



**SURRY COUNTY
PUBLIC SCHOOLS**

STUDENT HANDBOOK

AND CODE OF CONDUCT

2024 - 2025

www.surryschoools.net
Surry County Public Schools
P.O. Box 317
Surry, Virginia 23883
(757) 294-5229

Dear Parents, Guardian, and Students:

On behalf of Surry County Public Schools, I welcome you to the 2024-2025 school year! Providing each and every one of our students with a quality educational experience that allows them to grow and develop into competitive and productive citizens is essential to the mission and purpose of Surry County Public Schools. The staff of Surry County Public Schools takes this responsibility very seriously. As such, we are committed to strengthening our relationships with the parents and families who entrust the education of children to Surry County Public Schools.

The 2024-2025 Student Handbook and Code of Conduct (SHCC) is intended to convey to students and parents the rights, responsibilities, and expectations of Surry County Public Schools' students. The SHCC is reviewed and updated annually based on local, state, and federal laws and regulations. A clear understanding and application of such is essential to creating a school environment and culture that is conducive to high levels of learning for all students. To that end, each student will be provided access to an electronic copy of the SHCC. Your electronic acknowledgement of receipt of this document will be included with your annual registration. Please take time to read this important document with your children and familiarize yourself with the disciplinary procedures and consequences that have been approved by the Surry County School Board. Also, included at the back of the SHCC is the Acceptable Use of Computer/Technology Systems and Internet Safety Agreement. Electronic acknowledgement of receipt and consent of the Acceptable Use of Computer/Technology Systems and Internet Safety Agreement is also included with your annual registration. Use of technology devices is a privilege.

Specifically, we ask and expect that parents and students will review and discuss the SHCC. We encourage you to refer to the SHCC during the school year when you have questions about expectations for behavior. You can find more information on our website at www.surryschools.net.

Finally, over the past few years, our staff have taken steps to develop a positive academic and behavioral culture for all students. We have devoted a significant amount of time to developing expectations for school and bus behaviors. Simply stated, we expect all students to **Be Respectful; Be Responsible; and Be Ready to Learn/Ride**. Parents and guardians, with your continued support and cooperation, I am confident that we can and will provide our children with a safe and nurturing school environment that will allow each student an opportunity to maximize their learning and growth potential. Thank you for partnering with us to make your child's school experience one that will be safe, healthy, and productive during the 2024-2025 school year!

Yours in Service to Our Children,
Serbrenia Sims, Ed.D
Superintendent of Schools

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VISION STATEMENT

The “Vision” for Surry County Public Schools through the combined efforts of students, parents, community, and staff is to provide a safe, healthy, learning environment that prepares all students to be competitive and productive citizens in a highly technical and global society.

THEME

Building Excellence, One Student at a Time

STUDENT HANDBOOK AND CODE OF CONDUCT OVERVIEW

SCPS believes in the importance of setting high expectations for student behavior and academic performance. The Student Handbook and Code of Conduct (SHCC) is designed to support our vision.

NONDISCRIMINATION STATEMENT

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

DIVISION DIRECTORY

Department	Phone Number
School Board Office P.O. Box 317 Surry, Virginia 23883	(757) 294-5229
Surry Elementary School 1600 Hollybush Road Dendron, Virginia 23839	(757) 267-2558 (Option 1 at the Prompt)
Luther Porter Jackson Middle School 4255 New Design Road Dendron, Virginia 23839	(757) 267-2810 (Option 2 at the Prompt)
Surry County High School 1675 Hollybush Road Dendron, Virginia 23839	(757) 267-2211 (Option 3 at the Prompt)

SCHOOL DIVISION CALENDAR

The Code of Virginia requires the academic school year to be 180 instructional days or 990 hours. SCPS calendars can be found on our website: www.surryschools.net for viewing or download. School calendars will be posted following School Board approval. Hard copies of the calendar are available by request at your child’s school.

STUDENT HANDBOOK

SCPS Student Handbook applies to all students at Surry County Public Schools. Areas within the handbook that are high school specific will be noted with (SCHS) beside the section title. Parents and students must review the student Handbook and Code of Conduct (SHCC) every school year and indicate acknowledge of receipt.

Parent/guardian electronic acknowledgement of review of the SHCC is required during online registration annually for all students of SCPS. Online registration instructions can be found on our website:

<https://www.surryschools.net/Page/354>

ACCEPTABLE USE POLICY

All use of the Surry County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines, and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

Please see Appendix C for the complete Acceptable Use of Technology and Internet Safety Policy instituted for all students.

ADMINISTRATION OF MEDICATION

POSSESSION OF MEDICATION AND PRESCRIPTION DRUGS

All medication must be kept in the school clinic and dispensed by school personnel. No student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use. "Medication" shall mean any drug or other substance used in treating diseases, healing, or relieving pain, including over-the-counter drugs such as aspirin, cough syrups, gargles, caffeine pills, and the like.

A Surry County Public Schools Authorization for Medical Administration form must be secured from the main office and approved by the school nurse, principal, or principal's designee prior to bringing any medication(s) in the building which includes both prescription and non-prescription medication regardless of reason or need.

PRESCRIPTION MEDICATIONS

Surry County Public School personnel may give prescription medications to students providing the following guidelines are met:

- Short-Duration Prescription Medications (Those to be given 10 days or less that must be taken more than 3 times a day)
 1. Provide a written request by a parent or guardian. This should include the student's name, the time of administration and the dosage to be given.
 2. Bring the medication in the original prescription bottle, properly labeled with the student's name, physician's name, and directions. This label will be accepted as the physician's order.
 3. Provide enough medication for the entire time of administration. Students are not to transport medication back and forth daily.
- Long-Duration Prescription Medications (Those to be given longer than 10 days)
 1. Provide a written order from a physician and signed request from parents or guardians.
 2. Bring the medication in the original prescription bottle, properly labeled with the student's name, physician's name and directions.

3. Provide a required physician's order for each new school year and for any change in medication or dosage.

NON-PRESCRIPTION MEDICATION

Surry County Public School personnel may give non-prescription or over the counter (OTC) medication to students for up to 5 consecutive days, provided the following guidelines are met:

1. Written permission from parent or guardian is provided that includes the name of the medication that is to be given, the required dosage of the medication and the time the medication is to be given.
2. The medication must be unexpired and in the original container.
3. In order for (OTC) non-prescription medication to be administered for longer than 5 consecutive days, written permission from the student's physician shall be required along with permission or request from the parents or legal guardians.
4. Medication should be picked up after 5 days or it will be discarded.

Students who do not follow the above procedure with medication will be disciplined according to the Code of Conduct for possession of medication and prescription drugs.

EXCEPTION FOR POSSESSION OF MEDICATION

VA State Code 22.1-274.2 permits students with a diagnosis of asthma to possess and self-administer inhaled asthma medication to include self-injected epinephrine during the school day, at school- sponsored activities or while on a school bus or other school property.

Surry County High School requires that a physician's note be on file with the school nurse prior to possessing or using the devices.

*If an inhaler is prescribed: a *VA Asthma Action Plan* is required as well.

*Check with nurses for updates to this section.

*If an Epi-pen is prescribed for a known allergic reaction or Life-Threatening Allergy: an *Allergy Health Care Plan* is required.

ANNOUNCEMENTS

Daily announcements will be made at the beginning and end of the school day. Announcements may include but are not limited to adjustments to the daily schedule, scholarships and financial aid applications, after school activities and events, etc.

ASSEMBLIES

Students will assemble in an orderly manner and sit in designated areas. Students who create a disturbance or refuse to follow directions will be asked to leave the auditorium and an appropriate consequence will be given.

ASSESSMENT

SCPS implements a variety of assessments throughout the school year to support instruction and student learning. These assessments include classroom tests, district assessments, local alternative assessments, and state-mandated assessments. State assessments measure the extent to which students have learned the content and skills reflected in state standards and may also be used to measure growth in learning state standards. The format and timing of

state assessments vary by grade level and content area. Detailed assessment information is available on [SCPS' assessment and accountability website](#).

SCPS' notification of parent rights regarding state and LEA assessments is linked below. This notification along with parent notifications of testing is provided to all parents every school year.

[Notification of Parental Rights Regarding State and LEA Assessments](#)

ATTENDANCE

School attendance is directly related to academic achievement and the development of good work habits. Any student who is less than eighteen years of age is required to attend school daily for the entire instructional day.

Surry County Public Schools' policy on Student Absences/Excuses/Dismissals, File: JED-AED. House bill adopted by the 2005 General Assembly – Creates a Class 4 misdemeanor charge for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone.

Note: Parents or guardians enrolling a student must provide a sworn statement as to whether the student has been expelled from previous school for offenses involving drugs, weapon, or willful injury to someone else (VA. Code Ann. Code Section 22.1-3.1).

ABSENCE NOTES

Students are required to bring notes to the main office to the secretary immediately after returning to school. No notes will be accepted after the 5th day of returning to school. The note must contain the dates, reason, telephone number, and signature of parent/guardian or physician. The excuse does not eliminate the absence, but it allows students to make up work. Valid excuses will be determined at the discretion of the administrator. A student is automatically dropped from the class roll if he/she misses fifteen (15) consecutive days.

Students who report to school after 11:00 a.m. or leave before 11:00 a.m. will be marked absent for that day.

HIGH SCHOOL

High school students may not be granted credit for a course if unexcused absences from class total more than four (4) class periods. Any student shall be charged one unexcused absence for every three times he or she is tardy to a class or is dismissed early from class. After the 5th unexcused absence, the student will have his/her grade dropped one letter grade; and one additional letter grade deduction for every 4 days of absence thereafter.

DUAL ENROLLMENT ATTENDANCE POLICY

According to Surry County High School's attendance policy, students are not allowed more than 4 unexcused absences per semester for any course. Any student who violates the attendance policy in a dual enrollment course will have his or her final course grade deducted one letter grade for each unexcused absence over the limit. This policy applies to the Surry County High School grade and the John Tyler Community college grade.

TARDY TO SCHOOL

Students who report to school after 8:05 AM for any reason other than a late bus will be considered tardy and must report to the office.

Students who report to school after 11:00 a.m. or leave before 11:00 a.m. will be marked absent for that day.

A parent/guardian must sign-in the student or the student must present a note signed by the parent/guardian. Legitimate excuses for tardiness may include but are not limited to a *doctor's certificate, legal authority, social*

agency, court summons, mechanical road mishaps, or parent's note approved by the principal or principal's designee.

A late arrival to school without a legitimate excuse will be considered as cutting the classes missed. The student may receive a consequence for the late behavior.

Any student may receive an unexcused absence for every three times he or she is tardy to class or is dismissed early from class.

STUDENT DRIVERS/RIDERS WHO ARE TARDY TO SCHOOL:

The following procedures will be implemented for students who drive to school or ride with another student who is consistently tardy to school:

- Third unexcused tardy - Parents contact and conference with an administrator.
- Fourth unexcused tardy - A letter will be sent to the parents, reminding them of consequences defined in the student handbook.
- Fifth tardy - The student will be suspended from driving or riding to school for a period of one week. The student cannot ride with another student driver, he or she must be transported by a parent or guardian or ride the school bus. After one week, the student may resume driving or riding privileges after a conference with an administrator.
- Sixth tardy- The student will lose his/her driving and riding privileges for one month. Students will follow the same procedures for getting to school as indicated in the third time. After one month, the student may resume driving or riding privileges after a parent conference.

Attending another class:

No student shall attend another class without permission from his regular teacher or an administrator. If there is a need to change a student's class, all teachers involved will be notified in advance of the change by an administrator.

Tardy to Class:

Time is allotted between classes to change from one location to another, go to the restroom, and locker if needed. Locker visits may also be permitted with the teacher approval/Smart Pass. Students are to be in the classroom when the tardy bell sounds.

CHRONIC ABSENTEEISM AND TRUANCY - STATE REQUIREMENTS FOR ACCREDITATION

The Virginia Department of Education (VDOE) has incorporated efforts and requirements to improve school attendance and reduce dropout rates. These new requirements can impact school divisions' accreditation.

"Truancy" means unexcused absence from school. However, there is an important distinction between truants and chronic truants. A student displays truant behavior with a single unexcused absence from school, but a student needs to reach or surpass a certain number of unexcused absences to be considered a chronic truant. Virginia law does not define a truant specifically but does define a child who is habitually and without justification absent from school as a "child in need of supervision" when certain other conditions are met.

Chronic absenteeism, on the other hand, incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences of this lost instructional time and on preventing absences before students miss so much school that they fall behind. It recognizes that students miss school for many understandable issues such as asthma or homelessness or unreliable transportation, for which a punitive response is not appropriate. But what

helps is working with families to share the importance of attendance and to fix the underlying problems that lead to absenteeism.

