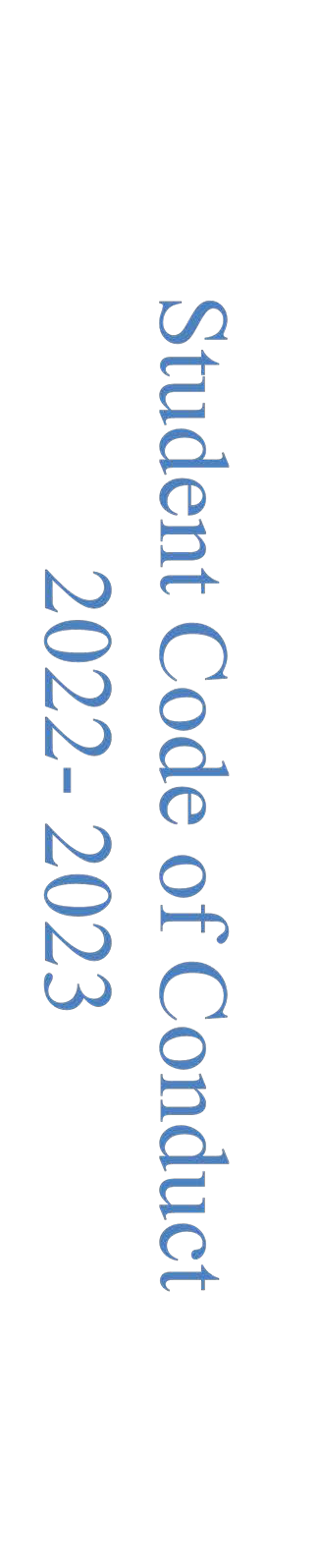
**STANDARDS AND EXPECTATIONS FOR STUDENT BEHAVIOR K-12**



Student Code of Conduct

2022- 2023

**Notice of Non-Discrimination**

Roanoke City Public Schools does not discriminate based on race, color, gender/gender identity, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non- discrimination policies under Title IX of the Education Amendment of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975.

|  |  |
| --- | --- |
| **Employee Relations**  Dominick McKee Chief Human Resources Officer  Roanoke City Public Schools 40 Douglass Avenue, NW  Roanoke, VA 24012  (540)853-2502 | **Facilities Access**  Chris Perkins  Chief Operations Officer Roanoke City Public Schools 40 Douglass Avenue, NW Roanoke, VA 24012  (540)853-2382 |
| **Student Programs/Activities** | **Students with Disabilities (Section 504)** |
| Hayley Poland | Hayley Poland |
| Assistant Superintendent | Assistant Superintendent |
| Equity and Student Services | Equity and Student Services |
| Roanoke City Public Schools | Roanoke City Public Schools |
| 40 Douglass Avenue, NW | 40 Douglass Avenue, NW |
| Roanoke, VA 24012 | Roanoke, VA 24012 |
| (540)853-1393 | (540)853-1393 |

**Title IX**

Coordinator: Hayley Poland, Assistant Superintendent of Equity and Student Services

Decision Maker: Dominick McKee, Chief Human Resources Officer

Investigator: Dr. Benjamin Lewis, Executive Director of Special Education and Hayley Poland, Assistant Superintendent of Equity and Student Services

**For questions or concerns regarding student conduct, discipline, or safety please contact:**

Hayley Poland Assistant Superintendent

Equity and Student Services Roanoke City Public Schools 540-853-1393

## A Message from the Superintendent

Welcome to the 2022-23 school year! We are excited to welcome our students back, and we know it is more important than ever to reiterate our expectations and our Code of Conduct for students attending Roanoke City Public Schools.

We are committed to cultivating an environment where all students feel safe, accepted, and benefit from rigorous, high- quality instruction. You can be assured, the safety of our students and staff is our number one priority.

At Roanoke City Public Schools, we believe:

* All students deserve the opportunity to learn and develop in a positive learning environment.
* Parents have the right to expect a quality education for their students in a safe and orderly learning environment.
* Adults in the schools and in our community have the responsibility to help guide students in developing good citizenship and a keen sense of ethics.
* Parents, guardians, teachers, principals, and school staff must model the behaviors expected of our young people and be vigilant in their efforts to assist students with positive character development.

It is also our expectation that everyone will:

* Respect yourself and others.
* Respect property both at home and at school.
* Respect differing opinions.
* Make wise choices and consider the consequences for your choices.

The Student Code of Conduct was developed in partnership with parents, teachers, students and other members of the community. It defines the conduct code for student behavior, provides school administrators with guidelines for intervention strategies and administering consequences for infractions, and is intended to be a guide for parents and students.

Thank you for reviewing the Code of Conduct with your student and for working with us to ensure our schools provide a safe, nurturing, and healthy environment where all students can learn and grow.

We look forward to a wonderful year.

Please let us know if we can be of assistance and remember, We Are One. RCPS Proud! Sincerely,

Verletta B. White Superintendent

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Roanoke City School Board and Administration back cover

**Roanoke City Public Schools Acknowledgment of Parental Responsibility**

**2022-2023**

**This form is for all parents/guardians of all students enrolled in Roanoke City Public Schools to ensure that they have received and reviewed the following important documents.**

Student Name: Birthdate:

School: 1st Period Teacher: Grade:

I hereby acknowledge the following:

1. I have received and reviewed the Roanoke City Public Schools ***Student Code of Conduct*** and understand that printed therein is Section 22.1-279.3 of the Code of Virginia, “Parent Responsibility and Involvement Requirements”, the Code of Virginia Section 22.1-254, “Compulsory School Attendance Law”, the Code of Virginia Section 22.1-79.3, “Policies Regarding Certain Activities”, the Code of Virginia Section 22.1-279.4, “Laws Regarding the Prosecution of Juveniles as Adults”. I have reviewed the contents, including the Parent/ Guardian Responsibilities on page.
2. That signing below only signifies receipt and review of the ***Student Code of Conduct*** and, furthermore, that by signing this statement of receipt, I am not waiving, but expressly reserving, my rights protected by the constitutions of the United States and the Commonwealth of Virginia, and my right to express disagreement with the school’s or school division’s policies or decisions.

Parent/Guardian: Date:

Parent/Guardian: Date:

**Please sign, date, and return to your child’s school. Failure to return the signed acknowledgment form may require a meeting with the school principal to discuss the legal responsibilities of the parent/legal guardian.**

**Student Code of Conduct Pledge 2022-2023**

As a student at Roanoke City Public Schools, I pledge to follow the Student Code of Conduct, **to respect others** and myself, and to treat everyone in my school community with fairness, respect and consideration or compassion.

I understand and agree that school must be a positive and cooperative environment so that everyone can learn.

I understand that my daily attendance is the key to my success.

I understand that violence, bullying, harassment, disruptive behavior, and abusive language **are unacceptable** and will result in consequences up to and including suspension.

I also understand that I have a responsibility to my fellow classmates to help stop bullying by reporting all repeated and/ or serious incidents that are intended to harm, intimidate, or humiliate another individual.

By signing this pledge, I understand and accept the responsibility of following the Student Code of Conduct for as long as I am a student in Roanoke City Public Schools.

Student Name: Student Signature:

School: Date:

**Students must sign, date, and return to school.**

**Anti-Bullying Position Statement**

The Roanoke City Public Schools’ community believes that each student has a right to an education free from fear and intimidation. Therefore, bullying/harassment of any form will not be tolerated.

Bullying is the systematic and chronic inflicting of physical hurt or psychological distress on another person. The Code of Virginia § 22.1-276.01 defines bullying as:

Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated overtime or causes severe emotional trauma. ‘Bullying’ includes cyber bullying. ‘Bullying’ does not include ordinary teasing, horseplay, argument, or peer conflict.

Bullying is a serious infringement of individual rights and a serious threat to the school climate and the self-esteem and self-confidence of students who are bullied. Therefore, we do not tolerate bullying of any kind.

Bullying behaviors that occur outside of school will not be tolerated especially if they negatively impact school climate (e.g., texting threats in the evening about physically assaulting a person the next day instills a climate of fear and intimidation which compromises the school climate). Such incidents will be investigated and handled by school staff as quickly and expediently as possible.

All students are expected to contribute to the creation and maintenance of a safe and welcoming environment in the school. Any student aware of a bullying situation, in or outside the school, involving members of the school community, should notify a school staff member or call the bullying hotline.

Reporting may be anonymous, and students and parents are encouraged to report any behaviors that they question. Bullying behavior is too serious not to report.

Every report of bullying is treated seriously. Each administrator must promptly open an investigation upon receipt of a complaint of bullying. The principal/principal designee will notify the parent of any student involved in an alleged incident of bullying of the status of any investigation within five (5) school days of the allegation of bullying.

The response to bullying includes a range of disciplinary action and may not result in punitive consequences if the issue can be resolved using alternative methods. The immediate priority, should a bullying incident occur, is ending the bullying, (*thereby protecting the person(s) being targeted*) and resolving the issues and restoring the relationships involved insofar as is practicable.

**Bullying incidents may be reported anonymously using the attached form or by calling the Safe Schools Bullying Hotline at 540-853-1700.**

**Roanoke City Public Schools Bullying Incident Report Form**

**Directions: This form may be filled out by a student, parent, or staff member and turned in to the principal, assistant principal, or school counselor. Students may also turn the form in to a teacher who will deliver it to the appropriate administrator. You may submit a bullying report form to Equity and Student Services if you feel that the issue has not been resolved at the school level.**

***Please provide as much detail as you can when completing the form. We will contact you within 24 hours after we receive the form.***

1. Name of reporter/person filing thereport:

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely based on an anonymous report.)

1. Are you the target of the bullying: Yes No?
2. Are you: Student Staff member Parent/Guardian Administrator or

Other /Your contact information/telephone number:

1. If student, what school do you attend? Grade:
2. If staff member, name of your school or worksite:
3. Information about the incident:
   * Name of target/victim (of aggression):
   * Name of aggressor (Person who started the aggression):
   * Date(s) of incident(s):
   * Time when incident(s) occurred
   * Location of incident(s) (Be as specific as possible):
4. Witnesses (List people who saw the incident or have information about it):

**Name:** Student Staff Other **Name:** Student Staff Other **Name:** Student Staff Other

**Describe the details of the incident (people involved, what occurred, and what each person did and said, including specific words used). Use additional space on back if necessary.**

**Signature of person filing this report: Date:**

(Note: Reports may be filed anonymously.)

**Form given to: Position: Date:**

**Signature: Date received:**

#### *Bullying incidents may be reported on the Safe Schools Bullying Hotline by calling 540-853-1700.*

***CELL PHONE PROMISE AND GUIDELINES***

RCPS understands that we are living in a society where cell phones and digital devices have become a part of our everyday lives. We also understand that above all, the education of our students is a primary goal.

Staff, parents/guardians, school staff, and students recognize and accept that there is a time and place for the use of electronic devices. It is also believed that the use of cell phones in school is a privilege and not a right. RCPS staff reserves the right to limit or control the use of cell phones and digital devices during the school day. RCPS Staff and administration reserve the right to confiscate or ask for any cell phone/device being used in violation of the student conduct rules.

**Student Promise**

I understand and will follow these rules and procedures:

* Students are allowed to keep their cell phones/devices once they enter the building
* Students must keep cell phones/devices inoperable and face down or out of sight in the classroom, except when permission is granted by the teacher or staff
* Students must honor that the rules of the school, the permission of individual classroom teachers, and the authority of adults will always supersede any need the student may have for their cell phone/device
* Students may only use their cell phone/device in the classroom for educational purposes only as permitted by the teacher
* Students may listen to music with the use of ear buds on their cell phone/device as allowed by school staff

I will not engage in the highly inappropriate activities on cellular phone or other digital media devices. These activities include, but are not limited to:

* + Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;
  + Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
  + Academic dishonesty or cheating
  + The use of camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms or for any use constituting an invasion of any person’s reasonable expectation of privacy;
  + Communicating, in any way with outside groups or individuals to participate in violent acts, or other inappropriate or unlawful activities on school property or at school-sponsored activities
  + Refusal to relinquish phone to persons of authority upon request

Students found in violation of these guidelines will receive appropriate disciplinary action in accordance with the RCPS Code of Conduct.

