

*Lunenburg County Public Schools*



**Standards of Student Conduct  
And  
Compulsory Attendance Law**

**2018/2019  
School Year**

Office of Division Superintendent  
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Kenbridge, Virginia 23944  
(434) 676-2467

# Table of Contents

Superintendent’s Letter.....	i
Receipt of the Standards for Student Conduct and Compulsory Attendance Law Booklet.....	ii
Introduction.....	1
Parental Responsibility and Involvement Requirements.....	2
Attendance Policy.....	3-4
Student Responsibility.....	5-6
Principal and Teacher Responsibilities.....	7
Standards of Student Conduct.....	8-11
Observance of Due Process.....	12
Procedures for Suspension and Expulsion.....	12-18
Re-admission of Suspended and/or Expelled Students.....	18
Corrective Action.....	19
Offenses and Dispositions.....	20
Overview Type I Offenses.....	20-35
Overview Type II Offenses.....	36
Presence of Parents at School Bus Stop (LCSB Policy JFCC-RR).....	37
Instructions for School Bus Riders.....	38-39
School Bus Conduct Infractions/Consequences.....	40-46
Definitions.....	47-48
Student Absences/Excuses/Dismissals (LCSB Policy JED).....	49-56
Discipline Appeal Form.....	57
Bring Your Own Device Guidelines and Agreement Form.....	58

## Lunenburg County Board of Education

School Board Office  
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(434) 676-1000

Office of the Superintendent  
Post Office Box 710  
Kenbridge, Virginia 23944

July, 2018

Dear Students, Parents/Legal Guardians:

We know that you share the Lunenburg County Public School's goal of providing a safe school environment. In order to help us reach that goal, we ask you to please read and review this Student Code of Conduct Handbook with your child. The Board and I believe that the provision of productive and humane learning environments will prepare self-disciplined and responsible citizens. The Code of Conduct Handbook stresses the importance of positive and appropriate student behavior. The consequences of negative behavior are clearly spelled out to convey the seriousness of misbehavior.

This document is intended as a guide to help you understand the school division's discipline policies. The Lunenburg County School Board and I want you to avoid the threat of suspension from school by "READING", "UNDERSTANDING", and "FOLLOWING" the Standards of Student Conduct which each student will receive at the beginning of the school year. Under Virginia law, the principal or their designee has the authority to suspend a student up to 10 days for not following the code of conduct handbook. The superintendent can extend the suspension if the student is being recommended for expulsion. The uniform Standards of Conduct Handbook is designed to be fair and forthright.

In every situation, the student will be advised what rules were broken and given the opportunity to tell their side of the story. Parents will be notified as soon as possible by phone or written notice whenever a student has committed a serious breach of the handbook and what discipline action that has taken place. Bus referrals and "ISS" (In-School Suspension) cannot be appealed, only referrals that are "OSS" (Out-of-School suspension).

The Lunenburg County School Board adheres to the philosophy that an atmosphere conducive to learning is one free of disruptive behavior and provides for the rights of the students who are serious about learning.

Sincerely,

*Charles M. Berkley, Jr.*

Charles M. Berkley, Jr.  
Division Superintendent

## Lunenburg County Board of Education



### RECEIPT OF THE STANDARDS FOR STUDENT CONDUCT AND ATTENDANCE 2018/2019

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

School: \_\_\_\_\_

I acknowledge:

- Receipt of the Lunenburg County School Board's Standards of Student Conduct and Attendance and printed therein Code of Virginia sections 22.1-254 (compulsory school attendance), 22.1-279.3 (parental responsibility) and 22.1-279-4 (prosecution of juveniles as adults for certain crimes). I have reviewed the contents.
- Receipt of a parent handbook from the school attended by my child. I have reviewed the contents.
- That signing below only signifies receipt and review of the two documents and furthermore that by signing this statement of receipt, I am not waiving but expressly reserving my rights protected by the Constitution or laws of the United States or Commonwealth of Virginia and my right to express disagreement with the school's or school division's policies or decisions.
- Please return form back to your child's home school.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Comments:

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## **INTRODUCTION**

The School Board of Lunenburg County Public Schools expects a high standard of student conduct in an effort to ensure an atmosphere conducive to teaching and learning, free of disruption and threats to person or property, and supportive of individual rights. Students and staff have the primary responsibility for creating a climate of mutual respect, honesty and trust in each school to insure the dignity of the individual is protected and the potential of each student may be realized. Lunenburg County Public Schools Standards of Student Conduct apply to students while on school property, at school-sponsored activities, and when going to and returning from school on a school bus and/or vehicle. Students may be disciplined for acts committed away from school property and outside of school hours if the conduct is detrimental to the safety of the school or well being of students and staff or adversely affects school climate or discipline.

The Standards of Student Conduct and Attendance is designed to be fair and forthright to enable students to experience school success. School attendance is vital to academic achievement for PreK-12 students. Achieving the goals of school success (21<sup>st</sup> Century learning, Career Skills and College readiness) require the school and home work together to instill the pillars of character development such as respect, responsibility, honesty, and accountability.

Lunenburg County Public Schools Attendance Policy sets high expectations to improve daily attendance and establishes the consequences for excessive and unexcused absences (LCBS Policy JED).

Lunenburg County Public Schools does not unlawfully discriminate on the basis of sex, color, age, religion, disability or national origin in its programs, activities or employment.

**§22.1-279.3 PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS:**

A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the requirements of the school board's standards of student conduct and recognizing the responsibility to assist the school in disciplining the student and maintaining order, acknowledging that failure to so participate could result in court action against the student and the parent. Each school shall maintain records of such signed statements.

D. The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

E. In accordance with §22.1-277 and the guidelines required by §22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

F. No suspended student shall be admitted to the regular school program until such student and parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission without parent conference, is appropriate for that student.

G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior as follows:

1. If the court finds that the parent has willfully and unreasonably failed to return the statement required by subsection C of this section, it may impose a civil penalty not to exceed fifty dollars;

2. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or

3. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limited as the court deems appropriate for the supervision, care and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be enforceable. The juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior to the students as described in subdivision 3 of subsection G. Upon failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

1. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.



#### ATTENDANCE POLICY

It is the policy of the Lunenburg County School Board to do everything possible to encourage all children to attend school with regularity. It is the legal responsibility of parents and guardians to ensure that students are in regular attendance for the entire school day. To be counted present a student must attend at least three complete periods in an instructional day. Parents or guardians must seek homebound instruction for their children when they are absent for extended periods due to illness. The principal or guidance counselor will assist them in making the necessary arrangements.

An "unexcused" absence is an absence where a student does not have a valid excuse.

1. A student who is absent for any portion of the day requires a note from his/her parent. A maximum of 6 parent notes will be accepted during each year.
2. A written excuse from a parent or guardian should include the date(s) and reason(s) for the absence. Calling the school is acceptable notice if a note is sent upon student return to school. A written excuse from a physician's office or other professional offices that includes the dates) and reason(s) for the absences is always acceptable.
3. Students should turn their notes in upon their return to school for it to be counted as excused or within 3 days of return.
4. The ONLY valid excuses for absences are :  
Illness (if over 2 days, a doctor's note may be required)  
Court Appearance  
Death in the family  
Religious holidays  
Extenuating circumstances which are determined by the school administration
5. Acceptable reasons for arriving late or leaving early are the same as those for any excused absence.
6. Suspensions are unexcused absences.
7. A student will be expected to make up all assignments or to make arrangements with the teacher for any make-up work within three to five days of return to school. Students on suspensions will be expected to submit their assignments upon return to school and make arrangements with the teacher within three to five days after the end of suspension

period to make up any additional hands-on activities, tests, or other schoolwork. Extenuating circumstances may be considered in extending the time limit. It is the responsibility of the student to obtain assignments from the teacher/guidance counselor. A grade of 0 may be assigned only if a student fails to submit or make-up assignments. Once a student has arrived on the school grounds, he/she is not to leave before the end of the school day without permission from the principal or his/her designee. Such permission, except in cases of extreme emergency, will be granted only after the request has been received in writing, from the parent/guardian. (Students are not allowed to leave school at lunchtime and return.) Excessive absence from any class due to arriving late or leaving early will result in denial of future requests and possible denial of credit for the course. A student must be present for at least half of the day (3 periods) to be counted "present" for the day.

If high school students or middle school students enrolled in high school credit courses accumulate more than ten (10) absences during a semester, including days missed because of late enrollment, the student may not be eligible for credit in any class. Appointments will be scheduled with truancy officer and building administrator to discuss documentation of absences. Excessive absences will be referred to juvenile and domestic relations court for students who are under age 18. Only six (6) parent notes will be accepted as excused documentation for a student missing days from school per year. All absentee notes must be turned into the office the day the student returns to school. Failure to do so may result in an undocumented absence. Please see the LCPS Code of Conduct for guidelines regarding excused and unexcused absences. Absences will be excused for students who miss classes for the purpose of representing the school at a school-sponsored activity. These students will be counted as present and allowed to make-up work in accordance with the general school make-up policy.

## **STUDENT RESPONSIBILITIES**

A responsibility is an obligation one has in order to retain the privileges associated with a right to certain freedoms.

### **DISPLAY RESPECT FOR OTHERS**

Students are expected to display concern and respect for school board members, school administrators, teachers, fellow students, school support staff, and Lunenburg County citizens and guests at all times.

### **PROTECT THE RIGHTS OF OTHERS TO STUDY AND LEARN**

Parents or guardians send their children to school to obtain an education. An individual student may decide not to take advantage of that opportunity; however, no one has the right to interfere with the education of others. The School Board recognizes that electronic surveillance systems may be used as a tool in monitoring activity on school property and in school vehicles to protect the health, welfare, and safety of students and staff.

### **ATTEND SCHOOL DAILY UNLESS ILL OR LEGALLY EXCUSED**

In Virginia, a student is required by law to attend school until the age of 18. Schools cannot promote or certify students for graduation who do not attend class.

### **BE ON TIME FOR ALL CLASSES**

Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit. Future employers are not going to take time to teach it.

### **OBEY ALL SCHOOL RULES**

Rules are created to provide the process for a school to educate students. Schools cannot achieve this goal if they are required to expend valuable instructional time maintaining order. Students must obey the rules of the schools.

### **VOLUNTEER INFORMATION AND COOPERATE WITH THE SCHOOL STAFF IN DISCIPLINARY CASES**

Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. Students are expected to provide accurate and truthful information.

### **COMPLETE ALL IN-CLASS AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES**

The responsibility for learning is to be shared with the student, the parent or guardian, and the teacher. Effective education occurs when the teacher directs the work of the student. Everything that must be learned cannot be accomplished during the school day; therefore, some homework should be expected each day.

### **RESPECT PUBLIC PROPERTY AND CAREFULLY USE AND RETURN ALL MATERIALS AND EQUIPMENT**

Schools represent a gift of the community to its young people. It is wrong to abuse that gift. Such abuse forces the community to spend additional money in order to provide the same opportunities for those students who will use the schools after you. Students are required to respect public property.

### **COME TO CLASS WITH THE NECESSARY BOOKS AND MATERIALS**

A teacher should not have to delay starting class because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study. Obtaining an education requires more than being in class, just as keeping a job requires more than showing up for work. Students are expected to come to school with the proper books and materials.