Given this broader focus, addressing chronic absenteeism becomes an issue for the entire community. Medical providers can help address health challenges; transit and housing agencies can resolve other barriers to attendance; volunteers from businesses and faith communities can mentor students and support families. These approaches can also reduce truancy.

Like truancy, chronic absence has no common definition, though many researchers and schools monitor how many students are missing 10 percent or more of the school year. That's about two days a month, or 18 days in most school districts. The U.S. Education Department's Office of Civil Rights this spring will release data showing how many students miss 15 or more days.

In compliance with Virginia Department of Education Superintendent's Memo #188-20, SCPS will continue offering afterschool in-person, flexible instructional time (attendance recovery) to reduce student absences. The afterschool sessions will include instructional activities similar to the school-day classroom interactions based on Virginia content standards. For grades K-5, students must attend two (2) flexible in-person instructional hours and 6-12 secondary students must attend three (3) hours to remove an absence. Only fifteen (15) days may be removed per school year. Please get in touch with your school's principal for more information.

CONSEQUENCES OF TRUANT BEHAVIOR

SCPS adheres to Virginia's Compulsory Attendance Law (2.1-254) which requires school personnel to make reasonable efforts to contact parents/guardians "whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence. The code also requires that school personnel make reasonable efforts to contact a parent/guardian "whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence."

Failure to adhere to school attendance rules may result in serious consequences for students as well as parents/guardians.

SCPS Truancy Plan:

- First unexcused absence - Phone call to parent
- Second unexcused absence - Phone call to parent
- Third unexcused absence - Phone call, Letter, Additional interventions may be implemented at the discretion of the administrator.
- Fourth unexcused absence - Phone call to parent
- Fifth unexcused absence - Attendance Plan

After missing five scheduled school days, the school principal, social worker, student and the student's parent/guardian shall jointly develop an Attendance Plan (5 missed days) to resolve and improve student's attendance.

- Sixth unexcused absence - Attendance Conference

If the student is absent an additional day after the plan is made and the social worker has not received any indication that the student's parent/guardian is aware of and supports the student's absence, the school social worker may/will schedule an Attendance Conference (6 missed days) with the student, parents/guardians, and possibly other community service providers to assist in resolving issues related to student's non-attendance.

- **Seventh unexcused absence - Court Referral**
Upon the next absence by a student, the school social worker may/will initiate a Court Referral (7 missed days).
- **Eighth unexcused absence - Considered for Retention**

SCPS requires that students missing more than eight days from school may be considered for Retention (8 missed days) in the same grade.

Any student who is absent from school for 15 consecutive days, without excuse, will be officially withdrawn from school, per the compulsory attendance expectations outlined in the Virginia Code 22.1-254. The parent will be notified in writing that the student has been withdrawn from school records. However, these students are still required to attend school every day and will be subjected to measures for violating compulsory attendance laws.

In order to avoid consequences for absences, excused absence notes or other documentation must be presented immediately after returning to school or within 5 days of returning to school for extenuating circumstances. The note must contain the date, reason for absence, telephone number, and signature of parent/guardian or physician. Parentally excused absences due to illness are only accepted up until the 10th absence; any subsequent absences will require a doctor's note, court order, or other official documentation. The excused absence note does not eliminate the absence but allows for the student to make-up missed assignments. Valid excuses will be determined at the discretion of the school administrators. A student is automatically dropped from the class roll if they miss fifteen (15) consecutive days.

Students at SCHS may not be granted credit for a course if unexcused absences from class total more than four class periods. After the 5th unexcused absence, the student will have their grade dropped by one letter grade; and one additional letter grade deduction for every 4 days of absence thereafter. Dual enrollment students will have their final course grade deducted one letter grade for each unexcused absence over the limit as described above. This applies to the student's SCHS grade and their Brightpoint Community College grade.

SCPS is committed to working with our students and parents to prevent chronic absenteeism. We will continue to diligently work with our community partners to address the underlying factors that may be contributing to student absenteeism.

AWARDS AND HONORS

Students are often recognized by departments and individual staff members throughout the year. Other recognitions may be initiated by internal groups or organizations. However, at the end of the year at an awards assembly/reception, students will be recognized in the following areas:

- **Outstanding Student Award** – given to the student with the highest average in each course taught per semester.
- **Principal's List** – Student with all "A"s for the first three nine weeks
- **Honor Roll** – Student with all As and Bs for the first three nine weeks
- **Merit Roll** – Student with a combination of As, Bs, and only one C (Surry Elementary Only)
- **Most Improved** – Student who has overcome challenging obstacles and shown significant academic growth per semester.

At the first meeting in June of the Surry County School Board, the Lamp of Knowledge Trophy is awarded to students in the following areas:

- **Perfect Attendance** - the student must be counted present everyday consecutively until the established cutoff date. (Refer to *Absences*)
- **Principal's List and Honor Roll** (1st semester-final grade, 2nd semester- 3rd quarter grade)

Dr. Richard McKenzie – Earth Science SOL Award

This award, established in the 2003-2004 school year, is given to three 9th grade students who have the top three scores over 500 in Earth Science Spring Sol End-of- Course test. If there are ties, the students with the highest average in the class will be given the awards.

R. P. Holmes – Senior Student Leadership Award

This award, established in the 2005-2006 school year, may be presented to a senior or seniors who have exhibited leadership skills throughout their high school career, that is, within the entire school and their particular classes. Special emphasis will be placed on their senior year activities. These students are instrumental in providing leadership skills within the Student Government Association with projects and activities. Students may be asked to provide a portfolio of projects and activities.

BELL SCHEDULES (LPJ & SCHS)

Regular Bell Schedule

8:05 a.m. – 9:39 a.m.	1st Block
9:43 a.m. – 11:14 a.m.	2nd Block
11:18 a.m. – 11:40 a.m.	1st Lunch Shift
11:18 a.m. – 12:52 p.m.	3rd Block Class for 2nd Lunch Shift
11:44 a.m. – 1:18 p.m.	3rd Block Class for 1st Lunch Shift
12:56 p.m. – 1:18 p.m.	2nd Lunch Shift
1:22 p.m. – 2:55 p.m.	4th Block

Activity Period Schedule

8:05 a.m. – 9:20 a.m.	1st Block
9:24 a.m. – 10:39 a.m.	2nd Block
10:43 a.m. – 11:03 a.m.	1st Lunch Shift
10:43 a.m. – 12:03 p.m.	3rd Block Class for 2nd Lunch Shift
11:07 a.m. – 12:27 p.m.	3rd Block Class for 1st Lunch Shift
12:07 p.m. – 12:27 p.m.	2nd Lunch Shift
12:31 p.m. – 1:46 p.m.	4th Block
1:50 p.m. – 2:50 p.m.	Activity

Early Dismissal

8:05 a.m. – 8:57 a.m.	1st Block
9:01 a.m. – 9:51 a.m.	2nd Block
9:55 a.m. – 10:45 a.m.	3rd Block
10:49 a.m. – 11:39 a.m.	4th Block
11:43 a.m. – 12:00 p.m.	Lunch
12:00 p.m. – Dismissal	

Two-Hour Delay

10:05 a.m. – 11:08 a.m.	1st Block
11:12 a.m. – 12:12 p.m.	2nd Block
12:16 p.m. – 12:36 p.m.	1st Lunch Shift
12:16 p.m. – 1:21 p.m.	3rd Block Class for 2nd Lunch Shift
12:40 p.m. – 1:45 p.m.	3rd Block Class for 1st Lunch Shift
1:25 p.m. – 1:45 p.m.	2nd Lunch Shift
1:49 p.m. – 2:50 p.m.	4th Block

BULLYING

Bullying is defined as:

- Any aggressive and unwanted behavior that is intended to harm or humiliate the victim
- Involves a real or perceived power imbalance between the aggressor or aggressors and victim
- Is repeated over time or causes severe emotional trauma.

Bullying includes behavior motivated by a real or perceived differentiating characteristic of the victim and cyberbullying. This may include but is not limited to verbal or written threats of physical harm. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. (Refer to Code of Conduct for additional information.)

The bullying incident report information is available on the school division's website.

BUS

AFTER SCHOOL BUS

After school buses will run for supervised school activities Monday through Thursday at 6:00 PM and Tuesday and Thursday at 4:30 PM, unless otherwise notified. Only students who are staying over for a supervised school activity are allowed to ride the activity bus.

BUS PASS

Students are not allowed to ride a bus other than their assigned bus without a written note signed by a parent that has been approved by the main office. Additionally, students are not permitted to ride their regular bus to another residence on the route without a bus pass. The bus pass request must include the complete 911 addresses, date of the request and parent/guardian telephone number to verify the note. SES and LPJMS Project Stars participants must have a bus pass to change drop off locations. The request must be presented to the main office in the morning but no later than 2:00 P.M. for approval. It is very important that you **do not leave voice messages concerning bus passes and/or parent pick-up.**

PICK UP PATROL AT SURRY ELEMENTARY

All transportation changes as Surry Elementary can be handled through Pickup Patrol. Parents will need to set up a login and password to begin using the system. Once your email is updated in the office you will receive a welcome email asking you to set up an account. Changes can be made at your convenience, and submit them days, weeks or even months in advance. Please be sure to adjust any advanced changes as needed but no later than 2:00 P.M. on the day the pass is needed.

CAFETERIA

All students in Surry County Public Schools are eligible to receive free breakfast and lunch under the Community Eligibility Provision (CEP) program.

Students must attend to the following:

- Students are not permitted to eat food in the halls, or outside.
- Students must report and remain in the cafeteria during their assigned lunch shift.
- Glass containers are not permitted in the school.
- Students are responsible for discarding trash on tables or floors, and pushing in chairs.
- Students are responsible for completing their breakfast/lunches before the end of the shift. If students are late as a result of a cafeteria problem, the student's agenda must be signed by a school staff member assigned to breakfast/lunch duty.
- The SCHS faculty dining area adjacent to the cafeteria is provided for staff members and is off limits to all students at all times.

For additional information, you may contact the Food Service Supervisor at (757) 294-5229.

CELL PHONES

Student cell phones must be turned off and out of sight during instructional time. Students may use their cell phones on buses during the regular route. Students are prohibited from taking pictures or recording video with their cell phones at all times on school property. Students caught taking photos or videos in the restroom or locker room may be prosecuted by law.

LPJMS students must place cell phones in the locker upon entering the building.. Cell phones will be confiscated and will only be released to a parent or legal guardian by a building administrator. A violation is subject to loss of privileges and disciplinary action.

Surry Elementary School students are prohibited from bringing electronic devices to school that are NOT issued from SCPS. These include, but are not limited to iPods, iPads and handheld electronic games. Students are strongly discouraged from bringing cell phones to school must be kept put away and out of sight during the school day.

Additional information can be found in the Student Code of Conduct.

CHEATING/PLAGIARISM

Cheating and/or plagiarizing are serious offenses. Students are required to sign the Honor Code at the beginning of each school year pledging to refrain from any form of academic and social dishonesty, deception, or violation of school regulations. Students who cheat and/or plagiarize will receive a grade of zero (0) for the assignment and a disciplinary referral to the office. Repeat offenses will become a part of the student's permanent records. Letters of recommendations to colleges/universities for admission and scholarships, as well as for employment are at the discretion of teachers or administrators or may include a statement concerning the problem of cheating and/or plagiarizing.

CHROMEBOOKS

Please refer to the SCPS Student Electronic Device Agreement that can be found on the school division website for information regarding the Chromebook sign-out, usage, product care, software, repair, return, and other helpful information.

- Bring a Chromebook to class, fully charged daily.
- Transport the Chromebook in the zipped case when walking.

If you have any issues with your Chromebook:

- Not working at all - Contact the main office or homeroom teacher. The teacher will submit an IT help request. Be prepared to turn in both your Chromebook and matching charger prior to receiving another device which could take 24 hours.
- Broken screen - Bring the Chromebook to the main office and complete an incident form. The IT Department and school administrators will determine if the broken device was the result of an accident or intentional/negligence (may result in a fee).
- Charger replacement fee - \$20
- Lost or damaged chromebook cases may be replaced upon request. Please submit an IT Ticket for a replacement.

Students are not allowed to install or download software, games, music, or videos that are not related to instruction or remove software or apps currently installed.

CLASS DUES

SCHS Students are required to pay class dues each year. Monies collected from class dues are used to fund several milestone events for students, significantly the prom and other senior celebrations. Class dues are as follows:

Freshmen	\$10
Sophomores	\$10
Juniors	\$35
Seniors	\$10

Class dues should be paid each year of enrollment. If a student repeats a grade, the student will only need to pay the class dues for the first year in said grade. Students that do not pay class dues each year will be held responsible for paying the totality of dues (\$65) before graduation.

CLASS RANKINGS

In Surry County Public Schools, class ranking shall be based upon the grades the student earned in courses for which high school credit is awarded. This includes middle school courses in Algebra, Geometry, and foreign language for which high school credit is awarded.