**I have read and understand the Cell Phone Promise and Guidelines above and will do my part to respect and improve the learning environment.**

**Student Name Signature Date**

**Parent/Guardian Name Signature Date**

# PREFACE

It is the belief of Roanoke City Public Schools (RCPS) that all students have the right to an environment that is safe, drug-free, and conducive to learning. To that end, the 2022-2023 ***Student Code of Conduct: Standards and Expectations for Student Behavior K-12*** was developed to assist parents/guardians and students in understanding the responsibilities, expectations and consequences related to student conduct.

This *Code of Student Conduct* outlines six (6) student behavior categories and the levels of administrative response(s) that may occur for each. The following factors are used in determining the consequences for a

specific violation of the *Code*:

* Age, health, and disability or special education status of the student.
* Appropriateness of student’s academic placement.
* Student’s prior conduct and record of behavior.
* Student’s understanding of the impact of his/her behavior.
* Student’s willingness to repair the harm caused by his/her behavior.
* Seriousness of the behavior offense and the degree of harm caused.
* Impact of the incident on the overall school community.
* Whether the student’s violation threatened the safety of any student or staff member.
* The possibility that a lesser intervention would adequately address the violation.

Consistent with Virginia Code 22.1- 253.13.7.D.3, the standards contained herein are designed to ensure that learning occurs in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

***Rules of Student Conduct apply to students***

***at all times:***

* ***In school buildings***
* ***On school grounds***
* ***On buses and other school vehicles***
* ***At bus stops***
* ***Walking to and from school***
* ***At school and school-related activities both on and off school property***
* ***Off school property and outside school hours if the conduct is det- rimental to the school or, adversely affects school discipline or results in a criminal charge or conviction***

The Roanoke City Public School System expects all students to put forth their best efforts in all school related activities. To accomplish this, students must recognize their individual responsibilities, and they must behave in accordance with Roanoke City Public Schools’ Student Code of Conduct.

Students are subject to corrective disciplinary action for misconduct that occurs when the acts lead to (1) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1, of the *Code of Virginia* (unlawful purchase; possession or use of a weapon; homicide; felonious assault and bodily wounding; criminal sexual assault; manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana; arson and related crimes; and burglary and related offenses), criminal street gang activity or recruitment for such activity, or an act of violence by a mob, or (2) a charge that would be a felony if committed by an adult or (3) disruption of the learning environment.

The School Board does not discriminate based on race, color, national origin, religion, sex, age, gender/gender identity or disability in any of its programs and activities.

# ENSURING A SAFE LEARNING ENVIRONMENT

### Virginia Laws and Regulations

The importance of ensuring that schools are safe and conducive to learning is reflected in numerous laws enacted by the Virginia General Assembly and regulations established by the Virginia Board of Education. Among other responsibilities, local School Boards are required to

* Establish policies “designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights” (§22.1-253.13:7.D.3, Code of Virginia)
* Adopt codes of student conduct and procedures for suspension and expulsion (§22.1-279.6.B, Code of Virginia)
* Develop programs to prevent violence and crime on school property and at school sponsored events. (§22.1- 279.9, Code of Virginia)

Regulations Establishing Standards for Accrediting Public Schools in Virginia state that principals are responsible for effective school management that promotes “a safe and secure environment in which to teach and learn.” Principals must “ensure that the school division’s student code of conduct is enforced and seek to maintain a safe and secureschool environment.” Administrators must also ensure “a written procedure. . . for responding

to violent, disruptive or illegal activities by students on school property or during school sponsored activity.” (Section 8 VAC 20-131-210.A and B and 20-131-260.C.3).

### The Role of the Principal

The principal is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources. The principal shall ensure that the division’s Student Code of Conduct is enforced and seek to maintain a safe and secure school environment. The school administration must ensure a written procedure, in accordance with guidelines established by the local Board for responding to violent, disruptive, or illegal activities by students on school property or during a school-sponsored activity.

When a student is suspended, a letter of suspension must be given to the parent/guardian at the time of suspension as notice of the infraction and administrative actions taken. This letter is to be given directly to the parent/guardian if the student is being picked up on the day of the offense; otherwise, the suspension letter may be mailed or sent home with the student if age appropriate.

If a criminal violation is committed, the School Resource Officer, Sheriff Deputy, or 911 is to be called immediately.

Code of Virginia: 20-131-210.A and B; 20-131-260.C.3; 22.1-277; 22.1-279.6.

### The Role of the Superintendent

At the school division level, the superintendent administers discipline policy. The superintendent gives the authority to the Assistant Superintendent of Equity and Student Services to conduct disciplinary hearings, suspend for more than ten days, investigate incidents, and prepare recommendations for action by the School Board. Virginia law defines the designee as a “(i) trained hearing officer or (ii) professional employee within the administrative offices of the school division who reports directly to the division superintendent and who is not a school- based instructional or administrative employee” (§22.1-276.01.B, Code of Virginia).

### The Role of the School Board

The Roanoke City Public School Board has the authority to establish student conduct policies and procedures, often referred to as “discipline policies.” Final administrative authority for all disciplinary matters rests with the

School Board which determines how and under what circumstances a disciplinary action may be appealed. Only the Roanoke City School Board has the authority to expel a student from school.

### The Role of Faculty and Staff

* + Take appropriate action when violations of *Student Code of Conduct* occur*.*
  + Report violations of the law immediately to the principal.
  + Maintain responsibility for classroom management.
  + Set clear guidelines and expectations in the classroom.
  + Hold students accountable for standards set forth by the school and school system.
  + Refer students to the office when the situation cannot be handled by the teacher.
  + Contact parents when students have violated policies on the day of the incident if possible.

### The Role of Law Enforcement Agencies

Law enforcement agencies are required to notify the division superintendent, a principal, or a designee when a student in their school commits certain offenses that would be a felonyif committed by an adult or a violation of the Drug Control Act, or an adult misdemeanor as listed in Virginia Code 22.1-279.3:1.A. and whether the student is released in the custody of his parent or, if 18 years of age or more, is released on bond. Any school superintendent receiving notification that a juvenile has committed an act that would be a crime if committed by an adult must report the information to the principal where the student is enrolled.

Code of Virginia: 22.1-279.3:1. A and B; 16.1-260

# STUDENT RESPONSIBILITIES AND RIGHTS

**All students attending Roanoke City Public Schools must:**

* Attend school and be on time.
* Follow school conduct expectations and rules set forth in the school division’s Student Code of Conduct. (Remember, these apply on the bus to and from school and at school-sponsored activities - even away from school and outside schoolhours).
* Follow individual school and classroom rules that are typically in school handbooks and posted in classrooms.
* Show respect to self, other students, and school staff.
* Not bring to school, use, or possess drugs, alcohol, or tobacco products.
* Not bring to school, use, or possess any weapon or other banned objects.
* Not participate in any gang or gang-related activities.
* Not participate in fights or other forms of violence.

# PARENT RESPONSIBILITIES

Virginia law requires parents/guardians to assist the school in enforcing the ***Student Code of Conduct,***

as well as, compulsory school attendance.

Parents are expected to maintain regular communication with school personnel and are expected to bring to the attention of school authorities any concerns or problems that may affect their student or others.

Virginia law requires a parent/guardian to provide a public school, upon registration of a student, information concerning criminal convictions or delinquency adjudications for various offenses. Among these offenses are homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, or distribution of Schedule I or II controlled substances or marijuana, arson, burglary and robbery, prohibited street gang activity, and recruitment for street gangactivity.

Parents/guardians are expected to sign a statement acknowledging the receipt of the ***Student Code of Conduct***

and return it to the school.

Code of Virginia: 22.1-279.3; 22.1-3.2.A and B

# DISCIPLINARY PROCESS AND PROCEDURES

The standards of student conduct apply to all students under the jurisdiction of the Roanoke City School Board. Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the School Board and other School Board officials. Students are subject to corrective disciplinary action for misconduct that occurs on school property or a school sponsored activity. In addition, disciplinary action may result from incidents occurring off school property, when the act leads to an adjudication of delinquency or a conviction for certain criminal offenses.

Each school has a referral system for student discipline. The school principal and/or designee are responsible for addressing the student’s behavior after the teacher/staff referral. The Disciplinary Review Hearing Officer, the Superintendent or their designee, and the School Board provide central office administrative support for school administrators.

Teachers are responsible for handling student discipline through their system of classroom management; however, teachers will refer a student for discipline when the situation is beyond their management. Contact administration to remove the student from class.

***Disciplinary Removals***

### Teacher Removal of Students from Class

Teachers have the initial authority to removed students from class for disruptive behavior. Disruptive behavior is defined as conduct that interrupts or obstructs the learning environment.

For a teacher to remove a student from class for disruptive behavior, the following conditions must be met:

* removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student’s behavior,
* interventions by the teacher and/or administrators have been attempted and failed to end the student’s disruptive behavior, and
* notice of the student’s disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student’s parents as described below.

The principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

Teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to Policy GCN, Evaluation of Professional Staff.

This policy does not limit or restrict the ability of School Board employees to apply other policies, regulations, or laws for maintaining order in the classroom. See JFCA in the School Board Policy Manual for the entire policy and associated procedures.

Code of Virginia: Section 22.1-276.2.

### Suspensions and Expulsions

Students may be suspended or expelled from attendance at school for sufficient cause; however, in no cases may sufficiently cause for suspensions include only instances of truancy. A student may be suspended or expelled for acts off school property when the acts lead to a court judgment of delinquency, a conviction for very serious crimes, or a charge that would be a felony ifcommitted by an adult.

The school principal shall notify the parents of any student who violates a School Board policy when such violation could result in the student’s suspension. When a student is suspended, a letter of suspension must be given to the parent/guardian at the time of suspension as notice of the infraction and administrative actions taken. This letter is to be given directly to the parent/guardian if the student is being picked up on the day of the offense; otherwise, the suspension letter may bemailed or sent home with the student if age appropriate.

Code of Virginia: 22.1-277; 22.1-277; 16.1-305.1; 16.1-260

**Short-term Suspensions:** Any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days. Prior to a short-term suspension, the school principal or assistant principal shall inform the student of the specific violation and provide the student with the opportunity to respond to these charges. The parent may appeal the suspension by the assistant principal to the principal. The parent may make a written appeal of the suspension by the principal to the Superintendent, or their designee, whose decision will be final. Any student who has been suspended shall not be on any school property or at any school activity for the duration of the suspension period. In no case may a student be suspended based solely on instances of truancy.

No student in preschool through grade three shall be suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.

The school principal shall notify the parents of any student who violates a School Board policy, orally or in writing, when such violation could result in the student’s suspension. The notice shall state:

1. The length of the suspension.
2. Information concerning the availability of community-based educational programs, alternative programs, or other educational options.
3. The student’s availability to return to regular school attendance upon the expiration of the suspension.

Virginia Code: 22.1-277; 22.1-277.04

**Long-term Suspensions:** Any disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days. A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if the offense involves weapons, drugs, or serious bodily injury or the school board or division superintendent or their designee finds that aggravating circumstances exist, as defined by the Department of Education. Such definition shall include a consideration of a student’s disciplinary history. In the event a student exhibits a pattern of behavior that constitutes him/her as a habitual offender, the principal will initiate a recommendation for a long-term suspension to the Disciplinary Review Hearing Officer. The results of the disciplinary hearing will be reviewed with the Superintendent for approval. Any student who has been long- term suspended shall not be on any school property or at any school activity for the duration of the suspension period without prior approval of the Superintendent or their designee. In no case may a student be suspended

based solely on instances of truancy.

The school principal shall notify the parents of any student who violates a School Board policy, in writing, when such violation could result in the student’s suspension. The notice shall state:

1. The length of the suspension.
2. Information concerning the availability of community-based educational programs, alternative programs, or other educational options.
3. The student’s availability to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board.

Code of Virginia: 22.1-277.05

**Expulsions:** Any disciplinary action imposed by the School Board or a subcommittee of the School Board whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of expulsion. Expulsion violations are misconducts that would typically result in mandatory 10-day suspension with recommendation for expulsion unless there is an affirmative finding of mitigating circumstances. Violations in this category include, but are not limited to, those pertaining to weapons, drugs, robbery, arson, homicides, and others. The School Resource Officer/DARE Officer will be involved.

Age, developmentally appropriate behavior, and ability will be considered for elementary students, but elementary students may also be recommended for expulsion. Students expelled may apply or reapply for readmission in accordance with School Board policy. The schedule for considering applications for readmission is required to be established so that, if the readmission is granted, the student would be allowed to return to school within one calendar year from the expulsion.