**SEE THAT SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME**

Education requires a partnership between the parent/guardian, the student, and the school. For a partnership to work, everyone must know what is happening, good and bad.

**STUDENT DRESS**

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gain symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, leggings, jeggings, jeans with holes above the knee, low-cut necklines that show cleavage, tube tops, halter tops, tank tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes. Building administrators will have the discretion of what is appropriate according to Lunenburg County School Board policy.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disrupted to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

### **PRINCIPAL'S RESPONSIBILITIES**

The Principal or his/her designee shall determine the appropriate disciplinary measures for each case of misconduct by a student, except where consequences are pre-determined by specific School Board Policy or by law. The principal and those to whom he/she delegate the authority for the discipline of students, including teachers, is responsible for the consistent and uniform application of all School Board Policies and regulations, and the rules of the individual school which together set forth the Standards of Student Conduct.

Principals shall inform, consult with or refer to the Superintendent any discipline matters that involve situations of extreme danger, acts of violence, threats to the school and any discipline matters that involve unusual circumstances or need special handling. The principal shall notify the parent or legal guardian of each suspension and may require a parent conference prior to readmission. All disciplinary actions shall be in accordance with due process requirements.

### **PRINCIPAL'S RESPONSIBILITY IN ADMINISTERING CODE**

The principal or designee will administer the Standards of Student Conduct which have been adopted by the school board. In addition, the principal or designee will provide proper due process and will keep proper records of all discipline cases referred.

Appropriate orientation on the Standards of Student Conduct for the faculty and student body is the responsibility of the principal or designee. It is recommended that the code be reviewed thoroughly by each teacher with each homeroom class. However, the principal is ultimately responsible for a school and classroom atmosphere that is free of disruptive behavior.

#### **Virginia Law requires the following:**

§22.1-280.1(A) and (C), **Code of Virginia**, require that the following offenses be reported to the principal and that the principal report these offenses to law enforcement authorities.

- (i) the assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person on a school bus, on school property, or at a school-sponsored activity;
- (ii) any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity; or
- (iii) any threats against school personnel while on a school bus, on school property or at a school-sponsored activity; or
- (iv) the illegal carrying of a firearm onto school property.

### **TEACHER'S RESPONSIBILITY IN ADMINISTERING CODE**

It is expected that certain behavioral problems in the classroom can be resolved most effectively by the classroom teacher. The teacher should make an effort to resolve these behavior problems. When behavioral problems need administrative attention, the teacher should feel free to rely upon the administration for support by referring the student, according to individual school procedure, to the administration.

The teacher is encouraged to use student-teacher communication, contact with parents and counselor referral in attempting to resolve behavior problems.

## **STANDARDS OF STUDENT CONDUCT**

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation is the reasonable discretion of the Board, its designated committees and other appropriate school officials.

### **1. Assault and Battery**

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

An assault is a threat of bodily injury.

A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner. Battery against any full-time or part-time school employee while on duty is subject to a Class 1 (one) misdemeanor with minimum 2 days jail time.

### **2. Attendance; Truancy**

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)

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

### **3. Bomb Threats**

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

### **4. Bullying**

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

“Bullying” means 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 victims; 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.

The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

### **5. Bus-Related Offenses**

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

### **6. Cheating**

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
- plagiarizing by copying the language, structure, idea and/or thought of another
- falsifying statements on any assigned schoolwork, tests or other school documents.

7. **Communication Devices**

Students may possess a beeper, cellular telephone, smart phone, or other communication device on school property, including school buses, provided that the device is off and out of sight from the time the student enters the school building until the student exits the school building at the end of the school day.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. **Defiance of the Authority of School Personnel**

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

9. **Disruptive Conduct**

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities is prohibited.

10. **Electronic Cigarettes**

Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored Activities.

11. **Extortion**

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

12. **Felony Charges**

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

13. **Fighting**

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited

14. **Gambling**

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

15. **Gang Activity**

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

16. **Harassment**

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. (See Policy JFHA/GBA Prohibition Against Harassment and Retaliation).

17. **Hazing**

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

18. **Internet Use**

Students shall abide by the Lunenburg County School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. **Laser Pointers**

Students shall not have in their possession laser pointers.

20. **Other Conduct**

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

21. **Possession or Use of Weapons or Other Dangerous Articles**

Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)

22. **Profane, Obscene or Abusive Language or Conduct**

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

23. **Reports of Conviction or Adjudication of Delinquency Pursuant to §16.1-305.1**

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

24. **Stalking**

Students shall not engage in a pattern of behavior that places another person in fear of serious harm

25. **Theft**

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

26. **Threats or Intimidation**

Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

27. **Trespassing**

Students shall not trespass on school property or use school facilities without proper authority or permission. This includes during a period of suspension or expulsion .

28. **Use and/or Possession of Alcohol, Tobacco, and Other Drugs**

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses, or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure, and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted Substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia, and any prescription or not prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

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

29. **Vandalism**

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

### **OBSERVANCE OF DUE PROCESS**

A student must be given a written or oral statement of any charges of violation of school board rules and regulations. Serious charges that could result in the student being suspended, expelled, or otherwise not allowed to come to school shall be subject to due process procedures as set forth in this Standards of Student Conduct.

### **PROCEDURES FOR SUSPENSION AND EXPULSION**

#### **Suspensions for Ten (10) days or less**

The principal or designee may suspend a student for ten (10) school days or less with the following procedures:

The student shall be apprised of the nature and facts of the alleged misconduct orally or in writing.

The student shall be given an opportunity to explain the circumstances of the alleged misconduct from his/her perspective and to present witnesses on his/her behalf.

The student shall be informed to the conditions of the suspensions, such as required parental conference prior to return, prohibition from coming on school property and/or to scheduled school activities, etc.

The principal shall execute a letter of suspension to the parents/guardians stating the condition of the suspension and the date the student may return to school. Copies of this letter shall be given to the student, if possible, and mailed to the student's parents/guardians or person having control or charge of the student and to the superintendent or designee. The letter of suspension sent to the student's parent or guardian shall include:

- ◆ the duration of suspension;
- ◆ information about the availability of community-based, alternative or other educational options; and
- ◆ the student's right to return to school after the suspension period.

The principal or designee shall make every effort to notify the parents/guardians of the out of school suspensions, in person or by telephone, before the student returns home.

The division superintendent or his/her designee shall review the action taken if anyone asks in writing for a review.

The parent shall be notified that the decision of the superintendent or his/her designee is the final decision of the School Board, and that no further appeal or hearing of the School Board is available.

For the purpose of this section, the superintendent's designee shall be a (i) trained hearing officer, or (ii) professional employee within the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.

#### **Emergency Suspension**

**A student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be summarily removed from school immediately and the notice, explanation of facts, and opportunity to present his/her version required above or under suspension of ten (10) days or less shall be met as soon as practicable thereafter. The principal or designee shall orally notify the superintendent or designee immediately, to be followed by the written report.**

#### **Suspension in Excess of Ten (10) Days**

The superintendent or his/her designee may suspend students from school in excess of ten (10) school days in accordance with the following procedures:

The pupil and his parent(s), guardian, or person having control or charge of the student shall be provided written notice of the proposed action and the reason therefore and of the right to a hearing. The parental notice shall include:

- ◆ the duration of suspension;
- ◆ information concerning the availability of community-based or alternative education programs and intervention programs;
- ◆ a statement that the student is eligible to return to school upon the expiration of the suspension or to attend an appropriate alternative educational program approved by the School Board during or after the suspension.

The superintendent shall promulgate regulations to carry out this policy.

In any case in which a student has been suspended by the superintendent or designee, the student and his parent(s), guardian, or person having control or charge of the student may appeal the decision to the full School Board.

Such appeal must be in writing and must be filed with the superintendent within seven (7) calendar days of the suspension decision.

### **Disciplinary Committee**

The Disciplinary Committee shall follow the hearing procedure set forth under expulsions below.

If the decision of the Disciplinary Committee is unanimous, the decision is final and may not be appealed to the full School Board. If the decision of the Disciplinary Committee is not unanimous, then the student may appeal the decision, within seven (7) days, to the full School Board.

Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The School Board will consider the appeal upon the record of the suspension hearing within thirty (30) calendar days of the appeal.

A three member Disciplinary committee shall preside over all cases of student expulsions within the Lunenburg School Division. The decision of the committee in these cases shall, if unanimous, be the final decision of the School Board. In non-unanimous decisions the student shall have the right to appeal his/her case to the full School Board. The School Board shall render a final decision in such cases within thirty days of the Committee's decision.

### **Procedure for School Board Disciplinary Committee Hearing**

The procedure for the Disciplinary Committee hearing shall be as follows:

The Disciplinary Committee shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the Disciplinary Committee.

The Disciplinary Committee may ask for opening statements from the principal or his representative and the student or his parent(s) (or their representative) and, at the discretion of the Disciplinary Committee, may allow closing statements.

The parties shall present their evidence. Because the principal has the ultimate burden of proof, he/she shall present his/her evidence first. Witnesses may be questioned by the Disciplinary Committee members and by the parties (or their representative). The Disciplinary Committee may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant

evidence and shall afford the parties the right of cross-examination, provided, however that the Disciplinary Committee may take testimony of student witnesses outside the presence of the student, his/her parent(s), and their representative if the Disciplinary Committee determines that such action is necessary to protect the student witness.

The parties shall produce such additional evidence as the Disciplinary Committee may deem necessary. The Disciplinary Committee shall be the judge of the relevancy and materiality of the evidence.

Exhibits offered by the parties may be received in evidence by the Disciplinary Committee and, when so received, shall be marked and made part of the record.

The Disciplinary Committee may, by majority vote, uphold, reject or alter the recommendation.

The Disciplinary Committee shall transmit its decision, including reasons therefore, to the student, his/her parent(s), and the principal and superintendent.

The student or his/her parent(s) may appeal the Committee's decision to the full School Board only if the decision of the Disciplinary Committee is not unanimous. Otherwise the decision of the Disciplinary Committee is final.

The appeal to the full School Board must be in writing and must be filed with the superintendent within five (5) calendar days of the committee's decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The School Board will decide the appeal upon the record of the case within thirty (30) calendar days of the request for an appeal and communicate its decision in writing to the student and his parent, guardian, or other person having control or charge of the student. No statements, witnesses or evidence may be presented at this appeal unless specifically requested by the Chairman of the Board.

### **Expulsions**

The principal, with the concurrence of the superintendent or designee, may recommend that a student be expelled. The principal shall notify the student and his parent(s), guardians, or other persons having control or charge of that student in writing of the following:

The proposed action and the reasons therefore;

The right of the student and his/her parent(s) or guardian to a hearing before the School Board Disciplinary Committee composed of at least three members;

The right to inspect the student's school records.

The terms or conditions of re-admission, if any;

The duration of expulsion;

The statement declaring whether the student is eligible to return to school or attend an appropriate alternative education program approved by the School Board or an adult education program offered by the division during or after the expulsion.

If either option applies, a statement that the student may petition the School Board for readmission after one calendar year from the date of his expulsion;

The availability of community-based educational, training and intervention programs; and  
The finality, if unanimous, of the decision of the School Board Disciplinary Committee.

