the fall and spring. It is administered a third time, mid-year, to those who have received intervention. PALS assessments help determine growth in specific reading skills and identify areas for intervention. Parents can access more information and suggestions for supporting children’s literacy growth at http://pals.virginia.edu.
COMMUNITY INVOLVEMENT

Adult/Parent Volunteers
Code of Virginia, 1950, as amended, Section 22.1-78, 8 VAC 20-131-20, 8 VAC 20-131-270

SCPS encourages and welcomes volunteers. Certain volunteers will be fingerprinted for a criminal background investigation. These volunteers include those who will have direct contact with students in athletics, mentoring, in providing health services, unpaid club sponsors, volunteers of PTOs/PTAs and band boosters who are responsible for large sums of money collected on behalf of the organization and school, unpaid intern assignments, and student teachers. Prior to participating in such activities, the volunteer will be required to disclose prior convictions of the law other than minor traffic violations or juvenile offenses and complete an authorization form. Contact the SCPS Human Resources Department for more information.

Aspire Mentoring Program
Aspire is a school-based mentoring program, which provides enriching experiences through reciprocal relationships and opportunities for personal and academic success. It provides a variety of developmental experiences for matched mentoring pairs and designated groups. Mentoring opportunities will vary according to the needs identified by participating schools. Contact your child’s school for more information.

Visiting the Schools
Code of Virginia, 1950, as amended, Sections 18.2-128; 18.2-415, 22.1-79

Visitors are welcome in the schools. All visitors shall be required to report to the main office or reception area of the school or School Division facility, provide valid government photo identification, state the purpose of their visit, and obtain and display a visitor identification badge. See Regulation KK-R (Visitor Badges) for additional information.

Unauthorized Visitors
Potential visitors, including parents, who are registered sex offenders, should consult Policy KN: Sex Offender Registry Notification and Policy KNA: Violent Sex Offenders on School Property before arriving on school property or at school-sponsored activities. Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator.

It is unlawful for any person to enter a school after hours without the consent of an authorized person except to attend an approved meeting or service. Persons violating this provision may be prosecuted.

School Events & Conferences
Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, and other school programs. Noncustodial parents shall not be denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student’s school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

Any time a parent would like to observe a classroom, a request must be made to the principal, and after selecting an agreed upon time, an administrator will accompany the parent in the classroom for no more than a 30 minute observation.
Spotsylvania County Public Schools
CODE OF STUDENT CONDUCT
A. **GENERAL PROVISIONS**

1. **Positive Expectations of All Students.** As part of our Division’s mission and strategic objectives, schools use a positive behavioral system. Positive behavioral interventions are interrelated with the Code of Student Conduct, both of which focus on ways to prevent violations of the student standards of conduct, and create an environment that nurtures positive behavior.

2. **Rights and Responsibilities of Students.**
   Students’ rights include, but are not limited to:
   a. Attending school and receiving a free and appropriate public education.
   b. Expecting that school will be a safe and orderly place that is focused on providing equitable educational opportunities.
   c. Being respected and treated courteously and fairly by other students and school staff.
   d. Expressing ideas verbally and/or in writing in accordance with SCPS policies and procedures.
   e. Dressing in a way that expresses one’s personality while following the SCPS dress code.
   f. Having appropriate opportunities to participate in school activities.
   g. Having access to relevant information concerning drug and alcohol abuse.
   h. Helping create a school environment that is free from bullying, intimidation, harassment, or discrimination.

   Students’ responsibilities include, but are not limited to:
   a. Attending school daily, regularly, and on time, performing to the best of one’s ability, being prepared to learn, and taking advantage of educational opportunities.
   b. Being aware of all expectations regulating behavior and conducting oneself in accordance with these guidelines.
   c. Abiding by all laws of the Commonwealth of Virginia.
   d. Dressing appropriately in accordance with the SCPS dress code.
   e. Seeking information and services that can help address personal problems.
   f. Reporting and encouraging others to report any incidents of bullying, intimidation, harassment, or discrimination.
   g. Reporting and encouraging others to report anything that negatively impacts the safety of self or others.

3. **Rights and Responsibilities of Parents/Guardians.**
   Parents/Guardians’ rights include, but are not limited to:
   a. Being actively involved in their child’s education.
   b. Being treated courteously, fairly, and respectfully by all SCPS employees.
   c. Receiving information about the policies and procedures of the Spotsylvania County School Board that relate to your child’s education.
   d. Receiving regular reports (written or oral) from school staff regarding your child’s academic progress or behavior, including but not limited to report cards, behavior progress reports, and conferences.
   e. Receiving information and prompt notification of inappropriate or disruptive behaviors by your child and any disciplinary actions taken by administrators or school staff.
   f. Receiving information about due process procedures for disciplinary matters concerning your child, including information on conferences and appeals.
   g. Receiving information from school staff about ways to improve your child’s academic or behavioral progress.
   h. Receiving information about services for students with disabilities and English language learners, when applicable.
   i. Receiving communication through provided translators when appropriate.

   Parents/Guardians’ responsibilities include, but are not limited to:
   a. Having your child regularly attend school on time and communicating to school staff reasons for absences and tardiness.
   b. Informing SCPS staff about any concerns and/or complaints in a respectful and timely manner.
   c. Working with school administrators and teachers to address any academic or behavioral problems your child may experience.
   d. Supporting Spotsylvania County Public Schools by communicating to your child about acceptable and expected school behavior.
   e. Becoming familiar and complying with the policies of the Spotsylvania County School Board, administrative regulations, and the Code of Student Conduct.
   f. Providing and maintaining updated contact information to Spotsylvania County Public Schools and
The assistance of parents (or guardians) in this regard is required by Section 22.1-279.3 of the Code of
Virginia (state law). See School Board Policies JEA (Compulsory Attendance Ages), JED, JED-F, and JED-R
(Student Attendance), and this Handbook for more information.

**4. Attendance.** All students age 5 to 18 shall attend school regularly as set forth in Section 22.1-254 of the
Code of Virginia. See School Board Policies JEA (Compulsory Attendance Ages), JED, JED-F, and JED-R
(Student Attendance), and this Handbook for more information.

**5. Authority of School Officials Over Pupils**

a. In accordance with Section 22.1-78 of the Code of Virginia, 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 or school-related event.

b. In accordance with Section 22.1-277.2:1 of the Code of Virginia, any student who has been charged
with certain criminal offenses 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.

c. In accordance with Section 22.1-277.2:1 of the Code of Virginia, students who are adjudicated
delinquent or convicted of certain criminal offenses 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.

d. 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 to the welfare
or safety of other students or school personnel.

**6. 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.

**7. 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).

**8. Violent Criminal Conduct Involving Dangerous Weapons or Devices 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 Sections C &
D.

**9. 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.
10. **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. 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 to establish standards 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 or designee 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 relevant facts and circumstances of the violations considered to be appropriate. As a part of that investigation, alleged victims, alleged perpetrators, and witnesses may be interviewed. Witnesses of the alleged violation may be recommended by the student (alleged victim or alleged perpetrator) or parent.
   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 (Refer to EBB/EBB-R1).
   d. Searches may be conducted when a school official has reasonable suspicion 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 an opportunity to present his or her version of what occurred.
   b. The principal shall base his or her decision of the alleged violation on the evidence obtained during the investigation.
   c. The student and parent shall be informed of the principal's finding and decision of any disciplinary response imposed.

4. **Types of Disciplinary Responses.** Administrative responses are designed to address student behavior, reinforce school and classroom expectations for appropriate behavior, and prevent further behavioral issues.
The following levels of administrator responses are grounded in a multi-tiered support approach. When a violation of Student Standards of Conduct (see paragraph C. Student Standards of Conduct below) has been substantiated, any one or more of the following types of disciplinary interventions, supports, and/or consequences may be utilized or recommended by the principal or designee, in the exercise of sound discretion. The Code Violation Categories (Levels) listed below offer school administrators guidance when determining the appropriate interventions, supports, and/or consequences for the student misconduct addressed in paragraph C below. Each category represents the maximum consequence permitted for specific code violations; however, depending on the circumstances, administrators may also provide an intervention, support, or consequence from a lesser category.

5. Level 1: Level 1 behaviors are generally classroom teacher managed behaviors and are intended to keep the student in class and school. Establishing positive relationships with students is the most important element of effective classroom management. Teacher responses for Level 1 behaviors should be positive, proactive, preventive, and instructional in nature to reinforce a variety of instructional and positive classroom management strategies prior to referring students for administrative intervention.

   a. Examples of Classroom Teacher Responses to Level 1 Behaviors:
      1. Restructure/revise classroom practices based on student needs.
      2. Adjust pacing of instruction to increase on-task behavior.
      3. Actively ignore/plan for low-level misbehavior.
      4. Change student seating.
      5. Provide immediate positive feedback when students engage in expected behavior.
      6. Respond calmly, restating the desired behavior.
      7. Use progress-monitoring tools (i.e. behavior chart, on-task monitoring form, reflection sheets, etc.)
      8. Communicate and collaborate with parents/guardians and the student’s school counselor and/or case manager regarding student behavior, teacher-based actions, and to problem solve.
      9. Re-teach desired behavior.
     10. Problem solve the behavior during teacher-student conference using active listening.
     11. Establish and consistently implement corrective responses to student misbehavior (i.e. positive practice, community service, restitution, loss of time for a valued activity, in-class time-out, time-out in another class under adult supervisor, loss of privileges, etc.)

