

Southampton County Elementary Schools

**Riverdale
Elementary**
31023 Camp Parkway
Courtland, VA 23837

**Nottoway
Elementary**
13093 Ivor Road
Sedley, VA 23878



**Meherrin
Elementary**
28600 Grays Shop Road
Newsoms, VA 23874

**Capron
Elementary**
18414 Southampton Parkway
Capron, VA 23829

2024-2025 Student Handbook

SOUTHAMPTON COUNTY SCHOOL BOARD

Dr. Deborah Goodwyn, Chair
SOUTHWEST DISTRICT
(BOYKINS)

Mrs. Denise Bunn, Vice Chair
SOUTHWEST DISTRICT
(NEWSOMS)

Mrs. Cassandra Hobbs
NORTHWEST DISTRICT

Mrs. Orris Lane
AT-LARGE

Mr. Brandon Rodgers
NORTHEAST DISTRICT

Mrs. Donna Rountree
NORTHWEST DISTRICT
(DREWRYVILLE)

Mr. Gregory Scott
AT-LARGE

Mr. Christopher Smith, Sr.
JERUSALEM DISTRICT

Dr. Jennifer Tindle
SOUTHEAST DISTRICT

MISSION

The mission of Southampton County Public Schools through the combined efforts of staff, students, families, and the community is to ensure a quality education in a safe environment that will prepare students to be successful learners and productive citizens in an ever-changing society.



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 · Courtland, Virginia 23837
Phone (757) 653-2692 · Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
Denise Bunn, Vice-Chair

Dear Southampton County Public Schools Students Parents and Guardians,

Welcome to the 2024-2025 school term. As the Division Superintendent of Southampton County Public Schools, I would like to take this opportunity to remind our students and their families about the importance of our student *Code of Conduct*. The student *Code of Conduct* outlines behavioral expectations and includes respect for peers, staff, and the school community, as well as adherence to school policies. It is essential for all students to understand that their behavior impacts not only their own educational experience but also that of their classmates. Contained within this document is vital information of which both students and parents should be aware. It emphasizes our expectations for student behavior and addresses consequences should they become necessary. The student *Code of Conduct* provides:

- Clear directives on school policies, including guidelines on attendance, absenteeism, cell phone usage, promotion and retention, and school security.
- Essential details on course registration to grading policies.
- Academic procedures that outline instructional expectations and opportunities for remediation and attendance recovery.
- Insight into student life, covering topics like athletics, extra-curricular activities, and student honor.
- An outline of health and safety protocols, including emergency information and medication guidelines.
- Comprehensive appendices offer deeper dives into our *Code of Conduct*, school transportation guidelines, and more.

Parents are encouraged to read and discuss this handbook with their child. In addition to hard copies, the document can be found on our school district's website or at your child's school and their school's website. Sign and return the acknowledgement sheet found at the end of the handbook to your child's school confirming receipt and understanding of the content. We believe that instilling values of integrity, responsibility, and respect is crucial for your child's development and success and encourage open communication between students, parents, and school staff to ensure that any questions or concerns regarding the *Code of Conduct* are addressed promptly.

We are grateful for your support and look forward to a productive year filled with knowledge, growth, and student success.

Dr. Gwendolyn P. Shannon, Division Superintendent

Board of Education

Northeast District
Brandon Rodgers

Southwest District
Deborah Goodwyn
Denise Bunn

Northwest District
Cassandra Hobbs
Donna Rountree

Southeast District
Jennifer Tindle

Central District
Christopher Smith, Sr.

At Large
Orris Lane
Gregory Scott



2024 - 2025 ACADEMIC CALENDAR

AUGUST 2024						
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

- Holiday (Schools closed for students & staff)
- Staff Days (Schools closed for students)
- Interim Reports Distributed
- Report Cards Distributed
- Elementary Parent/Teacher Conference Day
- Secondary Parent/Teacher Conference Day
- End of Grading Period
- Early Dismissal Day

SEPTEMBER 2024						
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					

Teaching Days 20/Cumulative Days 20

OCTOBER 2024						
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		

Teaching Days 23/Cumulative Days 43

NOVEMBER 2024						
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

Teaching Days 18/Cumulative Days 61

DECEMBER 2024						
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				

Teaching Days 15/Cumulative Days 76

JANUARY 2025						
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	

Teaching Days 18/Cumulative Days 94

FEBRUARY 2025						
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

Teaching Days 19/Cumulative Days 113

MARCH 2025						
S	M	T	W	TH	F	S
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					

Teaching Days 21/Cumulative Days 134

APRIL 2025						
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			

Teaching Days 17/Cumulative Days 151

MAY 2025						
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

Teaching Days 21/Cumulative Days 172

JUNE 2025						
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					

Teaching Days 10/Cumulative Days 182



ACADEMIC SCHOOL CALENDAR 2024 – 2025

FIRST DAY OF SCHOOL SEPTEMBER 3



STAFF DAYS (schools closed for students)

AUGUST 19-20 (NEW TEACHER ORIENTATION)
AUGUST 21-29 (PROFESSIONAL DEVELOPMENT / WORK DAYS)
JANUARY 28 (PROFESSIONAL DEVELOPMENT / WORK DAY)
JUNE 16 & 17 (WORK DAYS)



HOLIDAYS (SCHOOL IS CLOSED FOR STUDENTS AND STAFF)

AUGUST 30 & SEPTEMBER 2 (LABOR DAY)
NOVEMBER 5 (ELECTION DAY)
NOVEMBER 28 - 29 (FALL HOLIDAY)
DECEMBER 23 - JANUARY 3 (WINTER HOLIDAY)
JANUARY 20 (MARTIN LUTHER KING, JR. DAY)
FEBRUARY 17 (PRESIDENT'S DAY)
APRIL 21 - APRIL 25 (SPRING BREAK)
MAY 26 (MEMORIAL DAY)



INTERIM REPORT DISTRIBUTED

OCTOBER 4
DECEMBER 11
FEBRUARY 28
MAY 14



REPORT CARDS DISTRIBUTED

NOVEMBER 11
FEBRUARY 3
APRIL 10
JUNE 13



EARLY DISMISSALS (TEACHER WORK DAYS)

OCTOBER 3	NOVEMBER 1 & 4
DECEMBER 10	JANUARY 24 & 27
FEBRUARY 27	APRIL 2 & 3
MAY 13	JUNE 12 & 13

EARLY DISMISSALS (EARLY CLOSURE)

NOVEMBER 27	DECEMBER 20
APRIL 18	



ELEMENTARY PARENT/TEACHER CONFERENCE (4:15 PM – 6:15 PM)

OCTOBER 7
MARCH 3



SECONDARY PARENT/TEACHER CONFERENCE (3:30 PM – 5:30 PM)

OCTOBER 8
MARCH 4

HIGH SCHOOL GRADUATION

JUNE 14

This calendar represents 192 Teacher Days (194 for new teachers) and 182 Instructional Days. Teachers are contracted for 200 days.

Inclement weather make-up days will be scheduled for the next scheduled student holiday.

SCHOOL CONTACT INFORMATION

<i>Capron Elementary School</i>	Mrs. Devonda Gary, Principal	(434) 658-4348
<i>Meherrin Elementary School</i>	Mrs. Susan Fowler, Principal	(757) 654-6461
<i>Nottoway Elementary School</i>	Ms. Susan Street, Principal	(757) 859-6539
<i>Riverdale Elementary School</i>	Mr. Paul Kea, Co-Principal Mrs. Amesheia Warren, Co-Principal	(757) 562-3007
<i>Southampton Middle School</i>	Ms. Jasmine Galloway, 6th Grade Principal Ms. Patricia Jackson, 7th Grade Principal Dr. Mark Barfield, 8th Grade Principal	(757) 653-9250
<i>Southampton High School</i>	Mr. Jafar Baraka, Principal Dr. Robert Parsons, Assistant Principal Mr. Sharone Bailey, Assistant Principal Mrs. Lawren Lee, Dean of Students	(757) 653-2751
<i>Fresh Start Center</i>	Mr. Alfred Charity, Alternative Education Specialist	(757) 562-2903
<i>Career and Technical Education</i>	Mrs. Cormanica Crutchfield, Supervisor	(757) 653-9170

CENTRAL OFFICE

<i>Superintendent of Schools</i>	Dr. Gwendolyn Shannon	(757) 653-2692
<i>Chief Operations Officer</i>	Mr. Will Melbye	(757) 653-2692
<i>Director of Finance</i>	Mrs. Joy Carr	(757) 653-2692
<i>Director of Curriculum and Instruction</i>	Mrs. Kelli Gillette	(757) 653-2692
<i>Director of Special Education & Student Services</i>	Dr. Tonia Taylor	(757) 653-2692
<i>Director of Technology</i>	Mr. Bill Hatch	(757) 653-2692
<i>Director of Accountability & School Improvement</i>	Dr. MeChelle Blunt	(757) 653-2692
<i>Supervisor of Transportation</i>	Mr. Emmanuel Vincent	(757) 653-2692
<i>Supervisor of Food Services</i>	Mrs. Jody Kay Grant	(757) 653-2692
<i>Coordinator of Human Resources & Marketing</i>	Mrs. LaTonia Hutcheson	(757) 653-2692
<i>Coordinator of Pupil Personnel</i>	Dr. Shonda Harris-Muhammed	(757) 653-2692
<i>STEM Innovation Coordinator & Division Data Analyst</i>	Ms. Rachel Boag	(757) 653-2692

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SCHOOL POLICIES AND PROCEDURES

ASSEMBLIES

Assemblies are an extension of the learning experience offered by Southampton County Public Schools. Whether or not guests are present, students are responsible for the impressions they make of themselves and the overall school community. As an indication of the cultural maturity and appreciation of the student body during assemblies, it is expected that all students will be on their best behavior at all times. While students are expected to be engaged and involved in assemblies and presentational events, unacceptable behaviors and conduct will not be tolerated. Intentionally disruptive behaviors may include, but are not limited to boisterous, excessive, unnecessary, and unruly conduct such as whistling, clapping, talking during a program, or engaging in a manner that impacts the learning of others.

ATTENDANCE - MCKINNEY-VENTO POLICY

If your child(ren) lack(s) fixed, regular, and adequate housing please contact your school principal immediately.

- You do not need a permanent address to enroll your child in school.
- Your child cannot be denied school enrollment when school records or other enrollment documentation are not immediately available.
- Your child may be able to remain in the same school (school of origin) even if you move.
- You have the right to request transportation to the school of origin.
- If you and the school disagree about school enrollment, you may have the right to appeal.
- Your child automatically qualifies to participate in free school meals.
- Your child has the right to participate in federal, state, or local programs for which they are eligible.
- Youth not accompanied by a parent or guardian and lacking fixed, regular, and adequate housing have these same rights.

ATTENDANCE

The Southampton County Public School Division is committed to preparing students to progress academically, to achieve success and to accept responsibility for themselves. As a part of this commitment, the school division has established attendance performance guidelines for all students in grades K-12.

The *Code of Virginia* §22.1-254 requires every parent, guardian or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30th of any school year and who has not passed the 18th birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send each child to a public school or to a private denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the Division Superintendent or provide for home instruction of that child as described in §22.1-254.1. The *Code* further explains in §22.1-258 what action must be taken when a student fails to attend school.

Absence

Absence - For state reporting purposes, a student is considered to be absent if the student does

not attend school for at least a portion of the regularly scheduled school day.

Excused absence - Absences which include circumstances beyond the control of students, parent/guardians, and the school may be grounds for an absence to be excused. Legitimate reasons for excused absences include: illness, quarantine, natural disaster, religious holiday, death in immediate family, legal or medical appointments, and school sponsored/related activities.

Current *Code of Virginia* regulations also allow for one excused absence per school year with appropriate documentation for the following reasons: participation in civic event, participation in 4-H activity, and participation in tribal gathering for members of a recognized tribal nation.

Exceptional circumstances may be excused up to a maximum of 5 days per student, per school year.

Unexcused absence - Any absence which keeps a student away from school AND is not excused for the reasons above. Examples of unexcused absences include, but are not limited to, vacation, personal travel (including travel sports), missing the bus, child care, and truancy (student is absent from class and the school has not received notification from the parent that they are aware and support the absence).

Documentation of Absence

The parent or legal guardian shall provide a written letter or other requested documentation for an absence to be excused. If circumstances permit, the parent/guardian should provide the school administration with the reason for the nonattendance prior to the absence.

A student who is absent from school without advance notice or approval will automatically be coded as unexcused. In instances where advance notification is not possible, a note or documentation explaining the reason for the absence should be submitted to the school within 5 school days of the student returning from the absence.

Up to 10 absences per student per year may be excused with a note from parent/guardian.

Additional absences may require medical or other external documentation to support the absence. All notes or other documentation related to student attendance will be kept on file in the attendance office or other designated location as appropriate.

Parent Notification Procedures

Phone calls will be used to notify parents/guardians of absences each day.

After two (2) consecutive absences without parent contact, designated school staff shall make reasonable efforts to ensure direct contact with parents to obtain reason for the absences and remind parents/guardians to provide appropriate documentation upon the student's return to school.