Students may be expelled for assault/battery against staff member (firearm or weapon); assault/ battery against staff member (no firearm or no weapon); malicious wounding (no weapon); unlawfully possessing with the intent to distribute, sell, or solicit any schedule I or II drug, marijuana, or anabolic steroid; kidnapping/abduction; robbery; sexual offense or aggravated sexual battery; firearm on school property; or use of bomb or explosive device.

The school principal shall notify the parents in writing when such violation could result in the student’s expulsion. The notice shall state:

1. the length of the suspension.
2. information concerning the availability of community-based educational, training, and intervention programs.
3. whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion.
4. a notice advising that the student may request a hearing for readmission the School Board for readmission to be effective one calendar year from the date of expulsion and terms and conditions, if any, for readmission.

Virginia Code: 22.1-277.06; 22.1-276.01

### Response to Violations of the Code of Conduct

RCPS faculty and staff will maintain a safe and supportive environment and checkthat students can identify

respectful and accountable conduct toward themselves, their peers, adults, and property.

If students violate any part of the Code of Student Conduct, the school community will apply support and guidance to increase the opportunity for the student to both offer restitution and learn from mistakes.

School administrators and staff will use mutually respectful and accountable intervention strategies, as set forth below, including, but not limited to, restorative practices, staff and student/ parent conferences, professional support staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention.

They may also refer students and/or their families to community-based services such as mental health care, substance abuse prevention, and other alternatives.

The principal may modify this list to meet the unique needs of students. Intervention strategies are not limited to those listed. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Educators will seek the option that maximizes students’ learning and pro-social development while prioritizing keeping students engaged in learning.

Any of the following intervention strategies and disciplinary actions may be used alone or in combination:

* Administrator/student conference, written/oral reprimand, or written warning
* Administrator and teacher-parent/guardian conferences
* Referrals and conferences involving various support staff or agencies
* Daily/weekly progress reports
* Behavioral contracts
* Functional Behavior Assessment (FBA)/Behavior Intervention Plan (BIP)
* Behavior intervention teacher training
* Coordinate behavior intervention strategies
* Consultation with a behavioral specialist
* Cooperate with the parent/guardian to ensure follow-through on behavior intervention
* Counseling and psychological services
* Change in student’s class schedule
* School or class re-assignment
* Confiscation of inappropriate item
* Support restitution of offense
* Check-in/check-out
* Restoration for all affected parties
* Before- and/or after-school detention
* Denial of participation in class and/or school activities
* Weekend or afterschool detention
* In-school suspension
* Other intervention strategies, as needed
* Out-of-school suspension (short-term) from one (1) school day up to and including five (5) school days
* Out-of-school suspension (short-term) from six (6) school days up to and including ten (10) school days with approval from the Assistant Superintendent of Equity and Student Services.
* Law enforcement agency notification

### Out-of-School Suspension Decision Guide

Suspension is one intervention strategy used for managing inappropriate behavior to maintain safety and a positive school climate. It is most effective when it highlights the parents’/guardians’ responsibility for taking an active role, in partnership with the school, to modify the inappropriate behavior of their child. School staff will make every effort to work with parents/guardians and other school and community personnel to ensure a student that has been suspended returns to school with an appropriate plan of action to assist with a successful reentry.

Suspension also allows time for the student to reflect on their behavior, to acknowledge and accept responsibility for the behavior which led to the suspension, and to accept responsibility for changing their behavior to meet the school’s expectations in the future.

In determining whether a student’s misbehavior is serious enough to warrant suspension, the administrator will consider the safety, care, and welfare of the student, staff, and other students using three-prong criteria:

**Criterion 1: Endangerment of persons or property Criterion 2: Serious disruption of the educational process**

**Criterion 3: Pattern of misconduct resulting in multiple removals**

Students who have been suspended repeatedly or whose behavior, attendance, or progress in school is considered unsatisfactory or at a marginal level of acceptance, must promptly be referred to the school-based referral team.

### Appeal Process

Disciplinary actions taken by a school administrator other than the principal (usually the assistant or hall principal), may be appealed in person to the principal. The right to appeal does not pertain to minor disciplinary consequences such as after-school detention or in-school suspension.

Appeals of out-of-school suspension must be communicated to the principal within 24 hours of the suspension notice. Depending upon the seriousness of the infraction, the student may avoid immediate out-of-school suspension and be placed in an alternative setting during the appeal process. Your student may be removed immediately from school if they are a danger to other students or to school property (§22.1-277.04).

Parents/guardians who wish to appeal an out-of-school suspension action that is taken by the principal, must appeal in writing within 24 hours to the Superintendent, or assigned designee, whose decision shall be final. Out-of-school suspensions of more than ten (10) days and recommendations for expulsion by the principal must be brought before a Disciplinary Review Committee (DRC) for further consideration.

### Discipline of Students with Disabilities

When a disciplinary action is proposed that will result in a disciplinary change of placement, a Manifestation Determination Review (MDR) shall be conducted within ten (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(s), and relevant members of the IEP or 504 team.

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 students without disabilities. 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 imposition of discipline.

If the behavior **is a manifestation** of the student’s disability, he or she may not be disciplined except to the extent a removal is otherwise permitted by law. The student may be removed to a more restrictive placement by following change in placement procedures through the IEP or 504 process. 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 an FBA and BIP in place, review and modify the BIP, as necessary to address the behavior.

### Completion of Academic Assignments by Suspended Students

Any student who is suspended from school, whether short-term or long-term, shall receive and complete all academic assignments (classwork and homework) during the period of the suspension and submit the completed work to their classroom teacher (s) upon their return to school. In addition, the suspended student, upon their return, shall be allowed to complete all quizzes and/or tests given in their absence. A student’s failure to complete academic assignments or to take quizzes or tests as required shall be addressed in accordance with the classroom policy regarding incomplete assignments.

Virginia Code: 22.1-279.3:1; 22.1-277.04, 22.1-277.05

***Student Behavior and Administrative Response (SBAR)***

The following behavior categories are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness for administrators, teachers, parents, and counselors of students’ social- emotional learning and emphasize the importance of helping students achieve academically and develop Social Emotional Learning (*SEL*) competencies.

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| **Behaviors that impede Academic Progress (BAP)** | These behaviors impede academic progress of the student or of other students. They are typically indicative of the student’s lack of self-control or self-awareness. The student may need help in understanding how the behavior impacts others, so training in social awareness may also be indicated. |

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| **Behaviors related to School Operations (BSO)** | These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social-awareness skills. |

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| **Relationship Behaviors (RB)** | These behaviors create a negative relationship between two (2) or more people that does not result in physical harm. Students who exhibit difficulty with relationship  behaviors may also have difficulty with the other social-emotional competencies. |

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| **Behaviors that present a Safety Concern (BSC)** | These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social- emotional competencies, so the administrator should investigate the underlying  motivation for the student’s behavior. |

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| **Behaviors that Endanger Self or Others (BESO)** | These behaviors endanger the health, safety, or welfare of either the student or others in the school community. While they are indicative of poor decision-making skills,  students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies. |

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| **Persistently Dangerous (PD)** | Behaviors described in the Virginia’s Unsafe School Choice Option Policy (PD) required by the federal *Every Student Succeeds Act of 2015*. |

**The categories are a means to sorting behaviors in order to apply leveled administrative responses to student behaviors.**

***Leveled Systems of Disciplinary Responses and Instructional Interventions***

In an effective approach to intervention and discipline, when students do not meet behavioral expectations, they receive supports to address the root causes of the behavior and learn appropriate alternatives. When a specific student behavior does not change following an intervention - or the behavior increases in frequency, intensity, or duration - a problem solving approach is used to identify alternative interventions and responses. All stages of a system of intervention should include opportunities for learning acceptable replacement behaviors within the school and community and access to interventions to address the underlying causes of behavior.

Delivering disciplinary responses to unwanted behaviors is often a needed but never sufficient strategy for reducing inappropriate behavior. Therefore, leveled systems of disciplinary responses should always be only one part of more comprehensive policy around behavior that includes instructional, preventive, and proactive strategies as described earlier in this document.

The delivery of disciplinary responses should only serve four (4) key functions:

* + preventing a negative behavior from being rewarded
  + preventing a problem behavior from escalating
  + preventing a problem behavior from significantly interrupting instruction
  + preventing physical and/or social emotional harm to others

### Levels of Interventions and Responses

Administrators and leadership teams should engage in a data driven decision-making process to determine appropriate responses for behaviors at all levels. Disciplinary actions should always be addressed with instruction and intervention. Instruction should focus on helping students develop social-emotional competencies needed to change the unwanted behavior.

In addition, these interventions aim to teach appropriate and alternative behavior, so students can learn and demonstrate safe and respectful behavior. The examples below are neither all-inclusive nor required to be exhausted. All referrals to an administrator should include communication with the family. Family involvement is critical to addressing unwanted student behavior.

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| **Level 1 Responses** | Administrative responses and interventions at this level are intended to prevent  further behavioral issues while keeping the student in school. |

* + - Re-teaching or modeling of desired behavior • Seat change
    - Recognize/Reward appropriate behavior • Loss of school privileges
    - Written reflection or letter of apology • Confiscation of item or device by the administrator
    - Peer mediation or conflict resolution • Administrator/Teacher/Parent/Guardian conference
    - Behavior progress chart • Detention (*before school, at lunch, after school*)
    - Community service (*appropriate to correct behavior*)
    - Restitution instruction and academic support
    - Administrator/Student conference and/or Administrator/Student/Teacher conference
    - ISS with behavioral instruction and academic support (up to 2 days for elementary students)

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| **Level 2 Responses** | Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate. |

* + - Student conference • Referral for community-based services
    - Administrator/Teacher/Parent/Guardian conference • Saturday school
    - Check-In/Check-Out • Restitution
    - Mediation or conflict resolution • Confiscation
    - Detention (before school, at lunch, after school) • Temporary loss of privileges
    - Referral to Individualized Education Plan (IEP) or 504 team
    - In-school suspension (1-3 days for elementary students) with behavioral support and restorative practices
    - Administrator/Teacher/Counselor/Student conference (*includes re-teaching of expected behavior*) • Schedule change
    - Community service (*appropriate to correct behavior*)
    - Referral to support services (e.g., *School Counselor, Behavior Interventionist, Mentor Program, and School Based Referral Team (SBRT), School Social Worker, Student Support Specialist, Substance Use and Intervention Program*)

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| **Level 3 Responses** | Dependent upon the severity, chronic nature of the behavior and/or safety  concerns, behavior(s) on this level may result in the student’s short-term removal from school. |

* + - * Administrator/Teacher/Parent/Guardian Conference • Revocation of privileges
      * Detention • Restitution
      * Referral for community-based services • Referral to alternative education programs
      * Community service • Referral to law enforcement where required
      * ISS with restorative practices (*three - five days*)
      * Functional Behavioral Assessment (*FBA*) and Behavior Support Plan (*BSP*) Development (*General Education Students*)
      * Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (*BIP*) Development (*Students with Disabilities*)
      * Referral to support services (*e.g., School Counselor, School Social Worker, Student Support Specialist, Mentor Program, Substance Use, and Intervention Program*)
      * Short-term OSS *(one - three days for elementary students & one - five days for secondary students*) followed by restorative circle or conference
      * Behavior contract (*developed with and signed by the student, parent/guardian, and school officials*)

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| **Level 4 Responses** | Interventions and Responses at this level may require a long-term suspension  hearing with the Disciplinary Review Committee (DRC). A referral to the DRC does not automatically result in a long-term suspension or change of |

* + - * Threat Assessment as indicated by the behavior • Referral for community-based services
      * Referral to law enforcement, as required • Schedule change
      * Long-term revocation of privileges • Parent-Administrator-Teacher-Student behavior contract
      * Restitution via written contract
      * Short-term out of school suspension:

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* + - * + PK to 3 grade (one - three days);
        + 4th to 6th grade (four - 10 days); and
        + 7th to 12th grade (five - 10 days)
      * Recommendation for a long-term suspension as determined by local policy or by *Student Code of Conduct*.