   b. When Level 1 behaviors are referred to an administrator because the teacher responses have not been successful, the recommended responses are as follows:
      Examples of Administrative Responses to Level 1 Behaviors
      1. Student Counseling and/or Warning.
      2. Parental Conference: Principals, teachers, and counselors may meet with the parent. The purpose of the conference is to review the behavior, find solutions to the problem and address academic, personal and social issues that may have contributed to the behavior.
      3. Intervention by a Mental Health Team Member: When available, school mental health team members may provide assessments, psycho-educational groups, mediation, teacher consultations and educational strategies for parents or staff.
      4. Referral to a Community Based Organization: Students may be referred to community agencies for a wide range of services including individual or group counseling, tutoring, conflict resolution or leadership development.
      5. Individual/Group Counseling: Counseling provides students with an outlet to privately share issues that may be negatively affecting their attendance, behavior, and/or academic success. Students discuss and formulate goals, and learn problem solving strategies that will enable them to overcome a variety of personal challenges.
      6. Mentoring Program (Check In Check Out for PBIS Schools): A mentoring program matches a student with a mentor who may be a counselor, teacher and/or leader and serves as an adult role model. The purpose of this relationship is to foster personal, academic, and social development.
      7. Safety Plan: Any building-created plan that maintains safety.
      8. Short-Term Behavioral Progress Reports: Teachers and/or Principals may send behavioral progress reports to parents on a regular basis until they determine that the student’s behavior has improved and the student is working successfully in the classroom.
      9. Development of Individual Behavior Contract or Behavior Intervention Plan (BIP): Contracts and BIPs are used to address specific challenging behaviors. Both include expectations and are individualized based on student needs.
     10. Referral to Problem Solving Team: Problem Solving Teams (PST) are school-based teams that utilize a multidisciplinary approach to encourage student success through
prevention and intervention strategies and supports. If repeat meetings are necessary, parents should be included.

12. **School Community Service** (with parent consent): Students may be provided with school community service opportunities so that they gain a greater appreciation of their school community and develop skills to become positive social change agents. School community service can help students occupy their time with positive activities, avoid negative behavior and learn the value of service to others.

13. **Therapeutic Day Treatment (TDT)**: Students must be Medicaid eligible to qualify for this service. TDT provides in-school social-emotional and behavioral support.

14. **Middle School Alternative Positive Pathways Program (MSAPP)**: This program is an administrative reassignment for a nine-week grading period to an alternate academic setting for middle school students with documented behavioral and/or academic/attendance difficulties. The program provides students with the traditional middle school curriculum, as well as ongoing counseling and other supports, as appropriate.

15. **Threat/Risk Assessment**: School Division policy and procedures to address situations involving a threat of risk to self and/or others. Policies EBB and EBB-R1 describe procedures for assessing threats to others while School Based Mental Health Team members have additional procedures to address risk to self only. (see also paragraph B.2.c)

16. **Saturday School**: A student may be offered the opportunity to attend school on school-selected Saturdays. The following are some, but not all, examples or reasons when Saturday School may be appropriate or beneficial: to receive additional academic instruction or support from school staff; to complete and resubmit late, incomplete or unsatisfactory school work; and/or to receive instruction and support designed to improve or correct previous behaviors that interfere with or impede the student’s academic success.

17. **Restorative Practices**: Schools may use restorative practices as part of building a positive climate within the school and assisting students to develop empathy and to understand the consequences of their actions on others. A key principle of restorative practices is an understanding that every instance of wrongdoing or conflict is an opportunity for learning, and that despite these negative behaviors, relationships can be restored and harm can be repaired. Examples of restorative practices are informal and formal restorative practice conferences and restorative justice circles.

18. **Disciplinary Probation/Written Warning to Student**: 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.

19. **Tasks/Extra Duty Assigned by Administration**: These tasks are extra duties to be performed for noncompliance with the Student Standards of Conduct.

20. **Lunch Detention**: A student may be required to spend the lunch period in an assigned area away from other students.

21. **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 so there is an opportunity to make transportation arrangements.

22. **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.

23. **Loss of Driving/Parking Privileges**: A student may lose the privilege of driving to school and/or parking a vehicle at school.

24. **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 IGDAA [The parent or guardian is to be notified of the action taken by school officials.]

25. **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.]

6. **Level 2**
Level 2 behaviors, while minor, may require administrative intervention/response. Administrative responses and interventions for Level 2 behaviors are designed to address student behavior, reinforce school and classroom expectations for appropriate behavior, and keep the student in school.

   a. Any Level 1 Response
   b. In-school Suspension: (ISS) may be partial or full day, may be one (1) class or all classes
   c. Tobacco Education Course: Students may be required to successfully complete this school-based course for a violation of Student Standard of Conduct C.30.a, b, c, d, or e.
d. Smoking Cessation Program: Students may be required to successfully complete this three-week, eight-hour program for a violation of Student Standard of Conduct C.30.a, b, c, d, or e.

7. **Level 3**
Level 3 behaviors require administrative intervention/response. Dependent upon the severity, chronic nature of the behavior, and safety, Level 3 behaviors may result in the student’s short-term removal from the school.

a. Any Level 1 or Level 2 Response

b. Suspension from School (OSS); not to exceed five (5) school days, may require Student/Parent Conference upon return. During such a suspension, the student is not permitted on any school grounds or allowed to participate in any school activities. Note: In accordance with Section 22.1-277 of the Code of Virginia, no student in preschool through grade three shall be suspended for more than three (3) school days or expelled from attendance at school unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or his designee finds that aggravating circumstances exist. During such a suspension, the student is not permitted on any school grounds or allowed to participate in any school activities.

c. 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.

d. VOISE Program. A student in grades 7 – 10 may be offered the opportunity to attend the VOISE program on school-selected Saturdays in order to receive instruction and support designed to improve or correct behaviors that interfere with or impede the student’s academic success. VOISE is designed to give students a voice in their own behavior management plan and to teach students skills to use their voice in a productive and positive way. VOISE is composed of five modules: Vocal choice (self-awareness), Ownership (self-regulation, accountability), Intelligent decision making (self-regulation), Social skills, and Empathy. VOISE may be attended in place of or in addition to other disciplinary responses and will primarily be considered as a response to a C.10 (Disruptive Behavior) violation.

e. Referral to Counseling Services for Bias-Based Bullying, Intimidation or Harassment: When a student or group of students engage in bias-based bullying, intimidation, or harassment of another student or group of students, both the victim and the student who engages in this behavior should be referred to separate appropriate counseling, support and education services provided by school staff or a community-based agency. Neither mediation nor conflict resolution are appropriate interventions for bias-based bullying, intimidation or harassment.

8. **Level 4**
Level 4 responses are for serious violations of the Student Standards of Conduct and/or those behaviors that pose a threat to the safety of students and staff. These responses are also appropriate for students whose behaviors have not been successfully addressed through the documented implementation of tiered systems of support, including the responses in the previous three levels.

a. Any Level 1, Level 2, or Level 3 Response

b. Suspension from School (OSS); 6-10 school days, with Student/Parent Conference upon return. During such a suspension, the student is not permitted on any school grounds or allowed to participate in any school activities.

Note: In accordance with Section 22.1-277 of the Code of Virginia, no student in preschool through grade three shall be suspended for more than three school days or expelled from attendance at school unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or his designee finds that aggravating circumstances (as defined in B.9.e below) exist. (See also 22.1-277.07 and 22.1-277.08 for other exceptions to this restriction.)

c. Level 4 behaviors may result in the Principal’s request for a Disciplinary Hearing to be conducted by the Superintendent’s Disciplinary Review Hearing Officer for consideration of additional disciplinary consequences such as Assignment to an Alternative Education Program, a Long-Term Suspension, or an Expulsion.

9. **Level 5**
Level 5 responses are for those behaviors that pose a serious or imminent threat to the safety of students and staff or are required by law (i.e. certain weapon and drug violations). These behaviors require a suspension from School (OSS) of ten (10) school days to be imposed by the Principal/Principal’s designee and a referral to the Superintendent’s Disciplinary Review Hearing Officer for consideration of additional disciplinary consequences such as Assignment to an Alternative Education Program, a Long-Term Suspension, or an Expulsion.

a. Any Level 1, Level 2, Level 3, or Level 4 Response

b. Suspension from School (OSS) for ten (10) school days.

c. Level 5 behaviors shall result in the Principal’s referral to the Superintendent’s Disciplinary Review
Hearing Officer for consideration of additional disciplinary consequences such as Assignment to an Alternative Education Program, Long-Term Suspension, Expulsion, or Exclusion.

d. Assignment to an Alternative Educational Program (Superintendent or designee only). A student may be removed from the school and required to attend classes in an alternative setting designed specifically for students with behavioral difficulties.

e. Long-Term Suspension (Superintendent or designee only). A student is not permitted to attend school for 11 to 45 school days.

Note: In accordance with Section 22.1-277.05 of the Code of Virginia, a long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if:

(i) the offense is one described in 22.1-277.07 (possession of a firearm) or 22.1-277.08 (possession of certain drugs) or involves serious bodily injury or

(ii) the School Board or the superintendent or his designee finds that aggravating circumstances exist.

Aggravating circumstances shall mean:

(i) that a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or

(ii) that a student’s presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or

(iii) that a student engaged in a serious offense that is:

(a) persistent (repeated similar behaviors are documented on the student’s disciplinary record), and

(b) unresponsive to targeted interventions as documented through an established intervention process.

f. Expulsion (Superintendent or designee only). In a case involving violations pertaining to drug-related crimes (see C.11) and/or violent criminal conduct involving dangerous weapons or devices (see C.34), a principal shall recommend that the School Board expel that student from Spotsylvania County Schools for a period of not less than one year (365 calendar days). Furthermore, in cases of serious, gross, or continued misconduct, a principal may recommend that the School Board expel a student from the Spotsylvania County Public Schools. The principal’s recommendation for expulsion shall be referred to the Superintendent or his designee for additional disciplinary consequences who shall inform the parent/guardian of the right to a hearing before the Superintendent/designee regarding the expulsion recommendation. 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.

g. Exclusion (Superintendent or designee only). 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. (See JFC-R and JEC)

h. Professional Counseling (Superintendent or designee only). A student, who has been the subject of a long term suspension or expulsion for incidents involving drug or alcohol involvement, anger management, chronic negative peer and staff relationships, etc., may be required to successfully complete programs/counseling designed to assist the student to improve such behaviors. Such programs/counseling will be provided for by the superintendent or designee at the parent/student’s expense. The superintendent or designee may also require the student to complete one or more drug screenings. Such drug screening(s) will be at the parent/student’s expense.