In accordance with §22.1-258, the school principal or designee will track attendance concerns and send written notification to the parent/guardian to document attendance requirements as follows:

1. Third Unexcused Absence - When a student accumulates three (3) daily unexcused absences (i.e., no indication has been received by the school that the student's parent is aware of and supports the absence) and a reasonable effort to contact the parent has failed, an initial letter will be sent home from the school documenting the absences and reminding parents/guardians to submit documentation supporting absences. The letter will also inform of the consequences of continued non-attendance.

2. Fifth Unexcused Absence - For any student who accumulates five (5) unexcused absences, the principal or designee will send home a meeting notice to the parent/guardian within three (3) school days following the fifth (5th) unexcused absence inviting the parent/guardian to a required attendance meeting in order to jointly develop an Attendance Improvement Plan (AIP).

3. Seventh Unexcused Absence - If the student has more than one additional unexcused absence (i.e., 7th accumulated day) after an AIP is developed, a follow up conference shall be held within ten (10) days of the 7th unexcused absence. The principal or designee

shall send parents appropriate written notice to inform them of the required attendance meeting.

4. Tenth Unexcused Absence - If a student accumulates ten (10) unexcused absences, the principal or designee shall inform the parent/guardian in writing of the school division's intent to enforce *Code of Virginia* §22.1-258 attendance requirements through either of the following:

- i. Filing a complaint with the juvenile and domestic relations court alleging the student is a child in need of supervision (CHINS) as defined in §16.1-228 or
- ii. Instituting proceedings against the parent pursuant to §22.1-262 (i.e., refusal to comply with law and/or refusal to participate in AIP conferences).

Chronically Absent

A student is considered to be chronically absent if they are absent from school, whether excused or unexcused, for more than 10% of the days which they are enrolled. As chronic absenteeism negatively impacts student progress as well as school accreditation, the school division will implement the following measures:

1. Chronically absent letter to parents - Students who meet thresholds of trending toward chronically absent, excused or unexcused, will receive a letter notifying the parent/guardian that their student is at risk of being chronically absent and what that entails.
2. Attendance Improvement Plan (AIP) - When a student meets the threshold for chronic absences in any quarter, the school principal or designee will be responsible for working with the student and parent/guardian to develop an attendance improvement plan. The purpose of the Attendance Improvement Plan will be to identify barriers and work collaboratively on strategies for improving attendance. The attendance improvement plan may include: additional documentation requirements for excusing absences, loss of privileges or participation in school activities, or other interventions or administrative consequences as appropriate.
3. Withdraw from School - In accordance with *Code of Virginia* §22.1-258, at fifteen (15) days of consecutive absences, excused or unexcused, a student will be unenrolled from school. Parents/guardians will be notified of this action in writing and be provided with information on how to re-enroll the student or provide evidence of the student's enrollment in another school.

Grade Reduction or Retention

Any student who exceeds the annual threshold for chronic absenteeism may be denied course credit or grade level promotion.

1. Elementary and Middle School - Students who exceed the threshold for chronic absenteeism for the school year will be required to participate in a student assistance plan to address attendance. Students who do not successfully meet the conditions agreed to in the student assistance plan may be denied promotion to the next grade level.
 - i. The principal will convene a meeting with the student's teacher, school counselor and parents/guardians within 30 days prior to the end of the school year to review progress on the student assistance plan for any student who is passing their classes but has exceeded the threshold for chronic absenteeism for the current school year.
 - ii. At the conclusion of the meeting, the parent/guardian will be notified in writing whether the student will be retained, promoted, or required to attend summer school as a condition of promotion to the next grade level.
2. High School (and credit bearing courses taken in middle school) - Students with 4 (for quarter courses) or 8 (for semester courses) absences or greater in any course within a given semester will receive a failing grade (59/F) for that semester or the actual grade, whichever is lower unless a waiver is obtained as described below or attendance recovery is successfully completed.

- i. A parent or guardian may request a waiver of the grade reduction or retention by completing and submitting the SCPS Attendance Waiver Request form. All waivers must be received by the building principal at least one week prior to the close of the semester.
- ii. Each waiver will be considered on a case-by-case basis and the parent or guardian will receive a decision in writing within 10 business days of submitting the waiver to the building principal.
- iii. To be eligible for an attendance waiver, the student must have a passing grade in the class for which the waiver is submitted. Attendance waivers will not be considered for any class in which the student does not have a passing grade.

Make Up Work

When a student is absent from school, an opportunity will be provided for the student to make-up work. At the elementary level, teachers will provide make-up work directly to the student. Middle and high school students have the responsibility to check with the teacher to get the missing assignment(s). All make-up work should be turned in within 5 days of returning from absence. Students who are absent due to suspension will have the opportunity to access and complete the missing work.

TRUANCY PROCEDURES

NUMBER OF ABSENCES:	ACTION:
AT EACH ABSENCE: Absences are cumulative throughout the year.	● The Instant Alert system will contact parents when their child is marked absent at school. ● The alert system will notify parents whether or not they have notified the school in advance.
5th	● The 1st letter will be sent home after the 5th unexcused absence. ● The district will keep copies of all correspondence/contacts if 5 unexcused days are missed in the same nine weeks.
6th 9th	● Parents will be called directly and a 2nd letter will be sent. ● A meeting will be scheduled with the principal/designee to create a Truancy Prevention Plan (TPP). ● An additional phone call will be made to the parents. ● A 3rd letter will be sent home. ● 2nd conference will be scheduled. (Violation of TPP: Warning of Children in Need of Services).
12th	● A direct phone call to the parents. ● A 4th letter will be sent home and a referral to the Attendance Review Committee (ARC). ● A Child In Need of Services (CHIN) will be completed by the Coordinator of Pupil Personnel or assigned student support personnel.

BEFORE AND AFTER SCHOOL CARE

All Southampton County Elementary Schools offer Before and After Care Services for students in attendance. Before school program hours are between 7:00 a.m. and 8:30 a.m. After school program hours are between 3:45 p.m. and 5:30 p.m. Programs are held daily Mondays through Fridays except on **early dismissal, inclement weather days and/or delays, and holidays** when the program will not be in session. Student participants must be registered through the school office. Unless otherwise instructed, only students who are enrolled in this program are allowed to remain in the building after 3:45 p.m. Students who have not been picked up from school by 4:00 pm will be placed in after-school care and charged the appropriate fee. Should parents have questions about Before and After Care Services at any Southampton County Elementary School, please contact the school's main office directly for more information. **It must be noted that child care is not a required service of the school division and any child may lose the privilege of participating in this service as a result of inappropriate behavior.**

BEHAVIOR EXPECTATIONS (GENERALLY)

Refer to the Code of Conduct in Appendix B.

BULLYING

Code of Virginia: §22.1-276.01

Defining Bullying Behavior

Every School division policy should include a definition of bullying, which at a minimum, is consistent to that adapted by Virginia's 2013 General Assembly (§22.1-276.01 the Code of Virginia):

"Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressor 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"

Students, either individually or as part of a group, shall not harass, intimidate, or bully others. The following conduct is illustrative of bullying:

- Physical intimidation, taunting, name calling, and insults
- Comments regarding the race, gender, religion, physical abilities, or characteristics of associates of the targeted person
- Falsifying statements about other persons

Consequences will be aligned with the *Southampton County Public Schools Code of Conduct*.

CAFETERIA/FOOD SERVICES

Employees of Southampton County School Board are forbidden from requiring a student who cannot pay for a meal at school or who owes a school meal debt to throw away or discard a meal after it has been served to the student, do chores or other work to pay for such meals or wear a wristband or hand stamp.

The School Board is prohibited from filing lawsuits against a student or the student's parent because the student cannot pay for a meal at school or owes a school debt.

The Southampton County school division provides free and reduced price breakfasts, lunches, and milk to students according to the terms of the National School Lunch Program, the National School Breakfast Program

and the Special Milk Program. Competitive foods, as defined herein, comply with state and federal requirements.

The Southampton County School Board may solicit and receive any donation or other funds for the purpose of eliminating or offsetting any school meal debt at any time and will use any such funds solely for such purpose.

Free and Reduced Price Food Services

School officials determine student eligibility based on guidelines established by federal law. Eligible students are provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or superintendent's designee establishes regulations or procedures as needed to implement this policy.

The criteria for determining a student's eligibility and the procedures for securing free and reduced price meals and milk is publicly announced at the beginning of each school year and provided to parents of all children in attendance at Southampton County Public Schools.

If the School Board collects information to determine eligibility for participation in the National School Breakfast Program or the National School Lunch Program, it posts prominently on its website a web-based application for student participation in such program and provides a paper-based application.

Employees of Southampton County School Board do not physically segregate, overtly identify, or otherwise discriminate against any child eligible for free or reduced price meals.

The superintendent is responsible for establishing procedures by which excess food may be distributed to enrolled students eligible for the School Breakfast Program or National School Lunch Program administered by the U.S. Department of Agriculture, saving excess food for later consumption, or donating food. The superintendent's procedures identify which students are eligible to receive excess food.

Definitions

"Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. Competitive foods meet the nutrient guidelines established by the Board of Education, including the guidelines for calories, fat, sugar and sodium.

"Excess food" means any remaining unexpired, unopened, and unconsumed food intended to be served as part of a reimbursable meal that was unable to be utilized for a current or future meal provision after a school has served breakfast and lunch to students during a school day.

"Fundraiser" means a school-sponsored activity where food or nonfood items are sold on the school campus during regular school hours by a school-sponsored organization to raise money for a school-related program or activity. One fundraiser is defined as one or more fundraising activities by one or more school-sponsored organizations that last one school day. If multiple school-sponsored organizations conduct fundraisers on the same day, the combined activities are counted as one fundraiser. If a fundraising activity lasts more than one school day, each subsequent day's activity is considered as one fundraiser and counts toward the total number of permitted fundraisers.

"School campus" means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

"School day" means the period from the midnight before to 30 minutes after the end of the official school day.

School Sponsored Fundraisers

Fundraisers involving the sale of foods that can be immediately consumed, whether Smart Snack compliant or

not, shall not take place during the instructional day (any time before school until 30 minutes after dismissal) on any SCPS school campus. All fundraisers must have approval, from the building principal or designee and the superintendent or designee, prior to conducting any advertisements or sales of fundraising events or products. Principals must maintain the "Fundraiser Tracking Tool" for all fundraisers and is responsible for ensuring that all fundraisers comply with all federal and state regulations, and in accordance with the Southampton County Public Schools Wellness Policy.

Unpaid Meal Charges

Students who do not have money on account or in hand to cover the cost of a meal at the time of service may be permitted to charge the meal or may be given an alternative meal. Students may charge no more than \$25.00 or 10 meals to their accounts.

A student carrying a negative balance of \$ 25.00 or more is not permitted to charge any additional amounts. A student who is not permitted to charge any additional amounts is permitted to buy a meal if the student has cash on hand. Reasonable efforts are used to avoid calling attention to a student's inability to pay.

Notice of low or negative balances in a student's meal account are sent to parents and the school principal. Parents are expected to pay all meal charges in full by the last day of the school year.

The school board or any school board employee is prohibited from denying a student the opportunity to participate in any extracurricular school activity because the student cannot pay for a meal or owes a school meal debt.

If a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits, the child nutrition director will inform the principal, who will determine the next course of action, which may include notifying the department of social services of suspected child neglect.

The superintendent or superintendent's designee ensures that federal child nutrition funds are not used to offset the cost of unpaid meals and that the child nutrition program is reimbursed for bad debt. In order to accomplish those goals, the following procedures are followed:

- At least one written notice is provided to the parent, prior to the student being denied reimbursable meals for exceeding the division's charge limit.
- If payment of the negative balance is not received within 45 working days of the maximum charge limit being reached, the debt will be turned over to the superintendent or superintendent's designee for collection. If the debt is not paid within 30 days of notice being given, it is considered bad debt for the purposes of federal law concerning unpaid meal charges.
- If negative balances are present the last two months of the school year, timelines may be adjusted to recoup the amount owed.

Recordkeeping

The Southampton County School Board is responsible for maintaining records that document compliance with this policy. Those records include documentation used to assess the nutritional profile of food items and determine whether a food item is an allowable competitive food, such as recipes, nutrition labels and/or product specifications for the competitive food available for sale to students.

The School Board is also responsible for:

- maintaining records documenting compliance with the competitive food nutrition standards for food available for sale in areas that are outside of the control of the school nutrition programs operations,
- ensuring any organization or school activity designated as responsible for food service at the various venues in the school, other than the school nutrition programs, maintains records documenting compliance with the

competitive food nutrition standards,

- maintaining records each school year documenting the number of exempt fundraisers, if any, conducted at each school within the division, and
- designating an individual at the division or school level to monitor and ensure compliance with this policy in all areas that are outside the control of the school nutrition programs operation. The designee may not be a school nutrition personnel.