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| **Level 5 Responses** | Administrative responses and interventions at this level are reserved for those  behaviors that require a recommendation for expulsion. A referral to the DRC may not automatically result in an expulsion or change of placement. |

* + - Threat Assessment as indicated by the behavior • Recommendation for Expulsion
    - Referral to law enforcement (*as required*) • Alternative placement
    - School reassignment: students may be assigned to another school in the division.
    - Long term suspension (up to 364 days)

***ELEMENTARY*** ***SBAR CODES***

**Elementary Schools: Leveled Responses to Student Behaviors**

**(BAP) Behaviors that impede the Academic Progress: (Elementary)**

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| ***SBAR*** | ***Category A: Behaviors that Impede the Academic Progress (BAP) of the student or of other students*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **BAP1** | Interfering with learning in the classroom (*talking, excessive noise, off-task, out of seat, possessing items that distract, etc.*) | \* |  |  |  |  |  |
| **BAP2** | Interfering with learning outside of the classroom (*excessive noise, interrupting a class, etc*.) | \* |  |  |  |  |  |
| **BAP3** | Scholastic dishonesty (*cheating, plagiarism*) | \* | \* |  |  |  |  |
| **BAP4** | Unexcused tardiness to class | \* |  |  |  |  |  |
| **BAP5** | Unexcused tardiness to school | \* |  |  |  |  |  |

**(BSO) Behaviors related to School Operations: (Elementary)**

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| ***SBAR*** | ***Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **BSO1** | Altering an official document or record | \* | \* |  |  |  |  |
| **BSO2** | Giving false information, misrepresentation | \* | \* |  |  |  |  |
| **BSO3** | Refusal to comply with requests of staff in a way that interferes with the operation of school | \* | \* |  |  |  |  |
| **BSO4** | Failure to be in one’s assigned place | \* | \* |  |  |  |  |
| **BSO5** | Failure to attend assigned disciplinary setting (*detention, in-school suspension*) | \* | \* |  |  |  |  |
| **BSO6** | Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building | \* | \* | \* |  |  |  |
| **BSO7** | Dress Code Violation | \* |  |  |  |  |  |
| **BSO8** | Gambling (*games of chance for money or profit*) | \* |  |  |  |  |  |
| **BSO9** | Possessing items that are inappropriate for school (*examples include toys, literature, electronics*) | \* | \* |  |  |  |  |
| **BSO10** | Possession of stolen items | \* | \* |  |  |  |  |
| **BSO11** | Unauthorized use of school electronic or other equipment | \* | \* |  |  |  |  |
| **BSO12** | Violation of the Acceptable Use of Technology/Internet policy | \* | \* |  |  |  |  |
| **BSO13** | Violation of school board policy regarding the possession or use of portable communication devices | \* |  |  |  |  |  |
| **BSO14** | Vandalism, graffiti, or other damage to school or personal property | \* | \* | \* |  |  | \* |

**(RB) Relationship Behaviors: (Elementary)**

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| ***SBAR*** | ***Category C: Relationship Behaviors (RB) create a negative relationship between 2 or more members of the school community (No physical harm is done)*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **RB1** | Bullying with no physical injury | \* | \* |  |  |  | \* |
| **RB2** | Cyberbullying | \* | \* |  |  |  | \* |
| **RB3** | Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronic means | \* | \* |  |  |  |  |
| **RB4** | Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature | \* | \* | \* |  |  |  |
| **RB5** | Stealing money or property without physical force | \* | \* | \* |  |  | \* |
| **RB6** | Speaking to another in an uncivil, discourteous manner | \* | \* |  |  |  |  |
| **RB7** | Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight | \* | \* | \* |  |  |  |
| **RB8** | Using profane or vulgar language or gestures (*swearing, cursing, hate speech, gang signs or gestures*) | \* | \* | \* |  |  |  |
| **RB9** | Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender,  gender identity, gender expression, transgender status, sexual orientation, or disability | \* | \* | \* |  |  | \* |
| **RB10** | Failure to respond to questions or request by staff | \* | \* | \* |  |  |  |
| **RB11** | Unwanted or inappropriate physical contact | \* | \* | \* |  |  |  |

**(BSC) Behaviors of a Safety Concern (BSC): (Elementary)**

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| ***SBAR*** | ***Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **BSC1** | Alcohol: Possessing or using alcohol |  |  | \* |  |  | \* |
| **BSC2** | Alcohol: Distributing alcohol to other students |  |  | \* | \* |  | \* |
| **BSC3** | Drugs: Possessing drug paraphernalia |  |  | \* |  |  | \* |
| **BSC4** | Drugs: Violating school board non-prescription (*over-the-counter*) medication policy or look-alike drug policy |  |  | \* |  |  | \* |
| **BSC5** | Tobacco: Possessing/Using/Distributing tobacco products,  possessing tobacco paraphernalia, electronic cigarettes, vaping equipment |  |  | \* |  |  |  |
| **BSC6** | Bullying Behavior without physical injury that continues after  intervention (*Bullying that leads to physical injury should be classified as Assault and Battery*) |  |  | \* |  |  | \* |
| **BSC7** | Cyberbullying that continues after intervention (*Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences*) |  |  | \* | \* |  | \* |
| **BSC8** | Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile  educational or work environment |  |  | \* | \* |  | \* |
| **BSC9** | Bus: Distracting the bus driver | \* | \* | \* |  |  |  |

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| **BSC10** | Bus: Endangering the safety of others on the bus |  | \* | \* | \* | \* |  |
| **BSC11** | Fire alarm: Falsely activating a fire or other disaster alarm |  |  | **\*** |  |  | **\*** |
| **BSC12** | Fire related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke | \* | \* | \* |  |  |  |
| **BSC13** | Engaging in reckless behavior that creates a risk of injury to self or others | \* | \* |  |  |  |  |
| **BSC14** | Fighting that results in no injury as determined by the school administration | \* | \* | \* |  |  |  |
| **BSC15** | Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students |  | \* |  |  |  |  |
| **BSC16** | Throwing an object that has the potential to cause a disturbance, injury, or property damage | \* | \* |  |  |  |  |
| **BSC17** | Shoving, pushing striking a student with no visible injury | \* | \* |  |  |  |  |
| **BSC18** | Exposing body parts, lewd or indecent public behavior |  | \* | \* | \* |  | \* |
| **BSC19** | Physical contact of a sexual nature - patting body parts, pinching, tugging clothing |  | \* | \* | \* |  | \* |
| **BSC21** | Stalking as described in the *Code of Virginia* section 18.2-60.3 |  | \* | \* |  |  | \* |
| **BSC22** | Stealing money or property using physical force (*no weapon involved*) |  |  |  | \* | \* | \* |
| **BSC24** | Leaving school grounds without permission | \* | \* |  |  |  |  |
| **BSC25** | Trespassing | \* | \* | \* |  |  |  |
| **BSC26** | Possessing dangerous instruments/substances that could be used to inflict harm upon another |  |  | \* | \* |  |  |
| **BSC27** | Weapons: Possessing any weapon (*other than a firearm*) as defined by § 18.2-308.1 |  |  |  | \* |  | \* |

**(BESO) Behaviors that Endanger Self or Others: (Elementary)**

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| ***SBAR*** | ***Category E: Behaviors that Impede the Academic Progress (BAP) of the student or of other students*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **BESO1** | Assault: Intending to cause physical injury to another person |  |  |  | \* |  | \* |
| **BESO2** | Assault and Battery: Causing physical injury to another person |  |  |  | \* |  | \* |
| **BESO3** | Fighting: The use of physical violence between students or on  another person where there is no injury as determined by the school administration |  | \* | \* |  |  |  |
| **BESO4** | Striking Staff: The use of force against a staff member when no injury is caused |  | \* | \* | \* |  | \* |
| **BESO5** | Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications |  |  | \* | \* |  | \* |
| **BESO6** | Drugs: Being under the influence of controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications |  |  | \* | \* |  | \* |
| **BESO7** | Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications |  |  | \* | \* |  | \* |
| **BESO9** | Fire: Attempting to set, aiding in setting, or setting a fire \*Report to Fire Department \*Restitution also required |  | \* | \* | \* |  | \* |
| **BESO10** | Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1 |  | \* | \* | \* |  | \* |

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| **BESO11** | Hazing as defined in §18.2-56 and noted in § 22.1-279.6 |  | \* | \* | \* |  | \* |
| **BESO12** | Threatening, intimidating, or instigating violence, injury or harm to a staff member or members |  | \* | \* | \* |  | \* |
| **BESO13** | Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) |  | \* | \* | \* |  | \* |
| **BESO15** | Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel |  |  |  | \* |  | \* |
| **BESO16** | Using an object not generally considered to be a weapon to threaten or attempt to injure student(s), or other(s) |  |  |  | \* |  | \* |
| **BESO17** | Bomb threat - Making a bomb threat |  |  | \* | \* | \* | \* |

**(PD) Persistently Dangerous: (Elementary)**

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| ***SBAR*** | ***Category F: Behaviors described in the Virginia’s Unsafe School Choice Option Policy (PD) required by the federal Every Student Succeeds Act of 2015.*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **SUBCATEGORY 1** | | | | | | | |
| **PD1** | Homicide - Firearm |  |  |  |  | \* | \* |
| **PD2** | Homicide - Other Weapon |  |  |  |  | \* | \* |
| **PD3** | Sexual Assault |  |  |  |  | \* | \* |
| **PD4** | Attempted Sexual Assault |  |  |  |  | \* | \* |
| **PD5** | Use of a Bomb |  |  |  |  | \* | \* |
| **SUBCATEGORY 2** | | | | | | | |
| **PD6** | Assault with Firearm or Weapon |  |  |  |  | \* | \* |
| **PD7** | Actual or Attempted Robbery |  |  |  |  | \* | \* |
| **PD8** | Kidnapping/Abduction |  |  |  |  | \* | \* |
| **PD9** | Malicious Wounding without a Weapon |  |  |  |  | \* | \* |
| **PD10** | Aggravated Sexual Battery on a Student |  |  |  |  | \* | \* |
| **SUBCATEGORY 3** | | | | | | | |
| **PD11** | Illegal Possession of Handgun |  |  |  |  | \* | \* |
| **PD12** | Illegal Possession of Rifle or Shotgun |  |  |  |  | \* | \* |
| **PD13** | Illegal Possession of Any Other Projectile Weapon |  |  |  |  | \* | \* |
| **PD14** | Illegal Possession of Bomb |  |  |  |  | \* | \* |
| **PD15** | Illegal Possession of Other Firearms |  |  |  |  | \* | \* |
| **PD16** | Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell |  |  |  |  | \* | \* |

Note: “SRO” indicates the incident will be reported to law enforcement.

**SECONDARY SBAR CODES**

**Secondary Schools: Leveled Responses to Student Behaviors**

**(BAP) Behaviors that impede the Academic Progress: (Secondary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***SBAR*** | ***Category A: Behaviors that Impede the Academic Progress (BAP) of the student or of other students*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **BAP1** | Interfering with learning in the classroom (*talking, excessive noise, off-task, out of seat, possessing items that distract, etc.*) | \* | \* |  |  |  |  |
| **BAP2** | Interfering with learning outside of the classroom (*excessive noise, interrupting a class, etc*.) | \* | \* |  |  |  |  |
| **BAP3** | Scholastic dishonesty (*cheating, plagiarism*) | \* | \* |  |  |  |  |
| **BAP4** | Unexcused tardiness to class | \* |  |  |  |  |  |
| **BAP5** | Unexcused tardiness to school | \* |  |  |  |  |  |

**(BSO) Behaviors related to School Operations: (Secondary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***SBAR*** | ***Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **BSO1** | Altering an official document or record |  | \* |  |  |  |  |
| **BSO2** | Giving false information, misrepresentation | \* | \* |  |  |  |  |
| **BSO3** | Refusal to comply with requests of staff in a way that interferes with the operation of school |  | \* | \* |  |  |  |
| **BSO4** | Failure to be in one’s assigned place | \* | \* |  |  |  |  |
| **BSO5** | Failure to attend assigned disciplinary setting (*detention, in-school suspension*) | \* | \* |  |  |  |  |
| **BSO6** | Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building |  | \* | \* |  |  |  |
| **BSO7** | Dress Code Violation | \* |  |  |  |  |  |
| **BSO8** | Gambling (*games of chance for money or profit*) | \* | \* |  |  |  |  |
| **BSO9** | Possessing items that are inappropriate for school (*examples include toys, literature, electronics*) | \* | \* |  |  |  |  |
| **BSO10** | Possession of stolen items |  | \* |  |  |  | \* |
| **BSO11** | Unauthorized use of school electronic or other equipment | \* | \* |  |  |  |  |
| **BSO12** | Violation of the Acceptable Use of Technology/Internet policy | \* | \* |  |  |  |  |
| **BSO13** | Violation of school board policy regarding the possession or use of portable communication devices | \* |  |  |  |  |  |
| **BSO14** | Vandalism, graffiti, or other damage to school or personal property |  | \* | \* |  |  | \* |

