

# **Student Code of Conduct Manual**



**2018-2019**

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## **NONDISCRIMINATION STATEMENT**

The Northumberland County School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.



# **NORTHUMBERLAND COUNTY PUBLIC SCHOOLS CALENDAR 2018-2019 - Approved 3/12/18**

| JULY 2018 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 | 31 |    |    |    |    |

**4** Independence Day  
NES and NMS Summer School  
July 9 -12  
July 16-19  
July 23-26

| JANUARY 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

**3** Return from Winter Break  
21 M.L. King Day  
23 End of Quarter 2 (43 Days)  
24, 25 Teacher Workdays  
28 First Day of Quarter 3/ First Day Semester 2  
  
18= Student Days  
20= Teacher Days

| AUGUST 2018 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    | 1  | 2  | 3  | 4  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 | 31 |    |

23-24 Teacher Workdays  
25 Back to School Rally  
27-31 Teacher Workdays  
\*Trade Days- Must work 3 of the 4 following dates:  
8/24,8/25,8/31,6/11  
  
0 = Student Days  
8 = Teacher Days

| FEBRUARY 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 |    |    |

1 Report Card  
18 Presidents' Day  
25 Early Release Students-1pm  
Parent Conferences 2:00 – 6:00  
  
19 = Student Days  
19 = Teacher Days

| SEPTEMBER 2018 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    |    |    |    |    | 1  |
| 2              | 3  | 4  | 5  | 6  | 7  | 8  |
| 9              | 10 | 11 | 12 | 13 | 14 | 15 |
| 16             | 17 | 18 | 19 | 20 | 21 | 22 |
| 23             | 24 | 25 | 26 | 27 | 28 | 29 |
| 30             |    |    |    |    |    |    |

**3** Labor Day  
**4** First Day of School  
  
19 = Student Days  
19 = Teacher Days

| MARCH 2019 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

1 Interim Quarter 3  
29 End of Quarter 3 (44 Days)  
  
21 = Student Days  
21 = Teacher Days

| OCTOBER 2018 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

3 Interim Quarter 1  
8 Teacher Professional Day 9-12  
Parent Conferences 2:00-6:00  
  
22 = Student Days  
23 = Teacher Days

| APRIL 2019 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |

1-5 Spring Break  
8 Teacher Workday  
9 Start of Quarter 4  
15 Report Cards  
19 and 22 Holidays  
  
14 = Student Days  
15 = Teacher Days

| NOVEMBER 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 |    |

2 End of Quarter 1 (43 Days)  
5 Teacher Workday  
6 Start of Quarter 2  
9 Report Cards  
21-23 Fall Break  
  
18 = Student Days  
19 = Teacher Days

| MAY 2019 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

9 Interim Quarter 4  
27 Memorial's Day  
  
22 = Student Days  
22 = Teacher Days

| DECEMBER 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            | 31 |    |    |    |    |    |

11 Interim Quarter 2  
Dec. 20-Jan.2 Winter Break  
  
13 = Student Days  
13 = Teacher Days

| JUNE 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

7 Last Day of School-Early Release  
End of Quarter 4 -42 days  
8 NHS Graduation  
10-11 Teacher Workdays  
17 Report Cards  
  
5 = Student Days  
8 = Teacher Days

|                 |                              |                |                                |
|-----------------|------------------------------|----------------|--------------------------------|
| Holiday         | Early Release/P. Conferences | End of Quarter | PD Day am/Parent Conference pm |
| Teacher Workday | Report Cards                 | Interim Report | Early Release 1:00 p.m.        |

**SCHOOL HOURS FOR 2018-2019**

Teacher Arrival 7:40 a.m.

Bus and parent drop off 7:45 a.m.

First warning bell 8:01 a.m.

School Start time 8:05 a.m.

End of School Time Students 3:25 p.m.

Student School day from 7:45 a.m. to 3:25 p.m.

All Teacher Workday hours are 8:30 a.m. to 3:00 p.m.

## **STUDENT ORIENTATION - CODE OF CONDUCT**

Since it is in the best interest of the students of Northumberland County Public Schools to be fully aware of the regulations governing their behavior, an orientation of the *Student Code of Conduct* will be given by the principal or his/her designee at the beginning of each school year.

Additionally, each student will receive a published copy of this *Student Code of Conduct* for his/her own personal use and reference. This manual includes a page, which must be signed by both parent or guardian and the student, noting that they acknowledge receipt of and agree to read and discuss the manual with their student(s).

Please be advised that policy and procedures may be updated during the course of a school year. A current copy of the *Student Code of Conduct* will be maintained on our website.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Students' rights include, but are not limited to:

- Attending school where your parent or legal guardian lives and receiving a free and appropriate public education.
- Expecting that your school will be a safe and orderly place that is focused on providing equitable educational opportunities.
- Being respected and treated courteously and fairly by other students and school staff.
- Expressing your ideas verbally and/or in writing in accordance with NCPS policies and procedures.
- Dressing in a way that expresses your personality while following the NCPS dress code.
- Having appropriate opportunities to participate in school activities.
- Having access to relevant information concerning drug and alcohol abuse.
- Learning in an environment free from intimidation, harassment, or discrimination by employees or students on school property or at a school sponsored event, function, or activity.

Students' responsibilities include, but are not limited to:

- Attending school daily, regularly, and on time, performing to the best of your ability, being prepared to learn and taking advantage of educational opportunities.
- Being aware of all expectations regulating behavior and conducting yourself in accordance with these guidelines.
- Expressing opinions and ideas, as well as, treating everyone in the school community with respect in accordance with NCPS policies and procedures.
- Dressing appropriately in accordance with the school division's dress code.
- Seeking information and services that can help you with personal problems.
- Helping create a school environment that is free from intimidation, harassment, or discrimination.
- Reporting and encouraging others to report any incidents of intimidation, bullying, harassment, or discrimination

## **RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS**

Parents'/Guardians' rights include, but are not limited to:

- Being actively involved in their children's education.
- Being treated courteously, fairly and respectfully by all NCPS employees.
- Receiving information about the policies and procedures of the Northumberland County Public School Board that relate to your children's education.
- Receiving regular reports (written or oral) from school staff regarding your children's academic progress or behavior, including but not limited to report cards, behavior progress reports, and conferences.
- Receiving information and prompt notification of inappropriate or disruptive behaviors by your children and any disciplinary actions taken by administrators or school staff.
- Receiving information about due process procedures for disciplinary matters concerning your children, including information on conferences and appeals.
- Receiving information from school staff about ways to improve your children's academic or behavioral progress.
- Receiving information about services for students with disabilities and English language learners, when applicable.
- Receiving communication through provided translators.

Parents'/Guardians' responsibilities include, but are not limited to:

- Having children regularly attend school on time, and communicating reasons for absences and tardiness.
- Informing NCPS staff about any concerns and/or complaints in a respectful and timely manner.
- Working with school administrators and teachers to address any academic or behavioral problems your children may experience.
- Supporting Northumberland County Public Schools by communicating with your children about acceptable and expected school behavior.
- Becoming familiar and complying with the policies of the Northumberland County Public School Board, administrative regulations and the Student Code of Conduct.
- Providing and maintaining updated contact information to Northumberland County Public Schools and your children's individual school(s).
- Supporting student completion of homework and participation in offered academic support programs.
- Being respectful and courteous to staff, other parents, guardians and students at all times.