CELLULAR/ELECTRONIC DEVICE POLICY

Pursuant to *Executive Order 33* issued by Governor Youngkin in June 2024, K-12 public schools in the Commonwealth of Virginia have been directed to promulgate policies to assure that the use of cellphones and similar personal electronic devices is prohibited during regular school hours. Any cell phones or electronic devices will be kept off and in the student's book bag.

Definition of a Device: For the purpose of this policy, "device" does not include school-issued equipment; it does include, but is not limited to: personal cell phones, smart watches and other wearable technology, wireless headphones, and other electronic communication devices, including those that connect to and/or control a cell phone or other personal communication device.

CHILD ABUSE

Pursuant to 63.2-1509 of the *Code of Virginia*, teachers, principals, nurses, and all other school employees in any capacity are required to report to the Department of Social Services cases of suspected child abuse and/or neglect. The purpose of the law is to prevent the abuse and neglect of children rather than to adversely punish those with information that may help a child or family in need. Failure to report potential abuse may result in court action against the school employee and possible fines. Any party making such a report in good faith shall be immune from prosecution unless it can be proven that such a report was made with malicious intent.

CLASSROOM VISITATION

We recognize and value the contributions of parents to the learning experience. We ask that all parents who wish to have a conference with a teacher schedule an appointment in advance. Classroom visitations must be scheduled at least 24 hours in advance and shall be limited to 1 hour. All visitors who enter the building must report to the main office. Parents are not permitted to walk students to class after the first day of school.

DRESS CODE

Student expression and individuality are recognized. In order to promote an environment that is both reflective of the expectation of excellence, college and careers, and safety and security, students are expected to dress appropriately and safely for all school activities. Additionally, visitors to our school are expected to comply with the dress code as referenced for students.

The waistbands on pants are to be worn at the waistline. If the principal determines that a student's waistband is hanging too far below the waistline, the parent will be notified to bring either a belt or change of clothing for that student.

- Shorts and skirts are to be of a reasonable length and looseness. If the principal determines that the shorts, skirt or dress of a student is inappropriate, the parent will be notified to bring a change of clothes for the student.
- Students may wear sandals with a back strap.

- Tops of all garments worn must be appropriate for a school setting and for age/grade-level. If the principal determines a top to be too revealing (ex: midriff exposed), the parent will be notified to bring a change of clothing.

EMERGENCY INFORMATION AND MEDICATION

Emergency cards are sent home at the beginning of each year to assure accuracy and obtain any updates. In order to ensure that the district has the most current information and to help us maintain accurate and updated contact information in case of emergency, please be certain to complete and return to your child's school immediately. **If your information changes during the year, please inform the office as soon as possible.** In case of illness or accident, we must have a working phone number of someone to contact. The district requires an updated and in-service work and home phone number, as well as, an in-service current phone number of an adult relative or friend if we are unable to contact parents or guardians.

A professional nurse is available to your child's school. If your child has an accident or becomes ill during the school day, you will be notified immediately. If your child has long-term prescribed medicine to be taken during the school day, **THE MEDICINE MUST BE LABELED AND HELD IN AN APPROPRIATE CONTAINER IN THE HEALTH OFFICE OR AS DESIGNATED.**

Students ARE NOT permitted to keep medications on their person. If it becomes necessary for a student to take medication during school hours, a medication request form must be filled out and signed by a treating physician and a parent or guardian. These forms are available in the school office. Any medication prescribed for a student that is to be held at school must be brought in by the parent along with the completed form or signed prescription from the physician.

All medical files will be secured in the school's health office. Nursing staff will not administer any medication without proper written clearances and review of information. The sharing, borrowing, distributing, manufacturing, or selling of any medication is prohibited.

Nonprescription Medications

Southampton County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall require the name of the medication, the required dosage of the medication, and the time the medication is to be administered. Such medication must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Self-Administration of Medication

Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as indicated, is expressly prohibited for students.

- Written parental permission for self-administration must be on file with the school.
- The medication must be in the original container and appropriately labeled with the manufacturer's directions.
- The student's name must be affixed to the container.
- Students must possess on their person only the amount needed for self-administration. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the *Standards of Student Conduct*.

EVALUATION OF STUDENT PROGRESS

The school year is divided into four nine-week reporting quarters. Report cards will be sent home at the end of each nine weeks. Should you desire a conference at any time during the year, please contact the teacher or telephone the office for an appointment that will be mutually convenient for you and the teacher.

FIELD TRIPS

Care is taken in the planning, alignment, and opportunity when considering potential learning opportunities outside of Southampton County Schools. Field trips are designed to grant opportunities and experiences to which students would not be regularly exposed in Southampton County. Field trips provide students with the opportunity to gain knowledge outside of the classroom. Each field trip must be approved by the principal and the superintendent. In an effort to prepare and plan for learning opportunities outside of school adequately, when available, review the explanation of each trip, including time, location, and potential costs associated with the event. Field trip plans are often time sensitive; therefore, it is imperative that all permission forms and fees are returned immediately. A child may not leave school grounds without expressed written parental consent.

FUNDRAISING

When participating in a school-sponsored fundraiser, students are strongly encouraged NOT to go door-to-door to sell or solicit items.

All fundraising events must have the approval of the sponsor, building principal, and school division superintendent.

GRADING POLICY FOR ALL STUDENTS

It is the responsibility of each teacher to evaluate the academic progress for each student they are assigned to instruct. Teachers will employ an orderly and fair process in reporting student academic progress. The grading scale must be communicated to students and parents at the beginning of the school year. Term grades are calculated on the scale approved by the School Board.

Grade	Range	Regular
A	90-100	A = 4.0
B	80-89	B = 3.0
C	70-79	C = 2.0
D	60-69	D = 1.0
F	Below 60	F = 0

Parents choosing to follow their child's progress in grades 1-12 throughout the year may do so by creating a Parent Portal Account. Procedures and account information may be picked up in the office.

GUIDANCE

The school division shall make guidance and counseling programs related to academic, career, and personal/social counseling available to all students. Purposes and objectives of the program shall reflect the needs of students. All programs and services shall be in compliance with the statutes and mandates promulgated by the Commonwealth of Virginia. Parents have the option of opting their child/children from receiving services from the counselor.

The following guidance and counseling services are available to all students in Southampton County Public Schools:

- Academic guidance and counseling which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities;
- Career guidance and counseling which may help students in acquiring information and planning about work, jobs, apprenticeships, and post-secondary educational and career opportunities; and
- Personal/social guidance and counseling which assists students in developing an understanding of themselves, how to resolve conflict, and to define individual goals, reflecting their interests, abilities and aptitudes.

REGULATIONS

A. No student shall be required to participate in any guidance and counseling program to which the student's parent objects; however, parental consent shall not be required for short duration counseling needed to maintain order and discipline, or for those situations, which may require the immediate attention of the counselor.

B. School guidance counselors shall not use techniques that are inappropriate to the school setting. Examples of these techniques include, but are not limited to, hypnosis, progressive relaxation, and guided imagery and/or visualization, or other psychotherapeutic techniques that are normally employed in medical or clinical settings.

HOMEBOUND INSTRUCTION

Home and hospital bound instruction is available, as required, to students who are unable to attend school for an extended period of time because of injury or other medical reasons. Please contact the school principal for information and necessary forms.

HOMEWORK POLICY

Reinforcement assignments are often prescribed as homework to strengthen academic competence and further develop concepts and skills.

- Homework assignments provide a meaningful experience through independent study and practice.
- Assigned homework shall not exceed half ($\frac{1}{2}$) hour for Kindergarten through Second grade, and one hour for Third through Fifth grades, in total.

- Homework shall be checked for accuracy, discussed, and returned to students the next day. As a part of our commitment to literacy and learning, it is expected that students will read for twenty (20) minutes per night.

HONOR ROLL AND PRINCIPAL'S LIST

In elementary schools, the Honor Roll and Principal's List shall be designated for grades 1-5. Other forms of recognition for Kindergarten may be established, e.g. Principal's Pride, Wall of Fame. In grades 1-8, Honor Roll will consist of A's and/or B's and Principal's List shall consist of all A's.

HOURS OF OPERATION

The student's day begins at 8:45 a.m. and ends at 3:45 p.m. Students should not arrive before 8:30 a.m. without prior permission of the principal (refer to your school's procedures as drop-off times may vary). If a student is tardy, they must report to the office after 8:45 a.m. with a parent or guardian to sign the student in prior to going to the classroom. All instructional time is vital to student success.

Late arrivals and early pickups undermine academic achievement. Please adhere to the scheduled instructional day.

HUMAN RIGHTS

1. Each student shall respect the rights and property of others.
2. Students shall resolve conflicts peacefully.
3. Students shall be honest and trustworthy.

ILLNESS

We realize from time to time your child may become ill. In order to control the spread of viruses in school, your child should not return to school until they have been free from illness for twenty-four (24) hours. Upon return students need to be fever-free, vomit-free, and diarrhea-free for 24 hours without medications before the student returns to school. *In the event that your child has a fever due to a positive case of COVID, please follow current US Center for Disease Control (CDC) guidelines. We appreciate your assistance and cooperation in promoting a healthy and illness-free school environment.

IMMUNIZATION, PHYSICALS, AND PROOF OF BIRTH

No pupil shall be admitted to any Southampton County Public School for the first time unless such pupil shall furnish, prior to admission, a report from a qualified physician or other legal practitioner of a comprehensive physical examination performed no earlier than 12 months prior to the enrollment date.

EXCEPTIONS

Such physical examination shall not be required of any child whose parent or guardian shall object on religious

grounds and who shows no visual evidence of sickness-provided that such parent or guardian shall state in writing that, to the best of his/her knowledge, such child is in good health and free from any communicable or contagious disease.

MINIMUM IMMUNIZATION REQUIREMENTS FOR ENTRY INTO SCHOOLS

Upon entry or transfer into a childcare or school setting, documentary proof shall be provided of adequate immunization with the prescribed number of doses of vaccines indicated below, as appropriate for child's age: TDAP- a booster dose of pertussis—containing vaccine (Tdap) is required for students entering the Seventh grade unless the student has had a tetanus-containing vaccine within the last five years or has a medical or religious exemption. There is no grace period for compliance with this requirement because Tdap is a single dose vaccine, not a series. DTaP, DTP, DT, or Td, with a minimum of three doses. A child must have at least one dose of diphtheria, tetanus, pertussis- containing a vaccine after the fourth birthday. If the child has received six doses before the fourth birthday, additional doses are contraindicated. DT vaccine is required for children seven years of age and older who do not meet the minimum requirements. As of July 1, 2019, A DTaP booster is required prior to entering the seventh grade.

POLIO- A minimum of three doses of OPV or IPV in any combination. If a child has had only three doses of polio vaccine, one dose must have been administered after the fourth birthday. However, a child who has received four doses before the fourth birthday, is adequately immunized and does not need a dose after the fourth birthday.

HIB- This vaccine is required only for children up to 30 months of age. A complete series consists of either two or three doses (depending on manufacturer) followed by a booster dose at age 12-15 months. However, the number of doses required is determined by the child's current age and not the number of prior doses received. Unvaccinated children between the ages of 15 and 30 months are only required to have one dose of vaccine.

HEPATITIS B- A minimum of three doses for all children born on or after January 1, 1994 (with at least four months spacing between the 1st and 3rd doses).

MEASLES, MUMPS, RUBELLA- A minimum of two measles, one mumps, and one rubella. (Most children receive two doses of each because the vaccine is usually given as MMR). First dose must be at age 12 months (365 days) or older. Second dose of measles vaccine does not have to be administered until age 4-6 years (at entry to Kindergarten) but can be administered at any time after the minimum interval between dose one and dose two. The minimum interval is one month (28 days).

VARICELLA- All susceptible children born on or after January 1, 1997, shall be required to have a dose of chickenpox vaccine not earlier than the age of 12 months (365 days).

Hepatitis B for 6th Graders-Beginning July 1, 2001, all children who have not received three doses of hepatitis B vaccine will be required to receive such immunization prior to entering the 6th grade. The State Health Commissioner has clarified through a memorandum to the Department of Education that a "comprehensive physical" includes (a) a screening for iron-deficiency anemia, or (b) hemoglobin, or (c) a hematocrit and urinalysis. The Virginia Department of Education and the Virginia Department of Health require documentation on the MCH 213D (Preschool Entrance Physical Examination and Immunization Form) of a hemoglobin or hematocrit within the previous 12 months, or documentation of an iron deficiency anemia risk assessment as well as a urinalysis.

INJURIES

Children are encouraged to report all injuries, however minor, to their teacher immediately. Unless the district is notified (proper personnel - teacher, nurse, and or principal) that an injury occurred at school, not on the bus or at home, the district cannot assume responsibility. If an injury or illness will initiate a potential claim against the district for liability, the district must certify where the injury occurred, person or persons who were in charge,

time of the incident, and the nature of the injury.

INSURANCE

Insurance applications are sent home during the first week of school. If you desire insurance, it is advised and recommended to request this coverage at the beginning of the school year. School time and full-time coverage is available through the school.