10. Appeal Stage

a. Discipline imposed by principal or principal’s designee:

(i). Appeals of discipline must be presented to the principal by the parent or guardian in writing within two (2) school days of the notification to the parent or guardian by the school official of the disciplinary action. The principal may 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 extracurricular activities until such time as the matter is concluded. The principal’s decision will be provided to the parent in writing and is final except in a case involving a suspension from school (out-of-school).

(ii). After receiving written notification of the principal’s decision, the parent may further appeal Out of School Suspensions of ten (10) days or less to the superintendent or superintendent’s designee in writing within two (2) school days of receipt of notification of
the appeal decision by the principal. The superintendent or superintendent’s designee will then review the record of the action taken by the principal or assistant principal and the student’s behavior and will provide a written decision either confirming the action of the principal or assistant principal or imposing a different punishment. The decision of the superintendent or designee is final for out-of-school suspensions of ten (10) days or less. The suspension shall remain in place during this review process.

(iii). For suspensions in which the student is suspended from school for ten (10) days and recommended by the principal to the Superintendent or his designee for additional disciplinary consequences, the parent or guardian may appeal the principal’s action to the superintendent or designee. The Superintendent or designee will serve as the first level of appeal and he will consider that appeal during a Long-Term Suspension/Expulsion Hearing. Should the parent/guardian fail to make a timely request for a hearing, the Superintendent or designee will act on the principal’s recommendation without a hearing. See JFC-R for additional information.

b. Discipline imposed by the superintendent/designee:
   (i) The Superintendent or his designee shall provide written notification of any disciplinary decision made pursuant to the principal’s recommendation addressed in paragraph B.10.c above to the parent or guardian. Should the discipline involve a long-term suspension [greater than ten (10) days] or expulsion, the parent has the right to appeal the action of the Superintendent or designee to the School Board Disciplinary Committee. Such appeal must be made in writing within five (5) calendar days of written notification of the superintendent’s decision. See policies JGD, JFC-R, and JGDA for additional information. Should the decision not involve a long-term suspension or expulsion but a reassignment to an alternative education program of more than ten (10) days, the parent has the right to appeal the action of the Superintendent or designee as set forth in Section E.8 of the Code of Student Conduct.

C. 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, at school-sponsored events, 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 disciplinary response 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, within a personal item owned or possessed by a student (e.g. purse, backpack, etc.), in one’s locker, or in a vehicle the student drove (or rode in) to school or to a school-sponsored activity. In addition, lockers are school property and students are not permitted to hide objects or materials that are prohibited by law or school rule. 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.

Conduct violating Standards of Conduct for Students and the type or types of disciplinary responses which shall be imposed are listed below. It should be noted that the principal or his/her designee or the superintendent or his/her designee may impose more severe disciplinary consequences for repeated violations of the same standard of conduct, for violations of multiple standards of conduct during the same incident, or for a violation or violations that are considered to warrant such action in accordance with paragraph D.2 and E.6.

1. ALCOHOL (AL1) – The possession, distribution, sale, purchase, and/or use.
   a. AC1: Alcohol Use
   b. AC2: Alcohol Possession
   c. AC3: Alcohol Sale/Distribution

NOTE: Virginia Code Section 22.1-279.3:1 requires school staff to report this infraction to the appropriate law enforcement agency.

1st Offense: six (6) to ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

2nd and Subsequent Offenses: Minimum ten (10) day out-of-school suspension and referral to the Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)
2. **ARSON (AR1)** – Unlawfully and intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires are included in this category if they are contributing factors to a damaging fire.
   a. **AS1**: Arson, Actual
   b. **AS2**: Arson, Attempted
   c. **AS3**: Lighted firecrackers, Cherry Bombs, or Stink Bombs that contribute to a damaging fire.

   **1st Offense**: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

   **2nd Offense**: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

   **3rd Offense**: 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. (Level 5)

   Any actual arson that results in damage or injury to a person(s) will result in a minimum ten (10) day out-of-school suspension and referral to the Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

3. **ASSAULT/BATTERY** – Physically assaulting, injuring, or battering any person. Mutual participation in a fight that intentionally causes bodily harm is also included.

   **Definition of Assault/Battery**: An assault is a willful attempt or threat to inflict injury upon another person, coupled with an apparent ability to do so, which causes the victim to fear immediate bodily harm. An assault may be committed without actually touching or harming the victim. A battery is an actual, intentional physical contact without the victim’s permission.

   a. **BA1**: An actual offensive, forceful, violent, and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm through the use of a firearm or other weapon.
   b. **BA2**: An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.
   c. **BA3**: An actual offensive, forceful, violent, and intentional touching or striking of a student against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.
   d. **BA4**: An actual offensive and intentional touching or striking of a student against his or her will; intentionally causing bodily harm without the use of a firearm or weapon; or mutual participation in a fight that intentionally causes bodily harm without the use of a firearm or other weapon.
   e. **BA5**: Maliciously causing bodily injury to a person (without a weapon) with the intent to maim, disfigure, disable, or kill.
   f. **BA6**: The assault or assault and battery, without bodily injury.

   **NOTE**: Virginia Code Section 22.1-279.3:1 requires school staff to report this infraction to the appropriate law enforcement agency if bodily injury results.

   **1st Offense**: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

   **2nd Offense**: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

   **3rd Offense**: 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. (Level 5)

   Assault/Battery with the use of a firearm or other weapon, Assault/Battery that results in bodily injury, or Assault/Battery on school personnel will result in a ten (10) day out-of-school suspension and referral to the Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

4. **ATTENDANCE** – Tardy to class, tardy to school, cutting class and/or leaving the school building or campus during the day without authorization of school personnel.

   **Consequences may range from one or more of the following**: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Loss of Driving/Parking Privileges, Suspension from Extracurricular activities, and In-school suspension. See Section B.4 for the definitions of these consequences. (Level 1 or 2)

5. **BOMB THREAT** – Making a bomb threat, activating a manual or automatic fire alarm, or setting off any smoke bomb or chemical bomb capable of producing smoke.
   a. **BO1**: Bomb Threat
   b. **BO2**: Chemical/Biological Threat
   c. **BO3**: Terrorist Threat
d. BO4: Setting off a False Alarm

**NOTE:** Virginia Code Section 22.1-279.3:1 requires school staff to report this infraction to the appropriate law enforcement agency. An infraction involving the activation of a manual or automatic fire alarm is not required to be reported to law enforcement.

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. (Level 5)

6. **BULLYING/HARRASSMENT** – 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 any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.
   a. BU1: Bullying
   b. BU2: Cyber bullying; using information and communication technologies such as cell phone text messages and pictures and internet e-mail, social networking Websites, defamatory personal Websites, and defamatory online personal polling Websites to support deliberate, hostile, behavior intended to harm others.
   c. HR1: Harassment non-sexual (physical, verbal, or psychological); repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile educational or work environment.

1st Offense: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

2nd Offense: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

3rd Offense: Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

**NOTE:** In accordance with Section 22.1-279.6 of the Code of Virginia, the principal or his/her designee is required to notify the parent of any student involved in an alleged incident of bullying (perpetrator or victim) of the status of any investigation within five school days of the allegation of bullying.

7. **BURGLARY (BR1)** – Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime.
   a. BK1: Burglary, Actual
   b. BK2: Burglary, Attempted

1st Offense: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

2nd Offense: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

3rd Offense: Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

8. **BUS VIOLATION (S3V)** – Interfering with the orderly transportation of pupils on a school bus. [The following list contains some but not all examples: sticking heads and arms out of windows, throwing items from windows, throwing items within the bus, distracting the bus driver, etc. Refer to School Board policies JFCC and EEACC.]

Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, and Suspension from Bus Transportation. See Section B.4 for the definitions of these consequences. (Level 1)

9. **DISHONESTY (S2V)** – Cheating on school work; lying to school personnel concerning school-related matters; includes plagiarism.

Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, Suspension from Bus Transportation, In-school Suspension, and Suspension from school. See Section B.4 for the definitions of these consequences. (Level 1, 2, 3, or 4)

10. **DISRUPTIVE BEHAVIOR** – Unwillingness to submit to authority or refusal to respond to a reasonable request. Any behavior that substantially disrupts the orderly learning environment.
   a. D1C: Disrespect (walking away, etc.)
   b. D2C: Defiance (refusing request)
11. DRUGS (DR1) – The sale, gift, distribution, use, purchase or possession; or possession with intent to sell, give, or distribute; or attempting to sell, give, distribute, or purchase a controlled substance, imitation controlled substance, marijuana, anabolic steroids, or other illegal drugs, while on 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, or marijuana as defined in Sections 18.2-247 or 18.2-248.1:1, shall be referred to herein as “drug-related crimes”.

Definition 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 C.23 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.

NOTE: Virginia Code Section 22.1-279.3:1 requires school staff to report this infraction to the appropriate law enforcement agency.

Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for expulsion. The School Board or superintendent/designee may determine, based on the facts of a particular case that special circumstances exist and another disciplinary action is appropriate. (Level 5)
12. **DRUG PARAPHERNALIA (D11)** – The possession, distribution, sale, purchase, and/or use of drug paraphernalia.

**NOTE**: Virginia Code Section 22.1-279.3:1 requires school staff to report this infraction to the appropriate law enforcement agency.