## **RIGHTS AND RESPONSIBILITIES OF NCPS EMPLOYEES**

NCPS Employees' rights include, but are not limited to:

- Working in a safe and orderly environment.
- Being treated courteously, fairly, and respectfully by students, parents/guardians, and other school staff.
- Communicating concerns, suggestions, and complaints to appropriate NCPS administration or Central Office without fear of intimidation, reprisal, retaliation, etc.
- Receiving appropriate professional development and training.
- Receiving the necessary resources to deliver quality instruction.
- Modifying instruction, if consistent with the policies of the Northumberland County Public School Board and other applicable laws and regulations.
- Working in an environment free from intimidation, harassment, bullying, or discrimination by employees or students on school property or at a school sponsored events, functions, or activities.

NCPS Employees' responsibilities include, but are not limited to:

- Attending work daily, being punctual, and implementing well-planned, differentiated, rigorous, and engaging instructional plans daily according to the standards for professional practice.
- Maintaining safe and orderly schools by using prevention and intervention strategies, and by following the Student Code of Conduct.
- Being respectful and courteous to students, parents and guardians, serving as role models for students.
- Being knowledgeable about the policies of the Northumberland County Public School Board and other applicable laws and regulations, and enforce them fairly and consistently.
- Being knowledgeable about federal and state laws, as well as, regulations about the disciplinary process for students with disabilities.
- Communicating proactively and regularly with parents about student progress, NCPS policies, building expectations, and responding to complaints or concerns in a timely manner

## **BULLYING PREVENTION, CYBERBULLYING, AND REPORTING**

**Definition:** *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 over time or causes severe emotional trauma. ‘Bullying’ includes cyber bullying. ‘Bullying’ does not include ordinary teasing, horseplay, argument, or peer conflict.”*

### **Cyberbullying**

Cyberbullying occurs when an individual or group of individuals use communication technologies – such as cell phones and computers – in a way that meets the definition of bullying. Cyberbullies use voice messages, e-mail, text messages, photo images, videos, polling web sites and/or personal web pages to repeatedly harass, intimidate or embarrass another person or group of people.

### **Warning Signs**

Possible warning signs that a child is being bullied:

- Has few, if any friends, with whom he or she spends time;
- Seems afraid of going to school, walking to and from school, riding the school bus, or taking part in organized activities with peers (such as clubs);
- Takes a long, “illogical” route when walking to or from the bus stop or school;
- Has lost interest in school work or suddenly begins to do poorly in school;
- Appears sad, moody, teary, or depressed when he or she comes home;
- Complains frequently of headaches, stomachaches, or other physical ailments;
- Comes home with torn, damaged, or missing pieces of clothing, books, or other belongings;
- Has trouble sleeping or has frequent bad dreams;
- Experiences a loss of appetite; or

### **What to do if you suspect that your child is being bullied?**

1. Talk with your child. Tell your child that you are concerned and that you’d like to help.
2. Talk with staff at your child’s school. Call or set up an appointment to talk with your child’s teacher. He or she will probably be in the best position to understand the relationships between your child and other peers at school.

If you are not comfortable talking with your child’s teacher, or if you are not satisfied with the conversation, make an appointment to meet with your child’s counselor or principal to discuss your concerns.

3. If, after talking with your child and staff at his or her school, you don’t suspect that your child is being bullied, stay vigilant to other possible problems that your child may be having. Some of the warning signs above (e.g., depression, social isolation, and loss of interest in school) may be signs of other serious problems. Share your concerns with a counselor at your child’s school.

### **Students Who Witness Bullying Can Help**

Bystanders often feel uncomfortable when they see another child bullied. Many do nothing to stop the bullying. They may even join in the bullying to avoid becoming targets themselves. Adults can help by persuading children to become “heroes” by standing up for others or by reporting the bullying to a parent or teacher. Research shows that most bullying incidents end when bystanders speak up for the victim.

### **Adults Can Help Stop the Bullying**

Adults can take responsibility for providing a safe environment for young children by using these strategies:

- Model respectful treatment of others.
- Protect the child who has been bullied when an incident is witnessed or reported.
- Do not tolerate actions or words that harm others.
- Share books with children about cooperation, empathy and dealing with bullying.
- Use role playing to encourage empathy.

### **Reporting Bullying Behaviors**

Northumberland County Public Schools has several mediums available for families and students to report incidents of bullying or cyberbullying.

Northumberland County Public Schools uses Anonymous Alerts to combat bullying and other negative activity in our schools. Anonymous Alerts empowers students to come forward to help themselves, others, and our school in reducing negative behavior.

Students or parents in the school community can anonymously submit any suspicious activity, bullying or other student related issues to a school administrator(s). We encourage you to report important issues by using the Anonymous Alerts. Once you complete the contact form at <https://www.anonymousalerts.com/northumberlandcountypublicschools/>, you will receive a confirmation that your information has been submitted to the school district.



False reporting will be taken seriously to the full extent of the law.

This system will be monitored between the hours of 7 am to 5 pm during the school year. Any reports submitted outside of these hours or during holidays will be responded to during the following normally scheduled school day.

Please do not use this system for issues requiring immediate assistance.

If you have an emergency requiring immediate assistance, please call 911.

## **STUDENT DRESS CODE**

At Northumberland County Public Schools, it is of primary importance to foster an atmosphere that is most conducive to learning. Students need to come to school in safe, non-distracting attire. The dress code applies during the school day and at all field trips. Students are expected to attend school in clothing that is appropriate for a productive educational environment. Clothing and accessories that bring excessive attention to an individual will be prohibited. Dress code will be checked daily. Appropriate and acceptable apparel include the following:

- Skirts, dresses, or shorts are to be no more than three inches in length above the knees.
- Skirts, dresses, or shorts must cover leggings, jeggings, athletic tights, and/or yoga pants. Skirts, dresses, or shorts are to be no more than three inches in length above the knees.
- No hats, scarves, bandanas, hoods, and head coverings INSIDE of building (unless worn for religious beliefs).
- Shirts must meet the following requirements:
  - Sleeves that cover the shoulder and underarm
  - Necklines no lower than 3" below the collarbone, with no visible cleavage (no off-shoulder shirts)
  - Long enough to remain tucked in with arms raised, while leaning over, or while seated
  - No crop tops
- No visible undergarments
- No transparent or slashed clothing
- No holes in jeans or other garments above the knee
- No inappropriate symbols, words, pictures, or articles depicting violence, tobacco, drugs, alcohol, sex, vulgarity, demeaning to race, or gang-related
- Any clothing that interferes with or disrupts the educational environment is unacceptable.
- No wallet chains or jewelry (including spiked jewelry) that poses a safety hazard
- No pajamas, flannel pants, bedroom shoes, or blankets.
- No gang related clothing or paraphernalia

- Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency.

*Violation of the student dress code may result in the following consequences:*

- The student may be required to change into a suitable garment or cover the piece of clothing that violates the dress code before returning to class.
- If the procedure outlined above is not possible, the student may be requested to contact his/her parent or guardian in order to obtain suitable clothing before returning to class.
- Refusal to comply with the Dress Code will be documented and reported to parents.

In addition to the above, repeated offenses of the Dress Code regulation will result in disciplinary action ranging from a minimum of a warning to a maximum of short-term suspension of 10 days or less. The administration reserves the right to amend or change the Dress Code to protect the learning environment and safety of students.

## **CELLULAR PHONES AND ELECTRONIC DEVICES**

Students using cell phones or other electronic devices to record anything or anyone without authorization on school property or at school events is strictly prohibited.