INTERIM REPORTS

The Southampton County Public School 2024-2025 calendar indicates the dates that interim reports will be sent home. The dates are as follows: **10/4/2024, 12/11/2024, 2/28/2025, and 5/14/2025**. All students shall receive interim reports in an effort to support, manage, and maintain transparency of student academic progress in an effective manner.

LOST AND FOUND

The school shall not accept responsibility for lost personal items. Please see that all clothing and personal items are marked with the child's name. Lost and found articles may be claimed in the designated area in the building.

PARENT – TEACHER – SCHOOL COMMUNICATION

Good communication between parents and teachers is essential to the student's best school experience. When parents and teachers work together, the child benefits and will be better able to realize his/her full potential. There are several ways to bring the home and school together so all persons concerned will better understand your student.

1. PTA/PTO monthly. All parents and staff members are encouraged to join the association and attend monthly meetings.
2. Open House – Held in September; specific date shall be announced by the individual school.
3. Parent-Teacher conference hours/days are 4:00-6:30 p.m. Dates are: 10/7 and 3/3.
4. Parent/Teacher conferences can be made by appointment, after 3:45 p.m. Monday through Thursday.
5. Parents are urged to ask for a conference with a teacher whenever a problem develops. You may set up an appointment by sending a note to school with your child at least one (1) day before the requested conference time or by calling the school between 8:00 a.m. and 3:30 p.m. to set up an appointment.
6. Parent/Principal conferences shall be scheduled by appointment.
7. Classroom observations are required to be scheduled 24 hours in advance. Observations shall be limited to one hour.

PICTURES

An authorized company will be onsite to take pictures on the designated school picture day. The company will send home proofs and additional information about purchasing prints and/or packages. School portraits will be

taken of all students; parents who indicate interest in purchasing pictures may return the information with payment as required indicating option and or selections.

Throughout the school year, pictures are taken of students in different formats and through different school functions and events. Please review and return the release form indicating your preference for the use of your child's image and/or picture.

PLEDGE OF ALLEGIANCE

All students will recite the *Pledge of Allegiance* as required by Section 22.1-202 of the *Code of Virginia*. During the *Pledge of Allegiance*, students shall stand and recite the *Pledge* while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to recite *Pledge* if he, his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the *Pledge* shall remain quietly standing or sitting at their desks while others recite the *Pledge* and shall make no display that disrupts others who are reciting the *Pledge*.

The School Board's *Code of Conduct* shall apply to disruptive behavior during the recitation of the *Pledge* in the same manner as provided for other circumstances of such behavior.

PRIVATE TRANSPORTATION

Children who are brought to school by private transportation or other means before 8:30 a.m. will have the option to register for before school care. Before and after school registration information is available in the school's main office. Students who go home by means of private transportation must be picked up promptly at 3:45 p.m. Students who have not been picked up from school by 4:00 p.m. shall be placed in after-school care and charged the appropriate fee. Private vehicles are not permitted in the areas designated for the on-boarding and off-boarding of buses between 8:00 a.m. to 9:00 a.m., and 3:15 p.m. to 4:15 p.m.

For the safety and security of all our students, it is imperative that these directives are followed. Please observe signs that are posted at the entrance ways. Private vehicles on Southampton County Public Schools property can be searched if there is a cause to suspect controlled substances and/or weapons.

PROMOTION AND RETENTION

The goal of every educator in Southampton County is to provide educational experiences on a daily basis, which will ensure every student multiple opportunities to successfully master the standards necessary for promotion to the next grade level.

Promotion or retention of a pupil is always based on a primary concern for what is in the best interest of the student. Standardized test scores, benchmark tests, and end of year cumulative tests, attendance, report card performance, remediation attendance/participation and level of mastery of Standards of Learning strands shall be considered in making promotion/retention decisions. Academic progress within the classroom and performance on the Standards of Learning (SOL) assessments shall be the major criteria in determining promotion to the next grade level.

Promotion or retention of a student shall be recommended by the classroom teacher in consultation with the building principal(s) and other staff members who work with the student. The promotion/ retention

process must include ongoing communication with the parents.

Elementary:

In order for a Southampton County Elementary School student to be promoted to the next grade, they must pass reading, math, and either science or social studies. If a student receives a failing grade in these subjects, the student may be retained. Should it be determined that it is in a child's best interest to be retained, the following shall occur.

1. Parents shall be notified at the end of the second quarter if a child is in danger of being retained.
2. If the child is in danger of being retained, the school must establish a written academic success plan in concert with the family to demonstrate what process shall take place in order to make an appropriate academic placement by the end of the class.
3. If it is deemed the best benefit to the child after final review of the results of the child's academic success plan, they shall be retained. The decision will be communicated to the family in a timely fashion after the decision is reached.

RELEASING CHILDREN TO PARENT(S)/GUARDIAN(S)

If a child is to be dismissed early, the parent, guardian, or an adult approved by the parents must sign them out from the office. For your child's safety and protection, they shall not be permitted to meet anyone in a car, wait outside the school building unattended, or walk home alone.

Upon arrival, please report directly to the school's main office to sign out and pick up the child. Please do not proceed to the classroom to pick up your child without clearance from the office.

REPORT CARDS

Each student shall receive a report of their academic progress, attendance record, and citizenship evaluation on a regular basis. Report cards are prepared and issued to students at the end of each nine-week reporting period (approximately 45 teaching days).

Students shall be given their report cards to share with their parent or guardian. The report card envelope must be signed and returned by the student to the teacher the following day which will indicate receipt and review by parent or guardian.

RULES AND REGULATIONS

In an effort to maintain a safe and secure educational environment, the administration and staff believe that rules are made to be obeyed. The five rules listed below are created to ensure a safe and orderly environment. Please review and discuss these rules with your child.

1. Students shall show respect to and for others as well as their possessions.
2. Students shall keep hands, feet, and other objects to themselves.
3. Students shall use acceptable language.
4. Students shall follow directions.

5. Students shall not prevent the teacher from teaching or other students from learning.

SCHOOL CLOSINGS

School closings due to inclement weather will be reported through the instant alert phone system, Southampton County Schools website, Remind, and social media (Facebook and Twitter).

In addition, closings will also be announced on the following channels and stations:

STATION	CALL NUMBERS	CITY
Radio		
101.7 FM	WLQM	Franklin
Television		
Channel 03	WTKR	Norfolk
Channel 06	WTVR	Richmond
Channel 08	WRIC	Richmond
Channel 10	WAVY	Portsmouth
Channel 12	WWBT	Richmond
Channel 13	WVEC	Norfolk

Social Media

SCPS Website: <https://www.southampton.k12.va.us/>

SCPS Facebook: <https://www.facebook.com/scpsdistrictva/>

Sometimes it may be necessary to close school during the day due to weather, equipment failure, or unforeseen emergencies. On those days it may be impossible for children to call home.

Therefore, we ask that families develop a plan with each child about what to do if there is an unscheduled early school closing.

It is suggested that a set of written directions be prepared and discussed with your child, so they are prepared during an unforeseen emergency school closing. A copy of the plan should be shared with the classroom teacher and potentially the emergency contact person of your choice.

We would like to reiterate the importance of providing the district with the most accurate and updated information for all parents and emergency contact parties at all times.

In the event of school closing due to inclement weather, all schools will be closed in accordance

with Southampton County Public School Board policies.

SCHOOL QUALITY PROFILE

For your information, the following documents may be found on our district website

www.southampton.k12.va.us

- School Quality Profile
- Division Quality Profile

Should you not have access to the internet and wish to have a copy of any of these documents, please contact the School Board Office (757) 653-2692.

SCHOOL SAFETY DRILLS

Student safety is a top priority. Each month Southampton County Schools will conduct school safety drills. Teachers and students shall use designated exits. Students who are out of their class room when an alarm sounds shall use the exit closest to them. Students are warned by the emergency alarm system and are to remain in designated locations until clearance announcement has been made. Upon regaining access to the school, students shall walk quickly on the right side of the hallway in single file. Students and staff shall follow Southampton County Public School emergency response procedures for evacuation and re-entry.

STANDARDS OF LEARNING (SOL) REMEDIATION

The Southampton County School Board supports efforts to ensure that all SCPS students pass the Virginia SOL assessment. In addition to ensuring that the SCPS curriculum is aligned with the Virginia Standards of Learning, the division shall provide a SOL Remediation Recovery Program. This program will include coaching and tutorial support for students demonstrating achievement gaps related to the Standards of Learning Assessments in the content areas of EOC Writing and Reading, Mathematics, Science, and Social Studies.

Students who are eligible to retake a SOL must have participated in at least one form of remediation, including but not limited to the after-school remediation recovery program, a remediation program that occurs during the school day, or Saturday Academy. Also, students who participate in the remediation recovery program are expected to retake the applicable SOL test at the next regularly scheduled administration of the test approved by the Division Superintendent or Superintendent's designee. At the high school level, students may continue to retake end-of-course (SOL) tests as many times as necessary to earn verified credits.

Schools shall maintain evidence in the student's record participation in a remediation recovery program along with scores of any SOL tests taken following remediation. Student progress-monitoring documents may include but are not limited to the following:

- **Data notebooks;**
- **Data walls;**
- **Individual Student Achievement Plans (K-5);**
- **Individual Career and Academic Plans (ICAPS. Grade 6-12); and**
- **Individualized Educational Program (IEP)**

Remediation and Benchmark Assessment

SCPS shall require any student who is not successful on a division wide benchmark assessment for their relevant grade level in grades three through eight to attend remediation as provided by their respective schools.

SCPS shall require any student who fails any of the SOL's for the relevant grade level in grades three through eight to attend a summer school program, Saturday Academy, or participate in another form of approved remediation. SCPS shall offer summer school, Saturday Academy, or other forms of remediation for students that have been identified as not being successful on the Standards of Learning Assessment(s) to meet the academic needs of the student.

The student may satisfy the requirement for remediation by attendance in a program of prevention or remediation with a certified and licensed instructor in the subject matter the student is receiving remediation which has been selected by his/her parent/guardian and is either conducted by an accredited private agency, organization, or a special program, all of which should be approved by the Superintendent or their designee to be comparable to the required public school remediation program. The student's parents/guardians shall bear the costs of such private school remediation program or other special remediation program. Parents/guardians must provide documentation of the student's attendance and successful completion of the approved alternative remediation program to include providing a copy of the assessment, skills mastered, and student work.

STATE AND COUNTY TESTING SCHEDULE

Standards of Learning (SOL) testing will be conducted in Grades 3, 4, and 5 and the End of Course. Students in Grades 3 and 4 will be assessed in Mathematics and Reading. Students in Grade 5 will be assessed on SOL testing in the areas of English, Mathematics, Science, and Social Sciences.

STUDENT CONDUCT

Students in Southampton County Public Schools have both rights and responsibilities, similar to typical members of any community. It is the obligation of the school division to protect these rights and insist upon those responsibilities.

The purpose of this section is to ensure that all students understand their rights and responsibilities, consequences that may result from violations of school rules, and the procedures for addressing such violations. Parents please refer to the *Student Code of Conduct* for additional information.

STUDENT RESPONSIBILITIES

WHAT ARE RESPONSIBILITIES?

The things people should do without being told to do are called responsibilities. Here are your important responsibilities:

1. DO NOT KEEP OTHERS FROM LEARNING:

Parents send their children to school to learn. If you keep others from learning you have taken something from other students.

2. COME TO SCHOOL UNLESS YOU ARE SICK:

In Virginia there is a law which says you must go to school unless you are sick. The reason for this law is to be sure that all children have a chance to receive an education.

3. BE ON TIME FOR SCHOOL AND CLASSES:

If you are late for school in the morning, you miss things you need to know.

4. FINISH YOUR SCHOOL WORK

Learning to read or do math is like learning to play the piano or ride a bicycle. If you do not practice, you will never be very good at it. Some things have to be done over and over before they are learned. You have to keep trying even if it is hard.

5. TAKE CARE OF SCHOOL PROPERTY:

The parents of every child in school have helped to pay for everything in your school. The buildings, the books, everything belongs to all the people in Southampton County. This means you are sharing the things you are using at school. If something belongs to everyone, everyone must help take care of it.

6. HELP MAKE SCHOOL A GOOD PLACE TO BE:

A school is a place where good things happen to people. They make new friends, they are treated with respect, and they learn things which will help them the rest of their lives. It is one of your responsibilities to help make our school a great place for everyone.

7. SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME:

Education requires a partnership between the parent(s)/guardian(s) and the school. For a partnership to work, everyone must know what is happening in order to make good decisions.

STUDENT RIGHTS

A "right" is something that belongs to a person and cannot be taken away by anyone. All students and teachers have the same rights.

1. YOU HAVE A RIGHT TO BE YOURSELF AT SCHOOL:

This means you should not be treated unfairly because you are tall or short, a boy or a girl, have blond or black hair, or because it takes you a little longer to get the right answer.

2. YOU HAVE A RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS AT SCHOOL: This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.

3. YOU HAVE A RIGHT TO LEARN ABOUT YOURSELF AT SCHOOL:

This means you may talk about your ideas and feelings if it does not take away the rights of others.