1st Offense: minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

2nd Offense: 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. (Level 5)

13. **ELECTRONIC DEVICES** – Using or having a cellular telephone (or similar communications device) or tablet (or similar device) which has been turned on while riding a school bus to or from school or upon 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 except as specifically authorized by the principal. If the principal authorizes the activation of these devices, he or she also has the authority to make rules restricting the use of these devices to class work or other school-related assignments. They may be confiscated and held for later return to a parent or guardian. The school does not assume any liability or responsibility for theft or damage to such devices.

a. C1M: Beepers
b. C2M: Cellular Telephones
c. C3M: Electronic Devices

Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, Suspension from Bus Transportation, and In-school Suspension. See Section B.4 for the definitions of these consequences. (Level 1 or 2)

14. **EXTORTION (EX1)** – Unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat or eventual physical injury or other harm to that person or person’s property.

a. ET1: Extortion
b. ET2: Attempted Extortion

1st Offense: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

2nd Offense: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

3rd Offense: Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

Extortion that contains a serious threat of harm or death to another will result in a minimum ten-day suspension and referral to the Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

15. **FIGHTING (FA2)** – Mutual participation in a fight between students involving physical violence, with no injury or minor injury. (Minor injuries may include, but are not limited to the following: scrape on knee, elbow, hand, or minor bruising.) (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, students will be punished for engaging in violent conduct. Accordingly, it is necessary for any student to immediately retreat, if possible, from any use of threat or force).

1st Offense: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

2nd Offense: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

3rd Offense: Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

16. **GANG ACTIVITIES (GA1)** – Engaging in any gang activities on school grounds or at school-sponsored events including any group activity that threatens, is illegal and/or violent, or portends the development of gang activity, which may include inappropriate congregating, bullying, harassment, wearing gang-related clothing, symbols, or jewelry (see JFCE).

1st Offense: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)
2nd Offense: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

3rd Offense: Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

17. HAZING (H1Z) – Students shall not recklessly or intentionally endanger the health or safety of a student or students or inflect 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 Section 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.

1st Offense: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

2nd Offense: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

3rd Offense: Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

18. LIGHTER/MATCHES (S1V) – Possessing or using a lighter, matches, or similar items.

Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Loss of Driving/Parking Privileges, Suspension from Extracurricular activities, In-school Suspension, and Suspension from School (maximum 5 days). See Section B.4 for the definitions of these consequences. (Level 1, 2, 3)

19. LOITERING (S3V) – 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.

Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, Suspension from Bus Transportation, In-school Suspension, and Suspension from School (maximum 5 days). See Section B.4 for the definitions of these consequences. (Level 1, 2, 3)

20. MEDICATIONS – The sale, gift, distribution, use, purchase or possession of medications (over the counter, prescription, or non-prescription) on school grounds. No student may have in his/her possession any medication (prescription or non-prescription) even if recommended or prescribed for the student’s use. All such items shall be delivered to the principal or school nurse by the parent/guardian of the student 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). The sale, gift, distribution, use, purchase, or possession of controlled substances, whether prescribed or not, is addressed previously in paragraph C.11 and the disciplinary consequences for medications that are controlled substances fall under C.11 and not this section.

"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 (see JHCD).

a. D4G: Over-the-Counter Medicine Use
b. D5G: Over-the-Counter Medicine Possession
c. D6G: Over-the-Counter Medicine Sale or Distribution

NOTE: Virginia Code Section 22.1-279.3:1 requires school staff to report the theft or attempted theft of prescription medication to the appropriate law enforcement agency.

Possession or Use: Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities,
CODE OF STUDENT CONDUCT

Suspension from Bus Transportation, In-school Suspension, and Suspension from School. See Section B.4 for the definitions of these consequences. (Level 1, 2, 3, 4)

Sale or Distribution: Minimum ten (10) day out-of-school suspension or minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional discipline consequences such as a Long-term suspension or expulsion. (Level 4)

21. RESTRICTED SUBSTANCES – The possession, distribution, sale, purchase, and/or use of a substance which cannot be properly classified as alcohol, marijuana, a controlled substance, anabolic steroid, or tobacco. The term “restricted substance” 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.
   a. D15: Inhalants, possession
   b. D16: Inhalants, use
   1st Offense: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

   2nd Offense: Minimum ten (10) day out-of-school suspension.

22. RIOT (RT1) - Unlawful use of force or violence that seriously jeopardizes the public safety, peace, or order. Three or more people acting together.
   a. RG1: Riot, inciting
   b. RG2: Riot, attempting to incite
   1st Offense: six (6) - ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

   2nd and Subsequent Offenses: Minimum ten (10) day out-of-school suspension and referral to the Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

23. ROBBERY (RO1) – Taking or attempting to take anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.
   a. RB1: Robbery, actual
   b. RB2: Robbery, attempted
   1st Offense: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

   2nd Offense: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

   3rd Offense: Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

24. SEXUAL ASSAULT/BATTERY – An offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse; attempted or actual sexual penetration without consent, lewd behavior, indecent exposure, or sexual abuse.
   a. SB1: Sexual battery against a staff member involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse.
   b. SB2: Sexual battery against a student involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse.
   c. SX3: Sexual Assault/Rape against a staff member.
   d. SX4: Sexual Assault/Rape against a student.
   e. SX5: Attempted Sexual Assault/Rape against a staff member.
   f. SX6: Attempted Sexual Assault/Rape against a student.
   g. SX7: Sexual Offenses without force, including lewd behavior, indecent exposure that includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat.
   h. SX8: Aggravate Sexual Battery
   i. SX1: Offensive Touching against staff member; improper physical contact against a staff member that is offensive, undesirable, and/or unwanted as determined by the victim.
   j. SX2: Offensive touching against a student, improper physical contact against a student that is offensive, undesirable, and/or unwanted as determined by the victim.

NOTE: Virginia Code Section 22.1-279.3:1 requires school staff to report this infraction to the appropriate law enforcement agency.

Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)
25. SEXUAL MISCONDUCT/HARASSMENT (SX0) – 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) or 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 Drive, Fredericksburg, Virginia 22407 (540-834-2500). (See Policy JFHA for more information.)

1st Offense: Minimum five (5) day out-of-school suspension and mandatory parent conference. (Level 3)

2nd Offense: Minimum ten (10) day out-of-school suspension and mandatory parent conference. (Level 4)

3rd Offense: Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

26. STALKING (ST1) – Engaging in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury.

NOTE: Virginia Code Section 22.1-279.3:1 requires school staff to report any threats against school personnel to the appropriate law enforcement agency.

Minimum ten (10) day out-of-school suspension, referral to Disciplinary Review Hearing Officer for additional disciplinary consequences such as a long-term suspension or expulsion. (Level 5)

27. TECHNOLOGY MISUSE – 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 copy any text or graphics from the school websites nor include that text or graphics in their own home pages due to copyright regulations.

Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, Suspension from Bus Transportation, and In-school Suspension. See Section B.4 for the definitions of these consequences. (Level 1 or 2)

28. THEFT (TH1) – possessing, taking, or attempting to take another’s property under duress or by any other nonviolent but unlawful means.

a. TF1: Theft of School Property
b. TH2: Theft of Staff Property
c. TF3: Theft of Student Property
d. TF4: Possession of Stolen Property
e. TH2: Theft of a Motor Vehicle
f. TF8: Attempted Theft of a Motor Vehicle

Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, Suspension from Bus Transportation, In-school Suspension, and Suspension from School. See Section B.4 for the definitions of these consequences. (Level 1, 2, 3, or 4)

29. THREATS – Making, communicating, or encouraging others to make verbal, written, electronic, or physical threats of bodily injury or use of force against school personnel or other students, including using electronic technology or communication devices such as the Internet or cell phones to intimidate or threaten.

a. T11: Threat/Intimidation against Staff
b. T12: Threat/Intimidation against Student

NOTE: Virginia Code Section 22.1-279.3:1 requires school staff to report any threats against school personnel to the appropriate law enforcement agency. Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, Suspension from Bus Transportation, In-school Suspension, and Suspension from School Assignment to an Alternative Education Program, Long-term Suspension, Professional Counseling, Expulsion. See Section B.4 for the definitions of these consequences. (Level 1, 2, 3, 4, or 5)

30. TOBACCO – The possession, distribution, sale, purchase, and/or use of tobacco including cigarettes, imitation cigarettes, and e-cigarettes, cigars, blunts, bidis, pipe tobacco, snuff, chewing tobacco, electronic smoking devices, and any other products containing nicotine, as well as any component or accessory used
in the consumption of a tobacco product, such as filters, rolling papers, pipes, and liquids used in electronic smoking devices, whether or not they contain nicotine, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, dipping, electronic smoking use, or any other use of tobacco products.

a. TC1: Tobacco Use  
b. TC2: Tobacco Possession  
c. TC3: Tobacco Sales or Distribution  
d. T4B: Tobacco Paraphernalia  
e. TB2: Electronic cigarettes, electronic smoking devices, or similar devices

1st Offense: Three (3) day in-school suspension (ISS) and successful completion of the Tobacco Education Course provided by the school. The third day of ISS may be waived if the Tobacco Education Course is completed within the first two days. (Level 2)

2nd Offense: Three (3) day in-school suspension (ISS) and successful completion of the Smoking Cessation Program provided by the Alternative Education Program. (Level 2)

3rd Offense: Three (3) day in-school suspension (ISS), 9 hours school-based community service, and parent conference. (Level 2)

4th Offense: Three (3) day-school suspension (ISS), 18 hours school-based community service, and parent conference. (Level 2)

Additional Offenses: Minimum ten (10) day out-of-school suspension (OSS) and referral to Disciplinary review Hearing Officer for additional disciplinary consequences such as long-term suspension or expulsion. (Level 5)