**(RB) Relationship Behaviors: (Secondary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***SBAR*** | ***Category C: Relationship Behaviors (RB) create a negative relationship between 2 or more members of the school community (No physical harm is done)*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **RB1** | Bullying with no physical injury |  | \* |  |  |  | \* |
| **RB2** | Cyberbullying |  | \* | \* |  |  | \* |
| **RB3** | Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronic means |  | \* | \* |  |  |  |
| **RB4** | Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature |  | \* | \* |  |  |  |
| **RB5** | Stealing money or property without physical force |  | \* | \* |  |  |  |
| **RB6** | Speaking to another in an uncivil, discourteous manner | \* | \* |  |  |  |  |
| **RB7** | Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight | \* | \* | \* |  |  |  |
| **RB8** | Using profane or vulgar language or gestures (*swearing, cursing, hate speech, gang signs or gestures*) |  | \* | \* |  |  | \* |
| **RB9** | Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, transgender status, sexual  orientation, or disability |  |  | \* |  |  |  |
| **RB10** | Failure to respond to questions or request by staff | \* | \* | \* |  |  |  |
| **RB11** | Unwanted or inappropriate physical contact | \* | \* | \* |  |  |  |

**(BSC) Behaviors of a Safety Concern (BSC): (Secondary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***SBAR*** | ***Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **BSC1** | Alcohol: Possessing or using alcohol |  |  | \* |  |  | \* |
| **BSC2** | Alcohol: Distributing alcohol to other students |  |  | \* | \* |  | \* |
| **BSC3** | Drugs: Possessing drug paraphernalia |  |  | \* | \* |  | \* |
| **BSC4** | Drugs: Violating school board non-prescription (*over-the-counter*) medication policy or look-alike drug policy |  |  | \* | \* |  | \* |
| **BSC5** | Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment |  | \* | \* |  |  |  |
| **BSC6** | Bullying Behavior without physical injury that continues after intervention (*Bullying that leads to physical injury should be classified as Assault and Battery*) |  |  | \* | \* |  | \* |
| **BSC7** | Cyberbullying that continues after intervention (*Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences*) |  |  | \* | \* |  | \* |
| **BSC8** | Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment |  |  |  | \* |  | \* |
| **BSC9** | Bus: Distracting the bus driver | \* | \* | \* |  |  |  |
| **BSC10** | Bus: Endangering the safety of others on the bus |  | \* | \* | \* | \* |  |
| **BSC11** | Fire alarm: Falsely activating a fire or other disaster alarm |  | \* | \* |  |  | \* |
| **BSC12** | Fire related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke |  | \* | \* | \* |  |  |
| **BSC13** | Engaging in reckless behavior that creates a risk of injury to self or others | \* | \* | \* | \* |  |  |
| **BSC14** | Fighting that results in no injury as determined by the school administration |  | \* | \* |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BSC15** | Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students |  |  | \* | \* |  |  |
| **BSC16** | Throwing an object that has the potential to cause a disturbance, injury, or property damage |  | **\*** | **\*** |  |  |  |
| **BSC17** | Shoving, pushing striking a student with no visible injury | \* | \* | \* |  |  |  |
| **BSC18** | Exposing body parts, lewd or indecent public behavior |  |  | \* | \* |  | \* |
| **BSC19** | Physical contact of a sexual nature - patting body parts, pinching, tugging clothing |  | \* | \* | \* |  |  |
| **BSC21** | Stalking as described in the *Code of Virginia* section 18.2-60.3 |  | \* | \* | \* |  | \* |
| **BSC22** | Stealing money or property using physical force (*no weapon involved*) |  | \* | \* | \* |  | \* |
| **BSC24** | Leaving school grounds without permission |  | \* |  |  |  |  |
| **BSC25** | Trespassing |  | \* | \* |  |  |  |
| **BSC26** | Possessing dangerous instruments/substances that could be used to inflict harm upon another |  |  | \* | \* |  | \* |
| **BSC27** | Weapons: Possessing any weapon (*other than a firearm*) as defined by § 18.2-308.1 |  |  | \* | \* | \* | \* |

**(BESO) Behaviors that Endanger Self or Others: (Secondary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***SBAR*** | ***Category E: Behaviors that Impede the Academic Progress (BAP) of the student or of other students*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **BESO1** | Assault: Intending to cause physical injury to another person |  |  | \* | \* |  | \* |
| **BESO2** | Assault and Battery: Causing physical injury to another person |  |  |  | \* | \* | \* |
| **BESO3** | Fighting: The use of physical violence between students or on another person where there is no injury as determined by the school administration |  |  | \* | \* |  |  |
| **BESO4** | Striking Staff: The use of force against a staff member when no injury is caused |  |  |  | \* | \* | \* |
| **BESO5** | Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications |  |  | \* | \* |  | \* |
| **BESO6** | Drugs: Being under the influence of controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications |  |  | \* | \* |  | \* |
| **BESO7** | Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications |  |  |  | \* |  | \* |
| **BESO9** | Fire: Attempting to set, aiding in setting, or setting a fire |  |  |  | \* | \* | \* |
| **BESO10** | Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1 |  |  | \* | \* | \* | \* |
| **BESO11** | Hazing as defined in §18.2-56 and noted in § 22.1-279.6 |  |  | \* | \* |  | \* |
| **BESO12** | Threatening, intimidating, or instigating violence, injury or harm to a staff member or members |  |  | \* | \* | \* | \* |
| **BESO13** | Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) |  |  | \* | \* | \* | \* |
| **BESO15** | Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel |  |  |  | \* | \* | \* |
| **BESO16** | Using an object not generally considered to be a weapon to threaten or attempt to injure student(s), or other(s) |  |  |  | \* |  | \* |
| **BESO17** | Bomb threat - Making a bomb threat |  |  |  | \* | \* | \* |

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**(PD) Persistently Dangerous: (Secondary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***SBAR*** | ***Category F: Behaviors described in the Virginia’s Unsafe School Choice Option Policy (PD) required by the federal***  ***Every Student Succeeds Act of 2015.*** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **SRO** |
| **SUBCATEGORY 1** | | | | | | | |
| **PD1** | Homicide - Firearm |  |  |  |  | \* | \* |
| **PD2** | Homicide - Other Weapon |  |  |  |  | \* | \* |
| **PD3** | Sexual Assault |  |  |  |  | \* | \* |
| **PD4** | Attempted Sexual Assault |  |  |  |  | \* | \* |
| **PD5** | Use of a Bomb |  |  |  |  | \* | \* |
| **SUBCATEGORY 2** | | | | | | | |
| **PD6** | Assault with Firearm or Weapon |  |  |  |  | \* | \* |
| **PD7** | Actual or Attempted Robbery |  |  |  |  | \* | \* |
| **PD8** | Kidnapping/Abduction |  |  |  |  | \* | \* |
| **PD9** | Malicious Wounding without a Weapon |  |  |  |  | \* | \* |
| **PD10** | Aggravated Sexual Battery on a Student |  |  |  |  | \* | \* |
| **SUBCATEGORY 3** | | | | | | | |
| **PD11** | Illegal Possession of Handgun |  |  |  |  | \* | \* |
| **PD12** | Illegal Possession of Rifle or Shotgun |  |  |  |  | \* | \* |
| **PD13** | Illegal Possession of Any Other Projectile Weapon |  |  |  |  | \* | \* |
| **PD14** | Illegal Possession of Bomb |  |  |  |  | \* | \* |
| **PD15** | Illegal Possession of Other Firearms |  |  |  |  | \* | \* |
| **PD16** | Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell |  |  |  |  | \* | \* |

Note: “SRO” indicates the incident will be reported to law enforcement.

# STANDARDS OF STUDENT CONDUCT

### Alcohol, Tobacco, Nicotine Vapor, Drugs and Related Products

#### *Each student has the right to learn in an environment free of drugs and alcohol.*

ALCOHOL, CONTROLLED SUBSTANCES, TOBACCO PRODUCTS, NICOTINE VAPOR PRODUCTS AND OTHER DRUGS NOT PRESCRIBED FOR THE STUDENT ARE NOT PERMITTED ON SCHOOL

PROPERTY AT ANY TIME. **The disciplinary sanction for drug and alcohol offenses may include a recommendation for expulsion.**

A student shall not possess, use, purchase, and/or distribute alcohol, tobacco and/or tobacco products, nicotine vapor products or other drugs on school property, on school buses or other school system vehicles, or during school activities whether such activities take place on or off school property. This includes, but is not limited to, smokeless tobacco, nicotine vapor products, anabolic steroids, look-alike drugs, drugparaphernalia, and any prescription or non-prescription drug not in accordance with school policy.

Restricted substances include but are not limited to the following: alcoholic beverages, synthetic marijuana or other synthetic drugs, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act. Other substances include any glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package and includes anything that a student represents to be a restricted substance or which a student believes to be a restricted substance.

**Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the Superintendent or designee.**

**Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to:**

* **Undergo evaluation for drug or alcohol abuse.**
* **Participate in drug counseling and/or alcohol treatment program at the expense of the parent or guardian.**

Code of Virginia: 22.1-277.08; 18.2-248, 18.2-248.1, 18.2-248.5; 18.2-250, 18.2-250.1; 18.2-255,

18.2-255.2; 18.2-264; 18.2-265.1, 18.2-265.4; 18.2-371.2; 18.2-388; 46.2-347; 4.1-304; 4.1-305,

4.1-306; 4.1-308; 4.1-309.

### Assault/Battery

#### *Students and school personnel are entitled to a school environment free from threat and the physical* aggression of others.

A student shall not commit assault/battery upon another person on school property, on the school bus, or during school sponsored events.

An *assault* is a threat of bodily injury, and a *battery* is any bodily hurt, however slight, done to another in an angry, rude, or vengeful manner.

Assault/battery that causes bodily injury shall result in disciplinary action up to and including expulsion. Assault upon a School Board employee, School Resource Officer, Police Officer, School Security Officer, or

volunteer is prohibited. **Violation of this rule will result in a review for possible expulsion and criminal charges.**

As with all misconduct, the severity of the consequences depends on the age, developmental level, and any unique circumstances surrounding the incident.

Code of Virginia: 18.2-57.

### Attendance/Truancy

#### *Regular attendance is important to the academic progress of students and the development of a healthy* school environment. Parental support of school attendance is both expected and required.

An unexcused absence is an absence from the instructional school day in which the parent or guardian does not have prior knowledge, consent, and/or a legitimate reason.

Examples of an unexcused absence may include, but are not limited to, the following reasons: vacations, childcare situations, missed school bus, non-school-related activities, or other reasons unacceptable to the principal or principal’s designee. This definition holds for all day and period absences.

Parents must contact the school regarding justifiable reasons for non-attendance for each absence. In the event a student arrives at school but does not attend their first class, this action is considered truancy. Instances of truancy may result in court action against the parent for failure to comply with compulsory school attendance laws.

Once a student arrives on school property, they may not leave prior to the end of the regularly scheduled school day without administrative and parental permission. Patterns of partial day unexcused absences may result in court action. When a student is absent, the parent/guardian will be contacted via an automated calling system. It is extremely important that your child’s school is notified of an address or phone number change. (Refer to Compulsory Attendance Policy JEA/JED)

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.

Code of Virginia: 22.1-254, 22.1-258; 22.1-262; 22.2-267.

### Bomb Threat

#### *A student shall not make any threats or false threats to bomb other students, school personnel or property.*

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devises or 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 other students, school personnel or school property.

Code of Virginia: 18.2-83

### Bullying/Cyber-Bullying

#### *Students will not bully another student or group of students, either individually or as a part of a group*.

* 1. **Bullying:** Students will not bully another student or group of students, either individually or as a part of a group. Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or

humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict. Verbal conduct consisting of comments on a person’s race, color, national origin, sex, disability, religion, sexual orientation, or that of a person’s associates, shall not be tolerated. A copy of the *Student Code of Conduct Pledge* is located on page 6 of this handbook. Individuals involved in criminal acts associated with bullying may be prosecuted under the Code of Virginia.

* 1. **Cyber Bullying:** Students are prohibited from using information and communication technologies such as e- mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, hostile behavior intended to harm others. Individuals involved in cyber bullying may be prosecuted under the Code of Virginia.
  2. **The following conduct is illustrative of bullying:**
     1. Physical intimidation, taunting, name calling, and insults.
     2. Comments regarding the race, gender, religion, physical abilities, or characteristics of associates of the targeted person.
     3. Falsifying statements about other persons.
     4. Use of technology such as e-mail, text messages, or web sites to defame or harm others.