The superintendent shall review the recommended expulsion. If the superintendent or his/her designee(s) approves the recommendation of expulsion, the student shall be suspended until the matter is decided by the School Board Disciplinary Committee. The superintendent or his/her designee(s) may impose a lesser sanction.

If the principal's recommendation of expulsion is upheld by the superintendent or his/her designee(s), the student and his/her parent(s) or guardian may request a hearing before the School Board Disciplinary Committee. Such request must be in writing and must be filed with the superintendent with seven (7) calendar days of the decision to uphold the principal's recommendation. Failure to file a written request within the specified time will constitute a waiver of the right to a hearing before the Disciplinary Committee. Upon a timely request for a hearing before the School Board Disciplinary Committee, the superintendent shall notify the student and his parent(s) or guardian of the time and place of the hearing.

### **Disciplining Students With Disabilities**

Students with disabilities, who violate the Student Code of Conduct, or engage in conduct for which they may be disciplined, will be disciplined in accordance with this policy. Additionally, the regular disciplinary procedures must be followed. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with disability as a result of discipline.

For the purpose of this regulation, a student will be considered disabled if identified by the Eligibility Committee and not subsequently terminated from the special education program or if, prior to the date on which the misconduct occurs, there is reason to suspect a disability.

#### **I. Long-Term Suspension, Expulsions or Short-Term Suspensions Which Constitute a Pattern -- Change in Placement**

For the purpose of removing students with disabilities from their current educational placements, a change in placement occurs when:

- (1) the removal is for more than 10 consecutive school days at a time; or
- (2) there is a series of removals each of which is for 10 days or less and they cumulate to more than 10 days in a school year and constitute a pattern because of:
  - (a) the length of each removal,
  - (b) the proximity of the removals,
  - (c) the total time the student is removed, and
  - (d) the child's behavior is substantially similar to the child's behavior in previous incidents.

If the disciplinary action will result in a change of placement for a student with a disability then that student's parents must be sent notice that same day of the recommendation for discipline and be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed.

#### **II. Short-Term Suspension**

A short-term suspension is a suspension of 10 consecutive days or less at a time.

School authorities may remove a student with a disability from his or her current educational setting for up to 10 school days cumulative in a school year to the extent that such removal would be applied to students without disabilities and for additional short-term suspensions provided no pattern exists.

#### **III. Functional Behavior Assessments and Behavior Intervention Plans**

If the school administration, the parent, and the relevant Individualized Education Program (IEP) team members determine that a manifestation exists, the IEP team must:

- conduct a Functional Behavioral Assessment (FBA) and implement a Behavioral Intervention Plan (BIP), if no FBA was conducted previously; or,

- if the student already has a FBA and BIP in place, review and modify the BIP, as necessary to address the behavior.

If a manifestation is found, the school division and the parent may agree to a change in placement when reviewing or modifying the BIP. Without this agreement, the student must return to the placement from which the student was removed.

#### IV. Educational Services While Disciplined

For the first 10 days of removal in a school year, the School Board is not required to provide educational services to the student with a disability if services are not provided to students without disabilities who have been similarly removed.

After the first 10 days of removal in a school year, the School Board shall provide educational services to the student during the period of removal. The services must enable the student to:

- (1) continue to progress in the general curriculum, although in another setting, and
- (2) progress toward meeting the goals set out in the student's IEP.

The determination of educational services is made by the IEP team for discipline which constitutes a change in placement. For discipline which is not a change in placement, the determination is made by school personnel in consultation with the student's special education teacher.

#### V. Manifestation Determination

When a disciplinary action is proposed that will result in a change of placement, a manifestation determination review shall be conducted 10 school days after the date on which the decision to take disciplinary action is made. This review shall be conducted by the Manifestation Team which consists of a local educational agency representative, the parent and relevant members of the IEP team (as determined by the parent and the school division).

The Manifestation Team may determine that the behavior of the student was not a manifestation of such child's disability only if the Team:

- (1) considers all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information supplied by the parents; and
- (2) determines that:
  - (a) the conduct in question was not caused by, or had a direct and substantial relationship to, the student's disability; and
  - (b) the conduct in question was not the direct result of the school division's failure to implement the IEP.

If a manifestation is found, the student cannot be disciplined beyond any permissible short term removal that may be available. A parent may request an expedited due process hearing if the parent disagrees with the determination that the behavior was not a manifestation of the student's disability or if the parent disagrees with any decision regarding the placement of the student while disciplined. The student will remain in the interim alternative education setting pending the decision of the hearing officer or the expiration of a forty-five school day removal.

#### VI. Disciplinary Action for Behavior that is Determined Not to be a Manifestation

If the behavior is not a manifestation of the student's disability, the disciplinary procedures will be applied in the same manner as applied to non-disabled students. Following a removal which constitutes a change in

placement, the student must continue to receive the educational services necessary to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. In addition, the special education and disciplinary records of the student must be made available to the person who makes the final decision regarding the discipline.

VII. Disciplinary Action and/or Alternative Placement for Behavior that is Determined to be a Manifestation

A student with a disability whose behavior is determined to be a manifestation of his or her disability may not be disciplined except to the extent a removal is otherwise permitted by law. The student may also be removed to a more restrictive placement by following change in placement procedures. The IEP team must conduct or review a FBA and/or BIP as provided in Section III.

VIII. Interim Alternative Educational Settings for Weapons and Drugs and Infliction of Serious Bodily Injury

Students with disabilities (1) who carry or possess a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency; (2) who knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency; or (3) who inflict serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local education agency may be disciplined pursuant to Policies JFCD, JFCF or JGDB and may be placed in an interim alternative educational setting for up to forty-five school days. This option is available without regard to whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent a student without disabilities would be disciplined.

Any interim alternative educational setting shall be selected, by the IEP team, so as to enable the student to continue to progress in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. The student must also receive, as appropriate, a FBA, behavioral intervention services and modifications designed to address the behavior so it does not recur.

IX. Change of Placement by Hearing Officer

In addition to the other options for removal, a hearing officer may order a change in the placement for a student with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement of such student is substantially likely to result in injury to the student or others. Additional forty-five (45) school days removals may be authorized by the hearing officer as necessary.

X. Placement During Appeals

Students with disabilities are entitled to the due process rights available to a non-disabled student. In addition, students with disabilities are entitled to the due process procedures available under the Individuals with Disabilities Education Act, as amended and any state procedures. During the course of any appeals, the student's placement shall be in accordance with the provisions of federal law unless the parent and the school division agree otherwise.

XI. Students Not Identified as Disabled

Students for whom the parents assert there is a disability but who have not yet been identified as disabled may be subjected to the same measures applied to students without disabilities if the school division did not have knowledge of the disability before the behavior that precipitated the disciplinary action occurred. A school division will be found to have knowledge of the student's disability if before the behavior that precipitated the disciplinary action occurred:

- (1) the parent expressed concern in writing to supervisory or administrative personnel of the school division, or to a teacher of the student, that the student is in need of special education and related services; or

- (2) the parent requested an evaluation of the student for special education eligibility through formal evaluation procedures; or
- (3) the student's teacher or other school personnel had expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education or to other supervisory personnel of the school division.

A school division would not be found to have knowledge of a student's disability if:

- (1) the parents refused to allow an evaluation of the student or refused special education services; or
- (2) the student was evaluated and found not eligible for special education services.

If a request for an evaluation is made during the period such student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is found eligible as a child with a disability, taking into consideration information from the evaluation conducted by the school division and information provided by the parents, then the student must be provided special education and related services, although in another setting, in compliance with the procedures for suspended and expelled students with disabilities. Pending the results of the evaluation, the student shall remain in the educational placement determined by the school authorities.

## XII. Disciplining Certain Section 504 Students Who Violate Alcohol and Drug Policies

Students who are identified as disabled solely under section 504 of the Rehabilitation Act, and who are currently engaging in the illegal use of drugs or alcohol, may be disciplined for violating the division's alcohol and drug policies to the same extent as non-disabled students. The student is not entitled to a due process hearing under special education procedures in this circumstance but does retain the protections afforded to regular education students.

### **Re-admission of Suspended and/or Expelled Students**

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his/her regular school. Any student who has been suspended from another school division in Virginia for more than 30 days, expelled from any division in Virginia or in another state, or for whom admission to a private school is withdrawn, may be excluded from attendance in the Lunenburg County Public Schools.

No suspended student shall be admitted to the regular school program until such student and his/her parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his/her designee determines that re-admission, without parent conference, is appropriate for the student.

If the parent fails to comply with this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

At the end of the exclusion period, the expelled student may petition the School Board for readmission.

Any student suspended or expelled shall not enter school grounds/facilities until officially readmitted. Violation of this policy shall constitute trespassing and is subject to prosecution.

**CORRECTIVE ACTIONS**

The following corrective actions are among those available to the school administration for violation of the Standards of Student Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Tasks or restrictions assigned by the principal or his designee
7. Detention after school or before school
8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
9. In-school suspension
10. Out-of-School Suspension
11. Referral to an alternative education program
12. Notify legal authority where appropriate
13. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana, synthetic cannabinoids, onto school property or to a school sponsored activity
14. Evaluation for alcohol or drug abuse
15. Participation in a drug, alcohol or violence intervention, prevention or treatment program

## OFFENSES AND DISPOSITIONS

The offenses and dispositions listed in this discipline code govern students of the Lunenburg County Public School System while on school premises, at school-sponsored activities, at bus stops, and while being transported to and from school and school activities by school-owned vehicles. In some cases, off-the-bus suspension may be applied in place of out-of-school suspension.

Students may be suspended or expelled from school for misconduct, violation of school board or school rules and regulations, or for other good and just cause. The following list of offenses and dispositions is meant to be illustrative only and not intended to exclude suspension, expulsion, or other appropriate action for offenses not listed.

When an offense occurs during the last ten days of school and disciplinary action cannot be carried out, the disposition will be applied after the student physically enrolls the following year.

The following offenses and dispositions are categorized according to type, depending upon the severity of the offense:

1. Type I offenses shall invoke specific dispositions as stated in this policy.
2. Type II offenses shall invoke the cumulative disposition system.

Certain offenses may be treated as Type I, or Type II offenses, or a combination thereof. In such cases, the principal will determine which type is applicable depending upon the circumstances.

### OVERVIEW TYPE I OFFENSES

The offenses and dispositions listed in this section govern students of the Lunenburg County Public Schools while on school premises, at school-sponsored activities, in route to and from bus stops, and being transported to and from school, as well as, school activities by school-owned or chartered vehicles.

#### Offenses

1. **Aggressive Behavior:** Behavior such as pushing, pinching, shoving, kicking, slapping, biting, or spitting between or among students in which no harm or injury is inflicted. In severe cases referrals to juvenile court may be made.