4. YOU HAVE A RIGHT TO BE SAFE AT SCHOOL:

This means no one should make you afraid to come to school. They should not hurt you or threaten to hurt you.

5. YOU HAVE A RIGHT TO TELL YOUR SIDE OF A PROBLEM BEFORE ANYTHING HAPPENS: This means that you will not be punished for breaking a rule or taking someone else's rights away without a chance to tell your side of the story.

RULES AND CONSEQUENCES

Listed below are some of the important rules everyone needs to know. It is also important to know what happens if the rules are broken. Under each rule you will find out what happens the first time the rule is broken and what happens if it continues to be broken (Please refer to *Student Code of Conduct* for more information).

1. SCHOOL ATTENDANCE:

What this means: You must attend school every day, unless you are ill. Please try to arrange doctor or dental appointments before the beginning of school or after school hours. **STUDENTS ARE EXPECTED TO ARRIVE AT SCHOOL AND ALL CLASSES ON TIME EVERYDAY.**

If the rule is broken:

1. Your teacher will talk to you about why you were tardy or absent.
2. Your teacher will tell your parents that you were tardy or absent without an excuse.

If the rule continues to be broken:

1. Your parents will have to come to school for a meeting with you and the principal.

2. You shall lose some school privileges.

2. CARE OF SCHOOL AND PERSONAL PROPERTY:

What this means: You are expected to take care of things. If you damage or destroy something through negligence or on purpose, you have broken this rule:

If the rule is broken:

1. The principal or teacher will talk to you about what you have done.
2. Your parents will be told.
3. You will be expected to pay for the damage.
4. You may be suspended.

If the rule continues to be broken:

1. Your parents will have to come to school for a meeting with you and the principal.
2. You will have to pay for the damage.
3. You shall be suspended (sent home) from school.

3. DISOBEDIENCE AND/OR DISRESPECT:

What this means: Refusing to do what you are told or conducting yourself in a disrespectful manner.

While you are on the bus, at school, in the classroom and on the playground, you are expected to treat adults who work at the school with respect and follow their directions.

If this rule is broken:

1. Your principal or teacher will talk to you and will talk to your parents.
2. The principal may punish you.

If this rule continues to be broken:

1. Your parents will have to come to school for a meeting with you, your teacher and the principal.
- Appropriate actions will be taken by the principal.

4. FIGHTING AND/OR DISRUPTIVE BEHAVIOR:

What this means: Aggressive actions, which have or could have the potential to hurt others are not allowed.

If this rule is broken:

1. In some cases, the first time the students involved will be talked to by their teacher and/or the principal.
2. In some cases, the person involved may be suspended.

If this rule continues to be broken:

1. Your parents will have to come to school for a meeting with you and the principal.
2. You shall be suspended.

5. PROFANITY:

What this means: Profane and obscene language or gestures are not to be used at school. Items of an obscene nature are not allowed at school.

If this rule is broken:

1. The teacher or principal will talk to you.
2. The principal may suspend you.

3. Your parents will have to come to school for a meeting with you and the principal.

If this rule continues to be broken:

1. Your parents will have to come to school for a meeting with you, your teacher and the principal.

Appropriate action will be taken.

6. INTEGRITY:

What this means:

1. If your teacher says you are to do your own work on a test or an assignment, copying from other students or other sources is not allowed.

2. When your teacher says a class work or homework assignment is to be handed in at a certain time, you are expected to meet the deadline unless there is a good reason.

3. When projects of major importance are assigned, plagiarism will not be tolerated, and may result in a 0% score or an opportunity to re-do the assignment from scratch, at the teacher's discretion. Copying the language, structure, idea, and/or thoughts of another and representing that content as your own constitutes plagiarism. This includes any use of a content generation service (including those colloquially known as "AI", ex. ChatGPT, DALL-E, or Midjourney) to produce content and then represent that content as your own work. Any content produced by such services must be correctly cited and included in the reference list or bibliography, just as a quote from a paper, article, or other source would be. Students should also take into account that such services, by the open admission of their creators, are prone to generating incorrect or false information in some circumstances.

If this rule is broken:

1. The teacher will talk with you.

2. Your work will not be accepted, and you will receive no credit for the test or the assignment.

If this rule continues to be broken:

1. Your parents will have to come to school for a meeting with you, your teacher, and the principal.

7. THINGS YOU SHALL NOT BRING TO SCHOOL WITHOUT PERMISSION:

What this means: There are some things, which you must not bring to school because they are dangerous to you and others. There are other things, which interfere with the right of others to learn. Some of these things are: glass items, matches, cigarettes, tobacco, drugs, pills and medicine, pets, radios, pocket knives, toys, games, and items to trade or sell.

If this rule is broken:

1. Items other than drugs:

a. The item shall be taken from you by your teacher and returned at a later date if it is not a danger to you or others.

b. Dangerous items may be returned only to your parents.

2. Drugs:

a. Your parents will have to come to school for a meeting with you and the principal.

b. The item shall be sent for a laboratory analysis.

c. If the lab report indicates it is a controlled substance, you shall be suspended up to, but not to exceed, 10 days and expulsion for a period beyond 10 days may be recommended.

If this rule continues to be broken:

1. Items other than drugs:

Your parents will have to come to school for a meeting with you and your teacher at which time the item will be returned to your parents.

8. VIOLATION OF SCHOOL BUS CONDUCT CODE:

Riding the bus is a privilege, not a right.

What this means: Behavior that affects the safe and efficient operation of the school bus.

If this rule is broken:

1. Parents will be contacted. You may not be allowed to ride the bus.

If this rule continues to be broken:

1. You may be suspended from school. In cases of bus suspension, parents are required to provide transportation to school at 8:15 a.m. and from school at 3:00 p.m.

PARENT INFORMATION

STEPS IN RESOLVING PROBLEMS:

1. Conference with Teacher
2. Conference with Principal
3. Conference with Central Office representative
4. Conference with Superintendent
5. Full School Board review

DUE PROCESS:

No student may be punished for alleged misconduct without due process. Students are entitled to:

1. Oral or written notice of the charges
2. An explanation of the evidence, and
3. An opportunity to present his/her side of the story.

DISPOSITIONS:

Student Conference: The first line of discipline is with the classroom teacher. Formal and informal conferences are held between the student and the teacher. If problems become more serious, the principal will hold a conference with the student in an attempt to improve behavior. Many times, the student's teacher will also be included in the conference.

Parent Contact: The most effective person in dealing with student discipline problems is the parent. Teachers and administrators will contact the parents by phone or by letter in an effort to keep parents informed of student conduct.

School Conferences with Parent/Guardian: Parents are encouraged to set up an appointment with any teacher or administrator to discuss their child's progress or problems. In a time of suspension, a parent may be asked to come to school to reinstate the student.

Confiscation: Any student's property, which disrupts the learning environment, will be temporarily removed from the student's possession.

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

Suspension: A suspension is a temporary removal from school for violation of school rules. A student may not be suspended (short-term) for more than ten days at a time. A suspended student shall not be allowed

to come onto school board property during the periods of the suspension or attend any school-sponsored activity to include any school-related activity even if such activity is not conducted on school board property. Any student found to be present on any property operated by Southampton County Public Schools during a period of suspension shall be cited for defiance of a directive issued by a school official and subject to a criminal charge for trespassing (a class 1 misdemeanor) pursuant to Section 18.2-119 of the Code of Virginia.

DUE PROCESS - SUSPENSIONS:

1. Student's Right to a Hearing:

The principal or designee shall meet with the student for the purpose of:

- a. presenting oral or written notice of the charges.
- b. an explanation of the evidence, and
- c. giving the student an opportunity to present his/her side of the story.

If it is determined that the student is responsible for a violation of school rules, the student may be suspended (short-term) for no more than ten (10) consecutive school days.

2. Parent/Guardian Conference:

When a student is suspended, the principal or designee will make a reasonable effort to contact and inform the parent or guardian. In no case shall a student be sent home during the school day without first notifying the parent or guardian.

In addition, within one school day, the principal or designee will send a notice to the parent/guardian containing the following information:

- a. A statement of the facts leading to the decision of the suspension.
- b. The date and time when the student will be allowed to return to school.
- c. A statement of the parent's or student's right to have access to the student's records.
- d. A request that the parent/guardian attend a conference to discuss the student's behavior.

The parent/guardian is required to respond without delay to any request from school officials to attend a conference regarding their child's behavior.

3. Parent/Guardian Right of Appeal:

A review may be requested of the Superintendent and/or their designee. A final review may be requested of the Discipline Committee of the School Board. Such an appeal shall be presented in writing to the Superintendent or and/or their designee within a period of three (3) calendar days commencing on the day the suspension notice was issued.

IN-SCHOOL SUSPENSIONS

Students placed in In-School Intervention will be given a written assignment along with their school work to complete for the full school day. All class work not completed will be completed for homework. Students who are suspended from school will receive a letter to take home to his/her parent or guardian. The letter will indicate the number of days suspended, the reason(s) for the suspension, and what action must be taken prior to returning to school.

CONDUCT ON SCHOOL TRANSPORTATION

Riding the school bus is a privilege, not a right.

The following rules apply to all students riding Southampton County School buses.

1. The driver is in charge. The driver has been instructed in the care, maintenance, and safety factors in the operation of the school bus and is responsible for administering these instructions.
2. The driver shall exercise such authority that the principal may delegate relative to pupil behavior. Those causes of behavior that need special attention will be reported to the school principal by the bus driver.
3. The behavior of students at the bus stop is the responsibility of the principal. Students should not arrive at the bus stop more than fifteen minutes prior to the time for them to be picked up. Students are expected to stand quietly in line while waiting for the bus. They are to remain out of the street and are to refrain from playing and yelling.
4. After boarding the bus, students are to remain seated until they reach their destination.
5. To ensure efficient operation, all pupils will take seats assigned to them by the driver when requested to do so.
6. Students are to board the bus at their assigned bus stop only.
7. In order to assure a safe and orderly ride, specifics in relationship to conduct on the bus are as follows:

Students must not:

- extend arms, legs, or head out of the bus
 - tamper with the emergency door or other bus equipment
 - fight, scuffle or throw objects on the bus
 - bring water pistols, pea shooters, or weapons of any type on the bus
 - shout at pedestrians or throw objects from the windows
 - place books or other objects in the aisles of the bus or carry over-sized items that cause loss of passenger seat space or obstruct the driver's view
 - throw paper or other litter on the floor of the bus or from the bus
 - engage in unnecessarily loud talking or shouting on the bus
 - deface the bus; repair of willful or careless damage must be paid for by the student
 - use profane or indecent language
 - smoke, strike matches, or use lighters on or in the vicinity of the bus
 - bring alcohol, drugs, or other controlled substances on the bus
 - bring pets, animals, or glass containers on the bus
 - make changes in bus stop or bus assignment without a written request from the parents, and approval by the school principal
 - exhibit obscene actions or gestures
 - move about the bus while it is in motion
8. Fighting and disruptive behavior is not permitted on the school bus or at the bus stop.
 9. Pupils who ride one bus to a transfer point and wait to be picked up by another bus are under the supervision of a designated adult at all times.
 10. Any person who willfully damages a school bus will be charged for repairs and may be assessed other penalties as may be appropriate.
 11. Please see the *Student Conduct Policy Guidelines* for more information.

DISREGARDANCE OF THESE RULES AND CONTINUED REFUSAL TO OBEY THEM WILL RESULT IN DISCIPLINARY MEASURES.

STUDENT RECORDS

Students 18 years of age and older and their parents are protected by law regarding the maintenance, security, disclosure, and transfer of all student records. They have the right to see the records within 10 days, request copies, permit or deny disclosure within the limits set by law, and to request amendments of items in the records that appear to be inaccurate or misleading. The School Board policy and a copy of the

regulations, procedures, and legal base for this assurance of privacy are available in the school board office.

SUBSTANCE USE AND ABUSE

1. Each student shall demonstrate an understanding of the nature, use and effects of alcohol, drugs, and tobacco.
2. Students shall not possess alcohol, drugs, tobacco and/or illicit substances on school property.
3. Students shall not be under the influence of any controlled substances, alcohol, drug and/or tobacco product on school property.
4. While vaping and the use of vaping products may or may not contain tobacco, drugs, or other illicit substances, the use and possession of any and all vaping products is strictly prohibited on school grounds.

TEXTBOOK FEES

Students will be provided one set of textbooks, at no charge; however, students will incur charges for lost or damaged textbooks which will include the current replacement cost of each lost or damaged textbook.

TOBACCO-FREE SCHOOL FOR STAFF, STUDENTS, AND PARENTS

Smoking, chewing, or any other use of any tobacco products by staff, students, and parents shall be prohibited on school property. Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

TRANSFERS OR WITHDRAWALS

Students who are moving or who are withdrawing for any reason should notify the office and turn in their textbooks and any other materials belonging to the school to the teacher who issued them. The teachers and staff will complete a withdrawal form so that it may be sent to the new school. Upon notification that the student has enrolled in another school, his/her records will be sent by mail. Parents are not allowed to carry transcripts from school to school. Upon notification that the student has enrolled in another school, the records will be sent by mail. If a student withdraws prior to the last fifteen (15) days of school, grades to date will be given, but no indication of promotion/retention will be made on the report card. If a student withdraws within the last fifteen (15) days of the school year, final grades and grade placement for the next school year will be indicated.