Class ranking is based on cumulative Grade Point Average (GPA) through the 1st semester of the senior year and determined by assigning the student with the highest GPA a rank of number one (1) in the class; the second highest, the rank of number two (2); etc. In cases where more than one student has the same GPA, the numerical GPA will be used to determine the class ranking. The student with the next highest average assumes the next rank. When the numerical GPA is used, the rank is computed to the hundredth's place. Place value beyond the hundredth's place is considered.

Final grades will be calculated at the end of the school year and will be reflected on the student's transcript as the final grade. In order for a student to be recognized as the valedictorian or salutatorian of the class, the students must have been enrolled in Surry County High School for three (3) of the four (4) years of their high school career. The valedictorian and salutatorian will be named at the end of the 3rd marking period, based on the cumulative GPA at the end of the 3rd marking period.

CLASSROOM VISITATION

Parents are welcomed to visit their children's classes. Our schools value the concept of parents in education. The support and assistance of parents are vital to the success of the school's program.

Guidelines

The parent must:

- Make the request to the principal at least 24 hours prior to the proposed observation.
- State the purpose of the visit.
- Leave all babies and young children at home as they create a disruption to the learning environment.
- Enter by the front door and report directly to the main office for all reasons.
- Check in at the office and wear a visitor's pass in a place where it is clearly visible.
- Wait to be escorted to the classroom by the principal/assistant principal or designee.
- Stay no longer than one class period at the discretion of the principal.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Return to the office for a brief conference with the principal at the end of the visit. If the purpose of the classroom observation is to observe learning and teaching activities, the parent must be asked to conference with the teacher before or after the observation to enhance understanding of the activities.
- Maintain the confidentiality of all students observed in the classroom by refraining from discussing other students.

Approval of an observation can be withheld if particular events such as testing would be adversely affected by the visit. Also, if a parent's presence becomes disruptive, the principal may withdraw approval. In either case, the principal should give reasons for the action. If a dispute arises regarding either the limitation of a visit or the denial of a visit, the parent may take the following actions:

- Meet with the principal to discuss the matter.
- Request a meeting with the superintendent or designee if the matter is not satisfactorily resolved.
- Meet with the superintendent or designee at a mutually agreed upon time and place.

Classroom observations are not a time for parent-teacher conferences. Parents should not expect teachers to conference with them at these times. The regular school program must continue during such visits. Only one parent will be allowed to observe for a given period.

CLOSED CAMPUS

Surry County Public Schools is a closed campus. Once students come on school grounds, they must remain on school grounds until their dismissal time unless an early dismissal request has been approved. Leaving school grounds at any time without permission is a violation of the Student Code of Conduct.

CLUBS AND ORGANIZATIONS

Clubs and organizations will hold regular meetings after school. Such meetings must be approved by the principal and announced through the main office. Please see extracurricular activities section of this document for more information on clubs and organizations.

CLASS ORGANIZATION/STUDENT GOVERNMENT

Holding office in a class or in the Student Government Association is an honor and a privilege. Students who desire leadership positions must first qualify as candidates and then be able to garner student support for their candidacy. Students wishing to compete for a class or school office must:

- Complete and return to the application to the appropriate sponsor
- Verify at least a 2.5 GPA through counselor signature
- Get unanimous approval from all his /her current teachers

- The prospective candidate must obtain the signatures of 25% of the grade level for a class office and 75 signatures of students to hold an office in the SGA.

A class meeting will be scheduled for the election of officers. In all class meetings, proper parliamentary procedure should be followed and you will discuss and decide matters in a responsible manner.

CLINIC

The school nurses rotate between schools on a schedule; however, they are on call for emergencies at all times.

CODE OF CONDUCT

The school division's *Code of Conduct* is included in this handbook. It is also available on the school website. It contains a comprehensive description of inappropriate behaviors, language, and explains the various levels of disciplinary actions that can be taken by teachers and administrators. The code has been designed to support a safe and secure learning environment.

Parents and students must review these rules and procedures annually and sign an acknowledgement of receipt during electronic registration or on a paper copy. References to penalties enacted by the General Assembly may be found in the *Code of Conduct* as well as the Code of Virginia.

COUNSELING DEPARTMENT

The School Counseling department is established to facilitate total development of students by helping them to prevent and/or overcome problems that impede learning and assist them in making academic, personal, social plans that hold promise for their personal fulfillment as productive citizens. School counselors are certified or licensed professionals who possess a master's degree or higher in school counseling, or substantial equivalent, meet the state certification/licensure standards and abide by the laws of the states in which they are employed.

COUNSELING INFORMATION

Surry County Public Schools respects the rights of each student. A confidential relationship exists between the student and his/her counselor. However, due to mandatory reporting requirements, some information may have to be shared with administrators and/or parents. Access to student records will be properly controlled. A release form must be signed by the parent or eligible student (18 years old) before records are sent to other parties. A standard release form is available from the Counseling Office. This form must be completed and returned before records will be forwarded to the requested school or agency. The major exception to this is that records are sent to public schools in Virginia as directed by the Surry County School Board. Professional staff members are granted access to all records after stating an acceptable reason and signing a log.

DANCES/JUNIOR-SENIOR PROM

All school and student rules and policies are in effect during such functions. The school may not allow re-admittance once a student leaves the premises. Guests of students must be approved by administration and are required to present a picture ID, including school ID and to adhere to the school policies. The behavior of the guest will be the responsibility of the student who invited the individual.

Junior-Senior Prom

Inherent in the name, the Junior-Senior Prom at SCHS is for SCHS juniors and seniors ONLY. The attendance of students classified as 9th or 10th graders may be considered at the discretion of the administrator. Any non-SCHS student is considered a "guest." Guests must complete a required guest application form and be approved by an administrator.

DELIVERIES

Deliveries of gifts, flowers, etc for students shall be accepted in the main office. Students will be able to pick up items at 2:50 PM. Large packages such as balloons and glass items cannot be transported on the school bus.

DIPLOMA SEALS

- The Governor's Seal
- The Board of Education's Career and Technical Education Seal
- The Board of Education's Seal Advanced Mathematics and Technology
- The Board of Education's for Excellence in Civics Education Seal
- Other Seals or awards defined by the local school board

DIPLOMA TYPES

ADVANCED

To earn an Advanced Studies Diploma, students must earn at least 28 standard units of credit by passing required courses, electives and at least five verified units of credit by passing end-of-course SOL tests or other assessments approved by the Board of Education.

STANDARD

To graduate with a Standard Diploma, students must earn at least 24 standard units of credit by passing required courses and electives, and earn at least five verified credits by passing end-of- course SOL tests or other assessments approved by the Board of Education.

APPLIED STUDIES

The Applied Studies Diploma is a diploma option available to students identified as having a disability who complete the requirements of their [individualized education programs \(IEPs\)](#) and meet certain requirements prescribed by the Board of Education pursuant to regulations.

More information about diploma types, alternative routes to graduation, and graduation requirements can be found in the Program of Studies on the school website.

DISCIPLINE

It is our goal to provide a safe and secure learning environment. In matters of discipline, the student will be referred to a school administrator who may suspend the student from school. A student suspended out of school is excluded from all Surry County Public School activities including extra-curricular activities for the period of suspension' not limited to games, prom/dances, and ceremonies. A suspended student may not enter any school building in Surry County Public Schools or come on school property during the period of the suspension except with the prior permission of an administrator.

Disciplinary actions may include the use of restorative practices and will be aligned with the Code of Conduct. Parents may be required to attend conferences following suspensions. Additional information can be found in the Code of Conduct, which is available on the school website.

DRIVER EDUCATION

Driver Education is taught as a part of the Health and Physical Education 10 course. The textbook used in this course is approved by VADETS (Virginia Association of Driver Education and Traffic Safety).

Behind-the-Wheel Requirements:

Students must meet the following requirements to be eligible to take the behind-the-wheel section of driver education:

- Students must be in good-standing academically and behaviorally.
- Students must be a minimum of 15 years and 6 months of age or older.
- Students must have a valid learner's permit.
- Students must have completed a minimum of 10 hours of the 45-hour driving with a parent before the behind-the-wheel section of driver education. Parents must keep and present the log to the instructor.

Behind-the-Wheel Cost:

- Students who are in the 10th grade and enrolled in 10th grade Health Physical Education will receive the behind-the-wheel instruction at no cost during the regular school year. State regulations require the behind-the-wheel instruction take place only during the student's regular Health/Physical Education class period.
- Students who are in the 10th grade and enrolled in 10th grade Health and Physical Education, but are not eligible to receive the behind-the-wheel instruction because of age (15-6 months) during the regular school year, and therefore cannot get a valid learner's permit, will receive the behind-the-wheel instruction at no cost over the summer and other designated times.
- Students who are eligible to take the behind-the-wheel, but do not pass the course work or fail to get their required learner's permit in time to receive the instruction will have to pay a fee of \$200.00 payable to Surry County High School prior to receiving the behind the wheel instruction.

EARLY ARRIVAL

Students are not permitted to report to school prior to 7:45 a.m. Surry County Public Schools is not responsible for the safety of students who are dropped off at school in the morning prior to the contractual hours of staff. Thank you for your cooperation in this matter.

EARLY DISMISSAL

Students must have a written note from their parent/guardian, stating the date, time, reason for dismissal and telephone number. This note must be presented to the attendance assistant before 8:30 AM. Students must be signed-out in the main office by their parent/guardian prior to departure. If someone other than the parent(s) is to pick the student(s) up, that person's name must be included in the note and a pictured ID is required. Students who drive to school must sign themselves out if approved. Upperclassmen who have a shortened schedule may be given permission to leave school early each day, if the student has employment or other responsibility. A signed work release must be submitted for administrative approval.

Prior approval is mandatory before leaving the school grounds regardless of the reason. Leaving school grounds without permission is a suspension offense.

EXEMPTION POLICIES (FINAL EXAMS)

End-of-Course SOL Exemption

The standardized and required testing program prescribed by the Virginia State Department of Education for Surry County School Division will be administered in accordance with state and local regulations.

Students taking a course with a SOL test who take and pass the SOL test(s) MAY be exempt from the final exam in that course unless otherwise stated in the course syllabus if the following criteria are met:

1. Student must be passing the course prior to the final exam.
2. Students must take the SOL test during the regularly scheduled administration of the test.
3. Student has not violated the attendance policy.

The following grade conversion will be used for computing student final exam equivalent grades:

<u>SOL Score Range</u>	<u>Grade Per SOL Scaled Score Range</u>
600	100
534-599	93
467-533	86
400-466	73

Students enrolled in an EOC class, to include middle school students, may take the final exam but the final grade shall be the higher score from either the converted SOL score or the final exam score.

Classroom Exemption Policy for Final Examinations:

Examinations are scheduled for 90 minutes during the last week of each semester. Students may be exempt from the final examination unless otherwise stated in the course syllabus. Students enrolled in an EOC class, to include middle school students will take an exam; however, a student may be exempt from semester exams if they met certain criteria.

- EOC Courses: Students in EOC courses must have maintained a 75/C average, have missed no more than 3 days from that class during that semester, and have taken and passed the SOL test.
- Non-EOC Courses: Seniors who have a grade of 90/A or above in a course, with no grade less than 85 for any nine-weeks period and have missed no more than 4 days from that class may be exempted from taking the examination in that course for the final semester.

EXTRA-CURRICULAR ACTIVITIES

Students who wish to participate in VHSL extracurricular activities must pass three (3) out of four (4) classes per semester on the block schedule and earn an overall 2.0 (70) grade point average at the end of each semester.

Any student absent from school may not attend or participate in afternoon or evening school activities on the same day, unless approved by the principal. Students suspended or expelled from regular school attendance are prohibited from attending school sponsored activities, unless authorized to do so by the principal. All school rules are in effect on or off school property at any school sponsored event.

SCHS Extra-curricular activities organizations/clubs include the following:

- National Honor Society
- Student Government Association
- Future Business Leaders of America (FBLA)
- Baseball *
- Family Career Community Leaders of America (FCCCLA)
- Technology Student Association (TSA)
- Scholastic Bowl *
- Golf *
- Volleyball *
- Football *
- Basketball *
- Softball *
- Tennis *
- Track *
- Theater *

- Cheerleading *
- Band *
- JROTC

*VHSL activity

- Talent Art
- Soccer *
- Future Farmers of America (FFA)

LPJMS Extra-curricular organizations/clubs include the following:

- Junior National Honor Society
- Basketball*
- Baseball*
- Softball*
- Future Farmers of America (FFA)*

*LPJMS students with a “D” or “F” average in mathematics or English must participate in Project Stars. Grades will be reviewed quarterly for eligibility.

FAMILY LIFE

Overview

In response to the requirements of Section 22.1-207.1 of the Code of Virginia, Surry County Public Schools has implemented a comprehensive, sequential, abstinence-based, age-appropriate Family Life Education curriculum grades K-10.