#### HIGH SCHOOL (GR. 9-12)

- |   |  |
|---|--|
| <b>1<sup>st</sup> Offense</b>                 | Penalty is at the discretion of the principal or designee.                             |
| <b>2<sup>nd</sup> Offense</b>                 | Immediate 3-10 day suspension  |
| <b>3<sup>rd</sup> and Subsequent Offenses</b> | Immediate 10-day suspension with recommendation for long-term suspension or expulsion. |

#### MIDDLE SCHOOL (GR. 6-8)

- |   |  |
|---|--|
| <b>1<sup>st</sup> Offense</b>                 | Penalty is at the discretion of the principal or designee.                               |
| <b>2<sup>nd</sup> Offense</b>                 | Immediate 3-5 day suspension or discretion of the principal (ISS).                       |
| <b>3<sup>rd</sup> and Subsequent Offenses</b> | Immediate 3-10 day suspension with recommendation for long-term suspension or expulsion. |

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

2. **Alcohol:** Sale, possession, under the influence, or influence of, or attempting to distribute on school property or at a school function. In every instance, the police will be notified.

**HIGH SCHOOL (GR. 9-12)**

Immediate 10-day school and bus suspension (concurrent) and recommendation for long-term suspension or expulsion. Consideration will be given for readmission conditional upon the student or parent providing documentation of completion of an evaluation and assessment for services and subsequent participation in a drug rehabilitation program. Cases may be referred to juvenile court.

**MIDDLE SCHOOL (GR. 6-8)**

Immediate 10-day school and bus suspension (concurrent) and recommendation for long-term suspension or expulsion. Consideration will be given for readmission conditional upon the student or parent providing documentation of completion of an evaluation and assessment for services and subsequent participation in a drug rehabilitation program. Cases may be referred to juvenile court.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

3. **Assault or Battery:** Assault or battery by a student on faculty, other students, or any school employee on school property or off school property if school related. In every instance, the police will be notified.

**HIGH SCHOOL (GR. 9-12)**

**1<sup>st</sup> Offense** Immediate 5-day school and bus suspension (concurrent) with possible recommendation for long-term suspension or expulsion. In severe cases referrals to juvenile court may be made.

**2<sup>nd</sup> and Subsequent Offenses** Immediate 10-day school and bus suspension (concurrent) with recommendation for long term suspension or expulsion. In severe cases referrals to juvenile court may be made.

**MIDDLE SCHOOL (GR. 6-8)**

**1<sup>st</sup> Offense** Immediate 5-day school and bus suspension (concurrent) with possible recommendation for long-term suspension or expulsion. In severe case referrals to juvenile court may be made.

**2<sup>nd</sup> and Subsequent Offenses** Immediate 10-day school and bus suspension (concurrent) with recommendation for long-term suspension or expulsion. In severe cases referrals to juvenile court may be made.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension, or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

4. **Bomb Threats:** The reporting of a bomb by an individual(s). (In every instance, police will be notified.)

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY SCHOOL (PK-5)**  
**1<sup>st</sup> Offense** Immediate 10-day suspension recommendation for expulsion.

5. **Bullying: Bully/Victim** – A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. School violence is to include any conditions or acts that create a climate in which individual students/teachers feel fear or intimidation in addition to being the victims of assault, theft or vandalism. This is to include bullying behavior. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

**1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee.

**2<sup>nd</sup> Offense** Immediate 3-5 day suspension.

**3<sup>rd</sup> and  
Subsequent  
Offenses** Immediate 3-10 day suspension with recommendation for long-term suspension or expulsion.

**MIDDLE SCHOOL (GR. 6-8)**

**1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee.

**2<sup>nd</sup> Offense** Immediate 3-5 day suspension.

**3<sup>rd</sup> and  
Subsequent  
Offenses** Immediate 3-10 day suspension with recommendation for long-term suspension or expulsion.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

6. **Cheating/Plagiarism:** Giving or receiving unauthorized aid on school work or the copying of the language, structure, idea, or thoughts of another and representing it as one's own original work.

**HIGH SCHOOL (GR. 9-12)**

**1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Disposition may include counseling with student, parent(s), and teachers; alternative assignments, out of school suspension, in-school suspension or recommendation for expulsion. A grade of zero will be given on the school work involved.

**2<sup>nd</sup> and  
Subsequent  
Offenses** Immediate 3-10 day suspension and grade of zero on the school work involved. Candidacy for academic honors during the grading period is forfeited.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Disposition may include counseling with student, parent(s), and teachers; alternative assignments, out of school suspension, in-school suspension or recommendation for expulsion.
- 2<sup>nd</sup> and Subsequent** Immediate 3-10 day suspension and grade of zero on the school work involved. Candidacy for academic honors during the grading period is forfeited.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

7. **Communication Devices:** Students may possess a beeper, cellular telephone, smart phone, or other communication device on school property. **Communication Devices must be off and out of sight upon entering the school building until exiting the school building at the end of the school day. If a student has a communication device on or visible, it will be confiscated and returned only to the student's parent/guardian. Weekends and holidays are not considered in this regulation. The use of communication devices on public school buses will be at the discretion of the bus driver and/or staff.**

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.
- 2<sup>nd</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.
- Subsequent Offenses** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days. Further violations will result in long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.
- 2<sup>nd</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.
- Subsequent Offenses** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days. Further violations will result in long-term suspension.

**ELEMENTARY (GR. PK-5)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.
- 2<sup>nd</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days. .
- Subsequent Offenses** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days. Longer out of school suspensions are at the discretion of the principal.

7. **Cursing, Vulgar Language, Obscene Gestures, Pornographic Literature, and Affection:** Use of written or spoken profane, vulgar, or obscene words or gestures; placing hands on students in an inappropriate manner; possession of pornographic, obscene, or indecent literature; inappropriate use of technology, inappropriate public display of affections; other actions which may disrupt the school program.

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of principal or designee.
- 2<sup>nd</sup> Offense** Immediate 3-10 day suspension.
- Subsequent Offenses** Immediate 10-day suspension and/or recommendation for long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of principal or designee.
- 2<sup>nd</sup> Offense** Immediate 3-5 day suspension.
- Subsequent Offenses** Immediate 10-day suspension and/or recommendation for long-term suspension.

**ELEMENTARY (GR. PK-5)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee.
- 2<sup>nd</sup> Offense** Immediate 3-day suspension.
- Subsequent Offenses** Immediate 3-5 day suspension and/or recommendation for long-term suspension.

8. **Disrespect to School Personnel:** Inappropriate language, behavior, written material or gestures, defiance, refusal to carry out instructions of school personnel and failure to accept discipline actions. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Immediate 5-10 day suspension.  
Student may be recommended for long term suspension or expulsion.
- 2<sup>nd</sup> Offense** Immediate 10 day suspension.  
Student may be recommended for long term suspension or expulsion.
- Subsequent Offenses** Immediate 10-day suspension and recommendation for long-term suspension or expulsion.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Immediate 3-5 day suspension.  
Student may be recommended for long term suspension or expulsion.
- 2<sup>nd</sup> Offense** Immediate 5-10 day suspension.  
Student may be recommended for long term suspension or expulsion.
- Subsequent Offenses** Immediate 10-day suspension and recommendation for long-term suspension.

**ELEMENTARY (GR. PK-5)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee.
- 2<sup>nd</sup> Offense** Immediate 2-day suspension.
- Subsequent Offenses** Immediate 3-5 day suspension and recommendation for long-term suspension.

9. **Disorderly Conduct/Disruptive Behavior** at School: Acts which interfere with the normal operation of a school or which cause disruption of learning opportunities or school-sponsored activities for the entire school or parts thereof.

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.
- 2<sup>nd</sup> Offense** Immediate 3-5 day suspension.
- 3<sup>rd</sup> Offense** Immediate 5-10 day suspension.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.
- 2<sup>nd</sup> Offense** Immediate 3-5 day suspension.
- 3<sup>rd</sup> Offense** Immediate 5-10 day suspension.

**ELEMENTARY SCHOOL (GR. PK-5)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.
- 2<sup>nd</sup> Offense** Immediate 2 day suspension.
- 3<sup>rd</sup> Offense** Immediate 3-5 day suspension.

10. **Drugs (illegal, controlled, or imitations):** The sale, purchase, possession, use, under the influence, or distribution of drugs, or synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1 on school property or at a school function are prohibited. (In every instance, police will be notified.) Students possessing any medication at school must notify the principal, the principal's designee, or school nurse. Prescription and over the counter medication must follow the county policy concerning medication. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

Immediate 10 day school and bus suspension (concurrent) and recommendation for long-term suspension or expulsion. Consideration will be given for readmission conditional upon the student or parent providing documentation of completion of an evaluation and assessment for services and subsequent participation in a drug rehabilitation program.

**MIDDLE SCHOOL (GR. 6-8)**

Immediate 10 day school and bus suspension (concurrent) and recommendation for long-term suspension or expulsion. Consideration will be given for readmission conditional upon the student or parent providing documentation of completion of an evaluation and assessment for services and subsequent participation in a drug rehabilitation program.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

11. **Electronics Devices (Allowable):** Including, but not limited to laptops, tablets, eReaders (Nooks, Kindles, etc.), iPads, and iPods. Devices must be such that can be used for educational purposes. Please refer to the BYOD Guidelines and Agreement Form shown on page 55. The guidelines and agreement form is only applicable for students attending Central High School. The Guidelines and Agreement Form for electronic devices that are brought to school must be completed and on file in the CHS library. Use of Allowable Electronic Devices at the middle school and elementary schools will be determined by the school principal. **The use of electronic devices on public school buses will be at the discretion of the bus driver and/or staff.**

**Cell phones are considered communication devices and are not covered in the BYOD Guidelines.**

**Electronic Devices (Non Allowable):** Including, but not limited to radios, TV's, walkmans, gameboys, laser pointers, and etc. **Weekends and holidays are not considered in this regulation.**

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.
- 2<sup>nd</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days..
- Subsequent Offenses** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.. Further violations will result in long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.
- 2<sup>nd</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.
- Subsequent Offenses** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days. Further violations will result in long-term suspension.

**ELEMENTARY (GR. PK-5)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.
- 2<sup>nd</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days..
- Subsequent Offenses** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Devices will be confiscated and may be returned only to parents/guardians after 5 consecutive school days.. Longer out of school suspensions are at the discretion of the principal.

12. **Fighting:** The exchange of multiple or serious blow(s) between or among students with intent to harm or inflict injury. (In certain instances, the police will be notified.)

**HIGH SCHOOL (GR. 9-12)**

<b>1<sup>st</sup> Offense</b>	Immediate 5-day school and bus suspension (concurrent) and referral to juvenile court.
<b>2<sup>nd</sup> Offense</b>	Immediate 10-day school and bus suspension (concurrent) and referral to juvenile court.
<b>Subsequent Offenses</b>	Immediate 10-day school and bus suspension (concurrent) with recommendation for long-term suspension and referral to juvenile court.

**MIDDLE SCHOOL (GR. 6-8)**

<b>1<sup>st</sup> Offense</b>	Immediate 5-day school and bus suspension (concurrent) and referral to juvenile court.
<b>2<sup>nd</sup> Offense</b>	Immediate 10-day school and bus suspension (concurrent) and referral to juvenile court.
<b>Subsequent Offenses</b>	Immediate 10-day school and bus suspension (concurrent) with recommendation for long-term suspension and referral to juvenile court.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

13. **Fire Alarm (Sounding) – False Alarms:** The sounding of a fire alarm by individual(s). In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

<b>1<sup>st</sup> Offense</b>	Immediate 10-day suspension.
<b>2<sup>nd</sup> Offense</b>	Immediate 10-day suspension with recommendation for long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

<b>1<sup>st</sup> Offense</b>	Immediate 10-day suspension.
<b>2<sup>nd</sup> Offense</b>	Immediate 10-day suspension with recommendation for long-term suspension.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

14. **Firearms:** A student shall not supply, possess, handle, use, or transmit any ammunition and/or look-alike ammunition, firearm or look-alike firearm on school property, on his/her way to or from school, or at any school function, activity, or event away from school. (In every instance, the police will be notified.)