Code of Virginia: 22.1-279.6

### Bus-Related Offenses

#### *Students shall not behave in a disruptive manner or otherwise violate any of the school policies while* waiting for a school bus, while on a school bus, or after being discharged from a school bus.

Students are required to conduct themselves on school buses and while waiting for the bus in a manner consistent with established standards for classroom behavior. Students whobecome

disciplinary problems on school buses shall be reported to the principal by the bus driver and may have their riding privileges suspended. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school.

### Cheating/Dishonesty

#### *Students are expected to perform honestly through the production of their work. They should demonstrate* respect for the belongings of others.

#### *The following acts are prohibited:*

1. **Cheating:** Cheating is the giving, receiving, or use of any unauthorized aid

or assistance. Giving or receiving of unfair advantage on any form of academic work is also considered cheating. This includes technology and the use of the internet.

1. **Plagiarism:** Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one’s own original work. This includes technology and the use of the internet.
2. **Falsification and/or Misrepresentation:** Falsification includes forgery or counterfeiting by verbal, written, or electronic transmission. This act also includes school forms, hall passes, permits, notes from parents and doctors, and materials obtained from the Internet.
3. **Knowingly Making False Reports:** Students shall not willfully or maliciously make false

accusations/reports against school personnel or other students. The determination of consequences will be considered on a case-by-case basis. False reports of child abuse or neglect and false reports to law enforcement officers may constitute criminal violations.

Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.

### Disruptive Behavior

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

Conduct is deemed to be disorderly when it disrupts the operation of any school or any activity conducted or sponsored by any school, if the disruption prevents or interferes with the orderly conduct of the operation or activity or has a direct tendency to cause acts of violence by the person or persons, to whom the disruption is directed. Some examples of disruptive behavior are as follows:

1. **Communication Devices; Laser Pointers:** Students shall abide by the School Division’s Acceptable Telecommunication Systems Use Policy and Regulations (See IIBEA and JA- R). The unauthorized use of any type of electronic or mechanical device is prohibited during instructional time unless it is being used for instructional purposes at the discretion of the

student’s teacher. For purposes of this policy, electronic and mechanical devices shall include, but are not limited to pagers (beepers), CB radios, cellular phones, digital cameras, Personal Digital Assistants (PDAs), smart phones, tablets, video transmission devices, laser pointers, boom boxes, personal music players, electronic game consoles, or any similar electronic devices developed in the future. At no time, may any electronic or mechanical device be used with an unfiltered connection to the Internet or to intimidate, antagonize or otherwise harm other students, teachers, administrators, or visitors. **A student may not audio or video record another individual without their knowledge and permission.**

The Division is not liable for devices brought to school or school activities. If a student possesses or uses such device, other than as permitted in this policy, disciplinary sanctions may be imposed. The device may be confiscated from the student by the school administration and returned only to the student’s parent or authorized representative.

1. **Disorderly Conduct in Public Places:** If a student causes public inconvenience, annoyance or alarm, or recklessly creates a risk, or he or she engages in conduct (while in or on any street, highway, public building, public conveyance or public place) that has a direct tendency to cause acts of violence by the person or persons at whom, individually, such conduct is directed may be guilty under this Student Code of Conduct of being disorderly in a public place.
2. **Inappropriate Literature or Illustrations:** Inappropriate literature or illustrations (print or electronic) that are pornographic, obscene, or disrupt the educational process, are prohibited. Included are inappropriate student expression, distribution of non-authorized literature, and illegal assembly when any of these activities causes a disruption.
3. **Incitement or Instigation:** Actions, comments, or written messages intended to cause others to fight, or which may result in a fight are considered incitement or instigation and such actions are prohibited.
4. **Insubordination and Disrespect:** Failure to appropriately respond to written or verbal directions given by school personnel is considered insubordination and disrespect. Also included is disobedience or defiance of reasonable requests made by school personnel. Disrespect to students, a staff member, or other adult will not be tolerated.
5. **Riot:** Any unlawful use of force or violence, by three or more persons acting together, which seriously jeopardizes the public safety, peace, or order.
6. **Unlawful Assembly:** It is unlawful whenever three or more persons assembled share the common intent to advance the purpose by the commission of an act or acts of force orviolence likely to jeopardize public

safety, peace, or order.

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

Code of Virginia: 22.1-276.01; 18.2-415

### Dress Code

* + The purpose of dress code and grooming policies is to ensure the health and safety of students in a supportive school environment.
  + Our dress code and grooming policies are not intended to be hostile or intimidating for any student.
  + Our dress code and grooming polices/practices should support student expressing without creating a hostile environment for any other student. This is important as we want all of students to feel safe and included.
  + In ensuring our health and safety, we will prohibit garments and accessories that pose a risk of injury to staff or other students.
  + To be inclusive of all students, our dress code policies/practices will be gender-neutral and not include gender specific language. For example, spaghetti straps or miniskirts.
  + We will permit and honor any religiously or ethically specific garment or head coverings or hairstyle, including abaya, hijabs, yarmulkes, headwraps, braids, dreadlocks, and cornrows.
  + We are committed to ensuring objective and fair application of the dress code policies practices.
  + Staff members are not allowed to come in direct physical contact with student’s attire.
  + Staff members will refrain from discussing or questioning student’s dress attire with another staff member. Our goal is to maintain student’s dignity and respect them as individuals.
  + Staff members who have questions or concerns about the dress code or grooming practices/policies will need to speak directly with Principal.
  + Examples of prohibited clothing include, but are not limited to:
    - attire with any language or images that are vulgar, discriminatory, or obscene.
    - attire that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
    - attire that contains threats such as gang symbols.
    - clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative.
    - sagging or low-cut pants.

Note 1: Head coverings for bona fide religious and ethical practices are allowed.

Note 2: Students will be permitted to wear face coverings during times of pandemic or widespread illnesses caused by viruses. Masks should only cover their mouth and nose and be appropriate. More specific guidelines may be provided by the school division in these cases with guidance from the Center for Disease Control (CDC), Virginia Department of Health (VDH) and the Virginia Department of Education (VDOE).

### Extortion

#### *Students deserve to attend school free from fear and threat.*

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind. Extortion is defined in VA Code Section 18.2-59 as unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat of eventual physical injury or other harm to that person or the person’s property, or a third person. “Blackmail” is the common name for extortion where the threat is not physical but relates to exposing some secret or true or alleged fact, which would do harm to someone’s circumstances or damage their reputation.

Code of Virginia: 18.2-59

### Fighting/Physical Aggression

#### *Students and school personnel are entitled to a school environment free from threat and the physical* aggression of others.

**The following acts are prohibited:**

1. **Fighting:** Exchanging mutual physical contact between two or more persons by pushing, shoving, or hitting, with or without injury, is prohibited. Fighting with no/minor injury - Mutual participation in an incident involving physical violence, where there is no or minor injury.
2. **Physical Aggression:** A student shall not act in a physically aggressive manner towards another student, a School Board employee, School Resource Officer, or DARE Officer. Such aggressive physical behavior is considered an assault and is prohibited.
3. **Dangerous Conduct:** Dangerous conduct that endangers either oneself or others is prohibited.

Note: Self-defense is defined as the use of any level of force against another to the degree a person reasonably believes the force is immediately necessary to protect the student’s body.

Code of Virginia: 18.2-57; 18.2-57.4; 18.2-67.3; 18.2-67.4; 18.2-67.5; 18.2-405; 18.2-83.

### Gambling

#### *Students shall not bet money or other things of value, or knowingly play or participate in any game* involving a bet on school property or during any school-related activity.

Illegal gambling is the making, placing, or receipt, of any wager of money or other thing of value, made in exchange for a chance to win prize, stake or other consideration of things of value. A gambling device includes any device, machine, paraphernalia, equipment, or other thing, including books, records, and other papers, which are used in illegal gambling. This provision also includes Internet gambling, assisting, promoting, or operating a game of chance; tampering with the outcome of a sporting event or contest to gain a gambling advantage.

Code of Virginia: 18.2-325

### Gang-Related Activity

#### *Students and school personnel deserve a school environment free from gang activity.*

1. **Gang Association:** Gang association is strictly prohibited on all campuses. A “criminal street gang” is defined in the Code of Virginia as any ongoing organization, association, or group of three or more persons, whether formal or informal, with an identifiable name sign, or symbol, which has as one of its primary objectives or activities the commission of one or more criminal activities, and whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.
2. **Gang-Related Activity:** Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by anidentified group of students).

**Gang activity that takes place on school property, on school buses, or within 1000 ft.of school property is punishable by law.**

Code of Virginia: 18.2-46.1; 18.2-46.2; 18.2-46.3

### Harassment

#### *Students and school personnel deserve a school environment free of harassment.*

It is the policy of the Roanoke City School Board to maintain a learning and working environment that is free from sexual, age, religious, disability, national origin, color, gender identity or racial harassment. Any form of sexual, religious, or racial harassment will not be tolerated.

* 1. Sexual Harassment: Sexual Harassment (including gender, transgender, and sexual orientation) is any unwelcome sexual advance, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
     1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or,
     2. submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or,
     3. that conduct or communication substantially or unreasonably interferes with an individual’s employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e., the conduct is sufficiently serious to limit a student’s or employee’s ability to participate in or benefit from the educational program or work environment).

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

* + - * unwelcome, sexual physical contact;
      * unwelcome ongoing or repeated sexual flirtation, propositions, or remarks;
      * sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
      * graphic comments about an individual’s body;
      * sexual jokes, notes, stories, drawings, gestures, or pictures;
      * spreading sexual rumors;
      * touching an individual’s body or clothes in a sexual way;
      * displaying sexual objects, pictures, cartoons, or posters;
      * impeding or blocking movement in a sexually intimidating manner.

Sexual harassment under Title IX is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the educational program or activity. The *Code of Student Conduct* prohibits Sexual harassment under Title IX as well as inappropriate sexual behavior including the distribution of obscene materials, any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical

conduct of a sexual nature.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. Any student who believes they have been subjected to inappropriate sexual behavior should immediately report their concerns to their principal. In addition, any student who believes they have been subjected to sexual harassment by another student or employee should immediately contact the Title IX Coordinator. The Title IX Coordinator can be reached via mail, email, telephone or in person.

Title IX Coordinator

Assistant Superintendent of Equity and Student Services 40 Douglass Avenue NW Roanoke, VA 24012

Office: (540)853-1393

Fax: (540)853-1023

Roanoke City Public School Policy Manual <https://go.boarddocs.com/vsba/roacps/Board.nsf/vpublic?open> Notice of non-discrimination <https://www.rcps.info/quick_links/notices_of_non-_discrimination_policy>

Any student who is found after an investigation to have engaged in sexual harassment of another student will be subject to disciplinary action appropriate to the offense from a short-term suspension up to a recommendation for expulsion.

* 1. Harassment Based on Gender/Gender Identity, Race, National Origin, Disability or Religion: Harassment based on gender/gender identity, race, national origin, disability, or religion consists of physical, verbal, or written conduct relating to an individual’s gender/gender identity, race, national origin, disability, or religion when the conduct:
     + - has the purpose or effect of creating an intimidating, hostile, or offensive environment; or
       - has the purpose or effect of interfering with an individual’s work or academic performance; or
       - otherwise adversely affects an individual’s academic opportunities to participate in or
       - benefit from a school activity.

Examples of conduct which may constitute harassment based on gender/gender identity, race, national origin, disability, or religion if it meets the immediately preceding definition include:

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

**Reporting Harassment Procedures:**

Any student who believes they has been the victim of sexual, age, religious, disability, national origin, color, gender/gender identity or racial harassment by another person, or any person with knowledge or belief of conduct which may constitute sexual, age, religious, disability, gender/gender identity national origin, color, or racial harassment, should report the alleged acts immediately to the principal, assistant principal, school counselor, teacher, or the Superintendent’s office. The Roanoke City School Board encourages the reporting party or complainant to put the complaint in writing using the form, Report of Harassment (JFHA-F/GBA-F); however, oral complaints shall be considered as well. Refer to the Roanoke City Schools Policy JFHA/GBA for additional information.

### 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 studentor students so endangered or injured participated voluntarily in the relevant activity.