USE OF FACILITIES

School facilities which include buildings and grounds may be used after school hours for purposes and activities that have been authorized by the School Board. Requests for use of Southampton County Schools buildings and grounds must be forwarded to the Division Superintendent of Schools. It is unlawful for unlicensed vehicles to be on school property at any time.

VANDALISM

When any student has injured, destroyed, or defaced any school property, the student and/or parent(s) or guardian(s) may be required to pay the amount lost thereby in addition to whatever other disciplinary action may be deemed necessary by the principal of the school.

VISITORS TO THE SCHOOL

All visitors will be required to sign in/out in the office. They will also be required to show a picture ID if the office staff does not know them.

WEAPONS

Possession or use of a knife or any other object that might be considered a weapon is prohibited. Violation of the policy will be cause for expulsion from school.

APPENDICES

APPENDIX A: ADMINISTERING MEDICINE TO STUDENTS

Prescription Medications

Southampton County Public School personnel may give prescription medication to students only pursuant to the written order of a physician or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student.

Non-Prescription Medications

Southampton County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent/guardian of the student.

APPENDIX B: CODE OF CONDUCT

AUTHORITY AND DUTIES OF SCHOOL BOARDS

Standards of Quality

Section 22.1-253.13:7.D.3. of the *Code of Virginia* (part of the section of the *Code* known as the *Standards of Quality*) requires local school boards to maintain and follow an up-to-date policy manual that includes "standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights." Local school boards must give consideration to the views of teachers, parents, and other concerned citizens in the development of policies.

School Board Regulations

Section 22.1-78. of the *Code* authorizes local school boards to adopt bylaws and regulations "for its own

government, for the management of its official business and for the supervision of schools, including but not limited to the proper discipline of students, including their conduct going to and returning from school.”

Section 22.1-279.6.B. of the *Code* requires local school boards to adopt and revise regulations on codes of student conduct that are consistent with, but may be more stringent than, the guidelines of the Virginia Board of Education. School boards are required to include procedures for suspension, expulsion, and exclusion decisions, to biennially review student conduct code guidelines, and to include prohibitions against hazing and profane or obscene language or conduct. School boards are authorized to regulate certain communications devices and, at their discretion, require or encourage drug testing.

Section 22.1-279.9. of the *Code* requires school boards, in cooperation with the local law enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, to develop programs to prevent violence and crime on school property and at school-sponsored events.

Removal, Suspension and Expulsion of Pupils

Section 22.1-276.2. of the *Code* gives teachers initial authority to remove a student from a class for disruptive behavior and requires all school boards to establish the criteria for teachers to remove disruptive students, requirements for reporting incidents of disruptive behavior, procedures for written notification to a student and the student’s parents, guidelines for alternative assignment and instruction of such students, and procedures for the return of students to class and teacher participation in the decision.

Section 22.1-277. of the *Code* authorizes the suspension or expulsion of pupils “for sufficient cause,” including acts off school property when the acts lead to an adjudication of delinquency, a conviction of certain offenses, or a charge that would be a felony if committed by an adult.

Authorization for short-term suspensions (10 school days or less) and procedures for suspension and for readmission are set forth in § 22.1-277.04. of the *Code*.

Authorization for long-term suspensions (more than 10 school days but less than 365 calendar days) and procedures for suspension and for readmission are set forth in §22.1-277.05. of the *Code*. Authorization for expulsion and procedures for expulsion and for readmission are set forth in § 22.1-277.06. Recommendations for expulsion for other than weapons and drug offenses are required to be based on consideration of factors specified in the *Code*, including the nature and seriousness of the violation and the student’s disciplinary history.

Section 22.1-277.07. of the *Code* requires school boards to expel students who bring a firearm or other destructive device (defined in the Section) onto school property or to a school-sponsored event in violation of the Gun-Free Schools Act of 1994. School boards are authorized to consider factors listed in § 22.1-277.06. in determining “special circumstances” in particular cases that would justify another disciplinary action.

Section 22.1-277.08. of the *Code* requires school boards to expel students who bring a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored event. School boards are authorized to consider factors listed in § 22.1- 277.06. in determining “special circumstances” in particular cases that would justify another disciplinary action.

Alternative Education Program

Section 22.1-277.2:1. of the *Code* authorizes school boards to require any student to attend an alternative education program under prescribed circumstances. Procedures to be followed when requiring an alternative education program are also prescribed. It should be noted that alternative education programs are authorized but

not required by the *Code* to be established.

School boards may require any student who has been found in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity 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.

LEGAL RESPONSIBILITIES OF OTHERS

Role of the Principal and School Administration

The *Virginia Standards of Accreditation* (2000), Section 8 VAC 20-131-210.A., states that the principal "is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources."

Section B.2. specifies that the principal shall "ensure that the school division's student code of conduct is enforced and seek to maintain a safe and secure school environment."

Section 8 VAC 20-131-260.C.3., requires a school administration to ensure "a written procedure, in accordance with guidelines established by the local board, for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity."

Parental Responsibility

Section 22.1-279.3. of the *Code of Virginia* sets forth the duty of each parent of a student enrolled in a public school to assist the school in enforcing the standards of student conduct and compulsory school attendance. Procedures are set forth for notifying parents of their responsibilities, documenting the notification, and taking steps against parents for willful and unreasonable refusal to participate in efforts to improve their child's behavior or school attendance. Each parent of a student must sign a statement acknowledging the receipt of the school board's standards of student conduct and return it to the school.

Reports to Law Enforcement Agencies

Section 22.1-279.3:1.A. of the *Code of Virginia* lists certain offenses that school officials are required to report to local law-enforcement agencies. Additional information about this requirement and a list of reportable offenses are in these guidelines.

STATEMENT OF PURPOSE AND INTENT

The development, implementation, and enforcement of the *Student Conduct Policy* is intended to ensure a safe, non-disruptive environment for effective teaching and learning. To that end, this policy sets forth those standards of behavior believed to be appropriate in the learning environment and informs all students, their parents, and the larger community of the consequences for violations of this policy.

STATEMENT OF PHILOSOPHY

It is the School Board's legal responsibility to provide fair access to an education for every child, and it is their responsibility to seek to ensure respect for the dignity of each child. A learning environment that encourages the healthy growth and development of each individual must be free from conflict, threats of conflict or danger, and undue disruption. To that end, this *Code of Conduct* seeks to direct student behavior based on clearly defined expectations, responsibilities, and consequences.

STATEMENT OF POLICY

For purposes of this document, policy includes general guidelines that focus attention on a certain issue, in this case, student conduct. This school division, directed and supported by School Board authority, intends that all students have the opportunity to be educated in a safe, secure environment that is conducive to learning.

ROLES AND RESPONSIBILITIES

School Board members, school personnel, parents, and students share the responsibility to create and maintain a school environment that is safe and conducive to learning. It is the responsibility of the School Board to adopt policies and regulations. The superintendent has responsibility to issue standards of student conduct including a list of corrective disciplinary actions for violation of the standards. The school principal has the responsibility to enforce the student conduct standards using reasonable judgment. Each parent has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance. Students are expected to attend school regularly and to demonstrate good citizenship; enjoying the rights and fulfilling responsibilities set forth in the student conduct standards.

DISCIPLINARY ACTION: CRITERIA, PROCEDURES, AND PROCESSES

Level 1 These interventions aim to teach correct and alternative choices so the student can learn and demonstrate safe and respectful behavior.	Level 2 These interventions involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.	Level 3 These interventions involve the short-term removal of a student from the school environment due to the severity or chronic nature of the behavior; the suspension from school will not exceed nine (9) days.	Level 4 These interventions involve the long-term removal of a student from the school environment because of the severity of the behavior. These interventions focus on protecting the safety of the school community and ending destructive/dangerous behavior.
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Level 1	*Attendance *Cheating *Defiance and disrespect *Disruptive Behavior without endangering safety *Dress Standard *Gambling *Internet Use *Profane or Obscene Language or Conduct	Consequences: *Verbal warning *Time out-In class/in another class *Note Home *Phone call to parent *Loss of privileges *Teacher request conference *Seat change *Behavior chart/plan *Consequences subject to change at administrator's discretion. Repeated offenses will be referred to level two disciplinary action.
Level 2	*Attendance *Bullying (Teasing) *Bus-Related Offenses *Cheating *Gambling *Internet Use *Profane or Obscene Language or Conduct *Theft *Stalking *Threat/Intimidation *Trespassing	Consequences: *Phone call/letter to parent *Teacher and/or administrator conference with student and/or parent *Referral to support staff (counselor, therapeutic support, referral to student support if needed, etc.) *Behavior chart *Loss of privileges

Levels of Conduct

Level 3	*Assault with injury *Alcohol/drugs *Bullying (Threat) *Bus-Related Offenses *Disruptive Behavior (Physical) *Disruptive Behavior with endangering safety *Extortion *Fighting *Hazing *Internet Use *Theft *Damage to property *Inappropriate Touching *Threat/Intimidation *Trespassing	Consequences: *Short term out of school suspension *Functional Behavior Assessment (FBA); Behavior Intervention Plan (BIP) *Revision of IEP (students with disabilities) *Loss of privileges
Level 4	*Assault on personnel *Assault with weapon *Alcohol/drugs *Bomb Threat *Bullying (Physical) *Bus-Related Offenses *Extortion *Fighting *Gang-Related Activity *Hazing *Sexual Harassment *Threat/Intimidation *Trespassing *Weapons	*Out of school suspension minimum of 10 days/Referral to disciplinary committee *Expulsion *Placement in an alternative educational setting *Report to law enforcement

*Consequences subject to change at administrator's discretion. Repeated offenses will be referred to next level disciplinary action.

STUDENT REMOVAL FROM CLASS

Pursuant to Section 22.1-276.2. of the *Code of Virginia*, teachers shall have the initial authority to remove a student from a class for disruptive behavior that interrupts or obstructs the learning environment, using the following criteria:

1. The removal of the student is necessary to restore a learning environment free from interruptions or obstructions caused by the student's behavior.
2. The removal of the student occurs only after teacher or administrative interventions have failed to end the disruptive behavior. However, nothing shall preclude the immediate removal of a student for behavior that might warrant suspension from school.
3. The removal of a student is an appropriate response to student behavior that is a violation of the rules of conduct.
4. Written notice of the student's behavior and removal from class is given to the parent by the teacher.

SHORT-TERM SUSPENSIONS

A student may be suspended out-of-school for violations of the *Code of Conduct*. For out-of- school

suspensions of 10 days or less, the school administrator shall inform the student of the specific violation and provide the student with opportunities to respond to the charges. The student may present the student's version of what occurred. When the school suspends a student, the school shall 1) notify the student of the right to appeal; 2) make a reasonable effort to notify the student's parent of the suspension, inform the parent that a copy of the rules governing suspensions and the procedures for appeal are being sent home with the student, and make arrangements for the student's return home; and 3) send written notification to the parent informing the parent of the suspension, of its reason, the length of the suspension, the right to appeal, the student's right to return to school, and any conditions for that return.

LONG-TERM SUSPENSIONS

A student may be suspended for more than 10 days following a hearing before the superintendent or the superintendent's designee. For certain offenses, a student may be suspended for the remainder of the semester or the school year. The superintendent may confirm or modify the suspension of a student. The student and/or his parent/guardian may appeal the discipline decision of the superintendent to a three-member board committee. If the decision of the three-member committee to uphold the suspension is unanimous, there is no further right of appeal. If, however, the decision of the committee is not unanimous, the student and parent/guardian may appeal the decision to the full board. When a student is placed on long-term suspension, written notice of the suspension shall be sent in accordance with Virginia Code §22.1-277.05.

EXPULSIONS

A student may be expelled only by action of the School Board or a disciplinary committee of the School Board based on the recommendation of the principal and the superintendent.

In the case of a recommendation for expulsion by the principal, the Superintendent or her designee shall conduct a review of the recommendation. The review shall take into account the following factors:

1. The nature and seriousness of the violation
2. The degree of danger to the school and community
3. The student's disciplinary history, including the seriousness and number of previous infractions
4. The appropriateness and availability of an alternative education placement or program
5. The student's age and grade level
6. The results of any mental health, substance abuse, or special education assessments
7. The student's attendance and academic records
8. Such other matters as deemed to be appropriate

If the decision of the three-member committee to uphold the expulsion is unanimous, there is no right of appeal. If, however, the decision of the committee is not unanimous, the student and parent/guardian may appeal the decision to the full board.

When a student is expelled, written notice of the expulsion shall be sent in accordance with Section §22.1-277.06 of the *Code of Virginia*. The superintendent or their designee shall establish a schedule by which pupils who have been expelled may apply and reapply for readmission to school.