**HIGH SCHOOL (GR. 9-12)**

Immediate 10-day school and bus suspension and with recommendation for long-term suspension or expulsion for real ammunition or firearm. Immediate 5-10 day for look-alike ammunition or firearm.

**MIDDLE SCHOOL (GR. 6-8)**

Immediate 10-day school and bus suspension and with recommendation for long-term suspension or expulsion for real ammunition or firearm. Immediate 5-10 day for look-alike ammunition or firearm.

**ELEMENTARY (GR. PK-5)**

Immediate 10-day school and bus suspension and with recommendation for long-term suspension or expulsion for real ammunition or firearm. Immediate 5-10 day for look-alike ammunition or firearm.

15. **Fireworks (Pyrotechnics) Possession of:** Possession of fireworks is prohibited by law. This also includes incendiary devices, bottle bombs (homemade), and sensory releases. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

**1<sup>st</sup> Offense** Immediate 10 day suspension.

**Subsequent Offenses** Immediate 10 day suspension and recommendation for long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

**1<sup>st</sup> Offense** Immediate 10 day suspension.

**Subsequent Offenses** Immediate 10 day suspension and recommendation for long-term suspension.

**ELEMENTARY SCHOOL (GR. PK-5)**

**1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee.

**2<sup>nd</sup> Offense** Immediate 3-5 day suspension.

**Subsequent Offenses** Immediate 5-10 day suspension and recommendation for long-term suspension.

16. **Forgery** of Note or School Form Document for Self or Others

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

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

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

18. **Gang Activity:** Students shall not engage in gang activity on school grounds, on school buses or on any school sponsored activity. A gang is defined as any group of two or more persons whose purpose includes:

- Commission of illegal acts
- Participation in activities that threaten the safety of persons or property
- Disruption of the school activities
- Creation of an atmosphere of fear and intimidation

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5)**

Immediate 5-10 day suspension at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

19. **Harassment:** To disturb or annoy constantly or to torment persistently in a sexual, verbal, hazing, bullying, written, or touching manner.

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school-suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.
- 2<sup>nd</sup> Offense** Immediate 3-5 day suspension. In severe cases referrals to juvenile court may be made.
- 3<sup>rd</sup> Offense** Immediate 5-10 day suspension. In severe cases referrals to juvenile court may be made.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school-suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.
- 2<sup>nd</sup> Offense** Immediate 3-5 day suspension. In severe cases referrals to juvenile court may be made.
- 3<sup>rd</sup> Offense** Immediate 5-10 day suspension. In severe cases referrals to juvenile court may be made.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school-suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

20. **Inappropriate Sexual Behavior:** to include, but not limited to, indecent exposure and touching. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Immediate 10-day school and bus suspension (concurrent), referral for counseling, and notification of parents.
- 2<sup>nd</sup> Offense** Immediate 10-day school and bus suspension (concurrent) and recommendation for long-term suspension or expulsion, counseling required prior to reinstatement of privileges.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Immediate 10-day school and bus suspension (concurrent), referral for counseling, and notification of parents.
- 2<sup>nd</sup> Offense** Immediate 10-day school and bus (concurrent) suspension and recommendation for long-term suspension, counseling required prior to reinstatement of privileges.

**ELEMENTARY (GR. PK-5)**

- 1<sup>st</sup> Offense** Immediate 3-5 day suspension bus and school suspension (concurrent), referral for counseling, and notification of parents.

21. **Inappropriate Use of Computer:**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances.

Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

22. **Leaving School Without Permission: Leaving school without school administrative approval.** In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension, in-school suspension or recommendation for expulsion.
- 2<sup>nd</sup> Offense** Immediate 3 – 5 day suspension. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension, in-school suspension or recommendation for expulsion.
- Subsequent Offenses** Immediate 6-10 out-of-school suspension.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension, in-school suspension or recommendation for expulsion.
- 2<sup>nd</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension, in-school suspension or recommendation for expulsion.

**Subsequent Offenses** Immediate 3-10 day out-of-school suspension.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

23. **Medication (Prescription and Over the Counter):**

Lunenburg County’s medication policy will be followed. Failure to do so will be at the discretion of the principal or designee. Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out of school suspension or recommendation for expulsion. In severe cases, referrals to juvenile court may be made.

24. **Skipping Class, Unexcused Absence, or Chronic Tardiness:** Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse.

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school-suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

25. **Student Dress:** A student’s dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

**1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school-suspension, out-of-school suspension or recommendation for expulsion.

**2<sup>nd</sup> Offense** Immediate 3 day suspension.

**Subsequent Offenses** Immediate 5 day suspension and/or recommendation for long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

**1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school-suspension, out-of-school suspension or recommendation for expulsion.

**2<sup>nd</sup> Offense** Immediate 3 day suspension or discretion of the principal (ISS).

**Subsequent Offenses** Immediate 5 day suspension with recommendation for long-term suspension.

**ELEMENTARY (GR. PK-5)**

<b>1<sup>st</sup> Offense</b>	Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.
<b>2<sup>nd</sup> Offense</b>	Immediate 2 day suspension and call to parent.
<b>Subsequent Offenses</b>	Immediate 3-5 day suspension.

26. **Theft:** Taking school or personal property without consent. (In certain instances police will be notified.)

**HIGH SCHOOL (GR. 9-12)**

<b>1<sup>st</sup> Offense</b>	Immediate 5-10 day suspension, restitution prior to readmission.
<b>Subsequent Offenses</b>	Immediate suspension with possible recommendation for long-term suspension, counseling prior to readmission to school, immediate restitution.

**MIDDLE SCHOOL (GR. 6-8)**

<b>1<sup>st</sup> Offense</b>	Immediate 5-10 day suspension, restitution prior to readmission.
<b>Subsequent Offenses</b>	Immediate suspension with possible recommendation for long-term suspension, counseling prior to readmission to school, immediate restitution.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made. Restitution will be required.

27. **Threats to School Employees and Students:** Verbal, written, or electronically transmitted threats to cause harm, bodily injury, or death. A student's threats of death or bodily injury to school personnel and written electronically transmitted threats to school personnel will be handled according to Section 18.2-60 of the Code of Virginia.

**HIGH SCHOOL (GR. 9-12)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Suspension for up to 10 days for first offense. Referral to juvenile justice system may be made.

**MIDDLE SCHOOL (GR. 6-8)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Suspension for up to 10 days for first offense. Referral to juvenile justice system may be made.

**ELEMENTARY SCHOOL (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Suspension for up to 10 days for first offense. Referral to juvenile justice system may be made.

28. **Tobacco:** Possession and/or use of tobacco products by all students is prohibited. This includes alternative nicotine products, nicotine vapor products, electronic cigarettes or electronics smoking devices and/or smoking.

**HIGH SCHOOL (GR. 9-12)**

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|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | Immediate 3-day suspension.  |
| <b>2<sup>nd</sup> Offense</b> | Immediate 5-day suspension.  |
| <b>Subsequent Offenses</b>    | Immediate 10-day suspension and recommendation for long-term suspension. In certain cases, referral to juvenile court may be made. |

**MIDDLE SCHOOL (GR. 6-8)**

- |                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | Immediate 3-day suspension.  |
| <b>2<sup>nd</sup> Offense</b> | Immediate 5-day suspension.  |
| <b>Subsequent Offenses</b>    | Immediate 10-day suspension and recommendation for long-term suspension. In certain cases referrals to juvenile court may be made. |

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. In certain cases referrals to juvenile court may be made.

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

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

30. **Vandalism or Destruction:** Intentional or deliberate destruction of school or private property. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

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|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | Immediate 5-10 day suspension, restitution prior to readmission.   |
| <b>2<sup>nd</sup> Offense</b> | Immediate 10-day suspension, restitution prior to readmission.   |
| <b>Subsequent Offenses</b>    | Immediate 10-day suspension with possible recommendation for long-term suspension and/or expulsion, immediate restitution. |

**MIDDLE SCHOOL (GR. 6-8)**

- |                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | Immediate 5-10 day suspension, restitution prior to readmission.   |
| <b>2<sup>nd</sup> Offense</b> | Immediate 10-day suspension, restitution prior to readmission.   |
| <b>Subsequent Offenses</b>    | Immediate 10-day suspension with possible recommendation for long-term suspension and/or expulsion, immediate restitution. |

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances.

Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion. Restitution will be required.

31. **Weapons/Dangerous Objects:** A student shall not supply, possess, handle, use, or transmit a weapon, look-alike weapon, or any other object which may be used to inflict bodily injury or place another in fear of his/her safety on school property, on his/her way to or from school, or at any school function, activity, or event away from school. (In certain instances, police will be notified.) In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

Suspension from 5-10 day school suspension with possible recommendation for expulsion.

**MIDDLE SCHOOL (GR. 6-8)**

Suspension from 5-10 day school suspension with possible recommendation for expulsion.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances.

Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

### OVERVIEW TYPE II OFFENSES

School, or Classroom Disturbances When Not Specifically Defined as Type I Offenses.

#### HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5) CUMULATIVE DISPOSITION SYSTEMS FOR DISRUPTIVE BEHAVIOR

The cumulative disposition systems begin anew each year. Infractions are cumulative from one staff member to another. These systems apply to Type II offenses or a combination thereof. The disposition of school and bus offenses will accumulate separately. The penalty for an accumulation of discipline notices for nondisruptive/minor offenses will be at the discretion of the principal or designee.

#### CUMULATIVE DISPOSITION SYSTEM

1. The first (1st) time a student is sent to the office, the student will be given a warning and/or placed on probation.
2. The second (2nd) time a student is sent to the office, the student may be placed on probation, receive counseling or be given an alternative assignment for 1-10 days, and the parent(s) will be contacted.
3. The third (3rd) time a student is sent to the office, the student will be suspended out-of-school for 1-3 days. Counseling services will be provided upon the student's return to school.
4. The fourth (4th) time the student is sent to the office, the student will be suspended out-of-school for 3-5 days.
5. The fifth (5th) time a student is sent to the office, the student will be suspended out-of-school for 5-10 days; consideration will be given to recommending that the student be given a long-term suspension for subsequent offenses.

***Pupils may be suspended or expelled from attendance at school for sufficient cause.***

***Only out-of-school suspensions may be appealed.***

***The administration reserves the right to rule on any conduct that may be Considered inappropriate, disruptive and disrespectful or dangerous***

# Transportation

## School Bus Conduct And Safety Violations

File: JFCC-RR

**PRESENCE OF PARENTS OR RESPONSIBLE ADULTS AT SCHOOL BUS STOPS**  
(For Students Grade Three and Below)

In the interest of the safety and welfare of school bus passengers, students in Grade Three or below who ride a school bus must have a parent, guardian or other responsible adult present at the bus stop or the student's house when the student exits the bus.