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

Code of Virginia: 22.1-279.6.B

### Internet Use, Online and Remote Instruction

#### *Students are prohibited from unauthorized use of technology.*

Unauthorized use of technology and information accessed through technology without permission is prohibited. Students are prohibited from using computer equipment and communications services for sending, receiving, viewing, and downloading illegal material or pornographic, obscene, or violent graphics via the internet. Violations of the acceptable use policies may result in removal of internet privileges.

The online sessions are a valuable resource in remote instruction. Online instruction provides an opportunity for additional teacher-to-student and student-to-student interaction. All participants are required to adhere to school rules and are subject to any applicable policies in the Student Code of Conduct and the Acceptable Use Policy (AUP). As a remote learning student, there are additional rules and expectations regarding online protocols and etiquette that may be required to protect all students and all staff members. Access to remote instruction must be used in a responsible, safe, efficient, ethical, and legal manner. If a situation should arise that the teacher or staff is not aware of, the student or parent/guardian should contact the teacher or school administrator and report the concern as soon as possible. Students are notified of the following guidelines:

1. All students are subject to all local, state, and federal laws governing the Internet. Consequently, administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
2. All students will be required to follow all policies set forth by the Student Code of Conduct and the Acceptable Use Policy (AUP).
3. In the event there is a claim that a student has violated the Student Code of Conduct or AUP, they will be notified of the suspected violation and given an opportunity to present an explanation.
4. Violations of the Student Code of Conduct or AUP will be subject to disciplinary actions. Code of Virginia: 22.1-70.2

### Profane or Obscene Language

#### *Students are prohibited from using profane or obscene language.*

Swearing and obscene/offensive gestures, materials, and communications are expressly prohibited. This violation includes actions or displays of an obscene nature and the wearing of clothing or adornments, including inappropriate jewelry, which convey either violent or sexually suggestive messages or offensive statements towards students, school personnel, and/or visitors, i.e., vulgar language. Any serious or persistent use of language to prevent an orderly and peaceful learning experience for any individual constitutes verbal abuse as well as disruption.

Code of Virginia: 22.1-279.6.B

### Property Violations

#### *Members of the school community are entitled to enjoy property free from the abuse of others.*

The following violations shall result in disciplinary action at the discretion of the principal and may require a report to local law enforcement authorities:

1. Willfully causing or attempting to cause damage to school property.
2. Theft of, taking, or trying to take another person’s property or money by force, fear, or other means.
3. Vandalism, arson, or any threat or false threat to bomb, burn, damage, or destroy in any manner a school building or school property.

A student (or the student’s parent) shall be required to reimburse the School Board for any actual loss of, breakage or, destruction of, or failure to return property owned by or under the control of the School Board caused or committed by such student.

Code of Virginia: 18.2-79; 22.1-280.4; 18.2-138.

### Sexual Battery and Other Sexual Offenses

#### *Students and school personnel deserve a school environment free of sexual battery and other sexual* offenses.

1. **Sexual Battery Against Staff:** Sexual battery against a staff member involves an offensive or intentional threat, intimidation, ruse, or physical helplessness of the victim. Sexual battery is a Class 1 misdemeanor.
2. **Sexual Battery Against Student**: Sexual battery against a student involves an offensive or intentional threat, intimidation, ruse, or physical helplessness of the victim. Sexual battery is a Class 1 misdemeanor.
3. **Sexual Offenses Without Force**: Lewd behavior and/or indecent exposure that includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent.

Code of Virginia: 18.2-57; 18.2-57.4; 18.2-67.3; 18.2-67.4; 18.2-67.5; 18.2-405; 18.2-83.

### Stalking

#### *Students shall not engage in stalking.*

Stalking is defined as conduct occurring on more than one occasion and directed at another person that places that other person in reasonable fear of death, criminal sexual assault, or bodily injury. It is unlawful for any person to threaten by following, watching, placing another in fear of receiving bodily harm, sexual assault, confinement, or restraint, and following or watching the intended victim. Students shall not engage in a pattern of behavior that places another person in fear of serious harm. Stalking is required to be reported to law enforcement.

Code of Virginia: 18.2-60.3

### Theft

**See Property Violations**

### Threats/Intimidation

#### *Students shall not threaten to kill or do bodily injury to a person or persons, regardless of whether the person* who is the object of the threat receives the threat, and the threat would place the person who is the object of the threat in reasonable apprehension of death or bodily harm.

This prohibition includes oral threats to kill or do bodily injury to any employee of any elementary, middle or secondary school, while on a school bus, on school property or at a school-sponsored activity.

Any person who communicates a threat, in writing, including an electronically transmitted communication producing a visual or electronic message, to kill or do bodily harm, (i) on the grounds or premises of any elementary, middle or secondary school property, (ii) at any elementary, middle or secondary school- sponsored event or (iii) on a school bus to any person or persons, regardless of whether the person who is the object of the threat actually receives the threat, and the threat would place the person who is the object of the threat in reasonable apprehension of death or bodily harm, is guilty of a Class 6 felony. Any person who orally makes a threat to any employee of any elementary, middle, or secondaryschool, while on a school bus, on school property or at a school-sponsored activity, to kill or to do bodily injury to such person, is guilty of a Class 1 misdemeanor.

The use of electronic means for purposes of bullying, harassment, and intimidation is prohibited. Students shall not engage in social media conduct that may be considered defamatory, harassing, libelous, or that can create a disruption in the school environment.

Code of Virginia: 18.2-60; 18.2-60.B; 22.1-279.6

### Trespassing

#### *Students are prohibited from trespassing.*

Trespassing is defined by the Virginia Department of Education for the purposes of reporting as follows:

To enter or remain on a public-school campus or School Board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or School Board facility after being directed to leave by the chief administrator or designee of the facility, campus, or function.

The following acts may constitute trespassing and subject a student to discipline under this Student Code of Conduct*:*

1. Any student who has been suspended from attendance may be considered a trespasser if he/ she appears on any Roanoke City Public Schools property during the suspension period. Violation of this section will be considered an additional infraction and will require separate disposition.
2. Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate supervision may be considered trespassers.
3. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.
4. No student or other person may attend or visit a Roanoke City Public School as a guest during the regular school day without authorization from the school’s administration.

Code of Virginia: 18.2-128.

### Vandalism

**See Property Offenses**

### Weapons, Firearms, Explosives and Other Dangerous Articles

#### *Students have the right to learn in a safe environment with others who respect their well-being. The* following categories are considered extremely serious violations that threaten a safe and secure learning environment.

Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. Carrying, bringing, using, or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the principal or superintendent is prohibited and grounds for disciplinary action.

Such weapons include, but are not limited to:

* any pistol, shotgun, stun gun, taser gun, revolver, or other firearm listed in section 22.1- 277.07(E) of the

*Code of Virginia*, designed, or intended to propel a projectile of any kind, including a rifle,

* unloaded firearms in closed containers,
* any air rifle or BB gun,
* toy guns, cap guns, and look-alike guns,
* any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
* slingshots,
* spring sticks,
* brass or metal knuckles, and blackjacks,
* any flailing instruments consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nunchaka, nunchuck, shuriken, or fighting chain,
* any disc of whatever configuration, having at least two points or a pointed blade, and which is designed to be thrown known as a throwing star or oriental dart,
* explosives, and destructive devices as defined in Section 22.1-277.07(E), of the *Code of Virginia*, or other dangerous articles,
* pepper spray, mace, tear gas or similar chemical substances.

Code of Virginia: 18.2-308.1; 277.07.1.D; 22.1-277.07

### Other Conduct Violation

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

***SELF-DEFENSE***

Cases for which self-defense is claimed must meet the following criteria: (1) the student must not have provoked or behaved in a manner to cause the incident; (2) the student must have had reasonable fear of danger of harm; (3) the student used no more force than needed for protection from the threatened harm.

When claims of self-defense have been established, the administrator shall: (1) allow the student to present his version of what occurred and (2) review circumstances and relevant information from others pertaining to the incident, including relationships and previous patterns of interaction among the students involved.

Findings from the review of circumstances and other relevant information will be considered in determining appropriate corrective disciplinary action.

Claims of self-defense do not constitute a valid defense against possession or use of a weapon on school property or at any school-sponsored activity.

***SEARCH AND SEIZURE***

School authorities reserve the right to search lockers, desks, or facilities, as well as individuals and their belongings, when there are reasonable grounds for believing that items that may violate the law or school policy and regulation or that may be harmful to the community will be found. School authorities may use metal detectors for both random and reasonable suspicion searches. In an effort to ensure that each school maintains a safe learning environment, police dogs will be brought onto school property to search school premises including, but not limited to, lockers, desks, book bags, instrument cases, handbags, and vehicles parked on school property.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities without prior notice, without student consent, and without a search warrant.

Students are permitted to park on school premises as a matter of privilege, not as a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

***VIDEO/AUDIO RECORDING***

Many schools and school buses are equipped with video/audio recording devices. The objective is to provide an additional tool to assist school staff with maintaining physical security and safety. School personnel may use any footage from recordings as evidence of student misconduct. Video and audio recordings of students involved in incidents are considered educational record for the individual or groups of individuals involved and are, therefore, protected under the Federal Educational Rights and Privacy Act (FERPA).

***REPORTING OF CERTAIN OFFENSES TO LAW ENFORCEMENT***

School administrators must report certain unlawful acts to law enforcement. These behaviors result in suspension, exclusion from activities, and/or expulsion unless there is an affirmative finding of mitigating circumstances. The Superintendent or designee may conduct a preliminary review to determine if disciplinary action other than expulsion may be appropriate.

The following offenses must be reported to law enforcement:

* The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
* The assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person on a school bus, on school property, or at a school- sponsored activity;
* Any conduct involving alcohol, synthetic drugs, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school- sponsored activity, including the theft or attempted theft of student prescription medications;
* Any threats against school personnel while on a school bus, on school property or at a school- sponsored event;
* The illegal carrying of a firearm onto school property;
* Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in *Code of Virginia* Section 18.2-85 or explosive or incendiary devices, as defined in Virginia Code Section 18.2.433.1, or chemical bombs, as described in Virginia Code Section 18.2-87.1, on a

school bus, on school property, or at a school-sponsored activity;

* Any threats or false threats to bomb, as described in Virginia Code Section 18.2-83, made against school personnel or involving school property or school buses; and
* Any illegal possession of weapons, alcohol or drugs.

**NOTE: All aforementioned incidents must be reported immediately to law enforcement authorities and to the Superintendent’s office.**

The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult, regardless of if the offense occurs on a school bus, school property, or at a school sponsored activity.

***SEX OFFENDER NOTIFICATION***

The Roanoke City Public Schools recognizes the danger sex offenders pose to student safety; therefore, to protect students while they travel to and from school, attend school, or attend school- related activities, each school principal in the school division receives electronic notification of the registration or re-registration of any sex offenders in the same or contiguous zip codes as the school. For additional information, refer to School Board policies KN and KNA

Code of Virginia: 22.1-79.3.C. The Sex Offender and Crimes Against Minors Registry may be accessed at [www.sex-offender.vsp.virginia.gov.](http://www.sex-offender.vsp.virginia.gov/)

***TRANSPORTATION***

**Valley Metro Partnership**

A collaborative venture between the City of Roanoke and Roanoke City Public Schools, affords all secondary students (grades 6-12) who have a RCPS issued photo ID to ride Valley Metro buses at a reduced cost. Valley Metro proudly offers safe, accessible transportation to valley citizens of all ages. Students engaged in inappropriate behavior while riding any Valley Metro bus will be subject to disciplinary sanctions which may include, but are not limited to, out-of-school suspension. Valley Metro also reserves the right to ban any rider who exhibits disruptive behavior that interferes with the driver’s safe operation of the bus. Parents must sign a release to assign identification for Roanoke City Public Schools students to participate in the Valley Metro Reduced Fee Ride Program.

**Motor Vehicle Drivers**

Motorized vehicles of any type are not permitted as means of transportation to and from school when driven by students enrolled in elementary or middle schools of Roanoke City. High school students who meet the requirements and accept the responsibilities of driving private automobiles to school are permitted to do so. Driving privileges are granted upon the student’s willingness to follow the parking and auto usage regulations as prescribed by each high school. This includes, but is not limited to, having a school parking permit clearly displayed as per the school student handbook. Failure to adhere to these regulations could result in forfeiture of the privilege of parking a motor vehicle on school property or, in the case of a parking violation, having one’s vehicle booted or towed from the premises at the operator’s expense. **All cars parked on public school property are subject to search.**

**Bicycle Riders**

Bicycles may be ridden to elementary, middle, and high schools. The safety of the rider and the securing of the bicycle are the responsibility of the rider. Bicycle riders are encouraged to follow local ordinances regarding

bicycle safety. Improper use of bicycles, such as riding in bus-loading areas, constitutes grounds for the loss of bicycle parking privileges at school. Bicycle riders are prohibited from violating the property rights of homeowners, apartment dwellers, and businesses on their way to and from school.