31. TRAFFIC OFFENSES (S3V) – 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.  
Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, Suspension from Bus Transportation, and In-school Suspension. See Section B.4 for the definitions of these consequences. (Level 1 or 2)

32. TRESPASSING (TR1) – Any entry upon or activity on school property during non-school hours/days, which is unauthorized by the school administration; entering or remaining upon school property after being directed by school personnel to leave or stay off such property.  
Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, Suspension from Bus Transportation, In-school Suspension, and Suspension from School. See Section B.4 for the definitions of these consequences. (Level 1, 2, 3, 4)

33. VANDALISM (VA1) – Intentionally or recklessly damaging, defacing, destroying, or tampering with the property of others, including school property.

a. VN1: Vandalism of School Property  
b. VN2: Vandalism of Private Property  
c. VN3: Graffiti

Consequences may range from one or more of the following: Counseling and/or Warning, Parental Conferences, Disciplinary Probation, Tasks Assigned by Administration, Lunch Detention, Detention, Restitution, Loss of Driving/Parking Privileges, Suspension from Extracurricular Activities, Suspension from Bus Transportation, In-school Suspension, and Suspension from School. See Section B.4 for the definitions of these consequences. (Level 1, 2, 3, 4)

34. WEAPONS – 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 as defined in Section 22.1-277.07 of the Code of Virginia or any other item listed below:

a. WP1: Firearm; handgun or pistol  
b. WP2: Firearm; rifle or shotgun  
c. WP8: Any other weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosion of a combustible material, including a zip or starter gun  
d. WP4: Any other weapon designed to expel a projectile or that may readily be converted or modified.
**CODE OF STUDENT CONDUCT**

35. **WEAPONS (OTHER DANGEROUS OBJECTS)** – 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:
   a. WP5: Knife with a blade of three inches or more
   b. W8P: Razor blade, box cutter, or ice pick.
   c. W2P: Weapon/chemical substance including mace, tear gas, or pepper spray.
   d. WT1: Taser gun or similar device.
   e. WS1: Stun gun or similar device.
   f. WP9: Any weapon, instrument, or object that is designed to or may readily be converted to inflict harm on another person, including but not limited to golf club, baseball bat, chains, nun chakas, throwing star/date, billy club, black jack, metal knuckles, sling shot, bow, crossbow or similar device capable of expelling projectiles or missiles, or any device or weapon, not specifically described above, of like kind and appearance.

Minimum three (3) days out-of-school suspension to a maximum ten (10) days out-of-school suspension (Level 3, 4). Use of such items to intimidate, threaten, or harm others, or to destroy property, will result in a minimum ten (10) day out-of-school suspension and referral to the Disciplinary Review Hearing Officer for additional disciplinary consequences such as long-term suspension or expulsion. (Level 5)

36. **WEAPONS (OTHER PROHIBITED ITEMS)** – Possessing any knife with a blade of less than three (3) inches, toy guns, look-alike guns or facsimile, firearm ammunition, any firecrackers, sparklers, ice picks, or other dangerous object that does not fall under the previous section C.38 and C.39 when not used to threaten others or destroy property.
   a. W6P: Knife with a blade of less than three inches.
   b. W1P: Ammunition or cartridges, cases, primers, bullets or propellant powder designed for use in any firearm.
   c. W3P: Weapon/look-alike; any device that looks like a real gun or is a toy gun (i.e. water pistol/water gun).
   d. W9P: Fireworks, firecrackers, or stink bombs.

Minimum in-school suspension to a maximum ten (10) day out-of-school suspension. (Level 2, 3, 4)

Use of such items to intimidate, threaten, or harm others, or to destroy property, will result in a minimum ten (10) day out-of-school suspension and referral to the Disciplinary Review Hearing Officer for additional disciplinary consequences such as long-term suspension or expulsion. (Level 5)

37. The administration reserves the right to assign consequences for misconduct not listed for which the student knew or should have known would be disruptive to the academic process or endanger self or others that resulted in disruption to the academic process or endangerment to self or others. Conspiring or attempting to do any of the foregoing, violating any policy of the School Board, or rule or regulation duly adopted by the schools pertaining to student behavior could result in one more of the consequences outlined in B.4.

D. **DRUG-RELATED CRIMES AND VIOLENT CRIMINAL CONDUCT INVOLVING DANGEROUS WEAPONS OR DEVICES**

1. Any violations of this policy pertaining to drug-related crimes (see C.11) and/or violent criminal conduct involving dangerous weapons or devices (see C.34) 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;

**NOTE:** Virginia Code Section 22.1-279.3:1 requires school staff to report this infraction to the appropriate law enforcement agency.

Minimum ten (10) day out-of-school suspension and referral to the Disciplinary Review Hearing Officer for expulsion for a period of not less than one year. The School Board or superintendent/designee may determine, based on the facts of a particular case that special circumstances exist and another disciplinary action is appropriate. (Level 5)
d. the matter shall be referred to the Disciplinary Review Hearing Officer

e. the student will receive consequences in addition to suspension;

f. A student found to have in his or her possession a firearm as defined by Section 22.1-277.07 of the Code of Virginia, or any other item prohibited by Section C.37 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 possessed a controlled substance, imitation controlled substance, or marijuana, on school property or at a school-sponsored activity or to have brought such item 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.

2. 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 good and just causes exist to make the recommended disciplinary action appropriate.

E. 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;
   i. 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;
   j. 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.
   k. 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 or designee may extend a long-term suspension (up to a school year) into the next school year.

3. Other than violent criminal conduct involving dangerous weapons or devices or drug-related crimes, 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 or designee 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. Students who are subject to suspensions held in abeyance or to probation periods will be subject to the terms or conditions set forth by the discipline decision. Violations of any of these terms or conditions may result in activation of the suspension and/or further disciplinary action being taken.

6. Recommendations for long-term suspension or 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.

7. 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.

8. 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 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 designee shall provide his written decision to the student and his parent within ten days of the hearing. The decision of the Superintendent or 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 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.

F. 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.

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. The Superintendent shall provide the School Board with a monthly summary report of disciplinary action.

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
REVISED: September 12, 1994
REVISED: August 14, 1995
REVISED: August 12, 1996
REVISED: August 11, 1997
REVISED: July 27, 1998
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REVISED: July 8, 2013
REVISED: June 23, 2014
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REVISED: June 27, 2016
REVISED: June 12, 2017
REVISED: June 11, 2018
REVISED: June 10, 2019

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 ensure 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 total number who can be seated on the seat cushion facing forward, safely seated within the seating compartment, and shall not exceed the manufacturer's capacity. Pupils may not be permitted to stand, except under unforeseen temporary emergency conditions.

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. Electronic devices 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 Public 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)

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 Public Schools (SCPS) provides students, faculty, and staff with access to the school division’s computers, network systems, which includes Internet and Intranet access. SCPS supports the use and integration of technology to reach educational goals, including those defined by the Virginia Standards of Learning for Computer/Technology, the SCPS curricula, and the Virginia Technology Standards for Instructional Personnel (TSIPs). In support of these goals, the SCPS 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 SCPS network, remote access, computer equipment, peripherals, databases and applications. Students, faculty, and staff may use the technology resources of Spotsylvania County Public Schools for the mutual benefit of conducting SCPS 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 Public 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 SCPS 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 SCPS 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.

Spotylvania County Public 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, SCPS 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 SCPS Acceptable Use of Electronic Networked Resources & Internet Safety Policy and SCPS 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 SCPS Superintendent will file with the Virginia State Superintendent of Public Instruction the revised Internet safety acceptable use policy (AUP), approved by the SCPS School Board.

Privilege
The use of Spotsylvania County Public Schools’ electronic network resources and the use of the Internet while at school/work is a privilege, not a right. In addition, SCPS 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.

SCPS Code of Ethics
1. Use school facilities and electronic resources only for school-related instructional and SCPS 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 Public 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 SCPS firewall. Do not tamper or alter the system in such a way that would disrupt the network.

6. Use of SCPS 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. 1st Offense: Connecting any non-school-division-owned device to any part of the SCPS 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 SCPS 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 SCPS 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 such 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 SCPS 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 SCPS electronic networked resources is strictly prohibited.

10. Student or employee produced web pages designed to support the SCPS K-12 Curricula should reflect this AUP, Code of Ethics, and the mission of Spotsylvania County Public Schools.
Filtering Process
Spotsylvania County Public 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.

• 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 (ED).
NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the Spotsylvania County School Division receives a request for access.

   Parents or eligible students should submit to the school registrar a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask the Spotsylvania County Public School Division to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

   The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Spotsylvania County School Division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202
The following is the list of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of Personally Identifiable Information (PII) from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

(see page 59 for more information)
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Spotsylvania County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the school division may disclose appropriately designated “directory information” without written consent, unless you have advised the division to the contrary in accordance with division procedures. The primary purpose of directory information is to allow the division to include 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, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want the school division to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify your child’s school in writing no later than 15 days after the first day of school. Spotsylvania County Public Schools has designated the following information as directory information:

- Student’s name
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

FERPA information in this handbook is current as of July 1, 2019.
Please visit the SCPS website (www.spotsylvania.k12.va.us) for any updates.
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, 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 (ED) –

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. Critical appraisals of others with whom respondents have close family relationships;
4. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
5. Religious practices, affiliations, or beliefs of the student or student’s parent; or
6. 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 its 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. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; 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 an emancipated minor under State law.

Spotsylvania County Public Schools has developed 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. The school division will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The division will also directly notify, such as through U.S. Mail or email, 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 Public Schools will make this notification to parents at the beginning of the school year if the division 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 direct notification requirement:

• Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
• Administration of any protected information survey not funded in whole or in part by ED.
• Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

PPRA information in this handbook is current as of July 1, 2019. Please visit the SCPS website (www.spotsylvania.k12.va.us) for any updates.
NOTICE FOR DESTRUCTION OF STUDENT RECORDS

Spotsylvania County Public Schools destroys records of all students in accordance with relevant state and federal law, including but not limited to the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, and the Policies for Records Retention and Disposition published by the Library of Virginia.