Failure to adhere to this policy will result in a minimum consequence of the device being confiscated and used as evidence. Other consequences may apply pending the investigation as to the intent and reason for the willful disregard of the Code of Student Conduct.

By administrative discretion, cell phones or electronic devices may be retained until the following school day prior to retrieval by parents/guardians. Teachers who confiscate devices must store the device in a safe place until the first available opportunity to give it to an administrator for safe keeping and documentation. Confiscated devices can be retrieved during normal school office hours as designated by school staff.

Cell phones and other electronic devices may be used during class at the teacher's direction for instructional purposes only (i.e. researching on the Internet, Schoology, Remind101, etc.).

Students have no expectation of privacy in their use of a privately-owned electronic device(s) while at school. The school reserves the right to search (*Code of Virginia § 22.1-279.6*) a privately-owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated the laws of the Commonwealth of Virginia, NCPS policies, administrative procedures or school rules, or engaged in other misconduct while using the device.

### **Elementary/Middle School**

In accordance with Northumberland County Public School's Code of Student Conduct policy, the school division will strictly enforce the ban on student cell phone usage during scheduled class time. This will be done to ensure a learning environment free of unnecessary disruption. The list of unauthorized electronic devices includes, but is not limited to, cell phones, headphones, etc.

Cell phones are required to be turned off and in your backpack or locker during scheduled class time. Failure to comply with the policy mentioned above will result in the following actions:

#### **Recommended Consequences**

- First Offense
  - Confiscation of phone and given to administration. Parent must retrieve the phone from the school.
- 2<sup>nd</sup> Offense
  - Confiscation of phone and given to administration. Parent must retrieve the phone from the school.
- 3<sup>rd</sup> Offense

- A disciplinary infraction entry will be placed into the student's conduct record. In addition, the student shall be banned from possessing a cell phone or electronic device at school for the remainder of the school year.

### **High School**

In accordance with Northumberland County Public School's Code of Student Conduct policy, the school division will strictly enforce the ban on student cell phone usage during scheduled class time. This will be done to ensure a learning environment free of unnecessary disruption. The list of unauthorized electronic devices includes, but is not limited to, cell phones, headphones, etc.

Cell phones are required to be turned off and out of visible sight during scheduled class time. Failure to comply with the policy mentioned above will result in the following actions:

#### **Recommended Consequences**

- First Offense
  - Verbal warning
- Second Offense
  - Confiscation of phone and parent notification.
- Third Offense
  - Confiscation of phone and given to administration. Parent must retrieve the phone from the school. Disciplinary infraction entry will be placed into the student's conduct record.
- Fourth Offense
  - The student may be suspended for one (1) day for insubordination. In addition, the student shall be banned from possessing a cell phone or electronic device at school for the remainder of the school year.

**PARKING PASSES**

Students who drive to NHS are required to have a parking pass. Parking passes are issued by main office staff. The cost of a parking pass is \$30. Students who are excessively late to school or depart school without permission are subject to loss of permits. All vehicles on school property are subject to search if there is a cause to suspect a violation of school board policy.

**PRIVATE TRANSPORTATION DROP-OFF/PICK-UP PROCEDURES**

Students who are brought to school by private means of transportation should arrive no earlier than 15 minutes before the start of the school day. Responsibility for the supervision of students who arrive earlier will not be accepted by the school. All students who go home by means of private transportation must be picked up at the appropriate dismissal time. Private vehicles are not permitted to park in areas designated for the loading and unloading of school buses.



## **STUDENT ATTENDANCE POLICY**

Regular attendance in school is the responsibility of students and their parent(s) or guardian(s). Learning experiences that take place in the school environment are essential to the educational process. The regular contact of students with one another in the classroom and other teacher-supervised activities is vital in reaching educational goals. Regular classroom attendance is an important factor in academic achievement because it develops good habits for advanced study and/or employment and is a significant factor as to whether a student will be promoted.

Principals must establish adequate procedures for student accounting, for determining the nature of absences, and for making reports as required by local and state authorities. Principals will comply with all school laws in student accounting including the State Compulsory Attendance Law. Students receiving homebound instruction are considered present for attendance accounting. The principal or designee will distribute copies of the attendance policy and procedures to all students and devise a procedure for explaining the attendance policy and procedures to all students.

### **Student Absences/Excuses/Dismissals**

#### *Student Attendance Policy*

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

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

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts. Students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee.

High school students may spend school days each academic year participating in high School to Work Partnerships established pursuant to guidelines developed by the Board of Education. The superintendent's regulations will specify that students who miss a partial or full day of school while participating in Partnership programs will not be counted as absent for the purposes of calculating average daily membership. The regulations will also include procedures

by which students may make up work missed while participating in a high School to Work Partnership.

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

### *Compulsory Attendance Procedures*

#### Upon Fifth Absence without Parental Awareness and Support

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

#### Upon Sixth Absence Without Parental Awareness and Support

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

#### Upon Additional Absence Without Parental Awareness and Support

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

#### Parental Cooperation in Remedying Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the

student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

#### *Attendance Reporting*

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

#### *Dismissal Precautions*

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

NOTE: When both parents have been awarded joint physical custody and the school has received notice of the joint custody order, required notices of absences will be sent to both parents.

### **Attendance Policy Guidelines by School**

#### *Number of Allowable Absences*

The 2018-2019 school calendar has 173 days of instruction. It is imperative for students to attend school daily. The following attendance requirements apply in order for students to earn passing credit or grade-level advancement:

#### **High School**

The high school uses a 4x4 semester schedule. In order to remain eligible for course credit, students are limited to five (5) absences per class. Students exceeding five (5) absences per class may forfeit credit for the course regardless of their course grade, but may earn credit through one of the following recovery options:

- a) Repeat the course successfully in summer school, or
- b) Repeat the course successfully in a subsequent school term.

#### **Middle School**

In order to remain eligible for course credit and/or be promoted to the next grade level, students are limited to ten (10) absences per class. Students exceeding ten (10) absences per class may

forfeit credit for the course regardless of their course grade, but may earn credit through one of the following recovery options:

- a) Repeat the course successfully in summer school, or
- b) Repeat the course successfully in a subsequent school term.

### **Elementary School**

In order to be promoted to the next grade level, students are limited to ten (10) absences per school year. Students exceeding ten (10) absences per school year may earn grade-level promotion through one of the following recovery options:

- a) Attend summer remediation and demonstrate successful skills, or
- b) Repeat the grade level successfully in a subsequent school term.

### *Absence Verification*

A student's absence is considered unverified when the school has no documentation of the student's absence from the parent/guardian.

The parent is required to verify any absence (within three (3) school days) upon the student's return to school. Extended absences due to illness may require medical documentation. All documentation will be retained until the end of the school year. If documentation of an absence is not received within the three-day timeframe, the absence will be considered unverified. Unverified absences within the appropriate timeframe will not be considered for an attendance waiver at the end of the school year.

### *Extenuating Circumstances*

The following extenuating circumstances provide the only acceptable reasons for a student's absence from school. However, should a student exceed the allowable number of absences, documentation within the required timeframe of these absences must still be provided for consideration of an attendance waiver.

- Illness – When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness must be presented with three (3) days of the student's return to school.
- Family Death – When a student is absent because of death in the family, the parent must notify the school and provide documentation for the absence within three (3) days of the student's return to school.
- Court or Agency– When a student is absent because of an appointment with the court, social services, or other state agencies, official documentation from the court or agency must be presented to the school.
- Religious Observances – Absences as a result of religious holidays should be pre-arranged by the parent, the parent is responsible for notifying the student's school of the religious holidays to be observed.