The *Code* permits a long-term suspension to extend beyond a 45-school-day period, not to exceed 364 calendar days, if (i) the offense involves weapons, drugs, or serious bodily injury or (ii) the School Board or division superintendent or their designee finds that aggravating circumstances exist, as defined by the Department of Education. The *Code* requires the Department of Education's definition of aggravating circumstances to include consideration of a student's disciplinary history.

EXPULSIONS FOR WEAPONS-RELATED OFFENSES

Any student determined to be in possession of or to have brought any prohibited weapon onto school property or to a school-sponsored activity shall be expelled for a period of not less than one year (365 days). However, the School Board may determine, based on the facts of a particular case that special circumstances exist, and another disciplinary action or term of expulsion is appropriate. The division superintendent may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate and recommend that action to the School Board for final determination.

EXPULSIONS FOR DRUG-RELATED OFFENSES

Any student determined to have distributed or manufactured a controlled substance including anabolic steroids or prescription drugs, an imitation controlled drug, or other prohibited substance on school property or at a school-sponsored activity shall be expelled for a period of no less than one year. However, the School Board may determine, based on the facts of a particular case, that special circumstances exist, and another disciplinary action or term of expulsion is appropriate. The division superintendent may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate and recommend that action to the school board for final determination.

SUSPENSIONS OR EXPULSIONS OF STUDENTS WITH DISABILITIES

See Appendix A.

ADMISSION OF STUDENTS SUSPENDED OR EXPELLED FROM ANOTHER SCHOOL DIVISION OR A PRIVATE SCHOOL

A student who has been expelled or suspended for more than 30 days from attendance at school by a School Board or a private school, or for whom admission has been withdrawn by a private school, may be excluded from attendance for no more than one calendar year in the case of expulsion or withdrawal of admission, and in the case of suspension of more than 30 days, for no longer than the duration of such suspension. The school shall provide written notice to the student and his or her parent of the reasons for such possible exclusion and of the right to a hearing conducted by the division superintendent. The student may not attend school until a review of the case is conducted by the division superintendent. Exclusion shall be imposed upon a finding that the student presents a danger to the other students or staff members of the school division. The decision to exclude the student shall be final unless altered by the School Board after a timely written petition. Upon the expiration of the exclusion, the student may petition the division superintendent for admission.

REVIEW AND REVISION OF STUDENT CONDUCT POLICY GUIDELINES

An annual evaluation of the *Standards of Student Conduct* will be conducted within a month of the close of school. Revision, if necessary, will be completed prior to the opening of the next school year. The SCPS Discipline Review Committee will complete an annual evaluation of the *Standards of Conduct* in January of each school year. Any revisions will be submitted to the Superintendent for school board approval in April each school year.

DISTRIBUTION OF STUDENT CONDUCT POLICY GUIDELINES

A copy of the *Standards of Student 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 *Standards* as a part of the registration process. Principals will stress to all students that compliance with the *Standards* is mandatory. The *Acknowledgment of Parent Responsibility* form must be signed by the parent or guardian and returned to

the school.

Each year, during the first week of school, all students will be provided a period of instruction on the contents of the *Standards of Student Conduct*. This instruction will be followed by an assessment appropriate to the student's grade level.

STANDARDS OF STUDENT CONDUCT

Standards of student conduct apply to all students under the jurisdiction of a School Board. Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the School Board and other appropriate school officials.

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

- in school or on school property
- when they are transported by any SCPS approved transportation such as but not limited to; SCPS vehicle and school bus
- while participating in or attending any school sponsored activity or trip
- **on the way to and from school (including bus stop) and**
- **off-school property**, when the acts lead to (1) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1. of the *Code of Virginia* (unlawful purchase, possession or use of a weapon, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson, and related crimes, and burglary and related offenses), criminal street gang activity or recruitment for such activity, or (2) a charge that would be a felony if committed by an adult.

RANGE OF CORRECTIVE DISCIPLINARY ACTIONS

The options and alternatives for corrective disciplinary action may range from admonition to mandatory expulsion and may include but not be limited to the following:

- Admonition and counseling
- Parent/pupil conference
- Modification of student classroom assignment or schedule
- Student behavior contract
- Referral to student support services
- After-school or in-school detention
- Suspension of student privileges for a specified period
- Removal from class
- Initiation of child study process
- Referral to in-school intervention, mediation, or community service programs
- Short-term suspension
- Long-term suspension
- Recommendation for expulsion
- Mandatory expulsion

DIFFERENTIATION OF SANCTIONS BY GRADE LEVEL

Options for corrective disciplinary action for misconduct may be differentiated by grade level.

OTHER DISCIPLINARY CONSEQUENCES

The School Board allows a student who has been suspended to complete academic assignments during the period of suspension in accordance with conditions established by the School Board. School Board policy may provide for ongoing consequences after a student returns to school following suspension or expulsion including, but not limited to, probationary status requiring satisfactory performance and conduct, limitations of privileges, community service, or restitution.

REPORTING OF CERTAIN OFFENSES

§ 22.1-279.3:1.D. of the *Code of Virginia* requires that principals immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of §22.1-279.3:1.A. that may constitute a criminal offense.

A principal may report to the local law-enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory.

§ 22.1-279.3:1.A. of the *Code of Virginia* lists offenses as follows:

- i. 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;
- ii. The assault and battery which that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described § 18.2-60.3, in on a school bus, on school property, or at a school-sponsored activity;
- iii. 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;
- iv. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
- v. The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;
- vi. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- vii. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or
- viii. 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, therefore.

The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult, regardless of where the offense is committed, or would be a violation of the Drug Control Act if it occurs on a school bus, school property, or at a school sponsored activity [§ 22.1-279.3:1(B) and (C)]. Section 22.1-279.3:1.D. requires that principals notify parents 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.

Whenever a student commits a reportable incident named in the *Code*, the student shall be required to participate in prevention and intervention activities as determined appropriate by the superintendent or designee (§ 22.1-279.3:1(C)).

Discipline Explanations

BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	REPORT TO POLICE
Attendance	X	X			
Tardy	X	X			
Skipping	X	X			
Unauthorized Area		X	X		
Student is not going to class as assigned	X	X			
Student is in an unauthorized area of the campus (NOT related to school or class attendance/nonattendance).	X	X			
Leaving School w/o Authorization	X	X	X	X	X
Trespassing	X	X	X	X	X
BULLYING/HARASSMENT	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	REPORT TO POLICE
Bullying Physical		X	X	X	X
Bullying Cyber		X	X	X	X
Bullying Other	X	X	X	X	
BESO13 – Threatening or instigating violence, injury or harm to another student(s) or other(s) (not including written threats)		X	X	X	X
BESO14 – Threatening, intimidation, or instigating violence, injury or harm to another student(s) or other(s) in writing. If the written threat is to a staff member, a report to law enforcement is required unless the student making the threat has a disability.		X	X	X	X (if the threat is to a staff member in writing. Do not report to Law Enforcement if student has a disability)

BULLYING/HARASSMENT	LEVEL 1	LEVEL 2	LEVEL 3		
Threaten/Intimidate Staff		X	X	X	X
Threaten/Intimidate Student		X	X	X	X
Stalking		X	X	X	X
Harassment	X	X	X	X	
DISRUPTIVE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	REPORT TO POLICE
Minor Insubordination	X	X	X		
Disrespect	X	X	X		
Defiance Disruption w/o Endangering Safety		X	X	X	
Disruption Endangering Safety		X	X	X	X

Demonstration w/o Affecting Instruction		X	X		
Demonstration Affecting Instruction		X	X	X	
Obscene Language/Gesture	X	X	X		
Obscene/Disruptive Literature	X	X	X		
Dress Code	X	X			
Riot: Attempt to Incite		X	X	X	X
Riot: Incited		X	X		
DRUGS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	REPORT TO POLICE
Possession of Alcohol			X	X	
Possession of Over The Counter			X	X X	

Possession of Prescription	X		
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Possession of Inhalant	X	X	
Possession of Schedule 1 or 2 Drug		X	X
Distribution of Tobacco	X	X	
Distribution of Alcohol	X	X	
Distribution of Over the Counter	X	X	
Distribution of Over the Counter	X	X	
Distribution of Prescription	X	X	
Distribution of Schedule 1 or 2 Drug		X	X
Distribution of Tobacco	X	X	
Look-Alike Drug	X	X	
Unauthorized use of Over the Counter	X	X	

Unauthorized use of Prescription	X	X	
Use/Consumption of Alcohol	X	X	
Use of Schedule 1 or 2 Drug	X	X	X
Use, Distribution, Possession of Paraphernalia	X	X	X
Use of Inhalant	X	X	
Use of Tobacco	X	X	
ELECTRONIC DEVICES	LEVEL 1	LEVEL 2	LEVEL 3
Cell Phone		X	X
Cell Phone inappropriate usage (recording on school property)			X
Computers/Laptop/Tablet		X	
		LEVEL 4	REPORT TO POLICE

Extortion	X		X
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PHYSICAL VIOLENCE	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	REPORT TO POLICE
Altercation w/o physical contact	X	X	X		
Assault on Staff (no Weapon)			X	X	X
Assault on Staff (weapon)				X	X
Assault on Student (no weapon)			X	X	X
Assault on Student (Weapon)				X	X
Fighting w/o injury		X	X	X	
Fighting with injury		X	X	X	X
Gang Violence				X	X
Hazing			X	X	
Homicide				X	X
Kidnapping/Abduction/False Imprisonment				X	X

SEXUAL OFFENSES	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	REPORT TO POLICE
Attempted Sexual Assault (Student)			X	X	X
Attempted Sexual Assault (Staff)			X	X	X
Inappropriate Sexual Touching/ Contact of Staff			X	X	
Inappropriate Sexual Touching/ Contact of Student			X	X	X

Indecent Exposure	X	X	
Sexual Battery of Staff		X	X
Sexual Battery of Student		X	X
Sexual Assault of Staff		X	X

Sexual Assault of Student				X	X
Aggravated Sexual Battery				X	X
TECHNOLOGY	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	REPORT TO POLICE
Damage/Attempted Damage		X	X	X	
Infraction of School Use Policy		X	X	X	
Unauthorized Usage	X	X	X	X	

Arson				X	X
Theft of Student or Staff Property			X	X	X
Theft of School Property			X	X	X
Theft of Motor Vehicle				X	X
Possession of Stolen Property		X	X	X	
Vandalism of School Property		X	X	X	
Vandalism of Student Property		X	X	X	
Vandalism of Staff Property		X	X	X	
WEAPONS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	REPORT TO POLICE

BB/Pellet Gun		X	X
Bomb/Bomb Making Materials		X	X
Bomb Detonation		X	X
Chemical Substance		X	
Fireworks/Explosives	X	X	

Firearms	X	X	X
Knife (on person or in possession)			
Knife (in vehicle greater than 3 inch blade)	X	X	
Live Ammunition	X	X	X
Razor/ Box cutter/ Other cutting device	X	X	
Stun Gun/Taser		X	
Replica/Toy/Look-Alike	X	X	
Possession of Other Weapons	X	X	X
OTHER			
Chemical/Biological Threat		X	X
Cheating	X	X	

Terrorist Threat		X	X
Extortion Attempted	X	X	
Falsified/Altered Document	X	X	X
Gambling	X	X	X
Gang Activity	X	X	

DISCIPLINE OFFENSES AND DESCRIPTIONS

ATTENDANCE
<u>Attendance</u> - Student attendance is a cooperative effort; schools shall involve parents and students in accepting responsibility for regular attendance. Each parent or guardian of a child within the compulsory school attendance age shall be responsible for the child's regular and punctual attendance at school as required by law. Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with school board regulation.
Tardy Student not in the classroom when the tardy bell rings.
Skipping Student in the building, did not report to class Unauthorized Area Students released to another area, did not report to a designated area. Leaving School w/o Authorization Student left the building without prior authorization <u>Trespassing</u> - A student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so also may be subject to disciplinary action as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity, wherever located.
Trespassing L1: Student on site without supervision L2: Student on site after being prohibited from school grounds
BULLYING/HARASSMENT
<u>Bullying</u> - Students, either individually or as part of a group, shall not harass or bully others. The following conduct is illustrative of bullying: Physical intimidation, taunting, name calling, and insults Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person Falsifying statements about other persons
Bullying Physical Pushing, shoving, hitting
Bullying Cyber Sending, posting, or sharing negative, harmful, false, or mean content about someone else causing embarrassment or humiliation.
BULLYING/ OTHER
Bullying Other

Threats; Intimidation - Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason. This includes any threats made in writing, or verbally, and toward or about any person.