Certain records, such as those classified by the Library of Virginia as “Student Cumulative File: Long-Term Documentation,” must be retained for at least 75 years after the student graduates, completes the Board of Education program, transfers, or withdraws from school. However, other records, such as those classified by the Library of Virginia as “Student Cumulative File: Shorter-Term Documentation,” may be destroyed five years after the student graduates, completes the Board of Education program, transfers, or withdraws from school. In some instances, Virginia Alternate and Alternative Assessment collections may be destroyed after one year.

Accordingly, should the student (or parent or guardian of the student, if the student is less than 18 years of age) need to obtain a copy of any records that may be destroyed within five years or sooner, the student (or the parent or guardian of the student, if the student is less than 18 years old) must do so by notifying the school division within the applicable timeframe of the date on which the student graduated, transferred, or withdrew from school.

The applicable Library of Virginia’s Records Retention Schedule is available for download at the following website: http://www.lva.virginia.gov/agencies/records/sched_local/index.htm.
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.

• 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.
Code of Student Conduct Parent & Student Signature Page

Student’s Name (Print) ________________________________ Grade: ____________

1. Code of Student Conduct, 2019-2020
2. Parental Responsibilities & Involvement Requirements of VA Code §22.1-279.3
3. Compulsory Attendance Law Requirements
4. Student Conduct on School Buses
5. Acceptable Use of Technology Policy (Regulation IIBEA-R)
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 nor 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.

7. Free & Reduced Meal Information: I acknowledge that I have received copies of the Free and Reduced Meal application located in the Forms Section on page 69 of the Parent-Student Handbook. In addition, I acknowledge receipt of the Free and Reduced Meal Price Benefits and Guidelines and the notification of Student Meal Accounts located on page 10 of the handbook.

I am the parent of the above names child and, by my signature; 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 conduct and items prohibited by Section C in the Code of Student Conduct and the definition of “possession” as also found in section C of the Code of Student Conduct.

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

Parent Signature: ________________________________ Date: ______________

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 Signature: ________________________________ Date: ______________

Return signed form to your child’s school.

TOGETHER - WE PREPARE OUR STUDENTS FOR THEIR FUTURE.
Should you wish to opt OUT your student of photographs or electronic publishing in Spotsylvania County Public Schools, this form must be completed and signed by the parent/guardian for each student for the 2019-2020 school year. If your student is active in athletics and/or extracurricular activities, such as band, there is the potential for photographing/videotaping of your student. Participation in these activities precludes opting your student out of photographs, videos, and media. Should you wish to discuss this form, please contact your school’s administrator.

**Photographs of Students**

Students are sometimes photographed or videotaped while participating in school activities. This is usually done by school personnel or parents, but local newspapers and other media will occasionally take photographs or videotape as part of an article or story. Additionally, the school yearbook, school newspaper, and school division publications frequently take and incorporate photographs in their publications and productions. Some classroom activities also involve photographing of students. If you do NOT desire that your child be photographed or videotaped during a school activity, please check the appropriate box below:

- [ ] My child may ONLY be photographed and published for the school yearbook.
- [ ] My child may NOT be photographed or videotaped by Spotsylvania County Public Schools. (This selection opts your child out of appearing in ALL school publications and all external media.)

**Electronically Published Student Information**

Spotsylvania County Public Schools publishes a variety of information about our schools and their activities on the internet. From time to time, we may wish to include your child’s name and/or photograph on our website. This information may be published in order to recognize achievement or in conjunction with the display of your child’s work on the internet. If you do NOT desire that your child’s name, photograph, or work be published electronically on the internet, please check the box below.

- [ ] My child’s name, photograph, or work may NOT be published electronically by Spotsylvania County Public Schools.

Student’s Name: __________________________________________________________

School: ____________________________________________________________________

Parent/Guardian Name (Printed): _____________________________________________

Parent/Guardian Signature: __________________________________ Date: __________

Return signed form to your child’s school.

TOGETHER - WE PREPARE OUR STUDENTS FOR THEIR FUTURE.
2019-2020 LETTER TO HOUSEHOLDS

Dear Parent/Guardian:

Children need healthy meals to learn. Spotsylvania County Public Schools offers healthy meals every school day. **Student breakfast costs $1.20 Elementary/$1.55 Secondary and lunch costs $ 2.55 Elementary/$2.65 Secondary. Your children may qualify for free or reduced price breakfast and lunch meals. Reduced price breakfast costs $.30 and reduced price lunch costs $.40.**

All meals served must meet standards established by the U.S. Department of Agriculture. However, if a student has been determined by a doctor to be disabled and the disability prevents the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs substitutions because of a disability, please contact **Mrs. Colleen Barker, Dietitian – Sodexo at (540) 582-5894, for further information.**

All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits or Temporary Assistance for Needy Families (TANF) are eligible for free meals. Foster children who are the legal responsibility of a foster care agency or court are eligible for free meals. Students who are eligible for Medicaid **may** also be eligible for free or reduced price meals based on the household’s income. Children who are members of households participating in WIC **may** also be eligible for free or reduced-price meals based on the household’s income. If your total household income is at or below the Federal Income Eligibility Guidelines, shown on the chart below, your child(ren) may get free meals or reduced price meals. Your child(ren)’s application from last school year is only good for the first few days of this school year. You must send in a new household application for each school year.

**FEDERAL INCOME GUIDELINES:** Your child(ren) may be eligible for free meals or reduced price meals if your household income is within the limits on the Federal Income Eligibility Guidelines chart shown below.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Yearly</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23,107</td>
<td>1,926</td>
<td>445</td>
</tr>
<tr>
<td>2</td>
<td>31,284</td>
<td>2,607</td>
<td>602</td>
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<tr>
<td>3</td>
<td>39,461</td>
<td>3,289</td>
<td>759</td>
</tr>
<tr>
<td>4</td>
<td>47,638</td>
<td>3,970</td>
<td>917</td>
</tr>
<tr>
<td>5</td>
<td>55,815</td>
<td>4,652</td>
<td>1,074</td>
</tr>
<tr>
<td>6</td>
<td>63,992</td>
<td>5,333</td>
<td>1,231</td>
</tr>
<tr>
<td>7</td>
<td>72,169</td>
<td>6,015</td>
<td>1,388</td>
</tr>
<tr>
<td>8</td>
<td>80,346</td>
<td>6,696</td>
<td>1,546</td>
</tr>
<tr>
<td>For Each Additional Family Member Add</td>
<td>$8,177</td>
<td>$682</td>
<td>$158</td>
</tr>
</tbody>
</table>

**HOW TO APPLY**

Households that are receiving SNAP or TANF for their children as of July 1 **may** not have to fill out an application. School officials will notify you in writing of your child(ren)’s eligibility for free meal benefits. Once notified your child(ren) will receive free meals unless you tell the school that you do not want benefits. **If you are not notified by August 9, 2019, you must submit an application.** The application must contain the names of all students in the household, the SNAP or TANF case number, and the signature of an adult household member.

If you do not receive SNAP or TANF benefits for your child(ren) complete the application and return it to the school division. **If you do not list a SNAP or TANF case number for the child(ren) you are applying for,** then the application must have the names of all students, the names of all other household members, the amount of income each person received last month, and how often the income was received. An adult household member **must sign the application** and include the last four digits of the social security number. If the person does not have a social security number, check the box provided indicating none. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

**If you are applying for a foster child,** who is the legal responsibility of a welfare agency or court, an application may not be required. Contact **Linda M. McGee at (540) 582-5894** for more information. If you are applying for a homeless, migrant, or runaway child, an application may not be necessary. Contact
Michelle Swisher at (540) 834-2500 for more information.

An application that is not complete cannot be approved. An application that is not signed is not complete. You must send in a new application each school year.

OTHER BENEFITS: Your child(ren) may be eligible for other benefits such as the Virginia children’s health insurance program called Family Access to Medical Insurance Security (FAMIS) and/or Medicaid. The law allows the school division to share your free or reduced price meal eligibility information with Medicaid and FAMIS. These programs can only use the information to identify children who may be eligible for free or low-cost health insurance, and to enroll them in either Medicaid or FAMIS. These agencies are not allowed to use the information from your free or reduced price meal application for any other purpose. Medicaid officials or officials with FAMIS may contact you to get more information. You are not required to allow us to share this information with Medicaid or the FAMIS program. Your decision will not affect your children’s eligibility for free and reduced price meals. If you do not want your information shared, please check the appropriate box in Section 6 of the application. You may qualify for other assistance programs. To find out how to apply for SNAP or other assistance programs, contact the local social service office in your area.

CONFIDENTIALITY AND NOTICE OF DISCLOSURE: School officials use the information on the application to determine if your child is eligible to receive free or reduced price meals and to verify eligibility. As authorized by the National School Lunch Act, the school division may inform officials connected with other child nutrition, health, and education programs of the information on your application to determine benefits for those programs or for funding and/or evaluation purposes.

VERIFICATION: School officials may check your eligibility at any time during the school year. School officials may ask you to send information to prove that your child(ren) should receive free or reduced price meals.

FAIR HEARING: If you do not agree with the decision on your application or the results of verification, you may wish to discuss it with officials in the school nutrition office at the telephone number below. If you wish to review the final decision on your application you also have the right to a fair hearing. You can request a hearing by calling or writing the following official:

Hearing Official Name: Mr. Donald Upperco, Executive Director of Operations Phone: (540) 834-2500
Address: 8020 River Stone Drive, Fredericksburg, Virginia 22407

REAPPLICATION: You may reapply for free and reduced price meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get SNAP or TANF for your child(ren), fill out an application at that time.