- Suspensions/Exclusions – When a student is absent due to a suspension or exclusion, the parent will ensure the student returns to school on the student's date of return as specified by the school administration.

#### *K-12 Attendance Waiver*

The principal may consider a request for a waiver of the attendance regulation for extenuating circumstances beyond the parent's and/or student's control. However, only verified absences will be considered for an attendance waiver. Each waiver request will be considered on an individual basis, taking into consideration documentation provided and extenuating circumstances. The principal may request that the parent or adult student provide documentation from a medical professional when absences due to illness are excessive and/or a pattern appears to exist.

- A parent of an elementary and a middle/high school student may submit an attendance waiver no later than 5 calendar days after the close of the semester or school year.
- The principal shall act on the waiver within ten (10) administrative days after receiving it. The parent/guardian shall be notified of the decision in writing within five (5) days after the administrative decision has been made.
- Appeal of Waiver Decision: The parent may appeal the decision of the principal by submitting a written request to the principal within three (3) days of receipt of the decision from the principal. Each school shall have an Attendance Committee. The school-based Attendance Committee will review all appeals. The principal, who is a member of the school-based Attendance Committee, shall present the written appeal to the school-based Attendance Committee, and parents will be notified, in writing, of the decision of the Attendance Committee within five school days.
- The school shall have available in the main office and/or school counselor's office the Northumberland County Public Schools *Attendance Waiver Request Form*.

#### *Tardiness and Early Dismissals*

It is important for students to be in school for the entirety of the school day. Medical appointments should be arranged before or after school whenever possible. However, when this is not possible, a doctor's note is required upon the student's return to school. A written note from the parent/guardian must accompany all non-medical related tardies and/or early dismissals.

Tardies or early dismissals for reasons other than personal illness, required court/agency appearances, or emergency reasons, as determined by a building principal or designee, may be counted toward an absence.

- Middle/High School – Three (3) unexcused tardies/early dismissals to the same class can be counted as one full day absence in that class block/period.
- Middle/High School – Any student who misses more than fifty (50) percent of a class will be counted as absent in that class block/period.

- Elementary School – Three (3) unexcused tardies/early dismissals can be counted as one full day of absence from school when excessive tardies/early dismissals occur.

Notification will be provided to the parent/guardian of any student with three unexcused tardies/early dismissals and a conference with the student and parent, and teacher, counselor, and/or administrator may be required.

#### *Makeup Work*

It is the student's responsibility to communicate with the teacher on the day he or she returns to class to schedule the make-up of missed work. Students are expected to make up all work missed within a time period not to exceed the total number of days absent. The principal or designee may consider extenuating circumstances in extending the time limit for make-up work.

#### **Elementary Students**

Teachers will have make-up work ready when students return to school. Teachers and students will work out a schedule to have all assignments/tests/quizzes made up within a reasonable amount of time.

#### **Middle/High School Students**

Middle/High school students are expected to make contact with each teacher upon their return to school. Upon their return to school, students are expected to turn in any work that was due on the day(s) of the absence which was previously assigned. Previously assigned work does not qualify for extended make-up time.

Additionally, upon return to school the student is expected to make contact with each teacher and to set a mutually agreed upon time, not to exceed timeline previously outlined in this section, for the submission of work that was missed during the absence. The principal or designee may consider extenuating circumstances in extending the time limit.

#### *Absence and Student Activities*

Students absent or suspended from school are not permitted to attend or to participate in after school extra-curricular activities or events, nor are they permitted to attend dances or participate in other school-sponsored social activities.

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

Northumberland County Public Schools is a PBIS school division.

Positive Behavioral Interventions and Supports (PBIS) is a nationally-recognized approach to support positive academic and behavioral outcomes for all students. In Virginia schools, PBIS is the behavioral component of the Virginia Tiered Systems of Supports (VTSS).

PBIS helps teachers and administrators learn about and implement new techniques that reduce disruptive student behavior, which typically leads to office referrals, in school suspensions, and out-of-school suspensions that decrease instructional time for students. Based on extensive research, PBIS utilizes a positive approach to discipline. PBIS ultimately impacts the very culture of the school to shift attention to positive behavior and successful learning systems for children, teachers and administrators.

PBIS is interrelated to the Student Code of Conduct. PBIS is not a specific intervention or curriculum. Through focused attention on data collection and analyses, PBIS provides a framework of proactive, evidence-based prevention and intervention behavioral strategies that aid schools in defining, teaching, and supporting appropriate student behaviors in a positive school culture.

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## PBIS INTERVENTIONS & RESPONSES

The list below is neither exclusive nor all-encompassing, but reflective of the range of options available and utilized in changing student behavior.

|                                   |   |
|-----------------------------------|---|
| Apology/ Restitution              | Student makes amends for negative actions by taking responsibility to correct the problem created by the behavior through verbal or written declaration of remorse.   |
| FBA/BIP                           | Functional Behavioral Assessment to determine the root causes of student behavior followed by a Behavior Intervention Plan to address those root causes and outline clear measurable action steps for teaching alternative behaviors. |
| Check In/Check Out                | Daily contact with an assigned adult on campus. Student should see the adult before school starts each day as well as at the end of the school day.   |
| Conference with Parent            | Teacher communicates with student's parent by phone, email, written notes, or in person about behavior.   |
| Conference with Student           | Teacher conferences with student about behavior interventions/solutions.  |
| Corrective Assignment/Restitution | Student completes a task that compensates for the negative action and triggers a desire not to revisit the negative behavior (i.e. clean-up, helping others).   |
| Daily Progress Sheet              | Teacher documents student behaviors daily on a pre-determined format which includes both positive and corrective notations.   |
| Detention                         | After school or during lunch. Required attendance for a monitored period of time.   |
| Mentoring                         | An agreed-upon adult or student who provides consistent support, guidance, and concrete help to a student who is in need of a role model.   |
| Loss of Privilege                 | Student may not be permitted to attend school social events as a result of behavior.  |
| Reflective Restorative Response   | Student reflects on misbehavior during a meeting with teacher and administrator. Student may be directed to compose a reflective essay.   |
| Response to Intervention          | Referral to Student Support Team to review data on performance and make recommendations on programmatic and individual responses.   |
| No Contact Contract               | Student agrees to a review the NCPS Code of Conduct and refrain interacting further engaging in negative contact with peer(s).  |



## **STUDENT CONDUCT**

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of NORTHUMBERLAND COUNTY. It is the responsibility of the NORTHUMBERLAND COUNTY School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct.

Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent issues Standards of Student Conduct, and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is also sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3, and the compulsory school attendance law is also sent.

Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia.

Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of

good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parent's responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student. If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to: (1) notification pursuant to Va.Code § 16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities or expulsion include but are not limited to:

- possession or use of alcohol, illegal drugs, including marijuana and anabolic steroids, or drug paraphernalia;
- selling drugs;
- assault/battery;
- sexual assault;
- arson;
- intentional injury (bullying, fighting);
- theft;
- bomb threats, including false threats, against school personnel or school property;
- use or possession of explosives (see Policy JFCD Weapons in School);
- possession of weapons or firearms (see Policy JFCD Weapons in School);
- extortion, blackmail, or coercion;
- driving without a license on school property;
- homicide;
- burglary;
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation);
- malicious mischief;
- shooting;
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs;
- stabbing, cutting or wounding;
- unlawful interference with school authorities including threats;
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the superintendent or superintendent's 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 (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

The superintendent issues regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

The School Board biennially reviews the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

### **Teacher Removal of Students from the Classroom**

Teachers have the initial authority to remove students from class for disruptive behavior.