The Surry County Family Life Education curriculum is designed to:

1. Emphasize the importance of family
2. Stress the need for individuals to make decisions appropriate to values established within their families.
3. Assist students of all ages in accepting responsibilities for and consequences of their behavior.
4. Encourage child–parent discussion in order to foster mutual support between the home and the school.
5. Stress the value of life and the numerous opportunities available to young people.

Unless parents indicate by completing the Opt-Out Form, students will be taught the objectives of the Family Life Education curriculum. Copies of the Family Life Education curriculum are available for parent review in each school library and the public libraries in Surry County. Parents are encouraged to become familiar with the contents of the curriculum. A copy of the Family Life objectives and Opt-Out Form will be distributed to students the first week of school. **Parents/Guardian who wish to opt their child out of part or the entire Family Life curriculum should complete the Opt-Out Form and return it to school no later than September 15 or February 15, of each year.**

FIELD TRIPS

Written parental permission is required for all students prior to participation. High and middle school students must get signatures from all teachers as well.

Students should remember that while they are on field trips, they represent not only themselves, but they also represent Surry County Public Schools. All rules of conduct applicable at school shall apply to all students on field trips; therefore, students must be in “Good Standing” to participate in field trips. Parents may be asked to assist with chaperoning.

Field trips that require the payment of a fee are non-refundable once receipted by staff.

FOOD/DRINK IN BUILDING

Surry County Pubic School students participates in the federal school breakfast and lunch program. Therefore, we do not sell beverages and snacks during the regular school day. There are no drink machines in the building available for students to use. The only snack machines located in the building are operated by the cafeteria staff. The cafeteria staff may sell beverages and snacks during the lunch shifts. Students who purchase them should consume them there. Open/uncovered beverages and snacks cannot be brought out of the cafeteria into the halls or be consumed in other parts of the building. Students who attempt to do so will have their items confiscated without reimbursement.

The only beverage students will be allowed to have outside of the cafeteria is a professionally labeled clear bottle of water as long as it does not cause any disruption in the classrooms or halls.

Students are not permitted to eat or drink in the classroom. Students may bring clear, non-glass containers for water refill.

FORBIDDEN ITEMS

Students are not to bring items to school which may in any way disrupt the normal operation of the school. These items will be confiscated and returned only to a parent or guardian. Forbidden items include but are not limited to:

- Water guns, water devices, and water balloons
- Noise makers of any type
- Weapons (any type toy including guns or knives with a blade of 2 ½ inches or more)
- Electronic music/audio devices
- Matches, lighters, and explosive devices
- Drugs (including tobacco products, including electronic cigarettes, alcohol, prescribed and over the counter medications)
- Laser pointers or laser-style device emitting any color beam, milliwatt output level, intensity class level or any visibility level
- Look-alike explosive/destructive devices or weapons or any object that can be used as a weapon to inflict injury
- Skateboard/roller skates and shoes with rollers
- Aerosol sprays

FUNDRAISING ACTIVITIES

All fundraising activities must be approved by the administration. The Fundraising Form must be completed by a sponsor and turned in for approval. Non-school sponsored fundraising activities are not permitted on school grounds.

GOOD STANDING

In order to participate in or attend extracurricular activities or school field trips, students must be in “Good Standing” in the school both academically and behaviorally. For the safety of all students, the principal has the authority to prohibit any student from participating or attending any school related activity at any time, including athletic events.

Students lose “Good Standing” status for the following issues:

- Defiant/disruptive behavior
- Excessive absences, excessive tardies to class, or cutting class
- Financial obligations
- Fighting
- Attendance

STUDENTS WHO LOSE “GOOD STANDING” MAY BE DENIED THE OPPORTUNITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS.

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is calculated using the final course grade for all high school credit courses taken in grades nine through twelve. In addition, high school credit for algebra, geometry and foreign language may be earned in middle school. The grade point average is computed at the completion of the school year.

GRADING POLICY

Teachers will use class work, observations, homework, papers, projects, quizzes, tests, and examinations to determine student achievement.

Interim reports are issued mid-way through the nine-weeks marking period. Parent Teacher Conferences (PTC) are scheduled in October and March. However, the staff is available for scheduled conferences during the year at planning periods or after student dismissal. Report cards are issued at the end of each marking period. Please contact the Guidance Department if you have not received the directions to access the Parent Portal along with your Access ID and Password.

ELEMENTARY SCHOOL

The grading policy for elementary students in Pre-K and Kindergarten is centered around skill mastery and classroom functioning.

Pre-Kindergarten and Kindergarten Grading Scale

E = Excellent Growth - Consistently does well

S = Satisfactory - Meets program requirements

P = Progressing Needs more reinforcement

U = Skill not mastered at this time

/ = Not evaluated at this time

1st - 4th Grade

Students In grades 1-12 will receive grades according to the 10 Point Grading Scale.

Report Cards/Homework

A minimum of nine grades is required for each subject. Teachers will determine the achievement of students by using observation/participation, quizzes, daily assignments, projects (if any), and nine weeks tests/benchmark tests.

Homework is important. It is an extension of learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the children to work and by seeing that assignments are completed. Daily class participation and the consistent completion of homework assignments can positively impact academic achievement.

Grading Scale	
A	90-100
B	89-80

C	79-70
D	69-60
F	59 - Below

SCHS Grading Categories

9 Weeks	CATEGORIES
40%	Tests: This category includes tests, major projects, performances, portfolios, art portfolios, vocational projects, science projects, research papers, and other assignments as determined by teacher or department.
20%	Quizzes: Short assessments to determine the effectiveness of the daily instruction or to determine preparation for class.
20%	Other: This category is a combination of activities. These activities include but are not limited to: daily work, homework, class work, participation, group activities, projects, notebooks, current events, performances, labs, inspections, skills activities, computer programs, timed writings, conditioning practices and other activities as determined by teacher or department.
20%	Mid-Semester Exam/Final Exam

LPJ Grading Categories

9 Weeks	CATEGORIES
35%	Tests/Projects/Research Papers: This category includes tests, major projects, performances, portfolios, art portfolios, vocational projects, science projects, research papers, and other assignments as determined by the teacher or team.
15%	Quizzes: Short assessments to determine the effectiveness of the daily instruction or to determine preparation for class.
30%	Classwork : This category is a combination of activities. These activities include but are not limited to: daily work, class work, group activities, current events, performances, labs, skills activities, computer programs, timed writings, conditioning practices and other activities as determined by teacher or department.
10%	Homework/Participation/Binder Check: Independent practice on material already presented in class so as to reinforce learning and facilitate mastery of specific skills. Binder checks are limited to no more than two per quarter.

10%	Nine Weeks Test
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PROCEDURE: FINAL AVERAGE

50%	1 st Nine Weeks of Semester
50%	2 nd Nine Weeks of Semester

INCOMPLETE GRADES

An 'incomplete' is given to students who are unable to complete their class before it ends. Instead of receiving an actual letter grade with a value (A, B, C, D, or F), the student's grade will have an "I" for incomplete. Incompletes are only issued to students for extreme, emergency reasons. Students should make every effort to complete all assignments before the end of the marking period. Students have 10 days from the end of the marking period to complete assignments for courses in which an incomplete grade was assigned. After the 10th day, all missing assignments will be entered in the gradebook as zeros.

GRADUATION - EXTERNALLY PLACED STUDENTS

SCHS holds a traditional graduation ceremony at the conclusion of each school year for senior students that have met the requirements for an advanced or standard diploma, as set by the Virginia Department of Education and the Surry County Public Schools School Board.

We recognize that due to a variety of factors, some SCPS students will spend all or some portion of their high school career in a school setting other than Surry County High School. All students who are enrolled in Surry County Public Schools, despite the physical building they report to each day, are granted the opportunity to participate in SCHS commencement exercises upon meeting graduation requirements. This would include, but not limited to, SCPS students that attend Appomattox Regional Governor's School, Rivermont School, BREC Academy, and Surry County General Education Development (GED) programs.

Externally placed students who wish to participate in SCHS commencement exercises must notify high school administration of their intent to participate by the start of the second semester of their graduation year. This will provide ample time for students to purchase required attire and make additional plans as needed. Approval must be granted by the high school principal, who will work alongside the school counselor and Director of Assessment, Career Readiness and Instructional Technology to ensure the student is an eligible candidate for graduation.

Guidelines:

- Students must secure a regulation cap and gown that matches the graduation gown of the senior class. Externally placed students are not permitted to wear the graduation attire of the school in which they attend.
- All graduates must attend graduation practice, as scheduled by the high school administration and graduation coordinators. Notification will be sent to externally placed students that wish to participate. Graduation practice is traditionally held the Thursday and Friday before graduation on Saturday.
- Students will be issued the standard number of graduation tickets. Tickets are distributed at the conclusion of the second day of graduation practice.
- Students' names will be listed in the graduation program.

- Students that qualify as honor graduates will be seated with honor graduates in the graduating class. Honor graduates are students with a 3.5 cumulative GPA, as calculated at the end of the 3rd marking period of the graduating year.
- Students' names will be read aloud along with the rest of the graduating class, in the order they are seated according to honor graduate status and alphabetical order.
- Students' scholarship awards will be read aloud with the rest of the class. It is the responsibility of the externally placed student to submit scholarship awards to the counseling office at a minimum of 30 days before the graduation ceremony.
- Students will receive a SCHS diploma cover when they cross the stage. Students will not receive a diploma package at the conclusion of graduation.
- Students will not be included in class rankings and are not eligible to be named as Valedictorian or Salutatorian for the graduating class.

GYMNASIUM

The gymnasium is a restricted area to be used only by physical education classes, by school teams for practice and sanctioned games, and for assembly programs. Students are not permitted to enter the gym during the school day unless enrolled in that gym class.

HALL PASSES/HALL SWEEPS

SCHS Students must have a hall pass to be in the hallway. Staff may request to see the pass. According to the 10 Minute Rule, no passes should be given to students for the first and last 10 minutes of class. Periodically, hall sweeps will be conducted. Students will NOT be informed prior to the sweeps. Any student caught in a hall sweep without an approved pass may receive disciplinary action.

HOMEWORK

At SCHS, homework counts as 20% of your grade. Homework will be used to practice concepts, prepare for assessments, and activate or extend prior knowledge.

HONOR GRADUATES

An honor graduate is a senior with a cumulative grade point average of at least 3.5. Honor graduate determinations are made at the end of the 3rd marking period. The valedictorian and salutatorian will be named at the end of the 3rd marking period, based on the cumulative GPA at the end of the 3rd marking period.

IMMUNIZATIONS

22.1-271.2. Immunization requirements for students can be found on our school division website.

INCLEMENT WEATHER PROCEDURES

In case of severe weather, snow, low temperatures, ice, etc, the official announcement for school closings will be announced by Instant Alert (via telephone) and may be seen on local TV stations or division social media platforms.

Please have an updated phone number and email address on file.

IN-SCHOOL SUSPENSION

The Student Turnaround Opportunities Program, S.T.O.P., provides an alternative to out-of-school suspension for students who exhibit disruptive and discretionary behavior. The student can be assigned to S.T.O.P. by block (block where incident occurred), per day, and for multiple days or blocks. Students who are assigned to S.T.O.P. and participate in extracurricular activities may not be allowed to stay over on the day of the assignment to S.T.O.P. LPJMS students may stay for Project Stars tutoring.

LIBRARY/MEDIA CENTER

The mission of Surry County Public Schools' Library Media Centers is to support the instructional and informational needs of students and staff by promoting reading and supporting research in a digital environment. The LMC staff maintains a website with electronic resources, school events, research tips, and computer tips at: <https://sites.google.com/surryschools.net/schslibrarymediacenter/home>

RULES AND REGULATIONS

- The LMC will open at 7:50 AM and close at 3:15 PM.
- Each SCHS student entering the LMC must have a signed pass and sign the attendance log at the Circulation Desk. SES and LPJ students must have teacher or administrator permission to go to the LMC.
- Students are assessed a fine of ten cents (\$0.10) per day for each school day that a book is overdue. SPECIAL FINE NOTICE: The Destiny Library Automation System does not calculate fines when school is closed for planned holidays and vacations. Books which have a due date on unplanned closings must be turned in or rechecked on the first day that school reopens following the closing to avoid a late fee. NOTE: No fees will be charged for the unplanned closures.
- Outstanding library obligations (overdue books and unpaid fines) are cumulative and can result in the loss of check out privileges until the debt is cleared.
- Loud talking and eating (snacks, lollipops, gum, etc.) are not permitted in the LMC. Students may bring bottled water in its original container.
- Current newspapers and magazines must remain in the LMC at all times. Back issues may be checked out.