Procedural Guidelines:

The following general procedural guidelines should be followed when administering this policy:

1. Upon the first violation of this section, a warning Letter will be sent home with the student.
2. For second and subsequent violations in the same school year, the administrator will suspend the student's riding privileges for one (1) to five (5) school days.

Adopted: October, 2002

## **INSTRUCTIONS FOR SCHOOL BUS RIDERS**

These instructions are designed to assist in providing safe transportation, good citizenship training, and economical bus operation for the pupils of the Lunenburg County Public Schools. The school board requests the cooperation of students, patrons, and teachers in carrying out these instructions and rules.

1. Students riding school system buses will be under the authority of the bus driver **from the bus stop area to school and back to the bus stop area in the afternoon.**
2. Students must ride the bus to which they are assigned. (Exception: the student has a note signed by a parent and also signed by the principal. Notes must specify date, with whom (if anyone) they are going, and to where they are going, including the 911 destination.) Parental permission (written or verbal) and approval from the principal or designee must be obtained if the student's pick-up or drop-off point changes.
3. Students must keep his/her feet out of the aisle to prevent tripping when the bus is loading and unloading.
4. Students should be at the bus stop at least 5 min. before the normal pick-up time.
5. Students causing damage to the bus will be responsible for the entire cost of any repairs. School system discipline procedures, including possible arrest, will also apply to vandalism.
6. Any stops other than the regular bus stops will NOT be allowed while students are on the bus, except for emergencies.
7. Students must remain seated while the bus is moving. Moving around or standing up while the vehicle is in motion, throwing objects, sticking head or limbs out of the window, climbing over seats, visible use or possession of bottles, cans, glass containers, or any item that may cause a distraction/disruption of any kind is a serious transportation violation.
8. Students leaving or entering the bus must walk in front of the bus (where necessary) so the driver can see him/her.
9. Inappropriate behavior at the bus stop area will not be allowed and will be referred to the principal for review and disciplinary action.
10. Students will be aware that drivers will slow down at all stops to visually check for late arrivals.
11. **Students being transported on school sponsored trips, to other schools, and/or to any SVCC campus will be disciplined for violations of the Student Standards of Conduct as if the offense occurred on school property.**
12. The following will **NOT** be allowed on any bus:
  - eating, drinking, chewing gum, smoking, visible bottles, cans or glass containers
  - fighting, excessive noise, horseplay, sticking head or limbs out of the windows, use of profanity, or amorous behavior, pornographic literature, inappropriate public display of affection
  - throwing of any object inside the bus or out of the windows or door
  - radios of any kind
  - knives, sharp objects of any kind, or any kind of weapon
  - animals of any kind
  - tampering with the emergency door

- any display of stickers, posters, or any kind of advertising
- items which will not fit under bus seat
- throwing of any kind of trash on the floor
- disrespect to driver/substitute
- trespassing (boarding any bus without permission from proper authorities. Violators will be prosecuted.)
- glass vases, balloons, shop projects

NOTE: Students may be punished for any objects that cause a disruption or distraction

Realizing that most students are cooperative in obeying bus rules, it is important that everyone be cooperative to insure the safety of all who ride the school bus. This can be accomplished if everyone remembers these things:

1. Safety **MUST** be everyone's main concern and goal.
2. The driver is in complete charge at all times.
3. Riding a school bus is a **PRIVILEGE**...not a right.

Please contact the principal of the school, which your child attends, should you have a question or a problem.

## **SCHOOL BUS CONDUCT/INFRACTIONS: CONSEQUENCES**

1. **Aggressive Behavior:** Behavior such as pushing, pinching, shoving, kicking, slapping, biting, or spitting between or among students in which no harm or injury is inflicted. In severe cases referrals to juvenile court may be made.

### **HIGH SCHOOL (GR. 9-12)**

- |   |  |
|---|--|
| <b>1<sup>st</sup> Offense</b>                 | Penalty is at the discretion of the principal or designee.                             |
| <b>2<sup>nd</sup> Offense</b>                 | Immediate 3-10 day suspension  |
| <b>3<sup>rd</sup> and Subsequent Offenses</b> | Immediate 10-day suspension with recommendation for long-term suspension or expulsion. |

### **MIDDLE SCHOOL (GR. 6-8)**

- |   |  |
|---|--|
| <b>1<sup>st</sup> Offense</b>                 | Penalty is at the discretion of the principal or designee.                               |
| <b>2<sup>nd</sup> Offense</b>                 | Immediate 3-5 day suspension or discretion of the principal (ISS).                       |
| <b>3<sup>rd</sup> and Subsequent Offenses</b> | Immediate 3-10 day suspension with recommendation for long-term suspension or expulsion. |

### **ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

2. **Alcohol:** Sale, possession, under the influence of or attempting to distribute on school property or at a school function. In severe cases referrals to juvenile court may be made.

### **HIGH SCHOOL (GR. 9-12)**

- |                    |   |
|--------------------|---|
| <b>1st Offense</b> | Immediate 10-day bus and school suspension (concurrent), referral for counseling, and notification of parents.  |
| <b>2nd Offense</b> | Immediate 10-day bus and school suspension (concurrent) and recommendation for long-term suspension or expulsion, counseling required prior to reinstatement of bus privileges. |

### **MIDDLE SCHOOL (GR. 6-8)**

- |                    |  |
|--------------------|--|
| <b>1st Offense</b> | Immediate 10-day bus and school suspension (concurrent), referral for counseling, and notification of parents.   |
| <b>2nd Offense</b> | Immediate 10-day bus and school (concurrent) suspension and recommendation for long-term suspension, counseling required prior to reinstatement of bus privileges. |

### **ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments out-of-school suspension or recommendation for expulsion.

3. **Assault or Battery:** Assault or battery by a student on faculty, other students, or any school employee on school property or off school property if school related. In every instance, the police will be notified. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

<b>1st Offense</b>	Immediate 5-day bus and school suspension (concurrent) with possible recommendation for long-term suspension or expulsion.
<b>2nd and Subsequent Offenses</b>	Immediate 10-day bus and school suspension (concurrent) with recommendation for long-term suspension or expulsion.

**MIDDLE SCHOOL (GR. 6-8)**

<b>1st Offense</b>	Immediate 5-day bus and school suspension (concurrent) with possible recommendation for long-term suspension or expulsion.
<b>2nd and Subsequent Offenses</b>	Immediate 10-day bus and school suspension (concurrent) with recommendation for long-term suspension or expulsion.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

4. **Cursing, Vulgar Language, Obscene Gestures, Pornographic Literature, and Affection:** Use of written or spoken profane, vulgar, or obscene words or gestures: placing hands on students in an inappropriate manner; possession of pornographic, obscene, or indecent literature; inappropriate use of technology, inappropriate public display of affections; other actions which may disrupt the school program.

**HIGH SCHOOL (GR. 9-12)**

<b>1<sup>st</sup> Offense</b>	Penalty is at the discretion of principal or designee.
<b>2<sup>nd</sup> Offense</b>	Immediate 3-10 day suspension.
<b>Subsequent Offenses</b>	Immediate 10-day suspension and/or recommendation for long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

<b>1<sup>st</sup> Offense</b>	Penalty is at the discretion of principal or designee.
<b>2<sup>nd</sup> Offense</b>	Immediate 3-5 day suspension.
<b>Subsequent Offenses</b>	Immediate 10-day suspension and/or recommendation for long-term suspension.

**ELEMENTARY (GR. PK-5)**

<b>1<sup>st</sup> Offense</b>	Penalty is at the discretion of the principal or designee.
<b>2<sup>nd</sup> Offense</b>	Immediate 3-day suspension.
<b>Subsequent Offenses</b>	Immediate 3-5 day suspension and/or recommendation for long-term suspension.

5. **Drugs (illegal, controlled, or imitations):** The sale, purchase, possession, use, under the influence, or distribution of drugs, or synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1 on school property or at a school function are prohibited. (In every instance, police will be notified.) Students possessing any medication at school must notify the principal, the principal's designee, or school nurse. Prescription and over the counter medication must follow the county policy concerning medication. Failure to do so will be at the discretion of the principal or designee. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

Immediate 1-10 day bus and school suspension (concurrent) and recommendation for long-term suspension or expulsion. Consideration will be given for readmission conditional upon the student or parent providing documentation of completion of an evaluation and assessment for services and subsequent participation in a drug rehabilitation program.

**MIDDLE SCHOOL (GR. 6-8)**

Immediate 1-10 day bus and school suspension (concurrent) and recommendation for long-term suspension or expulsion. Consideration will be given for readmission conditional upon the student or parent providing documentation of completion of an evaluation and assessment for services and subsequent participation in a drug rehabilitation program.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

6. **Fighting:** The exchange of multiple or serious blow(s) between or among students with intent to harm or inflict injury. (In certain instances, the police will be notified.)

**HIGH SCHOOL (GR. 9-12)**

**1<sup>st</sup> Offense** Immediate 5-day school and bus suspension (concurrent) and referral to juvenile court.

**2<sup>nd</sup> Offense** Immediate 10-day school and bus suspension (concurrent) and referral to juvenile court.

**Subsequent Offenses** Immediate 10-day school and bus suspension (concurrent) with recommendation for long-term suspension and referral to juvenile court.

**MIDDLE SCHOOL (GR. 6-8)**

**1<sup>st</sup> Offense** Immediate 5-day school and bus suspension (concurrent) and referral to juvenile court.

**2<sup>nd</sup> Offense** Immediate 10-day school and bus suspension (concurrent) and referral to juvenile court.

**Subsequent Offenses** Immediate 10-day school and bus suspension (concurrent) with recommendation for long-term suspension and referral to juvenile court.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, out-of-school suspension or recommendation for expulsion.

7. **Firearms:** A student shall not supply, possess, handle, use, or transmit any ammunition and/or look-alike ammunition, firearm or look-alike firearm on school property, on his/her way to or from school, or at any school function, activity, or event away from school. (In every instance, the police will be notified.)

**HIGH SCHOOL (GR. 9-12)**

Immediate 10-day school and bus suspension and with recommendation for long-term suspension or expulsion for real ammunition or firearm. Immediate 5-10 day for look-alike ammunition or firearm.

**MIDDLE SCHOOL (GR. 6-8)**

Immediate 10-day school and bus suspension and with recommendation for long-term suspension or expulsion for real ammunition or firearm. Immediate 5-10 day for look-alike ammunition or firearm.

**ELEMENTARY (GR. PK-5)**

Immediate 10-day school and bus suspension and with recommendation for long-term suspension or expulsion for real ammunition or firearm. Immediate 5-10 day for look-alike ammunition or firearm.