“Disruptive behavior” means a violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment.

In order for a teacher to remove a student from class for disruptive behavior:

- 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.

When all of the above criteria have been satisfied, a teacher may remove a student from class.

#### *Requirements for Incident Reports*

Teachers must then write an Incident Report regarding all incidents of disruptive behavior. The report(s) shall be filed with the school administrator and provided to the student’s parents within 24 hours of the incident. The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student’s behavior and the possible consequences if the behavior continues. The teacher will document, in writing, his or her attempts to request and encourage the parents to meet with him or her or school administrators.

In the case of removal from class for in excess of ten days, a student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student’s parents concerning two prior incidents of disruptive behavior. Upon removal, the teacher shall file a “Student Removal Form” (JFCA-E) with school administrators. The teacher will include any other documentation to supporting the removal including, but not limited to the previous two incident reports.

#### *Procedures for Written Notification of Student and Parents*

The teacher will provide copies of the above reports to the student and his or her parents. Such notice shall be provided within twenty-four hours of the incident. The teacher shall also document, in writing, his or her attempts to request and encourage the parents to meet with school administrators and/or the teacher.

#### *Guidelines for Alternative Assignment and Instruction of Removed Students*

The principal shall determine the appropriate placement of any student removed from class by a teacher. The principal may:

- assign the student to an alternative program
- assign the student to another class
- send the student to the Principal’s office or study hall. If the Principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student

- suspend the student or recommend the student for expulsion. If the principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and in the case of students with disabilities, in accordance with federal law
- return the student to class (in accordance with the procedures below)

#### *Procedure for the Student's Return to Class*

The principal shall determine, after consultation with the teacher, the duration of the student's removal from class. The principal shall notify the teacher of the decision to return the student to class. If the teacher disagrees with the Principal's decision to return a student to the class:

- the teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.
- the teacher, after meeting with the Principal, may appeal the Principal's decision to the Superintendent or designee within one school day. The incident reports and removal form must accompany the appeal. After discussion with the Principal and teacher or receiving their written comments, the decision of the Superintendent or designee shall be final. The decision shall be made within forty-eight hours of the teacher's appeal.

Once the decision has been made to return the student to class, the teacher and Principal shall develop a plan to address future disruptive behavior.

#### *Other Provisions*

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.

#### **Student Conduct on the School Buses**

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely.

The bus driver is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office.

## **NORTHUMBERLAND ELEMENTARY SCHOOL DISCIPLINARY CONSEQUENCES/PROCEDURES**

Northumberland Elementary School specifies the following actions to be taken (in sequential order) by classroom teachers prior to referring a child to the office:

1. Warning
2. Classroom consequences
3. Note to parent concerning student's behavior
4. Telephone parent concerning student's behavior
5. Conference with parent concerning student's behavior
6. Lunch detention
7. Consultation with School Counselor and possible referral to CSB counseling, Empowering Youth or school social worker
8. Consultation with school administrator

Serious infractions that involve student safety such as fighting, harassment, and bullying will result in an automatic administrative referral to the office. Consequences such as in-school suspension and/or out-of-school suspension may be used to deter unwanted behaviors that infringe upon the safety and rights of others to learn. Restorative and/or skills based/therapeutic approaches may also be used to deter disruptive behaviors.

## **NORTHUMBERLAND MIDDLE/HIGH SCHOOL DISCIPLINARY CONSEQUENCES/PROCEDURES**

### ***The following misbehaviors are considered Level I offenses:***

- Being in an unauthorized area
- Violation of dress code
- Littering, leaving trash at lunch/breakfast or on school bus
- Classroom disruption caused by unauthorized use of an electronic device (smart phone, cell phone, other electronic devices).
- Public display of affection

### ***Level I Consequences:***

Student conference, warning, parent contact, school conference with parent/guardian, confiscation, detention, loss of privilege to ride a school bus, social probation, loss of privilege to participate in extracurricular activities including academic clubs or athletics, alternatives to suspension (restorative and/or skills based/therapeutic approaches), in school suspension.

### ***The following misbehaviors are considered Level II offenses:***

- Chronic minor offender
- Any disruptive behavior in classrooms, hallways, or on campus
- Failure to attend a teacher assigned after school detention
- Cheating/plagiarism
- Giving false information
- Disrespect for authority/disrespectful attitude
- Failure/refusal to obey reasonable request
- Leaving class without permission
- Gambling
- Any inappropriate social behavior/obscenity/vulgarity
- Violation of the internet policy (may result in revocation of computer and/or internet privileges)
- Skipping class
- Any act considered a misdemeanor under VA law
- Undirected profanity/abusive language/ethnic and/or religious slur
- Horseplay/Arguments/Disagreements
- Property Damage

### ***Level II Consequences:***

Student conference, warning, parent contact, school conference with parent/guardian, confiscation, restitution, detention, loss of privilege to ride a school bus or hold a parking permit, social probation, loss of privilege to participate in extracurricular activities including academic clubs or athletics, court referral, alternatives to suspension (restorative and/or skills based/therapeutic approaches), in school suspension, short-term suspension from 1-10 days.

### ***The following misbehaviors are considered Level III offenses:***

- Leaving campus without permission
- Habitual disruption of class
- Bomb and Terrorism Threats/Hoax
- Threats to safety
- Fighting
- Bullying (physical, cyber, or verbal abuse)
- Directed Profanity/Abusive Language/Ethnic and/or Religious Slurs
- Possession of tobacco/electronic cigarette/matches/lighters
- Damage, destruction or theft of school or private property
- Sale, use, possession, or distribution of drugs/alcohol
- Odor of alcohol or marijuana
- Threat/intimidation
- Gang activity
- Harassment
- Assault of a school employee or student
- Extortion/harassment
- Sexual offenses
- Unauthorized presence at school or school function during a suspension
- Possession of weapons
- Possession of dangerous objects
- Arson
- Blatant insubordination/incorrigible attitude
- Chronic Level II offender
- Any act that shocks the social conscience
- Substantial disruption of school
- Any act which is a felony in Virginia
- Any act which endangers the health and safety of others

### ***Level III Consequences***

Level III offenses will result in suspension and possible criminal charges as determined by the administration and SRO. Recommendation for long-term suspension (11 to 45 days), long-term suspension 46 days to 365 days, or expulsion may be made to the Superintendent for severe situations or repeat offenders.

Level III offenses may also include restorative and/or skills based/therapeutic approaches, loss of privilege to ride a school bus or hold a parking permit, social probation, loss of privilege to participate in extracurricular activities including academic clubs or athletics, court referral, and placement in alternative education.



## **SUSPENSIONS AND EXPULSIONS OF STUDENTS**

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy.

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

The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

### ***Short-term Suspensions***

A pupil may be suspended for not more than ten school days by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal or teacher may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal or teacher responsible for such suspension reports the facts of the case in writing to the superintendent or superintendent's designee and the parent of the pupil suspended. The superintendent or superintendent's designee reviews forthwith the action taken by the principal, assistant principal or teacher upon a petition for such review by any party in interest and confirms or disapproves such action based on an examination of the record of the pupil's behavior.

The decision of the superintendent or superintendent's designee may be appealed to the School Board unless the School Board has provided by regulation that the decision of the superintendent or superintendent's designee is final.

Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days includes notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program or alternative education program or educational option, which is not a part of the educational program offered by the school division, are borne by the parent of the student.

***Long-term Suspensions (11 to 45 days or 46 to 365 days)***

A pupil may be suspended from attendance at school for more than ten days after written notice is provided to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board or the superintendent or superintendent's designee in accordance with regulations of the School Board. If the regulations provide for a hearing by the superintendent or superintendent's designee, the regulations shall also provide for an appeal of the decision to the full School Board. Such appeal shall be decided by the School Board within thirty days.

The written notice of a suspension for more than ten days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education or intervention programs. Such notice also states that the student is eligible 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 during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.

***Expulsion***

Pupils may be expelled from attendance at school after written notice to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board in accordance with the regulations of the School Board. The regulations provide for subsequent confirmation or disapproval of the proposed expulsion by the School Board regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and his parent includes notification of the length of the expulsion and provides information to the parent of the student concerning the availability of community-based educational, training and intervention programs. The notice also states 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, and the terms or conditions of such readmission. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion is borne by the parent of the student.

Nothing in this Policy shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this Policy to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice also advises the parent of such student that the student may petition the School Board for readmission to be effective one calendar year from the date of his expulsion, and of the conditions, if any, under which readmission may be granted.

The School Board establishes, by regulation, a schedule pursuant to which such students may apply and reapply for readmission to school. Such schedule is designed to ensure that any initial petition for readmission will be reviewed by the School Board or the superintendent, and, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the superintendent denies such petition, the student may petition the School Board for review of such denial.

### ***Conduct Giving Rise to Expulsion***

Recommendations for expulsions for actions other than those specified below are based on consideration of the following factors:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;
- the student's disciplinary history, including the seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student's age and grade level;
- the results of any mental health, substance abuse or special education assessments;
- the student's attendance and academic records; and
- other appropriate matters.

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection precludes the School Board from considering any of the factors listed above as "special circumstances" for purposes of expulsions discussed in the following subsections.

### ***Firearms***

The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1, or to have possessed a firearm or destructive device as defined in this policy, a firearm muffler or firearm silencer or a pneumatic gun as defined in this policy on school property or at a school-sponsored activity. A school administrator, pursuant to School Board policy, or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what

constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student's expulsion regardless of the facts of the particular situation.

The exemptions set out in Va. Code § 18.2-308 regarding concealed weapons apply, *mutatis mutandis*, to the provisions of this Policy. The provisions of this policy do not apply to persons who possess such firearm or firearms or pneumatic guns as a part of the curriculum or other programs sponsored by the schools in the school division or any organization permitted by the school to use its premises or to any law-enforcement officer while engaged in his duties as such.

### ***Drug Offenses***

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance, imitation controlled substance or marijuana as defined in Va. Code § 18.2-247 onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student's expulsion regardless of the facts of the particular situation.

### ***Procedure for School Board Hearing***

The procedure for the School Board hearing is as follows:

- The School Board determines the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing is private unless otherwise specified by the School Board.
- The School Board may ask for opening statements from the principal or his representative and the student or his parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.
- The parties then present their evidence. Because the principal has the ultimate burden of proof, he presents his evidence first. Witnesses may be questioned by the School Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, his parent(s) and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional evidence as the School Board may deem necessary. The School Board is the judge of the relevancy and materiality of the evidence.

- Exhibits offered by the parties may be received in evidence by the School Board and, when so received, are marked and made part of the record.
- The School Board may, by majority vote, uphold, reject or alter the recommendations.
- The School Board transmits its decision, including the reasons therefor, to the student, his parent(s), the principal and superintendent.

### ***Alternative Education Program***

The School Board may require any student who has been (1) charged with an offense relating to the laws of Virginia, or with a violation of School Board policies, on weapons, alcohol, or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G; (2) found guilty or not innocent of an offense relating to Virginia's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G; (3) found to have committed a serious offense or repeated offenses in violation of School Board policies; (4) suspended pursuant to Va. Code § 22.1-277.05; or (5) expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection B of Va. Code § 22.1-277, to attend an alternative education program. The School Board may require such student to attend such programs regardless of where the crime occurred.

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

A principal or principal's designee may impose a short-term suspension, pursuant to Va. Code § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code § 16.1-260.G, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

As used herein, "charged" means that a petition or warrant has been filed or is pending against a pupil.

### ***Reporting of Incidents***

Except as may otherwise be required by federal law, regulation or jurisprudence, reports are made to the superintendent and to the principal or principal's designee on all incidents involving

- 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 a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity;

- any conduct involving alcohol, 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 activity;
- the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;
- any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85 or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 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 Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
- the arrest of any student for an incident occurring on a school bus, on school property or at a school sponsored activity, including the charge there for; and
- any illegal possession of weapons, alcohol, drugs or tobacco products.

The superintendent and the principal or principal's designee receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code § 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this policy, and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260 reports such information to the principal of the school in which the juvenile is enrolled.

The principal or principal's designee submits a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education. In submitting reports of such incidents, principals and superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this policy.

The principal or principal's designee also notifies the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information concerning other students.

Whenever any student commits any reportable incident as set forth in this subsection, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent's designee. Prevention and intervention

activities are identified in the school division drug and alcohol violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV-Safe and Drug-Free Schools and Communities Act).

Except as may otherwise be required by federal law, regulation or jurisprudence, a principal immediately reports to the local law-enforcement agency any act enumerated in clauses (2) through (7) of subsection VII.A. of this policy that may constitute a criminal offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.

In addition, except as may be prohibited by federal law, regulation or jurisprudence, the principal also immediately reports any act enumerated in clauses (2) through (5) of subsection VII.A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal reports that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

For purposes of this section, "parent" or "parents" means any parent, guardian or other person having control or charge of a child.

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

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his or her regular school.

Any student who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the NORTHUMBERLAND COUNTY Schools, in accordance with Policy JEC School Admission. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

In excluding any such expelled student from school attendance, the School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code § 22.1-277.06. The School Board shall not impose additional conditions for readmission to school.

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

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

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board or superintendent or superintendent's designee, as the case may be at the relevant hearing, the student may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission.

The School Board may permit students excluded pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such exclusion.

***Disciplining Students with Disabilities***

Students with disabilities are disciplined in accordance with Policy JGDA Disciplining Students with Disabilities.



## **NEW LIMITATIONS ON STUDENT SUSPENSION AND EXPULSION UNDER VIRGINIA LAW**

### **Students in Grades K-3**

Virginia Law prohibits expulsions and suspensions for more than 3 days for students in K-3 with certain, limited exceptions. The following are the only circumstances in which a student grades K-3 may be suspended for more than 3 days or expelled:

- The student has been adjudicated delinquent or convicted of one of the offenses listed in subsection G of 16.1-260 of the Code of Virginia (includes firearms offenses, homicide, felonious assault, sexual assault, certain drug offenses, arson, burglary, robbery, criminal street gang offenses, and violence by mob);
- The offense involves possession of a firearm, destructive device, firearm muffler, firearm silencer, or pneumatic gun on school property or at a school-sponsored activity;
- The offense involves possession of a controlled substance, imitation controlled substance, or marijuana on school property or at a school-sponsored activity; or
- The offense involves physical harm or credible threat of physical harm to others;
- The school Board or the Superintendent or the Superintendent's Designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Under Virginia law, for students in grades K-3, the school principal or assistant principal may take the following disciplinary actions:

- Suspension up to 3 days; or
- Suspension up to 10 days for any of the above exceptions except aggravating circumstances (which can only be determined by the School Board/Superintendent/Designee).