If you need help filling out the application form, please contact the school your child(ren) attends or the central school nutrition office. Return the complete, signed application to: Linda M. McGee, Food Service Supervisor-Spotsylvania County Public School, 8720 Courthouse Road, Spotsylvania, Virginia 22553.

You will be notified when your child(ren)’s application is approved or denied. If you have questions or need help, call:

Name: Linda M. McGee, Food Service Supervisor Telephone #: (540) 582-5894

Sincerely,

Signature Linda M. McGee Telephone #: (540) 582-5894

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
INSTRUCTIONS FOR COMPLETING THE HOUSEHOLD APPLICATION FOR FREE AND REDUCED PRICE MEALS

To apply for free or reduced price meals, complete one application for ALL children in the household who are in school using the following instructions. Sign the application and return to any school in the division or the school nutrition office. Call the school nutrition office if you need help.

A NEW APPLICATION MUST BE FILLED OUT AND SENT IN EACH SCHOOL YEAR IN ORDER TO BE ELIGIBLE FOR FREE OR REDUCED PRICE MEALS. A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

IF A MEMBER OF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR TEMPORARY ASSISTANCE FOR NEEEDY FAMILIES (TANF), FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in school. Include the school, grade, and the student’s school identification (ID) number for each child who is in school.
Part 2: Skip this part.
Part 3: If any child you are applying for is homeless, a migrant, or a runaway check the appropriate box and call your school’s homeless, migrant, and runaway coordinator.
Part 4: Complete this part. See instructions for All Other Households, Part 4, below.
Part 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR TANF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR A RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in school. Include the school, grade, and the student’s school identification (ID) number for each child who is in school.
Part 2: Skip this part.
Part 3: If any child you are applying for is homeless, a migrant, or a runaway check the appropriate box and call your school’s homeless, migrant, and runaway coordinator.
Part 4: Follow these instructions to report total household income from this month or last month.

• Columns 1-3: Name: List all household members including the students listed in Part 1. List each person’s age. For any person with no income, including children, write “0” in the box. However, if left blank that will also be counted as “0”.

• Columns 4-6: Gross Income and How Often It Was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every two weeks, twice a month, or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. Also list the amount you receive for Worker’s Compensation, unemployment or strike benefits if you receive them. For other income, list the amount each person got for the month from welfare, child support, alimony, retirement, Social Security, Supplemental Security Income (SSI), and Veteran’s benefits (VA benefits).

Part 3: If any child you are applying for is homeless, a migrant, or a runaway check the appropriate box and call your school’s homeless, migrant, and runaway coordinator.

• All Other Income, list disability benefits, cash withdrawn from savings, regular contributions from people who do not live in your household, income from your rental property and any other income. Do not include income from SNAP, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses for your business or farm. If you are in the Military and your housing is part of the Privatized Housing Initiative, do not include your housing allowance as income. Any combat pay from military deployment is also excluded.

Part 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.

Part 7: Sign the form. The last four digits of the Social Security Number are not necessary if you did not need to fill in Part 4.
Complete, sign, and return the application to any school or the school nutrition office. Please read the instructions on the back of this form. Call the school nutrition office if you need help.

### Part 1. CHILDREN IN SCHOOL:

List all children in school who live in the household.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>GRADE</th>
<th>SCHOOL</th>
<th>STUDENT ID# (optional)</th>
<th>FOSTER CHILD**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** If the student(s) you are applying for is a FOSTER CHILD, who is the legal responsibility of a welfare agency or the court, check the box above and go to Part 5. If there are other students in the household who are not foster children, complete Part 2 or go to Part 4 if no one in the household receives SNAP or TANF benefits.

### Part 2. SNAP or TANF:

If any member of your household receives SNAP or TANF benefits, list the person’s name and case number below. Go to Part 5.

<table>
<thead>
<tr>
<th>Name:</th>
<th>SNAP or TANF Case Number <em>(Do not use 16 digit EBT card number):</em></th>
<th>(Case number is 7-12 digits)</th>
</tr>
</thead>
</table>

### Part 3.

If the child you are applying for is homeless, a migrant, or a runaway, check the box and call your school to talk with the homeless, migrant, or runaway coordinator.

### Part 4. ALL OTHER HOUSEHOLDS:

List all household members; include the children in school listed above. List gross income (before any deductions) and tell us how often it was received.

#### Names of all Household Members *(Include the children in school above)*

Do Not Complete Part 4 if all students are foster children or if you listed a SNAP or TANF case number in Part 2.

<table>
<thead>
<tr>
<th>Job 1</th>
<th>Job 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td></td>
</tr>
<tr>
<td>$ Amount/How Often</td>
<td>$ Amount/How Often</td>
</tr>
</tbody>
</table>

**EXAMPLE:** Jane Doe

<table>
<thead>
<tr>
<th>12</th>
<th>$1,800</th>
<th>2M</th>
<th>$0</th>
<th>$0</th>
<th>$0</th>
<th>$0</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>8.</td>
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<td>$ /</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Household Members *(Children and Adults)*

<table>
<thead>
<tr>
<th>$ Amount/How Often</th>
<th>$ Amount/How Often</th>
</tr>
</thead>
</table>

#### Part 5. CHILDREN’S ETHNIC AND RACIAL IDENTITIES:

You are not required to answer this question.

**Ethnic Identities:** Choose one of the following: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

**Racial Identities:** Choose one or more of the following racial identities *(in addition to ethnicity)*:

☐ American Indian/Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

#### Part 6. OTHER BENEFITS: Medicaid & Health Insurance:

Your child may be eligible for other benefits. The school is allowed to share the information on this application with Medicaid and the Virginia children’s health insurance program called FAMIS. If you do not want this information shared you must tell us by checking the NO blocks below. Your decision will not affect your child’s eligibility for free or reduced price meals.

☐ I do not want school officials to share information from my free or reduced price meal application with Medicaid or FAMIS.

I understand that I give up rights to confidentiality for this specific purpose(s) only.

#### Part 7. SIGNATURE & SOCIAL SECURITY NUMBER:

An adult must sign the application and provide the last four digits of the Social Security Number, or mark the box if they do not have one, before the application can be processed. (Before signing, read the privacy and civil rights statements on the back of this application.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify *(check)* the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under state and federal laws.

I Do Not Have a Social Security Number

Signature of Adult Household Member

Date

### SPOTSYLVANIA COUNTY SCHOOLS

2019-2020 HOUSEHOLD APPLICATION FOR FREE AND REDUCED PRICE MEALS

COMPLETE ONE APPLICATION PER HOUSEHOLD

Office Use Only
Dear Parent/Guardian:

If you have children eligible for Free or Reduced Price Meal benefits, they may also be eligible to participate in other Spotsylvania County Public Schools (SCPS) fee-based programs without paying a fee or by paying a reduced fee. You may also be eligible to receive information about scholarships, classes, and services that are provided by agencies and organizations other than SCPS.

If you want your children to participate in SCPS fee-based programs on a free or reduced fee basis and receive information about other benefits for your children, you must provide written agreement allowing SCPS staff to share information about your children’s meal eligibility status.

If you agree to share this information, the SCPS Food Service Office will disclose only whether your are eligible for free or reduced price meals and disclose only to your children’s school principal, assistant principal, school counselors and other SCPS program staff involved in these activities. Information received by SCPS staff will only be used for the purposes described in this letter and will not be shared with anyone else, within or outside SCPS.

Please complete your children’s information and mark (X) the appropriate boxes on the back of this letter. Your agreement to share this is completely voluntary. Declining to share your children’s eligibility information with other SCPS programs will not affect their eligibility for free and reduced price meals.

Please return this form with your meal application to your child’s school or mail to Spotsylvania County Public Schools, School Food Services, 8720 Courthouse Road, Spotsylvania, Virginia 22553.

If you should have any questions, please contact the School Food Service Office at (540) 582-5894 Extension 1967.

Sincerely,

Linda M. McGee

Linda M. McGee
Supervisor-Food Services
Spotsylvania County Schools

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participation in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.htm, and any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)383-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202)690-7442; or (3) email: program.intake@usda.gov.

August 2019
Spotsylvania County Public Schools
Food Services Department

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

☐ No! I DO NOT want information from my Free and Reduced Price School Meals Application shared with any of these programs.

If you checked no, stop here. You do not have to complete or send in this form. Your information will not be shared.

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with Lion’s Club Eyeglasses.

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with Summer School Fees.

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with AP Waiver.

If you checked yes to any or all of the boxes above, fill out the form below to ensure your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child’s Name: ____________________________ School: _________________________
Child’s Name: ____________________________ School: _________________________
Child’s Name: ____________________________ School: _________________________
Child’s Name: ____________________________ School: _________________________

Signature of Parent/Guardian: _________________________
Date: _________________________
Printed Name: _________________________
Address: _________________________

For more information, you may call Linda M. McGee at (540) 582-5894, Extension 1967.

Return this form with your meal application or mail/fax to Food Service Office at 5720 Courthouse Rd., Spotsylvania, VA 22553. Fax number: (540) 582-5687

Return signed form to your child’s school.
Dear Parent/Guardian:

The Virginia General Assembly passed legislation (HB 2372 and SB 1354) that requires the Department of Education to establish a process for the identification of uniformed connected students by local school divisions. Identifying military connected students will allow schools to target unique support services to students during all stages of transition and deployment and can be used to seek grant funding.

Please take a moment to select the appropriate option below and return this form to your student’s school.

*****************************************************************************
Student’s Name: ____________________________________________________________

Student’s Grade Level: ____________________________

Please check the box that pertains to your student (check only one).