LOCKERS/PE LOCKERS

A full locker with a combination lock is assigned to each student in grades 5-12 at the beginning of the school year and to new students on their first day. The student will retain the same locker. The combination is issued only to the student assigned to that locker; do not share these combinations or lockers with anyone. Students enrolled in physical education classes are assigned a locker in the locker room. Each student shall be responsible for the lockers and the possession within. The school is not responsible for stolen items. All lockers are the property of Surry County Public Schools and are subject to inspection by authorized school personnel. Items left in lockers at the end of the school year or left by students who withdraw from Surry County Public Schools will be removed and discarded.

LOST AND FOUND

Lost and found items should be taken to the main office. Items not claimed after 30 days will be discarded.

MAKE-UP WORK

Students absent for any reason will be required to make up any work missed. It is the student's responsibility to make up their missed work. SCHS students will have 2 days per day absent to complete missed school work after returning to school. Incomplete assignments must be completed during non-instructional time and will become F's within 2 weeks if not completed within that time frame. LPJMS students will make up assignments within the timeline stated in the teacher's syllabus.

NATIONAL HONOR SOCIETY

Students must be in grades ten, eleven, and twelve and have a cumulative average of 3.5 or above to be considered for membership. Members must exemplify four basic qualities and investigation of these qualities will determine selection: (1) scholarship, (2) leadership, (3) character, and (4) service. The Faculty Council meets to assess the candidates on four qualities. For more information, please see National Honor Society sponsors.

The LPJMS Chapter of the National Junior Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship (3.5 grade point average), leadership, service, character, and citizenship. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council which is appointed by the principal. The Council will bestow this honor upon students on behalf of the faculty of our school each second semester during the month of May. Students in the 6th (second semester), 7th, and 8th grades who meet the required criteria are eligible for membership. The official attire is a white dress shirt and black dress bottoms for all ceremonies and events serving as ushers. Students or parents who have questions regarding the selection process or membership may contact the chapter adviser.

NON-CUSTODIAL PARENT RIGHTS

The General Assembly added Code Section 22.1-279.4 to the Code of Virginia which specifically allows non-custodial parents to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent-teacher conferences, and extracurricular activities. If there is a court order denying access, it is the responsibility of the custodial parent to provide an up-to-date copy of that order to the school.

State Board of Education regulations concerning management of student scholastic records (8 VAC 20-150-370 {10}), clearly state that data contained in the record shall be disclosed to the parent or guardian of the student including a non-custodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access until the student is 18 years of age or is enrolled in an institution of post-secondary education.

NURSE

The clinic is staffed by a Certified Nurse Assistant, Licensed Practical Nurse or Registered Nurse. Students who need to see the nurse for any reason need to obtain permission from the teacher. The nurse will not accept a student in the office for treatment without permission from a teacher or administrator, or an escort by a school employee, unless it is an emergency.

OFFICE HOURS

The official school office hours are 7:45 AM to 4:00 PM.

PARKING (SCHS)

Driving to school is a privilege, not a right. Applications and driving permits may be obtained from the bookkeeper. Students must park their vehicles in the parking lot located across from Surry County High School using the lined numbered spots closest to the high school. Student drivers will be assigned a spot and must park in their assigned parking spot. Decals must be purchased one week after school opens or your vehicle may be towed.

All student drivers must have the following: valid Virginia driver's license, current vehicle registration, completed "Student Parking Application" signed by student and parent, pay all SCHS financial obligations, and pay parking fee (\$25 for the year or \$15 second semester). Students should enter the building by 8:01 a.m. to avoid being marked tardy.

Violating any of the following will cause for disciplinary measures which may result in suspension from school and/or suspension or revocation of privileges or reckless driving charges:

- Failure to display decal on the rearview mirror, with the number facing the windshield. The decal is not to be shared, sold, traded, loaned or given away.
- Failure to yield to all school buses. No one is allowed to cross the street or leave the parking lot while buses are leaving the high school and heading to the middle school.
- Speeding, horse playing or reckless driving to include riding a passenger in the bed of a truck or on the hood of a vehicle.
- Students will not be allowed to go to vehicles during the school day.
- Failure to adhere to Attendance Policy and Tardy Policy.
- Virginia traffic laws are violated
- No loitering or congregating – students must proceed to the building immediately upon arrival and dismissal. Students must vacate the parking lot after the buses leave the high school but before they leave the middle school.
- Any motor vehicle driven to SCHS shall be subject to entry and search while on school property by the administration and law enforcement with reasonable suspicion.
- Vehicles shall not be parked in handicapped spaces or the fire lane unless permitted.
- Students are not permitted to park in the area surrounding the vocational wing.
- Students are to drive carefully on the campus, observe the 10 MPH speed limit, and park cars in such a way as not to block other cars.
- Transport only students who have permission on file to and from school
- Obey the instructions of the security officer, school resource officer, and administration.
- Leaving school without permission (loss of parking for 60 days)
- Tardiness and absenteeism caused by car related problems are unexcused.
- Vandalizing a vehicle
- Failing two or more classes

- Failure to request permission to leave early following the “Early Dismissal” procedures
- Failure to request permission from the main office to move a vehicle due anticipated late arrival from an extracurricular activity.
- Any other rule violation as deemed by administration to be related to the privilege of driving to school.

If your car is vandalized or damaged, it must be immediately reported to administration and the police department. Please note that the school assumes no liability for vehicles or its contents.

In the event that the Surry Nuclear Power Station notifies the school division of an ALERT, students who live within a ten-mile radius of the power station will not be allowed to leave campus until a parent/guardian signs you out. This procedure also applies to student drivers.

POLICY MANUAL

A current copy of the division’s policy manual is available online at www.surryschools.net, in the library of each school and in the Surry Public Library. The manual is available to employees and to the public. VSBA Policy IKF; VA Code 22.1-253.13:7.

PRINCIPAL’S ADVISORY COUNCIL

Surry County High School and Luther Porter Jackson Middle School have a Principal’s Advisory Council that seeks to establish a strong relationship between students and administration. The council is composed of students and seeks to solve school issues from a student’s vantage point. The Council meets with the principal to provide their input on school issues. Students also participate in school-wide events held throughout the year. Students are asked to commit to being a member for one year.

The Council celebrates student diversity, and all students in grades 5-12 who have not previously been on the Council are welcome and encouraged to apply. Students of varying achievement and involvement levels are encouraged to apply. Teacher recommendation is also considered.

PROGRAM OF STUDIES

The SCHS Program of Studies is a comprehensive overview of all courses approved for instruction by the Surry County School Board and the Virginia Department of Education. Students and families should reference the program of studies when reviewing student schedules and graduation requirements. Students must qualify for enrollment courses, including meeting prerequisite requirements and adhering to grade level restrictions.

For more information, visit the Program of Studies on the school website.

LPJMS Advanced Math

**Advanced math will be offered in grades 5, 6, 7, and 8. To qualify, the following must be met:*

- Grade 5 Entry Requirements
 - Minimum grade of 80/B in previous math course
 - State math End-of -Course SOL score of 460
 - Miss no more than 12 days per school year
 - Teacher recommendation
- Good Standing
 - Maintain an 75/C average in advanced math courses with no end of quarter grade below

70/C.

- No more than 4 absences per nine weeks
- Pass division benchmark tests and the SOL test

Students who are not making progress based on Good Standing without reason MAY be removed from the advanced math class and placed in the grade level math class prior to the end of the school year

PROJECT STARS

SCPS provides after school tutoring to increase student performance in the classroom and on SOL tests or show low performance on interim reports and/or report cards. Registration forms will be sent home announcing the days and subjects offered. Students and parents may contact the guidance office or your child's teacher for a form. Project STARS begins immediately after school on Tuesdays and Thursdays and ends at approximately 4:30 PM. Transportation home will be provided pending availability of funds.

PROMOTION POLICY

K – 8

Promotion of students in K- 8 is based on any of the following:

Passing Reading (grades K-4)
Passing Math (K-4)
Passing Math and English (5-8)
Passing more than two core subjects (Reading, English, Math, Science, or Social Science)
8 days or less of unexcused absences

A student who fails English or math but demonstrates proficiency of the content by passing the corresponding SOL test may be placed. Placement advances the student but does not indicate successful completion of course work.

The Individualized Education Plan Committee will make promotion/retention decisions for students who are in a non-academic, functional life skills curriculum provided through the Special Education Department.

All grade 8 students will be allowed to participate in the Bridging Ceremony regardless of their current academic status.

High School (Grades 9 - 12)

High School grade level classifications are based on the following requirements:

- A Minimum of 6 units including English 9 is required for promotion to the tenth grade.
- A Minimum of 13 units including English 10 is required for promotion to the eleventh grade.
- A Minimum of 20 units including English 11 is required for promotion to the twelfth grade.

The Individual Education Plan (IEP) committee will make promotion/retention decisions for students who are in a primarily non-academic, functional life skills curriculum provided through the Special Education Department.

Attendance – High school students shall not be granted credit for a course if unexcused absences from class total more than four class periods.

PARENT COMMUNICATION

Parents will be notified of absences, school closings, schedule changes, important events or announcements, etc. by the school using the Instant Alert System. The system will notify you by phone, to include your home, work, and cell numbers. Parents are asked to notify the office staff immediately of changes to any of your phone numbers.

Remind is a free messaging app used at SCHS to keep families up to date with school counseling events, scholarship and testing deadlines, and other important announcements. Personal contact information stays private. Phone numbers are not exchanged between teacher, students, and parents. To sign up for Remind, please contact the school counseling office, or go to the School Counseling link on the high school's website.

Class Dojo is a free messaging app used at SES and LPJ to keep families informed of important school information.

For more information, please contact your child's school.

RESTROOMS/LOCKER ROOMS

Restrooms are not to be used as gathering places. Report any misuse of the facility to your teacher or an administrator. All restrooms will be monitored on a regular basis throughout the day. The 10-Minute Hall Pass Rule applies at SCHS.

SCHEDULE CHANGES

Schedules for students are based on the requests made by students during spring registration and the availability of classes. Secondary students will be able to access their schedules through the parent/student portal in PowerSchool. Parents of elementary students will be able to access their child's schedule through the PowerSchool Parent Portal app.

In spring, high school students will have the opportunity to drop or add classes for both semesters for a period of one week following the first day of the new school year. **After that date, requests for changes will be subject to administrative approval** and enrollment restrictions, except in classes where a student fails a required subject or fails a prerequisite to a previously chosen class. Every effort will be made to provide the classes selected in the spring. Please be aware this is not always possible.

High School students who are enrolled in a course with the Standards of Learning end-of course assessment cannot drop the class after twenty hours of instruction.

SCHOOL SAFETY

School safety is very important to all students and staff of SCPS and is a priority of the school division. . Once the security of the school building is ensured, the education process becomes effective.

PRINCIPAL'S RESPONSIBILITY

The principal and assistant principal have the responsibility of maintaining security and safety in the school. By implementing appropriate procedures, providing safe conditions, facilities, supervision of staff, and taking actions against those who threaten the safety of the school, the staff and students are able to work and learn in a positive safe school atmosphere.

DOOR AND BUILDING SECURITY

- A. All doors shall be maintained in good repair at all times. A regular periodic check shall be made to ensure that the doors are locked.
 - Defective or damaged doors must be reported to maintenance.
 - 1. All doors shall be locked to the outside when not in use to admit or dismiss children.

2. Morning and afternoon rounds to check the security of the building shall be made. Teachers will keep windows and door windows free of obstruction at all times.
3. The security guard and teachers in end rooms, near the outer doors to the outside, shall check doors periodically during the day.
4. Bathrooms and lounges shall be checked periodically

B. VISITORS

1. A sign at the main door entrance shall read, "Welcome to Our School. Please Ring Bell For Entrance."
 - ☐ FIRST PUSH THE DOORBELL BUTTON
 - ☐ WAIT FOR SOMEONE TO ADDRESS YOU
 - ☐ THEN PUSH THE TALK BUTTON TO STATE YOUR NAME AND REASON FOR VISIT
 - ☐ AN ID MAY BE REQUESTED
2. All persons entering the school must report to the main office.
3. All visitors in the building shall be required to sign in and obtain a visitor's pass. The pass will be issued through our Fast Pass System. An ID is required to be entered in the system.

C. SAFE SCHOOL ATMOSPHERE

When the special public address of emergency is announced, instructional assistants, resource teachers, teachers on planning periods, support staff, and custodians shall check for children in halls, gym, bathrooms, playground, and cafetorium. Bring those children to the closest classroom. A second announcement will be given to instruct staff whether to move students to a safer environment or the emergency is clear.

D. FIRE DRILLS

1. Fire drills are held periodically. There are usually 13 drills during the school year.
2. Fire drills are held to practice the safest means of evacuating the school building in the event of fire or disaster without injury or death.
3. Students must be quiet and line up in a single file. They are to walk as expediently as possible to the outside, away from the building, and stay in single file throughout the drill. Teachers will take role and report any issues by signaling to administration/security with a red card. Teachers will fill out an Evacuation Form to be filed in the office. When everyone is accounted for, the bell will ring signaling the end of the drill. Students must re-enter the building in an orderly and quiet manner.
4. Fire drills are considered a serious activity and misbehavior during these drills will not be tolerated.