Threaten/Intimidate Staff

Threaten/Intimidate Student

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

Stalking

Harassment

DISRUPTIVE BEHAVIOR

Disruptive Behavior - Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities, which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

Minor Insubordination

Disrespect

Defiance

Disruption w/o Endangering Safety

Disruption Endangering Safety

Demonstration w/o Affecting Instruction

Demonstration Affecting Instruction

Obscene Language/Gesture

Obscene/Disruptive Literature

Dress Code

Riot: Attempt to Incite

Riot: Incited

DRUGS

Alcohol and Drugs - A student may not possess, use, or distribute alcohol, tobacco and/or tobacco products, and other drugs on school grounds, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any drug not prescribed for the student by a physician. Any student who possesses or uses prohibited substances may participate in prevention and

intervention activities deemed appropriate by the superintendent.
Possession of Alcohol
Possession of Over The Counter
Possession of Prescription
Possession of Inhalant
Possession of Schedule 1 or 2 Drug
Distribution of Tobacco
Distribution of Alcohol
Distribution of Over the Counter
Distribution of Prescription
Distribution of Inhalant
Distribution of Schedule 1 or 2 Drug
Look-Alike Drug
SELF-ADMINISTRATION OF MEDICATION

Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as discussed below, is prohibited for students in grades kindergarten through eight. Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the <i>Standards of Student Conduct</i>.
Unauthorized use of Over the Counter
Unauthorized use of Prescription

Use/Consumption of Alcohol
Use of Schedule 1 or 2 Drug
Use, Distribution, Possession of Paraphernalia
Use of Inhalant
Use of Tobacco
ELECTRONIC DEVICES

Cell Phone Not abiding by the Division's Policy
Computers/Laptop/Tablet
Extortion
Extortion Attempted
Falsified/Altered Document
<u>Internet Use</u> - Internet use by students shall be in accordance with acceptable computer use policies and regulations. Violations of policy will result in a suspension of access privileges.
PHYSICAL VIOLENCE
<u>Assault</u> - The following violations shall result in disciplinary action and may require mandatory sanctions: Threatening or physically assaulting another student or another person (other than a staff member) who has reason to be at school, whether or not causing injury, shall result in disciplinary measures up to and including a 10-day suspension and a recommendation for expulsion.
Physically assaulting a school staff member shall result in suspension from school for up to 10 days, and the principal may recommend expulsion. In the event of injury to the staff member, expulsion shall be recommended.
Altercation w/o physical contact
Assault on Staff (no Weapon)
Assault on Staff (weapon)
Assault on Student (no weapon)
Assault on Student (Weapon)
<u>Fighting</u> - Exchanging mutual physical contact between two or more students by pushing, shoving, or hitting with or without injury is prohibited.
Fighting w/o injury
Fighting with injury
<u>Gang-Related Activity</u> - Gang-related activity shall not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).
Gang Violence

Hazing - No student shall engage in hazing. Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, organization, association, fraternity, sorority, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity.

Hazing is a ***Class 1 Misdemeanor***, which may be punished by confinement in jail for up to 12 months and a fine of up to \$2500, or both, in addition to any disciplinary consequences, which may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors.

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

Hazing

Homicide

Kidnapping/Abduction/False Imprisonment

Sexual Offenses

Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment, are prohibited.

Attempted Sexual Assault (Student)

Attempted Sexual Assault (Staff)

Inappropriate Sexual Touching/Contact of Staff

Inappropriate Sexual Touching/Contact of Student

Indecent Exposure

Sexual Battery of Staff

Sexual Battery of Student

Sexual Assault of Staff

Sexual Assault of Student

Aggravated Sexual Battery

Technology

Damage/Attempted Damage

Infraction of School Use Policy

Unauthorized Usage

Property Violations

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

- Willful causing or attempting to cause damage to school property
- Theft of, taking, or trying to take another person's property or money by force, fear, or other means
- Vandalism, arson, or any threat or false threat to bomb, burn, damage, or destroy in any manner a school building or school property

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

Arson

Theft of Student or Staff Property

Theft of School Property

Theft of Motor Vehicle

Possession of Stolen Property

Vandalism of School Property

Vandalism of Student Property

Vandalism of Staff Property

Weapons

Students shall not have in their possession any type of unauthorized firearm or other article, which may be used as a weapon.

Student conduct policy on weapons should address the possession, use, sale or purchase of restricted items on school property, on school vehicles, or during school sponsored activities on or off school property. This includes, but may not be limited to, any firearm or weapon. The school board prohibits the possession of unloaded weapons by students on their persons or in their lockers, backpacks, or vehicles.

Weapons for which mandatory expulsion is required include those enumerated in *Virginia Code* § 18.2-308.1., in the federal Gun-Free Schools Act, and in *Virginia Code* § 22.1-277.01.D.

In accordance with § 22.1-277.01 of the *Code*, the expulsion shall be for no less than 365 days. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

Carrying, bringing, using, or possessing dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity on or off school property is grounds for disciplinary action. Examples of dangerous instruments include knives with blades less than three inches, letter openers, screwdrivers, hammers, hatchets, and other devices that could be used to inflict harm upon another person, including a BB/pellet gun

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

Bomb/Bomb Making Materials

Bomb Detonation

Chemical Substance

Fireworks/Explosives

Firearms

Knife (on person or in possession)

Knife (in vehicle greater than 3 in Blade)

Live Ammunition

Razor/ Box Cutter/Other Cutting Device

Stun Gun/Taser

Replica/Toy/Look-Alike

Possession of Other Weapons

Other
Chemical/Biological Threat
<u>Cheating</u> - Students are expected to perform honestly on any assigned schoolwork or tests. The following actions are prohibited: Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information Plagiarizing by copying the language, structure, idea, and/or thoughts of another and representing it as your own, to include the use of content generation services (colloquially known as “AI”, ex. ChatGPT, DALL-E, and Midjourney) to produce content and then represent that content as your own work. Any content produced by such services must be correctly cited and included in the reference list or bibliography, just as a quote from a paper, article, or other source would be. Students should also take into account that such services, by the open admission of their creators, are prone to generating incorrect or false information in some circumstances.
Dress Code <u>Dress Standard</u> - All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.
Terrorism
<u>Extortion</u> - No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

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

Gang-related - Such activity shall not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

Profane or Obscene Language or Conduct - Students shall not use vulgar, profane, or obscene language, or gestures, or engage in conduct that is vulgar, profane, or obscene, or disrupts the teaching and learning environment.

Bus-Related Offenses - Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. Students who become disciplinary problems on school buses shall be reported to the principal by the driver and may have their riding privileges suspended or revoked. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school (see Appendix C).

TEACHER REMOVAL OF A STUDENT FROM CLASS

Pursuant to Section 22.1-276.2. of the *Code of Virginia*, *teachers shall have the initial authority to remove a student from a class for disruptive behavior that interrupts or obstructs the learning environment, using the following criteria:*

1. The removal of the student is necessary to restore a learning environment free from interruptions or obstructions caused by the student's behavior.
2. The removal of the student occurs only after teacher or administrative interventions have failed to end the disruptive behavior. However, nothing shall preclude the immediate removal of a student for behavior that might warrant suspension from school.

APPENDIX C: CONSIDERATIONS FOR DISCIPLINING STUDENTS WITH DISABILITIES

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

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

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

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

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

II. Short-Term Suspension

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

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

III. Functional Behavior Assessments (FBAs) and Behavior Intervention Plans (BIPs) If the school administration, the parent, and the relevant Individualized Education Program (IEP) team members determine that a manifestation exists, the IEP team must:

- conduct a Functional Behavioral Assessment (FBA) and implement a Behavioral Intervention Plan (BIP), if no FBA was conducted previously; or,
- if the student already has a FBA and BIP in place, review and modify the BIP, as necessary to address the behavior.

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

IV. Educational Services While Disciplined

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

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

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

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

V. Manifestation Determination

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

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

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

IEP.

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

VI. Disciplinary Action for Behavior that is Determined Not to be a Manifestation If the behavior is not a manifestation of the student's disability, the disciplinary procedures will be applied in the same manner as applied to non-disabled students. Following a removal that constitutes a change in placement, the student must continue to receive the educational services necessary to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. In addition, the special education and disciplinary records of the student must be made available to the person who makes the final decision regarding the discipline.

VII. Disciplinary Action and/or Alternative Placement for Behavior That Is Determined To Be a Manifestation. A student with a disability whose behavior is determined to be a manifestation of his or her disability may not be disciplined except to the extent a removal is otherwise. The student may also be removed to a more restrictive placement by following change in placement procedures. The IEP team must conduct or review a FBA and/or BIP as provided in Section III.

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

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

IX. Change of Placement by Hearing Officer

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

X. Placement During Appeals

Students with disabilities are entitled to the due process rights available to a non-disabled student. In addition, students with disabilities are entitled to the due process procedures available under the Individuals with Disabilities Education Act, as amended and any state procedures. During the course of any appeals, the student's

placement shall be in accordance with the provisions of federal law unless the parent and the school division agree otherwise.

XI. Students Not Identified as Disabled

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

1. the parent expressed concern in writing to supervisory or administrative personnel of the school division, or to a teacher of the student, that the student is in need of special education and related services; or
2. the parent requested an evaluation of the student for special education eligibility through formal evaluation procedures; or
3. the student's teacher or other school personnel had expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education or to other supervisory personnel of the school division.

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

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

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

Pending the results of the evaluation, the student shall remain in the educational placement determined by the school authorities.

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

DISCIPLINE OF STUDENTS WITH DISABILITIES FOR INFLICTION OF SERIOUS BODILY INJURY

A student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

APPENDIX D: SCHOOL TRANSPORT GUIDELINES

Southampton County Public Schools is committed to providing a safe bus transportation system. To that end, these rules and regulations are provided to you and your child to assist us in maintaining safe school buses.

Please be reminded that riding the school bus is a privilege.

MEETING THE BUS

- If the student must cross the street to board the bus, cross only in front of the bus, NEVER BEHIND IT. The driver will flash the red signal light prior to the bus coming to a complete stop. Students should not cross until they have been directed to do so by the BUS DRIVER and they have checked to make sure all traffic has stopped. Students should be aware the driver must see them at all times when near the bus. WALK, NEVER RUN to the bus.
- Stand on the edge of your roadway away from traffic lanes and do not run on the property of neighbors. Respect their property rights.
- Always walk on the left when facing the bus stop.
- Be at the bus stop five minutes before the regular pick up time. The driver is not permitted to wait for late students.
- Never push or shove fellow students when loading the bus.
- Parents are requested to accompany their young children to and from the bus stop.

CONDUCT ON THE BUS

While on the bus, pupils must:

- Take a seat without crowding or pushing and remain seated while the bus is in motion.
- Not extend arms, legs, or head out of the bus or windows.
- Not talk to the driver while the bus is in motion except in an emergency; must not tamper with doors or other bus or other bus equipment.
- Not fight, scuffle, or throw objects from the windows.
- Not place books in the aisles of the bus.
- Not engage in unnecessarily loud talking or laughter on the bus.
- No use of profane or indecent language.
- No use of tobacco of any kind on the bus.
- Obey the driver promptly.
- Use the same bus regularly.

LEAVING THE BUS

- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner, allowing pupils in front seats off first.
- After leaving, move quickly away from the bus stop to a safe location.
- Leave the bus at the regular stop unless requested in writing by the parent for a different stop and approved by the principal of the school.
- If a pupil has to cross the highway, do so only in front of the bus and after the driver has signaled that it is safe to cross.
- Throwing an object of any type at the school bus is not permitted.

OTHER CONSIDERATIONS

- Additional bus stop locations cannot be established without permission from transportation.
- All bus and school rules apply to the bus stop.
- Please note that bus riding is a privilege and may be revoked for any length of time or permanently if deemed appropriate.

· Parents and students will be required to sign a *Bus Conduct Form*, which will outline these rules. Failure to return this form could result in the student's bus riding privileges being revoked until the form is returned.

Please be reminded that all school rules outlined in the *Code of Conduct* apply to the bus

APPENDIX E: SCHOOL DIRECTORY

Department of Special Education (757) 653-2692

Department of Transportation (757) 653-2692

Office of Title I Services (757) 653-2692

[Capron Elementary Faculty and Staff Directory](#) (434) 658-4348

[Meherrin Elementary Faculty and Staff Directory](#) (757) 654-6461

[Nottoway Elementary Faculty and Staff Directory](#) (757) 859-6539

[Riverdale Elementary Faculty and Staff Directory](#) (757) 562-3007

[Southampton Middle Faculty and Staff Directory](#) (757) 653-9250

[Southampton High Faculty and Staff Directory](#) (757) 653-2751

Fresh Start Center (757) 562-2903

Technical and Career Center (757) 653-9170

Student Activities *Contact respective school* (757) 653-2692



Student Handbook Agreement Form

*We, the student and parent/guardian, verify by signing on the appropriate spaces below that we have read, understand, and agree to follow and to be held accountable to the rules, policies, procedures, and other information provided in the **Southampton County Elementary School Student Handbook** for the 2024-2025 school year.*

Student Printed Name

Student Signature Date

Parent/Guardian Signature Date

**SOUTHAMPTON COUNTY PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE
BASIS OF RACE, COLOR, SEX, AGE, RELIGION, DISABILITY, NATIONAL ORIGIN,
OR MARITAL STATUS IN EMPLOYMENT OR ANY OF ITS PROGRAMS OR
ACTIVITIES.**

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