☐ Student is not military connected

☐ Active duty: Student is a dependent of a member of the Active Duty Forces (full time) Army, Navy, Air Force, Marine Corps, or Coast Guard

☐ National Guard or Reserve: Student is a dependent of a member of the National Guard or Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard, National Oceanic and Atmospheric Administration (NOAA), or Commissioned Corp of the US Public Health Service)

Data collected and reported to the Department of Education will be non-identifiable and will not be used as an “accountability subgroup.”

Parent Signature: ____________________________ Date: ______________

Return signed form to your child’s school.
Alternate Transportation Form

Child’s Name: __________________________________________________________

School: ___________________________ Grade: ________

**Please fill out this form ONLY if your child’s regular pick-up and/or drop-off location will be different from your home address.

**PICK-UP Location**
Care Giver Name: ______________________________________________________

Address (REQUIRED):

Street Address

City    State    Zipcode

Phone Number: ____________________________

**DROP-OFF Location**
Care Giver Name: ______________________________________________________

Address (REQUIRED):

Street Address

City    State    Zipcode

Phone Number: ____________________________

Parent Signature: ____________________________ Date: __________

Return signed form to your child’s school.
What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can’t see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just “doesn’t feel right.” Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

**SIGNS AND SYMPTOMS OF A CONCUSSION**

**SIGNS OBSERVED BY PARENTS OR GUARDIANS**

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can’t recall events prior to the hit, bump, or fall
- Can’t recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

**SYMPTOMS REPORTED BY YOUR CHILD OR TEEN**

<table>
<thead>
<tr>
<th>Thinking/Remembering:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficulty thinking clearly</td>
</tr>
<tr>
<td>Difficulty concentrating or remembering</td>
</tr>
<tr>
<td>Feeling more slowed down</td>
</tr>
<tr>
<td>Feeling sluggish, hazy, foggy, or groggy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache or “pressure” in head</td>
</tr>
<tr>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Balance problems or dizziness</td>
</tr>
<tr>
<td>Fatigue or feeling tired</td>
</tr>
<tr>
<td>Blurry or double vision</td>
</tr>
<tr>
<td>Sensitivity to light or noise</td>
</tr>
<tr>
<td>Numbness or tingling</td>
</tr>
<tr>
<td>Does not “feel right”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emotional:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irritable</td>
</tr>
<tr>
<td>Sad</td>
</tr>
<tr>
<td>More emotional than usual</td>
</tr>
<tr>
<td>Nervous</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sleep*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drowsy</td>
</tr>
<tr>
<td>Sleeps less than usual</td>
</tr>
<tr>
<td>Sleeps more than usual</td>
</tr>
<tr>
<td>Has trouble falling asleep</td>
</tr>
</tbody>
</table>

*Only ask about sleep symptoms if the injury occurred on a prior day.

To download this fact sheet in Spanish, please visit: www.cdc.gov/Concussion. Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/Concussion.
Dear Parents of Rising Sixth Graders:

The 2007 General Assembly passed legislation that requires sixth grade girls to receive the Human Papillomavirus (HPV) vaccine series. The law also requires the Virginia Department of Health (VDH) to provide parents/guardians of rising sixth-graders with information about the vaccine. In 2011 the Centers for Disease Control and Prevention (CDC) made an additional recommendation that boys of the same age routinely receive HPV vaccine.

Healthcare providers diagnose about 40,000 new cases of cancer related to HPV each year. As State Health Commissioner, I know that you make many decisions to protect your child from disease. We share this goal. The HPV vaccine can help protect your child from the nine strains of HPV most associated with cancer. This includes cervical cancer in women and cancers found in the mouth and back of the throat in men. The HPV vaccine works best when it is given to a child prior to exposure to the virus. Just as having your child buckle up when riding in the car or wearing a helmet when biking protects their health, the HPV vaccine protects children from HPV-associated cancer that may develop later in life.

Please review the information provided with this letter. The HPV vaccine is safe and can help protect your child from cancer. After reading this information, as the parent or guardian you may choose for your child not to receive the HPV vaccine. VDH strongly recommends that children be vaccinated per CDC recommendations. Please contact your health care provider to determine when your child can receive the vaccine series and discuss any questions you have. HPV vaccine is available from your healthcare provider, local health departments or at military clinics. Please provide documentation to your child’s school in order to update your child’s school immunization record.

Should you have any questions please contact Janaye Oliver, Adolescent Immunization Coordinator at the Virginia Department of Health, by telephone at (804) 864-8073 or by email at Janaye.Oliver@vdh.virginia.gov. You may also contact Tracy White, School Health Nurse Specialist at the Virginia Department of Education, by telephone at (804) 786-8571, or by email at Tracy.White@doe.virginia.gov.

Sincerely,

M. Norman Oliver, MD, MA
State Health Commissioner
Additional Forms Available Online

Home Language Survey (for new students only)
Household Application for Free & Reduced Price Meals
Medication Request Form
Parking Permit Application
Sports Physical Form

Visit our website for these forms.
www.spotsylvania.k12.va.us

2020-2021 Instructional Calendar

For the 2020-2021 school year Instructional Calendar please visit the SCPS website at www.spotsylvania.k12.va.us.
### Fall 2019

**September**
- 1-30 Library Card Sign-Up Month
- 2 Labor Day
- 8 International Literacy Day
- 8-14 National Arts in Education Week
- 11 Patriot Day
- 15-30 Hispanic Heritage Month (Sept 15-Oct 15)
- 17 Citizenship Day (Constitution Day)
- 25 World School Milk Day

**October**
- 1-15 Hispanic Heritage Month (Sept 15-Oct 15)
- 1-31 National Principals Month
- 1-31 Computer Learning Month
- 1-31 National Bullying Prevention Month
- 2 Maintenance & Custodian Appreciation Day
- 7-11 Farm-to-School Week
- 7-11 National Fire Prevention Week
- 14-18 Coaches Appreciation Week
- 14-18 National School Lunch Week
- 21-25 National Bus Safety Week
- 23-31 Red Ribbon Week
- 23 Bus Driver Appreciation Day
- 26 Make-A-Difference Day

**November**
- 1-30 National Native American Heritage Month
- 1-30 National Epilepsy Awareness Month
- 11 Veterans Day
- 11-15 School Psychology Awareness Week
- 18-22 American Education Week
- 20 Educational Support Professionals Day
- 21 National Parental Involvement Day

**Winter 2019/2020**

**December**
- 1-31 National Impaired Driving Prevention Month
- 2-6 National Inclusive Schools Week

**January**
- 20 Martin Luther King Jr. Day

### 2019 - 2020 Calendar of Events

#### February
- 1-29 African American History Month
- 1-29 National Children’s Dental Health Month
- 1-29 National Career & Technical Education Month
- 1-29 School Board Appreciation Month
- 3-7 National School Counseling Week
- 17 Presidents’ Day

#### March
- 1-31 National Nutrition Month
- 1-31 National Women’s History Month
- 1-31 Music in Our Schools Month
- 1-31 School Social Work Month
- 1-31 Youth Art Month
- 2 Read Across America Day
- 2-6 National Foreign Language Week
- 2-6 National School Breakfast Week
- 21 World Down Syndrome Day

#### April
- 1-30 RAACP Child Abuse Prevention-Blue Ribbon Month
- 1-30 World Autism Awareness Month
- 1-30 Mathematics Education Month
- 1-30 National Occupational Therapy Month
- 1-30 School Library Month (19-25 Library Week)
- 2 Children’s Book Day
- 21 National Librarian Appreciation Day
- 20-24 National School Volunteer Week

#### May
- 1-31 Asian-Pacific American Heritage Month
- 1-31 National Physical Fitness & Sports Month
- 1-31 National Mental Health Awareness Month
- 1-31 National Ehlers-Danlos Syndrome Awareness Month
- 1 School Lunch Hero Day
- 4-8 Teacher Appreciation Week
- 5 National Teacher Appreciation Day
- 6 National School Nurse Appreciation Day
- 25 Memorial Day
## Spotsylvania County Public Schools
### 2019-2020 A/B Instructional Calendar

<table>
<thead>
<tr>
<th>July '19</th>
<th>August '19</th>
<th>September '19</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Su M Tu W Th F Sa</td>
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<td>1 2 3 4 5 6 7 8 9 10</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
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<tr>
<td>11 12 13 14 15 16 17 18 19 20</td>
<td>11 12 13 14 15 16 17 18 19 20</td>
<td>11 12 13 14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>31</td>
<td>31</td>
<td>31</td>
</tr>
</tbody>
</table>

**Inclement weather days will be made up in this order:**
1. Day 1-8 not made up
2. Day 9 February 17
3. Day 10 April 10
4. Day 11 Extend two early release days to full days
   - 1st nine weeks 44 days
   - 2nd nine weeks 45 days
   - 3rd nine weeks 48 days
   - 4th nine weeks 43 days
5. First Semester 89 days
6. Second Semester 91 days

**Graduation Dates:** May 19, 20, 21

**180 Student Days**

**Early Release Times**
- Elementary: 12:30
- Middle: 11:45
- High: 11:15

**Conference Nights**
- High Tuesday
- Middle Wednesday
- Elementary Thursday

* underline denotes “A” Day

Adopted July 16, 2018

First Day of School

- Division Teacher Professional Learning (Aug 1 & 2)
- Elementary Back to School Night August 22
- Early Release for Professional Learning (Aug 1 & 2)

Middle & High Business Night (High Wed./Middle Thurs.)

Holiday

Teacher Planning and Development

Interim Reports sent home

Report Cards sent home

End of 9-Week Marking Period: 10/11, 12/20, 3/13, 5/22

Early Release

- Elementary: 12:30
- Middle: 11:45
- High: 11:15

Spotsylvania County School Board reserves the right to modify this calendar.

* underlined denotes “A” Day