The School Board or Superintendent or Designee may take the following disciplinary actions for students in grades K-3:

- Suspension from 11 to 45 days or expulsion if any of the above exceptions apply; or
- For cases in which aggravating circumstances exist, suspension from 4 to 45 school days.

### **Long-term Suspensions**

Virginia Law limits long-term suspension to 45 days for all students, with limited exceptions. The exceptions are similar, but not identical to, the exceptions for grades K-3. The following are only circumstances in which any student may be suspended for more than 45 school days.

- The offense involves possession of a firearm, destructive device, firearm muffler, firearm silencer, or pneumatic gun on school property or at a school-sponsored activity;
- The offense involves possession of a controlled substance, imitation controlled substance, or marijuana on school property or at a school-sponsored activity; or
- The offense involves serious bodily injury; or
- The School Board or the Superintendent or the Superintendent's Designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

**Alternative Education Placements**

The School Board or Superintendent/Designee can, after notice and opportunity for hearing and without suspending or expelling, require a student to attend an alternative education program in certain circumstances, including when the student has committed a serious offense or repeated offenses in violation of school board policies. The School Board or Superintendent/Designee determines the length of time a student is required to attend an alternative education program.

## **NORTHUMBERLAND HONOR CODE**

Northumberland's goal is to promote a community of trust that will enhance student achievement. Students who accept responsibility for their own academic integrity learn and can take pride in genuine achievement. This Honor Code represents expectations of student behavior that are consistent with fully preparing future citizens in a democratic society.

What is Honor?

The honorable person is a person of honesty and integrity.

- Honesty means doing your own work.
- Integrity means doing the right thing, even when no one is watching.

Honor in academic endeavors carries over into adulthood. Honorable students become honorable citizens in the workplace, in society, and in their personal lives. Practically speaking, honor allows a society to function smoothly.

- Honor is valuable in and of itself. It defines the high moral standards which we hold not only for ourselves personally, but also for our community. The citizen who witnesses a crime is duty-bound to report it. Students have a similar obligation to encourage one another to be honorable and to report dishonorable behavior which weakens our school community.

What is Academic Honor?

- An honorable student takes pride in the products of his or her own talents and efforts. The honorable student respects others' work and would not claim it as his or her own. Therefore, the honorable student does not engage in the following actions:
  - Cheating, which includes copying any part of any assignment, quiz, or test; allowing others to copy any part of any assignment, quiz or test; unauthorized use of study materials (paper or electronic); and giving or receiving unauthorized prior knowledge of assessments.
  - Fraud, which includes deception, falsifying data, and forgery.
  - Plagiarism, which is stealing another's work and passing it off as one's own.

What are the consequences for violation of the Honor Code?

### **First Offense**

- The violation is referred to the principal/assistant principal through the formal referral process.
- The formal referral from the staff is kept on file.
- The student receives a failing grade on the graded assignment that gave rise to the Honor Code violation.
- The student's parents/guardians are notified of the violation.
- If the student is in an honor society, the honor society teacher representative will be notified of an honor code violation. Honor societies may impose additional consequences, based on their own rules and guidelines.
- If the student is in Leadership class (SCA), the student will be placed on probation.

- If the student is serving as a representative on the Student Council Association, as class officer or as a member of Student Government Association, he or she is removed from that position.

### **Second Offense**

- The violation is referred to the principal/assistant principal through the formal referral process.
- The formal referral from the staff is kept on file.
- The student receives a failing grade on the graded assignment that gave rise to the Honor Code violation.
- The student's parents/guardian are notified of the violation.
- The student is suspended from all extra-curricular activities (Monday through Sunday) following the week.
- The student may not apply to become a member of an honor society.
- The student may not run for Student Council Association.

### **Third Offense**

- The violation is referred to the principal/assistant principal through the formal referral process.
- The formal referral from the staff is kept on file.
- The student receives a failing grade on the graded assignment that gave rise to the Honor Code violation.
- The student's parents/guardian are notified of the violation.
- The student is suspended from all extra-curricular activities (Monday through Sunday).
- All three offenses are recorded in the student's discipline record.

### **Fourth Offense**

- The violation is referred to the principal/assistant principal through the formal referral process.
- The formal referral from the staff is kept on file with the Honor Council chair.
- The student receives a failing grade on the graded assignment that gave rise to the Honor Code violation.
- The student's parents/guardian are notified of the violation.
- The student is suspended from all extra-curricular activities for 30 calendar days.
- The student receives one day of in-school suspension.
- The additional violation is recorded in the student's discipline record

### **All Subsequent Offenses**

- The violation is referred to the principal/assistant principal through the formal referral process.
- The formal referral from the staff is kept on file with the Honor Council chair.

- The student receives a failing grade on the graded assignment that gave rise to the Honor Code violation.
- The student's parents/guardian are notified of the violation.
- The student receives one day of out-of-school suspension.
- The additional violation is recorded in the student's discipline record.

**Transition to High School from Middle School**

- Any Honor Code violation incurred by a middle school student will not carry over to that student's high school honor code record.

**Appendix**  
**Acknowledgement of Receipt of**  
**Northumberland County Public Schools Code of Conduct**

Parents or guardians and students are asked to read and discuss the Student Code of Conduct manual (contained in the student handbook/agenda) for Northumberland County Public Schools, sign below, and then return this form to their school.

**STUDENT'S NAME:**

Last\_\_\_\_\_First\_\_\_\_\_Middle\_\_\_\_\_

Student's ID #\_\_\_\_\_GRADE LEVEL:\_\_\_\_\_SCHOOL ATTENDING: \_\_\_\_\_

**We acknowledge receipt of and agree to read and discuss with our student** the *Student Code of Conduct* for the Northumberland County Public Schools. We understand that the signing of this statement does not waive, but expressly reserves, our rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia and that we have the right to express disagreement with the school division's policies or decisions.

Parent(s)/Guardian(s) Signature\_\_\_\_\_Date\_\_\_\_\_

Student's Signature\_\_\_\_\_Date\_\_\_\_\_

**DISCLAIMER**

By signing and returning this form parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

**PLEASE RETURN THIS FORM TO THE SCHOOL**

## **Acknowledgment of Prohibition of Cyberbullying**

### **NCPS POLICY ON CYBERBULLYING**

This school division provides the electronic infrastructure and supporting software and communication devices to enhance students' education. Other uses of the technology, specifically the harassment or bullying of fellow students, will not be tolerated. To access the school division's technological resources, students must adhere to the following policy.

Cyberbullying in schools is relatively new, paralleling the proliferation of electronic communication devices. Just like traditional bullying, cyberbullying can continue off campus. Bullying and cyberbullying can persist at any time of the day or week and be broadcast to a much larger audience.

#### *School Division Policy on Cyberbullying*

Bullying—in any form—will not be tolerated on school grounds. It disrupts the learning environment and adversely affects the quality of a student's education. It harms the victim, the students exposed to it, and, in many cases, the actual bully. Since the advent of the Internet and personal electronic communication devices, bullying has expanded to include cyberbullying.