F. TORNADO DRILLS

The Governor has proclaimed March as Tornado Preparedness Month. The Virginia Department of Emergency Management and the national Weather Service will conduct a statewide tornado drill in March. The purpose of this drill is to provide schools, businesses and residents of Virginia with an opportunity to test their emergency plans for tornadoes. Two tornado drills will be conducted during the school year. The first drill will be conducted in September. The second drill will be conducted in March. Upon receiving notification of a tornado watch, the principal will alert staff members. Upon receiving notification of a tornado warning, students should file out of the classroom in an orderly line.

Students will assemble in the hallway, away from windows and doors. They will be instructed to get on their knees, make sure their heads face interior walls, and place their hands over their heads.

G. BOMB THREATS

Bomb threats are to be treated as a serious threat to all persons in the school. The school staff, teachers, and administrators are prepared for this type of emergency. Immediate evacuation of the building and notification of authorities are the standard procedures. The school administration with the advice of emergency authorities will determine whether it is safe to return to the school. If determined that the school building is not safe to return, the students will be taken home on the school busses. Parents who pick up their children will be notified as soon as a phone is secured. Announcement of school closing will be announced through the radio and television media.

H. EARTHQUAKE DRILL

An announcement will be made that the earthquake drill has begun and to Drop, Cover, and Hold On. Drop to the ground. Take Cover under a sturdy table or desk if possible, protecting your neck and head. Hold On until the shaking stops.

I. LOCKDOWN/ACTIVE SHOOTER DRILL

Safety of our students and staff is paramount. Lockdown Drills will be done to prepare students and staff in the event that it is necessary to lockdown the building.

J. TRAFFIC

1. Anyone entering the parking lot must follow the entrance/exit signs.
2. Parents or guardians are asked to please have children ready to be dropped off in front of the building in a safe and expedient manner in the morning. Before allowing your child to exit your vehicle, check that it is safe for him/her to do so. Please refrain from holding up traffic.
3. Please respect the handicapped and reserved parking spaces. Parents are to park in the visitors parking spots.

K. INTRUDERS

Classroom teachers are to use the following steps when an intruder has entered the building:

1. Call the office immediately
2. Principal or assistant principal will investigate
3. If necessary, the investigator will make an all call announcement using the appropriate code. Teachers will secure the children in the classroom by locking the doors. Children are to be away from classroom doors.
4. An all call will be made when the situation is under control.

L. POWER STATION EMERGENCY

Refer to the Surry County Public Schools Emergency Evacuation Procedures located in the Appendix.

M. ASSAULT/BATTERY

Any person who commits battery against a full-time or part-time teacher, principal, assistant principal, or guidance counselor engaged in the performance of his/her duties must receive a minimum of 15 days in jail, two of which cannot be suspended.

N. SEX OFFENDER INFORMATION

The Sex Offender and Crimes Against Minors Registry is located at the following website: [Virginia State Police](#)

O. **SCHOOL RESOURCE OFFICER**

Educating and protecting our children is a very important mission. The Surry County School System, in partnership with the Surry County Sheriff's Office, will be implementing the School Resource Officer Program, SRO. This program is intended to ensure that every student is afforded the opportunity to be educated in a safe and secure learning environment.

P. **VIDEO SURVEILLANCE**

As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in the common areas of school and on school buses to maintain the security of students, staff members and visitors. Video recordings also may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view video recordings that include more than one student. In a criminal investigation, law enforcement representatives may view video surveillance.

SKIPPING CLASS

Attendance will be taken at beginning of each class. Any student who is not in class and not on the absentee list will be in violation of school attendance. Once the student is located, a parent will be notified and he or she will receive appropriate consequences.

STUDENTS 18 YEARS OF AGE AND OLDER (SCHS)

The following procedures will be implemented relative to attendance of students eighteen years of age and older:

- Regular attendance procedures will be followed.
- Absentee notes must be written by the parent or guardian as long as the student is a resident of the family home and is not an emancipated minor (as shown by satisfactory court order) and is living in the school division not solely for school purposes.

STUDENT FEES

Parking Permits	Amount: \$25.00	Student Drivers
Class Dues	Amount: \$10.00	Grades 9, 10, 12
Class Dues	Amount: \$35.00	11 th Grade

STUDENT WITHDRAWALS/TRANSFERS

Parent/Guardian must complete a withdrawal form prior to the student's last day. The form may be obtained from the school counselor. Promptly report any changes in student address or contact information to the school counselor or attendance secretary.

STUDENT RECORDS

RECORD CONTENTS

This school maintains a cumulative folder of each student's progress in school. This cumulative record will include:

- A. An academic record of student progress in all grades and subjects to date
- B. Standardized tests results
- C. Health Charts
- D. Personal data as supplied by the students or parent/guardian
- E. Any correspondence pertinent to student records
- F. Disciplinary records

REVIEW OF RECORDS

Public Law 93-380 enacted by Congress effective November 30, 1974, gives to students or parents the right to review all records maintained by schools. Students or parents who wish to review any school records may

do so by appointment with the principal or guidance counselor. Proper forms requesting permission to review the records must be signed by the student or his/her parent. No materials or information enclosed in the student's permanent record may be removed by the student or parent without the permission of the principal.

WITHDRAWAL AND TRANSFERS

The procedure for withdrawing from school or transferring to another school is as follows:

- A.** The parent/guardian needs to notify the office of the withdrawal or transfer of a student.
- B.** Return Chromebook and parts, all school books and property, and make sure that all financial obligations are paid to the school bookkeeper.
- C.** The media specialist, technology department, and teachers will sign a form to acknowledge receipt of all items.
- D.** Return completed forms to the counselor's office for final clearance.

STUDY HALL (SCHS)

Study Hall is a non-credit bearing course provided to senior students that have fulfilled all or most of the requirements for graduation. Study Hall provides seniors additional time to complete assignments for other classes.

Seniors enrolled in study hall are permitted to dismiss early, permitting they have administrative approval. Approval will be based on verification of the student's employment or enrollment in post-secondary education programs, including community college, vocational school, technical school, training program, or other related activity. A signed application is required.

SMOKE FREE CAMPUS

Surry County Public Schools is a smoke-free campus.

In accordance with Code of Virginia (§ 22.1-79.5), each school board shall develop and implement a policy to prohibit, at any time, the use and distribution of any tobacco product or nicotine vapor product, as those terms are defined in § 18.2-371.2, on a school bus, on school property, or at an on-site or off-site school-sponsored activity.

TEXTBOOKS

Each student is responsible for all books issued to him/her and will be financially responsible for textbooks lost or damaged. Book checks are conducted during each semester. The Code of Virginia (22.1-276) authorizes local school boards to take action against pupils who fail to return property owned by, or under the control of the school board, and used by the pupil in the course of his or her studies.

TRANSCRIPTS

Transcripts and employment references may be sent to prospective employers and post-secondary institutions by completing the transcript request form and paying the appropriate fee. The cost of each transcript is \$5.00 for post-graduates and will be mailed within five business days. There is no charge for current students.

Transcripts may also be requested online at www.surryschools.net by accessing the school counseling link.

TRESPASSING

Both students and non-students can be charged under Virginia law (Va. Code Ann. Code Section 18.2-128) with trespassing. Virginia Code is clear that it shall be: Unlawful for any person, whether or not a student, to enter upon or remain upon any school property in violation of (i) any direction to vacate the property by a person authorized to

give such direction or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Each time such a person enters upon or remains on the posted premises or after such direction that person refuses to vacate school property, it shall constitute a separate offense. Refer to “Discipline” and Code of Conduct.

WORK PERMITS

Students 14-15 years of age are required to secure work permits before obtaining employment. Work permit forms can be found online at http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html.

VIDEO SURVEILLANCE

As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in the common areas of school and on school buses to maintain the security of students, staff members and visitors. Video recordings also may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view video recordings that include more than one student. In a criminal investigation, a law enforcement representative may view or subpoena video surveillance.

CODE OF CONDUCT

INTRODUCTION

In accordance with Policy JFC, the Student Code of Conduct defines the basic rules and major expectations of students in our schools. Through teacher and staff interventions, we work collaboratively to prevent disruptive or unsafe behaviors before they start or to intervene to lessen the severity of the behaviors. In an effort to maintain a safe and disruption-free education environment, all staff members are required to report violations of the Student Code of Conduct to school administration.

The disciplinary offenses outlined in this Student Code of Conduct are the most common infractions of school and bus rules. Students may be disciplined for conduct which is not described in this document, but which interferes with the educational process or threatens the safety or welfare of staff or students.

Unless specifically indicated, students are subject to corrective action for any misconduct that occurs:

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

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

- Possession or use of alcohol, illegal drugs, including marijuana and anabolic steroids, or drug paraphernalia
- Selling drugs
- Assault/battery
- Sexual assault/sexual offenses
- Homicide
- Threats/Verbal/Physical
- Weapons
- Bomb Threats/False fire alarms
- Other unlawful acts including being an accessory to any of these or other unlawful acts.

Students and parents may be held financially responsible for damages incurred as a result of violations of the (SHCC). The School Board may take action against a student or the parent(s) for any loss, breakage or destruction of or failure to return property owned by the School Board.

COMPULSORY SCHOOL ATTENDANCE Code 22.1-254

Code Section 22.1-254. Ages of children required to attend.

Except as otherwise provided in this article 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 30 of any school year and who has not passed the eighteenth 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 such 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 such child as described in **Code Section 22.1- 254.**

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school or by a public or private degree granting institution of higher education. Further, in the case of any five-year old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian or other person having control or charge of such child or children shall not be classified or defined as a private, denominational, or parochial school.

The requirements of this section shall not apply to any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation. The requirements of this section shall not apply to any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan, and any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements.

Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

CHRONIC ABSENTEEISM AND TRUANCY STATE REQUIREMENTS FOR ACCREDITATION

The Virginia Department of Education (VDOE) has incorporated efforts and requirements to improve school attendance and reduce dropout rates. These new requirements can impact school divisions' accreditation.

Truancy means unexcused absence from school. However, there is an important distinction between truants and chronic truants. A student displays truant behavior with a single unexcused absence from school, but a student needs to reach or surpass a certain number of unexcused absences to be considered a chronic truant. Virginia law does not define a truant specifically but does define a child who is habitually and without justification absent from school as a "child in need of supervision" when certain other conditions are met.

Chronic absenteeism, on the other hand, incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences of this lost instructional time and on preventing absences, before students miss so much school that they fall behind. It recognizes that students miss school for many understandable issues such as asthma or homelessness or unreliable transportation, for which a punitive response is not appropriate. However, what helps is working with families to share the importance of attendance and to fix the underlying problems that lead to absenteeism.

Given this broader focus, addressing chronic absenteeism becomes an issue for the entire community. Medical providers can help address health challenges; transit and housing agencies can resolve other barriers to attendance; volunteers from businesses and faith communities can mentor students and support families. These approaches can also reduce truancy.

Like truancy, chronic absence has no common definition, though many researchers and schools monitor how many students are missing 10 percent or more of the school year. That is about two days a month, or 18 days in most school districts. The U.S. Education Department's Office of Civil Rights this spring will release data showing how many students miss 15 or more days.

PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS

The parent's role in appropriate student behavior is essential. Parents or guardians will be notified of or required to have a conference with appropriate school officials for conduct violations and disciplinary actions. Parents or guardians are responsible for providing current addresses and phone numbers to the school to allow timely notification of proposed disciplinary actions.

Code Section 22.1-279.3 of the Code of Virginia contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct. Through the enactment of this legislation, the Assembly has asserted its position that parents do not relinquish their responsibility for disciplining or managing their children while they are attending public schools. Rather, parents must work in partnership with school administrators to maintain a safe and orderly school environment.

Parental Responsibility and Involvement Requirements Code Section 22.1-297.3:

- Each parent has a duty to assist the school in enforcing the standard of student conduct and compulsory attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- The school board will provide opportunities for parental and community involvement in each school.
- Within one calendar month of the opening of school, each school board shall, simultaneously with any other

materials customarily distributed at that time, make available to the parents of each enrolled student (i) a notice of the requirements of this section (§ 22.1-279.3); (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

- Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements **Code Section 22.1-279.3**.
- The school principal may request that the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or designee to review the standard of student conduct and the parent or parent's responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the student's behavior, school attendance and educational progress.
- The school principal may notify the parent when the student violates a school board policy or the compulsory school attendance requirements that could result in a suspension or the filing of a court petition, whether or not the administration has imposed such disciplinary action. The notice shall state the date and particulars of the violation, the parents' obligation to assist the school in improving the student's behavior or ensuring compulsory school attendance compliance, and that if the student is suspended the parents may be required to accompany the student to meet with the school officials, and that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.
- Suspended students may not be readmitted to the regular school program until the student and parent meet with school officials to discuss improving the student's behavior, unless the principal or designee determined that readmission, without the parent conference, is appropriate for the student.
- If parents fail to comply with these requirements, the school board may by petition to the juvenile and domestic relations court to proceed against the parents for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance.