8. **Fireworks (Pyrotechnics) Possession of:** Possession of fireworks is prohibited by law. This also includes incendiary devices, bottle bombs (homemade), and sensory releases. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

**1<sup>st</sup> Offense** Immediate 3-10 day suspension.

**Subsequent Offenses** Immediate 10 day suspension and recommendation for long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

**1<sup>st</sup> Offense** Immediate 3-10 day suspension.

**Subsequent Offenses** Immediate 10 day suspension and recommendation for long-term suspension.

**ELEMENTARY SCHOOL (GR. PK-5)**

**1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee.

**2<sup>nd</sup> Offense** Immediate 3-5 day suspension.

**Subsequent Offenses** Immediate 5-10 day suspension and recommendation for long-term suspension.

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

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

10. **General Student Conduct and Safety Violations:** General Categories of misconduct/behavior such as moving around or standing up while a vehicle is in motion, throwing objects, sticking head or limbs out of window, climbing over or under seats, feet in the aisle, visible use and/or possession of bottles, cans, glass containers, possession of any items that may cause distraction or disruption on the bus, animals of any kind, and items which will not fit under bus seat.

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Immediate 3 day suspension.
- 2<sup>nd</sup> Offense** Immediate 5 day suspension.
- Subsequent Offenses** Immediate 6-10 day suspension and recommendation for long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Immediate 3 day suspension.
- 2<sup>nd</sup> Offense** Immediate 5 day suspension.
- Subsequent Offenses** Immediate 6-10 day suspension and recommendation for long-term suspension.

**ELEMENTARY SCHOOL (GR. PK-5)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee.
- 2<sup>nd</sup> Offense** Immediate 2 day suspension.
- Subsequent Offenses** Immediate 3-10 day suspension and recommendation for long-term suspension.

11. **Harassment:** To disturb or annoy constantly or to torment persistently in a sexual, verbal, hazing, bullying, written, or touching manner.

**HIGH SCHOOL (GR. 9-12)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school-suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.
- 2<sup>nd</sup> Offense** Immediate 3-5 day suspension. In severe cases referrals to juvenile court may be made.
- 3<sup>rd</sup> Offense** Immediate 5-10 day suspension. In severe cases referrals to juvenile court may be made.

**MIDDLE SCHOOL (GR. 6-8)**

- 1<sup>st</sup> Offense** Penalty is at the discretion of the principal or designee depending on the circumstances. Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school-suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

**2<sup>nd</sup> Offense** Immediate 3-5 day suspension. In severe cases referrals to juvenile court may be made.

**3<sup>rd</sup> Offense** Immediate 5-10 day suspension. In severe cases referrals to juvenile court may be made.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances.

Dispositions may include counseling with student, parent(s), and teachers; alternative assignments, in-school-suspension, out-of-school suspension or recommendation for expulsion. In severe cases referrals to juvenile court may be made.

12. **Inappropriate Sexual Behavior:** to include, but not limited to, indecent exposure and touching. In severe cases referrals to juvenile court may be made.

**HIGH SCHOOL (GR. 9-12)**

**1st Offense** Immediate 10-day bus and school suspension (concurrent), referral for counseling, and notification of parents.

**2nd Offense** Immediate 10-day bus and school suspension (concurrent) and recommendation for long-term suspension or expulsion, counseling required prior to reinstatement of privileges.

**MIDDLE SCHOOL (GR. 6-8)**

**1st Offense** Immediate 10-day bus and school suspension (concurrent), referral for counseling, and notification of parents.

**2nd Offense** Immediate 10-day bus and school (concurrent) suspension and recommendation for long-term suspension, counseling required prior to reinstatement of privileges.

**ELEMENTARY (GR. PK-5)**

**1st Offense** Immediate 3-5 day suspension bus and school suspension (concurrent), referral for counseling, and notification of parents.

13. **Tampering with Emergency Exit** while bus is moving or stopped.

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5)**

Immediate 10-day bus suspension.

14. **Threats to School Employees and Students:** Verbal, written, or electronically transmitted threats to cause harm, bodily injury, or death. A student's threats of death or bodily injury to school personnel and written electronically transmitted threats to school personnel will be handled according to Section 18.2-60 of the Code of Virginia.

**HIGH SCHOOL (GR. 9-12)**

Penalty is at the discretion of the principal or designee depending on the circumstances.

Suspension for up to 10 days for first offense. Referral to juvenile justice system may be made.

**MIDDLE SCHOOL (GR. 6-8)**

Penalty is at the discretion of the principal or designee depending on the circumstances.

Suspension for up to 10 days for first offense. Referral to juvenile justice system may be made.

**ELEMENTARY SCHOOL (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances.  
Suspension for up to 10 days for first offense. Referral to juvenile justice system may be made.

15. **Tobacco:** Possession and/or use of tobacco products by all students are prohibited.

**HIGH SCHOOL (GR. 9-12)**

**1st Offense** Immediate 3-day suspension.

**2nd Offense** Immediate 5-day suspension.

**Subsequent Offenses** Immediate 10-day suspension and recommendation for long-term suspension. In certain cases referral to juvenile court may be made.

**MIDDLE SCHOOL (GR. 6-8)**

**1st Offense** Immediate 3-day suspension.

**2nd Offense** Immediate 5-day suspension.

**Subsequent Offenses** Immediate 10-day suspension and recommendation for long-term suspension. In certain cases referral to juvenile court may be made.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on the circumstances.  
Dispositions may include counseling with student, parent(s), and teachers; alternative assignments out-of-school suspension or recommendation for expulsion. In certain cases referrals to juvenile court may be made.

16. **Vandalism or Destruction:** Intentional or deliberate destruction of school or private property.

**HIGH SCHOOL (GR. 9-12), MIDDLE SCHOOL (GR. 6-8), AND ELEMENTARY (GR. PK-5)**

Immediate 5-10 day bus suspension with possible recommendation for long-term (school) suspension or expulsion. Proof of restitution must be received prior to returning to the bus.

17. **Weapons/Dangerous Objects:** A student shall not supply, possess, handle, use, or transmit a weapon, look-alike weapon, or any object which may be used to inflict bodily injury or place another in fear of his/her safety on the school bus on his/her way to or from school, or at any school function, activity, or event away from school. (In certain instances, the sheriff will be notified.)

**HIGH SCHOOL (GR. 9-12)**

Immediate 5-10 day (concurrent) bus and school suspension with recommendation for long-term suspension.

**MIDDLE SCHOOL (GR. 6-8)**

Immediate 5-10 day (concurrent) bus and school suspension with recommendation for long-term suspension.

**ELEMENTARY (GR. PK-5)**

Penalty is at the discretion of the principal or designee depending on circumstances, may include bus and school suspension and recommendation for long-term suspension and expulsion.

## DEFINITIONS

When used in this Regulation, unless otherwise specifically defined where used and/or the context requires a different meaning, the following terms shall have the following meaning:

1. **ALTERNATIVE ASSIGNMENT** - Removal of a student from class or classes and assignment to a designated supervisor.
2. **ASSAULT** - a physical attack
3. **ASSAULT & BATTERY** - the crime of threatening a person together with the act of making physical contact with them.
2. **CONCURRENT** - School and bus suspensions served at the same time.
3. **CUMULATIVE DISPOSITION FOR DISRUPTIVE BEHAVIOR** - Misbehavior and failure to follow school rules and regulations are cumulative and inclusive of all Type II offenses. For all Type II offenses, the cumulative disposition systems shall be invoked.
4. **DETENTION** - A requirement that the student report to a specified school location and to a designated teacher or school official to make-up work missed or to receive specific instructions in behavior modification. Detention may require the student's attendance before or after school to complete assigned tasks.
5. **DISCIPLINE HEARING PANEL** - A panel of three school administrators or counselors who offer a recommendation to the Division Superintendent in cases of short-term suspension appeals.
6. **DISCIPLINARY COMMITTEE** – Composed of three School Board Members that will preside over all cases of student expulsions within the Lunenburg County School Division.
7. **DUE PROCESS** - The phrase "Due Process" means that any person accused of a violation of a rule, responsibility, policy, or law is entitled:
  - (a) To know what the charges are against him/her; and
  - (b) To have the opportunity to present his/her viewpoint before a disciplinary decision is made.
8. **EXPULSION** - Removal of a student from school for an indefinite period. The expulsion must be approved by the school board.
9. **HARASSMENT** – To disturb or annoy constantly or to torment persistently in a sexual, verbal, hazing, bullying, written, or touching manner.
10. **HAZING** – Doing abusive disagreeable, or humiliating tricks or tasks to others in a ridiculing or harassing manner is considered hazing.
11. **IN-SCHOOL SUSPENSION (ISS)** - Placing a student in a strict controlled supervised environment (within the school area) where assignments can be completed away from general student population.
12. **LONG-TERM SUSPENSION** - Removal of a student from the school campus and exclusion from all school-sponsored activities for more than ten (10) days by the superintendent or designee.
13. **LOOK-ALIKE DRUGS** - The term "look-alike drugs" refers to imitation controlled substances as defined in Section 18:2-247 of the Code of Virginia and imitation marijuana.

14. **MAKE-UP WORK** – When students are suspended out of school on a temporary basis, teachers are to allow these students to make up homework and major tests; however, daily classwork and quizzes cannot be made up. A zero (0) may be recorded for classwork and quizzes missed because of out-of-school suspension. The following stipulations apply:
  - (a) That the make-up work shall be initiated by the student and requested on or before the first day the student returns to school;
  - (b) That the time allowed for make-up work shall be left to the discretion of the teacher, but the time shall not be less than the length of the suspension;
  - (c) That credit shall be given for make-up work completed.
15. **SHORT-TERM SUSPENSION** - Removal of a student from the school campus and exclusion from all school-sponsored activities for not more than ten (10) days by the principal.
16. **STUDENTS WITH DISABILITIES** - Students who have been identified as disabled with a current individualized education program (IEP).

\* \* \* \* \*

STUDENT ABSENCES/EXCUSES/DISMISSALS

I. Student Attendance Policy

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a 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 no later than upon the student's return to school. The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

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

Students shall attend school for a full day unless otherwise excused by the principal or principal's designee.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

II. Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused".

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principals or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal, or principal's designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal, principal's designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

(Continued)

C. Upon Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or principal's designee shall notify the attendance officer or Superintendent or superintendent's designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in Va. Code §16.1-228 or (ii) instituting proceedings against the parent pursuant to Va. Code §18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the attendance officer shall document the school division's compliance with this Code section.

III. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

IV. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

V. Dismissal Precautions

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

(Continued)

Adopted: March, 1992  
Amended: January, 1995  
Amended: June, 1997  
Amended: June, 1998  
Amended: August, 1999  
Amended: June, 2001  
Amended: June, 2004  
Amended: May, 2009  
Amended: May, 2010  
Amended: May, 2013  
Amended: May, 2017

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-254 and 22.1-258, 22.1-260, 22.1-279.3,46.2-323  
and 46.2-334.001.

8 VAC 20-230-20.

8 VAC 20-730-10.

Cross Ref.: IGAJ Driver Education  
JFC Student Conduct  
JFC-R Standards of Student Conduct

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STUDENT ABSENCES/EXCUSES/DISMISSALS  
(LCSB Policy JED)

- I. Students who are absent must bring a parental note on the first day the student returns to school stating the reason for the absence. The only excuses for absence that shall be deemed acceptable are:
- a. illness (if over two days, the school may require a note from the doctor)
  - b. court appearance
  - c. death in the family
  - d. religious holidays
  - e. field trips and school-related activities
  - f. extenuating circumstances which are determined by the school administration.