Cyberbullying is defined as the use of information and communication technologies—such as email, cell phone and text messages, instant messaging, and defamatory personal Websites and online personal polling sites—to support deliberate, hostile behavior intended to frighten or harm others. Whereas traditional bullying was limited to direct confrontations, cyberbullying can happen anytime and be much more far reaching. When harassing language or pictures are posted to the Internet, the words and images can stay forever, which affects the victim far into the future. To that end, this school division has adopted the following policy to address this abuse of electronic communication technologies, whether the actions occur at school or off campus. Virginia lawmakers have criminalized the use of computers and computer networks to harass another person (Code of Virginia, §18.2152.7:1). This school division has adopted a similar policy.

Students must follow three basic rules:

1. Any student who uses a school-provided communication device (including a computer) or computer network (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
2. Any student who uses a personal communication device on school grounds or at a school-related function (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.

3. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary proceedings.

#### Consequences for Violation

Any violation of these regulations shall result in loss of computer-system privileges and may also result in appropriate disciplinary action, as determined by school board policy, or possible prosecution through the judicial system.

Reporting and Investigating Students and staff are required to report to designated staff any incidents of cyberbullying about which they are aware. Reports may be made anonymously. Designated staff will investigate all reports, using any electronic communications records currently kept by the school division, and recommend the school's next course of action.

#### I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student Name: (Please Print) \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

PARENTS,  
PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM. Additional information can be found at [www.cyberbullying.org](http://www.cyberbullying.org).

**PLEASE RETURN THIS FORM TO THE SCHOOL**



## **INTERNET ACCEPTABLE USE POLICY FOR STUDENTS**

In compliance with Code of Virginia § 22.170.2, Northumberland County Public Schools recognized that the Internet is a valuable educational tool and student access to the schools' computer network is consistent with the goal of promoting excellence in education. The learning community supports the school system's vision of providing an environment to enable our students to become technologically literate and life-long learners. The Northumberland County School Board, administrators, teachers, and members of the community have equipped the schools with state of the art technology to help make the digital divide between rural communities and their urban and suburban counterparts a thing of the past. Access to high speed internet in the schools was made possible by the support of the community. As a result, the opportunities for resource sharing, collaboration, communication, intellectual challenges, critical thinking, and creative growth will be greatly improved. Along with the privilege of computer access, staff members are expected to demonstrate safety, ethics, and respect while using school computers, software, hardware, terminals, printers, servers, and any internal or external network.

Internet safety education will be integrated into the content areas in kindergarten to 12th grade. Age appropriate lessons that focus on safety, security, and ethics will be imbedded in the curricula. Students will also be taught how to discern the validity of internet sources, understand copyright laws, and explore legal issues related to internet use. The school's internet security filters restrict most access to social networking sites and inappropriate material. However, you may possible come across material of adult content. The school system takes a no tolerance approach to accessing such material. Proper precautions should be taken by students when using the internet and they will be made aware of the appropriate steps to take if they encounter a problem. Students are expected to honor the Acceptable Use Policy (AUP) or they may lose the privilege of internet access.

Within reason, freedom of speech and access to information will be honored. During school, teachers of students will guide students toward appropriate materials. The following are not permitted on any district computer, district network, or the Internet:

- Sending, receiving, or displaying offensive messages, images, or materials
- Using obscene language
- Harassing, insulting, or attacking others (cyber bullying)
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another person's folder, work, or files
- Intentionally wasting limited resources
- Using school resources and accounts to access services requiring payment
- Employing the network for commercial purposes
- Damaging hardware or software
- Misusing hardware or software

- Downloading programs using school computers

The items above should not be considered comprehensive. Other inappropriate actions not listed may also be considered unacceptable use of electronic communications. Disciplinary action may range from a reprimand to expulsion by school authorities and may be subject to local, state, federal, and international law. Violations may result in a loss of access as well as other disciplinary or legal action.

We, the undersigned, have read, understand, and agree to abide by the Acceptable Use Policy for Northumberland County Public Schools. Please sign and return to school.

Student Name: (Please Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: July 20, 2009 Revised: February 11, 2013

**PLEASE RETURN THIS FORM TO THE SCHOOL**

**Northumberland County Public Schools  
ATTENDANCE WAIVER REQUEST FORM**

A parent/guardian may request a waiver of the attendance regulation for extenuating circumstances beyond their control and/or the student's control. A waiver request may be submitted to the principal prior to the close of a semester or school year, but no later than ten (5) calendar days after the close of the semester or school year. If supporting documentation is available, it should be submitted with the waiver request. The principal shall act upon a waiver request and the parent/guardian shall be notified of the decision in writing within (10) business days after it has been received. A parent/guardian may appeal the decision of the principal by submitting a written request to the principal within three (3) days of receipt of the decision from the principal. Each school shall have an Attendance Committee. The school-based Attendance Committee will review all appeals. The principal, who is a member of the school-based Attendance Committee, shall present the written appeal to the school-based Attendance Committee, and parents will be notified, in writing, of the decision of the Attendance Committee within five school days.

**SCHOOL**\_\_\_\_\_ **DATE OF REQUEST** \_\_\_\_\_

**STUDENT NAME**\_\_\_\_\_ **GRADE** \_\_\_\_\_

**PARENT/GUARDIAN** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**WAIVER REQUEST (Circle One):**      **Fall Semester Course**      **Spring Semester**      **Course**  
**Year**\_\_\_\_\_

Describe in detail the extenuating circumstances for which this waiver is being filed. Attach any appropriate documentation (i.e. physician statements) not already provided to the school at the time of the absence(s). If you need additional space, you may write on the back of this form or attach any additional sheets.

**LIST COURSES/CLASS/GRADE LEVEL FOR WHICH A FAILING GRADE IS DUE TO EXCESSIVE ABSENCES.**

| Course | Period or Block | Teacher | Number of Absences | Approved | Disapproved |
|--------|-----------------|---------|--------------------|----------|-------------|
|        |                 |         |                    |          |             |
|        |                 |         |                    |          |             |
|        |                 |         |                    |          |             |
|        |                 |         |                    |          |             |

**Please state the reasons for requesting the attendance waiver:**

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**Student Signature** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

**Date Request Received** \_\_\_\_\_ **Date Request Acted Upon** \_\_\_\_\_

**Comments**

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**Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Review and Revision of the NCPS Student Code of Conduct**

An annual evaluation of the NCPS Student Code of Conduct will be conducted within a month of the close of the school year. Revision of the Code of Conduct, if necessary, will be completed prior to the opening of the next school year.

**Distribution of the NCPS Student Code of Conduct**

A copy of the NCPS Student Code of Conduct will be issued to all students within one month of the opening of school. All transfer students will be issued a copy of the Code as a part of the registration process. Principals will stress to all students that compliance with the Code is mandatory. The "Acknowledgement of Receipt of Northumberland County Public Schools Code of Conduct" form must be signed by the parent/guardian and returned to the school.

## **NORTHUMBERLAND ALMA MATER**

*In the state of old Virginia  
Symbol of success  
Proudly stands our alma mater,  
Dear old N.H.S.  
Forward Ever is our watchword,  
Conquer and prevail  
All her students  
Laud and praise her,  
N.H.S. all hail!*

**Northumberland County Public Schools**

**2172 Northumberland Highway, Lottsburg VA, 22511**

**Phone 804.529.6134 | Fax 804.529.6449**

|   |                     |
|---|---------------------|
| <b>Northumberland Elementary School</b> | <b>804-580-8032</b> |
|---|---------------------|

|                                     |                     |
|-------------------------------------|---------------------|
| <b>Northumberland Middle School</b> | <b>804-580-5753</b> |
|-------------------------------------|---------------------|

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Northumberland High School</b> | <b>804-580-5192</b> |
|-----------------------------------|---------------------|