The court is authorized to take the following actions:

- Order the parent to meet with school officials, if the parent has willfully and unreasonably failed to meet with the principal after such a request has been made.
- If the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials to discuss improvement of the student's behavior, or the student is receiving a second suspension or is being expelled, order the student or parents to participate in treatments or programs the court deems appropriate to improve the student's behavior, or order that the student or parent be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- Any person who knowingly makes a false statement concerning the residency of a child, as determined by § **22.1-3**, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § **22.1-5** or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to § **22.1-5**, for the time the

student was enrolled in such school division.

Students admitted under the **Non-residency Policy** must abide by all the rules and expectations contained in the Student Code of Conduct.

Parents must present the following documents to show residency:

- (1) VA State Tax Form,
- (2) Recent utility bill, i.e., electric, water bill (if applicable)

STUDENTS' RIGHTS AND RESPONSIBILITIES

SCPS students have both rights and responsibilities. SCPS has an obligation to protect students' rights while educating the student body on the responsibilities associated with those rights. In exercising their rights, students shall not disrupt the educational process, endanger, or deny others their rights.

Students' rights include, but are not limited to:

- **Equal Educational Opportunities** - a public education unimpaired because of race, color, national origin, religion, ancestry, political affiliation, sex, gender, gender identity, pregnancy, disability or any reason not related to their individual capabilities.
- **Safe and Orderly School Environment** - right to an orderly school and classroom environment that will ensure optimum learning for all students.
- **Free Expression** - right to express themselves in speech, writing, or symbolism within boundaries of the law and school rules. Students have a right to possess and distribute literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets.
- **Freedom of Religious Belief** - students have the right to their own religious beliefs. In exercising their religious belief, students must not violate other students' rights to religious freedom.
- **Freedom of Peaceful Assembly** - students may hold meetings at school that do not disrupt or disturb the educational environment.
- **Privacy** - students have the right to protection from unlawful searches and seizures of their personal possession(s) or their person.

Students' responsibilities include, but are not limited to:

- **School Attendance** - attend school and get to class on time; avoid actions or activities, individually or in groups, which shall interfere with the rights of any other person to a public education.
- **Non-Disruptive Behaviors** - ensure that their actions or activities, individually or in groups, do not interfere with or disrupt the educational environment or the rights of any persons to a public education.
- **Free Expression** - ensure that such expression does not disrupt the educational process, infringe on the rights of others, present health or safety hazards, result in damage to public property, and violate the law or the requirements of the Student Code of Conduct. Copies of literature for distribution must be supplied to the principal or designee in sufficient time for the principal to review the material. Students must ensure that distribution (or possession) of literature will not conflict with or infringe upon school activities. For example, the material must not promote rebellion against authority, give false or damaging information against another person, or include indecent writings or pictures. The time, place, and manner of distribution shall be determined by the principal.
- **Religious Beliefs** - ensure that in exercising their own religious freedom, they do not infringe upon other students' rights to religious freedom.
- **Obtain Approval for use of School Facilities** - secure approval for using school facilities for assembly; discuss with an administrator the appropriateness of the facility for the function; ensure that such assembly

does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.

- **Privacy** - students must protect the privacy of others and their property. Students have the responsibility to not endanger themselves, other students, school personnel, or the general public by possessing material or objects which are potentially hazardous and/or prohibited by federal, state, or local law, or the requirements of the SHCC.

AUTHORITY OF SCHOOL OFFICIALS

All school personnel are responsible for monitoring student conduct.

All rules and regulations will be enforced on all Surry County Public School grounds and premises before, during and after school hours, or at any time when school buildings and/or grounds are being used; or off school ground at any school activity, function or event; or when students are traveling to or from school.

The rules contained in this *Student Code of Conduct* also apply to bus behavior. School begins at the bus stop.

School officials may **search** with reasonable and probable cause all persons, lockers and items on school property made available for students use. This includes a student's car parked on school grounds when the search is based on reasonable suspicion. They may also use metal scanners and other search methods.

SEARCH AND SEIZURE (JFG)

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school or any item described as unauthorized in school rules available beforehand to the student.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property. Searches may be conducted wherever the student is involved in a school-sponsored function.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be:

1. justified at its inception and
2. reasonably related in scope to the circumstances justifying the search.

An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is

violating either the law or the rules of the school.

A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A personal search may include requiring a student to be scanned with a metal detector. A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Strip searches involve an extreme intrusion into the rights of a student and may only be conducted when an extremely serious situation exists requiring immediate action because of an imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness. School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or superintendent's designee, unless the health or safety of the student is endangered by the delay.

LOCKER AND DESK SEARCHES

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

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

COMPUTER SEARCHES

The school computer system, as defined in Policy GAB/IIBEA Acceptable Computer System Use, is school property. Students are only authorized to use the school's computer system and other similar educational technology consistent with the educational mission of the school and in accordance with Policy GAB/IIBEA Acceptable Computer System Use. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

CONSENT SEARCHES

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive themselves to be at risk of punishment for refusing to grant permission for the search.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

STUDENT BEHAVIOR ADMINISTRATIVE RESPONSE (SBAR)

The SBAR Codes are the student disciplinary reporting codes established by the Virginia Department of Education. The following behavior categories are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness for administrators, teachers, parents, and counselors of students' social-emotional development and emphasize the importance of helping students achieve academically and develop Social Emotional Learning competencies.

The behavior categories are a means to sorting behaviors in order to apply leveled administrative responses to student behaviors. The corresponding behavior category code is provided at the end of a behavior definition.

Behaviors that Impede Academic Progress (BAP)

These behaviors impede academic progress of the student or of students. They are typically indicative of the student's lack of self-management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others, so training in social awareness may also be indicated.

Behaviors related to School Operations (BSO)

These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social awareness skills.

Relationships Behaviors (RB)

These behaviors create a negative relationship between two or more people that does not result in physical harm. Relationship behaviors affect the whole school community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.

Behaviors that present a Safety Concern (BSC)

These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social-emotional competencies so the administrator should investigate the underlying motivation for the student's behavior. Training in social awareness and decision-making is usually indicated in any behavior that creates a safety concern.

Behaviors that Endanger Self or Others (BESO)

These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies.

Persistently Dangerous Behaviors (PD)

These behaviors are used to identify schools as persistently dangerous. Behaviors that rise to this level of severity are unconditionally referred to law enforcement as they have a significant negative impact on the safety of schools. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies.

LEVELS OF ADMINISTRATIVE RESPONSES TO STUDENT BEHAVIOR

Disciplinary responses to student behavior are dependent on the nature of the behavior and are progressive in nature; that is, the level of response increases as the number of instances of similar inappropriate behavior increases. If unacceptable and inappropriate behaviors increase in frequency, so will the sanction in both severity and duration.

LEVEL 1

Responses at this level are intended to prevent further behavioral issues while keeping the student in school.

- Parent notification
- Warning
- Lunch or after-school detention
- Behavior reflection assignment/form
- Behavior contract/progress chart
- Community service
- Loss of extracurricular/school activities or privileges
- Confiscation of student items including portable communication or electronic devices
- Alternative Classroom Setting/removal from class
- Education/Remediation
- Restorative Practices
- Counselor/Support Staff referral/intervention
- Conference with Student, Teacher and/ or Parent
- Restitution
- Peer Mediation or Conflict Resolution

LEVEL 2

Responses at this level are intended to prevent further behavior issues and keep the student in school.

Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.

- Loss of bus privileges
- In-school suspension
- Schedule change
- Tiered Interventions

LEVEL 3

Responses at this level may result in the student's short-term removal from the school dependent upon the severity/chronic nature of the behavior.

- Out-of-school suspension
- PK-3* (1-3 days)
- 4-12 (1-10 days)

LEVEL 4

Responses at this level may require a report to the superintendent or superintendent's designee.

- Ten day out-of-school suspension with an automatic referral for a disciplinary hearing with a recommendation for long-term suspension

LEVEL 5

Responses at this level are reserved for those behaviors that require a referral to the superintendent or superintendent's designee.

- Ten day out-of-school suspension with an automatic referral for a disciplinary hearing with a recommendation for expulsion

*PK-3: unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or the superintendent's designee finds that aggravating circumstances exist, as defined by the Department of Education.

MANDATORY REPORTING TO LAW ENFORCEMENT (§ 22.1-279.3:1(A))

The following is a list of incidents which school officials must immediately report to local law enforcement in accordance with the Code of Virginia § 22.1-279.3:1(A):

1. 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;

2. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in the Code of Virginia § 18.2- 60.3, on a school bus, on school property, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance (as defined in § 18.2-247), 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;
4. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
5. The illegal carrying of a firearm, as defined in the Code of Virginia § 22.1-277.07, onto school property;
6. Any illegal conduct involving fire bombs, explosive materials or devices, or hoax explosive devices, as defined in the Code of Virginia § 18.2-85, or explosive or incendiary devices, as defined in the Code of Virginia § 18.2-433.1, or chemical bombs, as described in the Code of Virginia § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
7. Any threats or false threats to bomb, as described in the Code of Virginia § 18.2-83, made against school personnel or involving school property or school buses;
8. 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 therefor.

STUDENT CODE OF CONDUCT GUIDELINES (POLICY JFC, STUDENT CONDUCT)

Disciplinary consequences are actions taken to correct inappropriate or unsafe behaviors. Through teacher interventions and school-wide positive behavior models, SCPS staff members work to prevent inappropriate and unsafe behaviors before they start or to intervene to keep these behaviors from escalating. In order to maintain a safe and appropriate educational environment for students and employees, all division employees are required to report violations of the Student Code of Conduct to the appropriate school administrator.

The offenses outlined in this document are the most common infractions of school and bus rules. Students may be disciplined for conduct that is not described herein, but which interferes with the educational process or threatens the safety or welfare of staff or students. School officials are authorized to use any and all disciplinary actions permitted by Virginia law.

Additionally, many of these offenses may be considered violations of the law.

Students and parents may be held financially responsible for damages incurred as a result of violations of the Student Code of Conduct. The school board may take action against a student or the student's parent(s) for any loss, breakage or destruction of or failure to return property owned by or under the control of the school board. Such action may include seeking reimbursement from a student or the student's parent(s) for any such loss, breakage or destruction of or failure to return school property.

Any violation of school rules can result in disciplinary action; however, serious or repeated violations will result in an automatic referral for a disciplinary hearing and can result in suspension or expulsion. In addition, the principal shall make any required report to the superintendent, to law enforcement, and to the parent pursuant to Va. Code § 22.1-279.3:1. Principals will also report any acts that may constitute a criminal offense to the parents of any minor student who is the specific object of the offense and that the parents may contact law enforcement for further information. Unless specifically indicated, the list of violations shall apply to all students, on all school property and at all school activities and functions, including, but not limited to, field trips and athletic events, before and after school programs, and summer school sessions, including going to and returning from those activities and events. The rules also apply to students coming to and returning from school, including, but not limited to, school bus stops and the bus.

STUDENT CONDUCT (POLICY JFC) AND LEVELED RESPONSES TO BEHAVIOR

Unless specifically indicated, the list of violations shall apply to all students, on all school property and at all school activities and functions, including, but not limited to, field trips and athletic events, before and after-school programs, and summer school sessions. The rules apply during both in-person and online instruction. All Board policies apply in approved alternate instructional settings.

****Required to be reported to law enforcement per the Virginia Department of Education.**

Alcohol & Drugs **

Range of Consequence.....

PK-5: Level 1-5 • 6-12: Level 2-5

The unlawful manufacture, distribution, dispensation, possession, use, or facilitating the use of, or being under the influence of alcohol, anabolic steroids, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic cannabinoids or other controlled substance as defined § 18.2-247 of the Code of Virginia and as defined in Schedules I through V §202 of the Controlled Substance Act at 21 U.S.C. §812, imitation controlled substances or drug paraphernalia while on school property or while engaged in or attending any school-sponsored or school-approved activity or event, or going to and from school is prohibited.

“Drug paraphernalia” shall mean those items described in Section § 18.2-265.1 of the Code of Virginia.

“Controlled substance” shall mean those substances described in the Drug Control Act of Chapter 34 of Title 54.1 of the Code of Virginia and the Controlled Substance Act in 21 USC § 812.