High School and Middle School

Believing that school attendance is directly related to academic achievements, is relevant to developing good habits which are exceptionally important in the world of work and is ultimately the responsibility of the students and their parent(s)/guardian(s), the Lunenburg County School Board directs that students of Central High School and Lunenburg Middle School may not be promoted or receive semester credit if absent from school for more than ten (10) days for each subject missed. If more than ten absences occur, the loss of semester credit will result unless the absences are covered by legitimate excuses. Legitimate absences include the following:

- 1) personal illness
- 2) severe illness or death in the immediate family
- 3) exposure to a contagious disease
- 4) religious holidays
- 5) extremely inclement weather
- 6) required court appearance
- 7) essential labor.

Out-of-school and in-school suspensions are not counted as absences in the administration of this policy.

In all cases of absence or tardiness, the parent(s)-/guardian(s) shall give, in writing, an excuse stating the cause of absence or tardiness. Absence for any reason other than those stated must be with the advance approval of the principal/assistant principal. Such absence requests must be made in writing and must state the reason for absence and the date and/or time of absence. Parent(s)/guardian(s) will be reminded that all cases of absence count against the student's attendance record regardless of the reason with the sole exception of

approved school activities. All notes of excuse or request to leave school must be preserved until the close of the school term, and the principal and the assistant principal will be the judges of the validity of the notes. After examining the validity of the excuses on file, the principal/assistant principal will determine whether the student retains credit or loses credit in each class in which he/she has been absent for more than ten (10) days. If the total number of excuses on file do not cover the total number of days absent, the loss of semester credit will result, and the parent(s)/guardian(s) will receive notification of this loss of semester credit by mail.

If the parent(s)/guardian(s) or student feels that extenuating circumstances as defined above caused the excessive absences, the parent(s)/guardian(s) may appeal the loss of credit, within five (5) school days, in writing to the assistant principal. Upon receipt of the appeal, the assistant principal will arrange an Attendance Review Board hearing. This Board will consist of the principal or assistant principal as chairperson, a guidance counselor, and teachers of a student. The student's parent(s)/guardian(s) and the student will be given the opportunity to appear and be heard by the Attendance Review Board. The notes will be admissible evidence at Attendance Review Board hearings. At this time, the Board will decide if there were extenuating circumstances, and they can decide whether the decision of loss of credit should stand or be overturned.

After receipt of the disposition of the hearing, if the parent(s)/guardian(s) or student still feels that extenuating circumstances as defined above caused the excessive absences, the parent(s)/guardian(s) may appeal the disposition of the hearing, within five (5) school days, in writing to the principal and the Administrative Attendance Review Board (composed of the principal as chairperson, a guidance counselor, the visiting teacher, and one other person appointed by the superintendent). The parent/guardian may appeal the decision of the Administrative Attendance Review Board to the Division Attendance Review Board (composed of the Director of Human Resources, the General Supervisor, and the Chapter I Coordinator), to the Superintendent, and, then ultimately, to the School Board.

- A. Student absences will be recorded on a daily basis in each class. The student is to present the first-period or homeroom teacher a written note which included the date(s) of absence, the cause of absence, and parent's/guardian's signature for daily absence, early dismissal, or late arrival.
- B. An attempt will be made, via electronic means, to contact the parent(s)/guardian(s) of a student who has been absent from school. This will be done on a daily basis unless the school has been notified otherwise.
- C. The first-period teacher will notify the parent(s)-/guardian(s) once with a certificate of mailing letter when the student has accumulated five (5) absences from any one class. A copy of the attendance policy will be included with "Notice of Five Absences." Parents should realize that the student may be in violation in other classes also. The assistant principal will be notified in writing ("Notice of 11 Absences -- Violation") when a student accumulates eleven days in a given class.
- D. A secondary school student may lose semester credit in each class in which he/she has been absent for more than ten (10) days. The loss of credit will be determined by the assistant principal after examining the validity and the number of excuses on file for the student. Parents will receive notification of the loss or the retention of credit by mail.

When a student absence causes classwork to be missed, the following will apply:

- 1. When students are suspended out of school on a temporary basis, teachers are to allow these students to make up homework and major tests; however, daily classwork and quizzes cannot be made up. A zero (0) shall be recorded for classwork and quizzes missed because of out-of-school suspension.

2. Absences or tardiness due to approved school activities will not count toward total absence from class. In cases of absence or tardiness from class because of school sponsored activities and legitimate voluntary reason, the student may request an opportunity to make up work. Make up work must be completed at a time and place convenient to the teacher during contractual hours. Students are expected to make up the work missed at the rate of one day makeup for each day of absence. A student missing two days would have two days to complete work missed during the absence.
- E. Student attendance will be maintained in an electronic database system (Power Schools). Secondary principals shall maintain accurate records of early dismissals and late arrivals as a part of their students accounting systems.
- F. Semester courses will be handled in the same manner as yearly courses. In computing final yearly grades, a student who is passing but loses semester credit in any class due to excessive absences will receive a grade of "F" on the Scholastic Record Card using (69) for computation purposes. A student already failing and in violation of the attendance policy due to excessive absences will receive a grade of "F" on the Scholastic Record Card and an actual numerical grade will be used in determining the final grade. When a grade of "F" is recorded due to excessive absences, the report card code will reflect attendance problems.

#### Elementary School

1. A student will be expected to make up work for all classes missed within five (5) days of return to school, whether the absence is excused or unexcused. Extenuating circumstances may be considered in extending the time limit.
2. Students who do not bring parental notes or who bring unacceptable excuses shall be corrected through the use of counseling and discipline procedures.

#### General Provisions

Each principal will insure that teachers are accountable for the following:

- a. checking the roll each day in every class,
- b. communicating with a student's parents if poor attendance is affecting the student's progress and maintaining a log of those contacts,
- c. including participation, which may be affected by attendance, in their student evaluation procedures, and
- d. offering vital, stimulating instruction each day which necessitates and encourages student attendance.

### Student Absence/Excuses/Dismissal

This Regulation serves as an addendum to Lunenburg County Public Schools current attendance policy.

All Students are expected to be in school each day during instructional hours. Each parent/guardian having responsibility of a child enrolled in Lunenburg County shall inform the school each day the child is absent all or part of any school day. All schools will make a reasonable effort to contact the parent/guardian of each absent student and will maintain a log of attempted contacts. Each school's administration shall endeavor to minimize or eliminate class cutting, tardies and absences. Students shall be required to attend school the equivalent of 180 instructional school days.

There may be times when a student is unable to attend school. An excused absence shall be considered valid when documentation or a written note or other form of notice approved by the principal or principal's designee is received on the day the student returns to school. Excused absences include:

- Illness for which a parent/guardian submits a note
- Family Emergencies (maximum of 2)
- Death in the family
- Court appearances
- Approved religious holidays (non-traditional observance requires supporting documentation)
- Extenuating circumstances as determined by the school's administration

An excused absence will ensure that a student is not deprived of any award, eligibility or opportunity to compete for an award or denied an opportunity to take an exam/test which he/she may have missed for religious reasons.

The Virginia Department of Education is currently developing a uniform, consistent definition for unexcused absences. Until the State Board of Education has finalized the definition of "unexcused absences", the Lunenburg County Public School System will adhere to the existing policy for "unexcused absences". They are:

- Suspension from school
- Absences to conduct business matters that could be completed after school hours
- Leaving school/missing class without permission from the Principal or designee
- Inclement weather
- Car trouble
- Oversleeping
- Parents running late
- Family vacations
- Babysitting
- Truancy
- Absence for which a note is not presented with 3 school days

Virginia School Law (22.1-258), requires that a conference with a student’s parent be held when that student has accumulated six (6) absences within the current school year. Also, according to the State Code 22.1-258, the school system is required to file charges against the student’s parent with the Lunenburg Juvenile & Domestic Relations District Court when that student has accumulated seven (7) or more “unexcused absences within the current school year.

The Division’s Attendance Officer must be contacted within three (3) days upon receiving communication from the student’s school to explain why such charges should not be filed against the parent and the student.

If a secondary student is absent from his/her class 10 times during the semester, he/she could lose course credit and risk failing that class. Additionally, if a student under the age of 18 years has 10 or more consecutive unexcused absences from school, the principal may notify the Juvenile & Domestic Relations Court which may take action to suspend the student’s driver’s license.

An Attendance Review Committee will review all referred cases with documentation of:

- (1) high school students who receive failing grades for each semester with 10 or more absences
- (2) all middle and/or elementary school students absent 10 days or more per year

Dismissal Precaution:

A formal check-out system shall be maintained in each school. A student will not be released during the school day to any person not authorized by the parent/guardian and shall be released only upon the request and authorization of the parent/guardian.

## Lunenburg County Public Schools Discipline Appeal Form

This form **MUST** be completed within **THREE (3) DAYS** of the beginning suspension date.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Infraction: \_\_\_\_\_  
\_\_\_\_\_

Result of conference with school Principal: \_\_\_\_\_

In order for an appeal to be presented to a Discipline Hearing Review Panel, the administration must have violated one of the following:

- 1. Violation of School Board Policy
- 2. Violation of County Discipline Code
- 3. Violation of Student Handbook

Please Describe the Violation Below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If a student is suspended by the assistant principal, the appeal is made to the building principal. The principal will review the incident and report the decision in writing to the parent/guardian. **Only out-of-school suspensions may be appealed.** The next step in the appeals process is to the Division Superintendent or to his/her designee.

Signature: \_\_\_\_\_

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**Bring Your Own Device Guidelines and Agreement Form**

Students and teachers may utilize their laptops or other devices at school.

**Guidelines:**

1. Any student/teacher who wishes to use a personally owned laptop or other digital device within Lunenburg County Schools must read and sign this agreement and submit to the librarian. Only after all agreements are signed by student and parent and the student has a signed AUP on file, will the student be allowed to use a personal laptop. If a teacher brings his/her own device; they will just need to sign this document and have the librarian set them up an account.

2. The student/teacher takes full responsibility for his/her digital device and keeps it with him/her at all times. The school is not responsible for the security of the device.

3. The student/teacher is responsible for the proper care of their digital device, including any costs of repair, replacement or any modifications needed to use the laptop at school. The school technicians will not work on personal computers. All participants must have up-to-date virus protection software loaded on their computer.

4. Violations of any Board policies, administrative procedures or school rules involving a student's/teacher's personally owned laptop may result in the loss of use of the laptop in school and/or disciplinary action.

5. Before using the laptop in any class, the student must inform the teacher and ask permission to use the device. The student must comply with teachers' request to shut down the computer or close the screen.

6. Personal laptops shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.

7. The student may not use the laptop to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.

8. The student should only use their device to enhance learning, which could include note taking, research, or teacher led instruction. No personal laptops will be used for Benchmark or SOL testing. Also students should note that they will not be able to print from their laptop to a school's printer.

9. The student will use the BYOD wireless network. Use of personal wireless connections (i.e. hot spot or wireless card) is not allowed. Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you are using belongs to the school and Internet access will be filtered.

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of his/her laptop.

_____	_____	_____
Laptop or Device Make	Serial Number	MAC Address
_____	_____	
Student's/Teacher's Signature	Date	
_____	_____	
Parent's Signature	Date	

**This form shall be kept on file at in the library of each school.**

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