**Walkers**

Students in elementary, middle, and high schools who live within the designated non-transportation zones are required to arrive promptly at school. Parents are encouraged to identify and assist in the choice of a safe route. Student walkers are prohibited from violating the property rights of homeowners, apartment residents, and businesses on their way to and from school. Walkers include students going to and from home or to and from bus stops. As per Virginia law, school officials are authorized to provide supervision and proper discipline of students, including their conduct going to and returning from school.

**Appendix A: Definitions**

# APPENDICES

**Alternative Education Program:** Includes night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

**Alternative Placement:** In the event a student requires administrative interventions for certain violations of the ***Student Code of Conduct***, assignment may be made through a Disciplinary Review Committee to an alternative site or program. This placement allows the continuation of the academic program while counseling and/or other interventions may be explored.

**Bullying:** Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.

**Community Service:** Authorized work in the building, grounds, and/or other appropriate services provided by the student to the school or the community may be considered.

**Confiscation:** Any item prohibited by the ***Student Code of Conduct,*** or the law will be removed from the student’s possession.

**Court Referral:** In case of a drug offense, assault, weapon possession, truancy, or other violations of the Code of Virginia, the student may be referred to court. The School Resource Officer will initiate appropriate legal action.

**Cyber Bullying**: Information and communication technologies such as e-mail, cell phone and pager text messaging, defamatory personal Web sites, and defamatory online personal polling web sites, developed to support deliberate, hostile behavior intended to harm others.

**Detention:** This method of discipline may be employed by any teacher or administrator to keep a student before or after school hours or on Saturdays for the purpose of correcting inappropriate behavior. Parents must be notified, and detention generally should not exceed one hour.

**Disciplinary Review Committee (Hearing Officer):** The Disciplinary Review Committee is an administrative proceeding at which interviews, and hearings are conducted for serious violations. The student’s parents shall advise the Assistant Superintendent of Equity and Student Services at least three (3) administrative working days in advance of the hearing if the student is to be represented by legal counsel.

It shall be the principal’s duty to present pertinent information, including evidence, to the Disciplinary Review Committee. Upon request of any party to the hearing, the Committee will decide the necessity of an oral examination of any witnesses. The Committee will afford the student a fair and impartial hearing. The Disciplinary Review Committee is an administrative proceeding and the rules of evidence applicable to judicial proceedings will not apply.

**Disruptive behavior:** A violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment.

**Due Process:** The student shall be given the opportunity to give their account of an incident prior to being suspended or given consequences for the alleged misconduct.

**Enrollment Hearing:** A hearing must be initiated with the Disciplinary Review Committee Hearing Officer for any student who has been discharged from a detention facility, any student who has been expelled or has committed an expellable offense, who is on long-term suspension from any school, public or private, or who has committed any offense, wherever committed, that would be a felony if committed by an adult. Such students may be disciplined and/or required to participate in prevention/intervention activities. Exclusion from attendance, enrollment, and placement will be determined based upon the Code of Virginia and all information presented during the hearing.

**Exclusion:** A Virginia School Board’s denial of school admission to a student who has been expelled or has been placed on a long- term suspension of more than 30 calendar days by another School Board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

**Expulsion:** Any disciplinary action imposed by a School Board or a committee thereof, as provided in School Board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

**Instructional Support Team Intervention:** When a student experiences repeated problems in school, the school personnel may refer this student to the Support Team. The student is counseled and, if necessary, evaluated for program modifications.

**Law Enforcement Agencies:** In cases of serious violations of the Code of Virginia, the Roanoke City Police, Child Protective Services, and Juvenile Probation Departments may be included in the disposition. The School Resource Officer serves as a liaison for these activities.

**Long-term suspension:** Any disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days. A long-term suspension may extend beyond a 45-school-day period, not to exceed 364 calendar days.

**Peer Mediation/Conflict Resolution:** This intervention is a process led by either student and/or staff mediators in which disputants in a conflict are encouraged to meet and resolve their disputes.

**Positive Behavioral Specialist:** A professional who assists staff and students pertaining to behavioral issues.

**Re-admission:** After 365 days, the parents of an expelled student may request a review by the School Board in order to seek approval for re-enrollment by contacting the office of the Assistant Superintendent of Equity and Student Services. The review will be based on written information only unless otherwise requested by the School Board. In the event approval for re-admission is granted, the Superintendent or designee will determine appropriate school placement and the date of re-entry.

**Response to Intervention (RtI):** This intervention process is designed to identify and address a student’s difficulties through the use of research-based instructional intervention to improve achievement.

**Restitution:** The replacement of, or payment for, property taken, damaged, or destroyed will be required.

**School Conference with Parent:** Parents are encouraged to set up an appointment with their child’s teachers, counselor, or administrators to discuss their son’s or daughter’s progress or problems. If a student is suspended, a parent may be asked to come to school to initiate re-instatement of the student.

**School Resource Officer:** A Roanoke City Police Officer(s) or Roanoke City Sheriff Office Deputy is assigned to each school to assist with the maintenance of safe school environments and to support the administration and staff whenever their area of expertise is required. The presence of the School Resource Officer or Deputy presents a positive image of law enforcement.

**Serious Incident:** A serious incident is any occurrence that threatens the safety and security of students, employees, visitors or property, or that disrupts the instructional program or school activity. Serious incidents create emergencies and must be reported immediately to the Superintendent’s office.

**Short-term suspension:** Any disciplinary action whereby a student is not permitted to attend school for a period not to exceed 10 school days.

**Shortened School Day:** The school administrator may recommend shortening a student’s day if such action is deemed beneficial to the school and/or student.

**Student Assistance Program:** A school-based, evidence-informed framework for prevention, early intervention, referral and support for students with identified needs that may prevent them from fully benefitting from their educational experience.

**Student Support Specialist:** A professional who assists parents and students pertaining to attendance and truancy issues related to school.

**Suspensions of Students with an Individual Education Plan (IEP) or 504 Plan:** Before a principal or administrator can recommend a suspension of more than ten (10) days or the expulsion of a student receiving special education services or is eligible under Section 504, a manifestation hearing must be held. Please see Manifestation Determination for Students with Disabilities.

**Unauthorized Persons:** No person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities, may enter or remain in any school vehicle or building or upon any school grounds, roadway, or sidewalk. **Persons who fail to leave may be considered trespassers and are subject to legal action.**

**Appendix B: Annotated Code of Virginia and Cross-Referenced School Board Policy**

**VIRGINIA CODE**

22.1-254. Compulsory attendance; excuses and waivers; alternative

22.1-76.2 Removal of students from classes

22.1-76.3 Ineligibility of students to compete in athletic competitions

22.1-277 Suspensions and expulsions of pupils generally 22.1-7.01 through 22.1-277.03

22.1-7.04 Short-term suspension; procedures;

readmission

22.1-7.05 Long-term suspensions; procedures;

readmission

22.1-7.06 Expulsions; procedures; readmission 22.1-7.07 Expulsion of students under certain

circumstances; exceptions

22.1-07:1 Policies prohibiting possession of firearms 22.1-7.08 Expulsion of students for certain drug offenses 22.1-77.1 Description unavailable

22.1-77.2 Authority to exclude students under certain circumstances; petition for readmission; alternative education.

22.177.2:1 Disciplinary authority of School Boards under certain circumstances; alternative education program

22.1-278 through 22.1-278.3

22.1-279 Description unavailable 22.1279.1 Corporal punishment prohibited 22.1279.2 Description unavailable

**RCPS SCHOOL BOARD POLICY**

JED Student Absences/Excuses/Dismissals

JEG Exclusions and Exemptions from School Attendance

JFB Student Involvement in Decision Making JFC Student Code of Conduct

JFC-R Student Code of Conduct - Procedures JFCA Teacher Removal of Students from Class JFCB Sportsmanship, Ethics and Integrity

JFCC Student Conduct on School Buses and at Bus Stops

JFCD Weapons in School

JFCE Gang Activity or Association JFCF Drugs in School

JFCG Use of Drug Dogs

JFCH Tobacco-Free School for Staff and Students (Also GBEC)

JFCI Substance Abuse - Student Assistance Program

JFCJ Written Notification of Violation of School Policies by Students in Alternative Education Programs

JFCL Notification Regarding Prosecution of Juveniles as Adults

JFG Search and Seizure

JFHA/GBA Prohibition Against Harassment and Retaliation

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| --- | --- | --- |
| 22.1279.3 | Parental responsibility and involvement requirements | JFHA-F Report of Harassment  JGA Corporal Punishment |
| 2.1-79.3:1 | Reports of certain acts to school authorities | JGD/JGE Student Suspension/Expulsion |
| 2.1-279.4 | Information regarding prosecution for certain crimes | JGD/JGE-R Procedures for Student Suspension/ Expulsion |
| 22.1279.5 | Description unavailable | JGDA Disciplining Students With Disabilities |
| 22.1279.6 | Board of Education guidelines and model policies for codes of student conduct | JGDB Discipline of Students With Disabilities-  Serious Bodily Injury |
| 22.1279.7 | Guidelines for student searches | DAB Equity |

*Full version of School Board Policies are available on the Roanoke City Public Schools’ website at* [*www.rcps.info*](http://www.rcps.info/) *under BoardDocs.*

**Appendix C: Grievance Procedure for Harassment/Discrimination**

**School Board of the City of Roanoke Grievance Procedure for Sexual and Disability Harassment/Discrimination**

This Grievance Procedure is established to meet the requirements of Title IX, the Americans with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of gender or disability in the provision of services, activities, programs, or benefits by the School Board of the City of Roanoke (Also referred to in this grievance procedure as the “School Board” or “Roanoke City Public Schools”). The School Board’s Personnel Policy governs employment-related complaints of sexual and disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

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| --- | --- |
| **Employee Relations**  Dominick McKee Chief Human Resources Officer  Roanoke City Public Schools 40 Douglass Avenue, NW  Roanoke, VA 24012  (540)853-2382 | **Facilities Access**  Chris Perkins  Chief Operations Officer Roanoke City Public Schools 40 Douglass Avenue, NW Roanoke, VA 24012  (540)853-2382 |
| **Student Programs/Activities** | **Students with Disabilities (Section 504)** |
| Hayley Poland | Hayley Poland |
| Assistant Superintendent | Assistant Superintendent |
| Equity and Student Services | Equity and Student Services |
| Roanoke City Public Schools | Roanoke City Public Schools |
| 40 Douglass Avenue, NW | 40 Douglass Avenue, NW |
| Roanoke, VA 24012 | Roanoke, VA 24012 |
| (540)853-1393 | (540)853-1393 |

Within 15 school days after receipt of the complaint, the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 school days of the meeting, the ADA Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Roanoke City Public Schools and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/ or their designee may appeal the decision within 15 school days after receipt of the response to the Superintendent or designee. Within 15 school days after receipt of the appeal, the Superintendent or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 school days after themeeting, the Superintendent or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by ADA Coordinator or their designee, appeals to the Superintendent or designee, and responses from these two offices will be retained by the Roanoke City Public Schools for at least three years.

The full version of policies for sexual and disability harassment/discrimination and complaint forms can be found in the following documents, available on the Roanoke City Public Schools’ website at [www.rcps.info:](http://www.rcps.info/)

School Board Policy GBA (Employees)/JFHA (Students) Student Code of Conduct, Reporting Harassment Procedures RCPS Employee Handbook

**Appendix D: Annual Public Notice Career and Technical Education**

**Roanoke City Public Schools Annual Public Notice Career and Technical Education**

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

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

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Virginia Western Community College. For more information about Career and Technical Education, call (540)853-2803.

The Roanoke City Public Schools does not discriminate on the basis of race, color, national origin, sex, gender/gender identity, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

**Roanoke City School Board**

#### *Dr. Eli C. S. Jamison* Chairperson

#### *Joyce W. Watkins* Vice-Chairperson

#### *Franny Apel* Diane M. Casola Mark K. Cathey

#### *Michael L. Cherry, II* Natasha N. Saunders

**Administration**

#### *Verletta B. White* Superintendent

**Police Emergency**

911

**Safe Schools Bullying and Tip Hotline**

540-853-1700