“Imitation controlled substance” shall mean a pill, capsule, tablet or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid or marijuana, but which by overall dosage unit appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet or other item is a controlled substance, an alcoholic beverage, anabolic steroid or marijuana.

In accordance with § 22.1-277.08 of the Code of Virginia, a student who has brought a controlled substance, imitation controlled substance, marijuana as defined in § 18.2-247, or synthetic cannabinoids as defined in § 18.2-248.1:1 onto school property or to a school-sponsored activity must be recommended for expulsion by the principal, unless the principal determines that, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate. If the principal recommends expulsion, the superintendent or his designee is authorized to conduct a preliminary review of such cases to determine whether disciplinary action other than expulsion is appropriate. In any such case in which a recommendation of expulsion is before the school board, the school board may determine that, under the facts of the particular case, special circumstances exist and another disciplinary action is appropriate. If other disciplinary action is taken, the procedures set forth in Policy JFC (student discipline Policy) shall be followed.

The school board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student’s parent consents.

Except as permitted under Policy JHCD, Administering Medication to Students, students are prohibited from possessing any medication or prescription drugs, even if recommended or prescribed for the student’s use. “Medication” means any drug or other substance used in treating diseases, healing or relieving pain, including all over-the-counter drugs such as aspirin, cough syrups, caffeine pills, nutritional and herbal supplements, and the like.

Student possession of over-the-counter drugs and prescribed medication may result in the same interventions and consequences as controlled substances. (BSC and BESO)

Aggression, Physical

Range of Consequence.....

PK-5: Level 1-3 • 6-12: Level 2-5 Intentionally striking a student with the purpose of causing harm or injury; this action may extend to mutual physical contact by pushing, wrestling, hitting or other aggressive actions, which could result in harm or injury to either party, to individual property or school property. (BSC and BESO)

Aggression, Verbal

Range of Consequence.....

PK-5: Level 1-3 • 6-12: Level 1-5

A noisy, heated verbal dispute. (RB)

Assault & Battery **

Range of Consequence.....

PK-5: Level 1-5 • 6-12: Level 2-5 An assault is a threat of bodily injury. A battery is the use of physical force, however slight, with the intent to commit bodily harm against a student, staff member, or any other person. This action may extend to hitting or other aggressive actions, which could result in harm or injury to a bystander. This Includes bullying that leads to physical Injury. (BSC and BESO)

Attendance

Range of Consequence.....

PK-5: Level 1-2 • 6-12: Level 1-3 Violating state, school division or school policy relating to attendance, such as failing to attend school without a legitimate excuse (i.e. illness, doctor's appointment, funeral in immediate family, administrative approval) or failing to report to class on time or for a portion of the day without a legitimate excuse. (BAP, BSO, and BSC)

Bomb Threats **

Range of Consequence.....

PK-5: Level 1-5 • 6-12: Level 4-5

Conveying by any means, whether verbally or in writing, a plan, intent or threat to detonate or ignite a destructive explosive device. (BESO)

Bullying & Cyberbullying

Range of Consequence.....

...PK-5: Level 1-5 • 6-12: Level 2-5

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim, involves a real or perceived power imbalance between the aggressor or aggressors and victim, and is repeated over time or causes severe emotional trauma. This includes bullying behavior that is continuous after interventions. Bullying includes cyberbullying. Bullying does not include ordinary teasing, horseplay, argument or peer conflict. (See "Bully/Cyberbully", page 22) Cyberbullying is a form of bullying that includes, but is not limited to, using information and communication technologies, such as e-mail, cell phone, text message, instant messaging, defamatory websites or polling sites, to support deliberate, hostile behavior intended to harm others. This includes cyberbullying that is continuous after Interventions. Cyberbullying using the SCPS network, SCPS computers or other wireless communication devices in schools, on school property or at school-related activities will result in disciplinary action. Cyberbullying that occurs off school grounds and/or does not include the use of SCPS network or computers may also result in disciplinary action if it causes or is likely to cause a substantial disruption to the school environment or violate the rights of students, staff or teachers. Bullying and/or cyberbullying may include behavior that is sexual, discriminatory, physical or emotional in nature. (RB and BSC)

Bus Misconduct

Range of Consequence.....

PK-5: Level 1-3 • 6-12: Level 1-3

Actions in violation of standard bus safety rules or which may distract the driver's attention and endanger the safety of riders. (See "Bus and Bus Stop Safety Rules", page 23) (BSC)

Defiance or Insubordination

Range of Consequence.....

...PK-5: Level 1-4 • 6-12: Level 1-4

Refusal to follow or respond to the direction or question of any staff during the time the student is in school or participating in a school event or activity. (BSO and RB)

Dishonesty

Range of Consequence.....

...PK-5: Level 1-3 • 6-12: Level 1-3

A verbal or written statement of any untruth and/or misrepresentation of person, fact, official record or other document. (BSO)

Disrespect

Range of Consequence.....

PK-5: Level 1-3 • 6-12: Level 1-4 Speaking or acting towards another person in an uncivil, discourteous, disrespectful or insulting manner, or treating staff or other students with contempt or rudeness. (RB)

Disruption

Range of Consequence.....

PK-5: Level 1-3 • 6-12: Level 1-4

Physical or verbal actions that distract students and staff or otherwise interfere with or disrupt the teaching/learning process inside or outside the classroom. This shall include but not limited to talking, excessive noise, off-task behavior, out of seat, possessing items that distract, interrupting a class, engaging in reckless behavior or being present in an area without permission. This includes inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or student. (BAP and BSC)

Dress Code

Range of Consequence.....

PK-5: Level 1-2 • 6-12: Level 1-2

Students shall comply with individual dress codes established by the school. (BSO)

Driving Infractions

Range of Consequence.....

PK-5: N/A • 6-12: Level 1-2 Driving any vehicle on school property or while under jurisdiction of school authority with disregard for the safety of persons or property. Violating parking permit policies and rules.

Electronic Devices/Inappropriate Use

Range of Consequence.....

PK-5: Level 1-2 • 6-12: Level 1-3 Surry County Public Schools provides all students access to the Internet and other digital resources in all school-based learning environments, as a means to enhance their education. Students will have access to school division computers and electronic equipment provided that the student and a parent/guardian read, agree to, and turn in an Acceptable Computer/Technology Use form. Students will follow teacher and administrator instructions and turn devices off as instructed.

Any technology that is issued for student use is the property of Surry County Public Schools and must be returned at the end of the student's senior year, within three (3) school days of withdrawal from the school system, or immediately upon the request of a teacher or administrator.

The possession of personal owned communication and/or electronic devices by students on school grounds is a privilege, not a right, and any student who brings a device onto school property consents to these rules and to the school division's right to confiscate and/or search such devices. Devices include, but are not limited to: cellular telephones, Bluetooth speakers or headphones, radios, tape or digital recorders, electronic games, MP3 players, iPods, laptops, tablet computers, smartphones and smart watches.

While on school property, at any school-related activity, or while traveling to and from school or school-related activities, students shall neither take nor display audio, video graphic or still images of a person. School division staff members do not assume responsibility for the security of communication and/or electronic devices that are brought onto school property. All students are prohibited from possessing laser pointers at all times. Unauthorized access to or inappropriate use of technology is unacceptable.

Grades K-8: All personal owned portable communication and electronic devices must be turned off and stowed away at all times unless utilized for instructional purposes or otherwise approved by school personnel. Students may possess these devices on school grounds provided that they are not visible and are not activated during the school day. The power on these devices must be turned off prior to entering the school. Leaving the device on "vibrate", "silent", or "ringer off" is not acceptable

Grades 9-12: Students may bring personal owned equipment or electronic devices for instructional purposes as defined and must be supervised by a classroom teacher or administrator. Students shall not display or activate personal equipment during class time unless specifically given permission by a teacher or school administrator. Students must turn devices off if

instructed. For safety reasons, students may utilize these devices after school hours provided that the use of the device does not distract from or disrupt activities. (BSO)

False Alarm

Range of Consequence.....

PK-5: Level 2-5 • 6-12: Level 3-5 Intentional false reporting or activation of emergency alarms, misuse of 911 emergency systems, or false activation of AED equipment. (BSC)

Fire Related **

Range of Consequence.....

PK-5: Level 1-4 • 6-12: Level 1-5 Attempting to set, aiding in setting, setting, providing a false report of a fire, or possessing items that could be used to set or cause a fire or produce large amounts of smoke. (BSC and BESO)

Gambling

Range of Consequence.....

PK-5: Level 1-2 • 6-12: Level 2-3 Participation in games of chance for money and/or things of value. Making, placing or receiving any bet or wage of money or other thing of value dependent upon the result of the game, contest or any other event with an uncertain outcome. (BSO)

Gang Activity

Range of Consequence.....

PK-5: Level 1-4 • 6-12: Level 3-5 Participation in gang-related activity, as defined in § 18.2-46.1, including visual signs of affiliation, intimidation or illegal actions. (BESO)

Harassment/Discrimination

Range of Consequence.....

PK-5: Level 1-4 • 6-12: Level 2-5 Intentional actions, comments, or taunting based upon the actual or perceived race, ethnicity, color, national origin, citizenship/ immigration status, weight, gender, gender identity, gender expression, sexual orientation, disability, or any other characteristics protected by law. (RB and BSC)

Hazing

Range of

Consequence.....

PK-5: N/A • 6-12: Level 5 Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiations, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. (BESO)

Inappropriate Language, Gestures or Literature

Range of Consequence.....

PK-5: Level 1-3 • 6-12: Level 1-3 Posting, distributing or sharing verbal, non-verbal or written communication that is abusive, obscene, vulgar or profane. This communication may include swearing, cursing, hate speech, gang signs or gestures. (RB)

Medication

Range of Consequence.....

PK-5: Level 1-3 • 6-12: Level 1-3 Unless otherwise authorized under Policy JHCD, students are prohibited from possessing any prescription or non-prescription medication of any kind. (BSC)

Scholastic Dishonesty

Range of Consequence.....

PK-5: Level 1-2 • 6-12: Level 1-3 Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. (BAP)

Sexual Assault **

Range of

Consequence.....

PK-5: Level 5 • 6-12: Level 5 Physical sexual aggression and/or forcing another to engage in sexual activity.

Sexual Harassment

Range of Consequence.....

PK-5: Level 1-4 • 6-12: Level 1-5 Harassment based on sex means unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct, either in person by electronic means. (RB and BSC)

Sexual Misconduct

Range of Consequence.....

PK-5: Level 1-4 • 6-12: Level 3-5 Engaging or attempting to engage in sexual misconduct that violates school rules regarding contact is prohibited. For purposes of this policy, sexual misconduct includes, but is not limited to, sexual intercourse, oral sex, rubbing, fondling, or groping of the genitals or indecent public behavior. (RB)

Stalking

Range of

Consequence.....

K-5: N/A • 6-12: Level 2-5 The act or crime of willingly and repeatedly following or harassing another person in circumstances that would cause a reasonable person to fear injury or death especially because of express or implied threats. (BSC)

Stealing

Range of Consequence.....

PK-5: Level 1-5 • 6-12: Level 1-5 Attempting to take or taking of personal or school property from another person without the consent of the owner. This may include taking, possessing or transferring the property of another with or without using physical force, threat or use of weapons. (BSO, RB, and BSC)

Threats **

Range of Consequence.....

PK-5: Level 1-5 • 6-12: Level 2-5 Direct or indirect threats (verbal, physical, written or electronic) that imply, instigate or create fear of harm or violence to another student, adult, the school building, school transportation, bus stop area, school property, or school event. Cyberbullying that relates a threat to the safety of students and staff will be treated with a higher level of intervention and consequences. (Threats against staff require police notification) (BSC and BESO)

Tobacco/Smokeless Tobacco/E-Cigarettes/Vaping

Range of Consequence.....

PK-5: Level 2-3 • 6-12: Level 2-3 The use, distribution, selling or possession of any tobacco product, including smokeless tobacco, electronic cigarettes, nicotine vapor and any other products containing nicotine or alternative nicotine products, as defined in Section 18.2-371.2 of the Code of Virginia or related paraphernalia such as matches, lighters, electronic paraphernalia, rolling papers, pipes, and liquids used in electronic smoking devices whether or not they contain nicotine, etc. is prohibited. Tobacco use includes smoking, chewing, dipping, electronic device use, or any other use of tobacco products. (BSC)

Trespassing

Range of Consequence.....

PK-5: Level 1-3 • 6-12: Level 1-4 Entering any school property or school facility without proper authorization, including entering any school or school activity during a period of suspension or expulsion. Allowing entrance into the school building to any unauthorized individual. (BSO and BSC)

Unauthorized Property

Range of Consequence.....

PK-5: Level 1-2 • 6-12: Level 1-3 The unauthorized possession or use of any type of personal property, such as toys, games, electronic devices, or any other item that disrupts the educational process, is prohibited. (BSO)

Vandalism

Range of Consequence.....

PK-5: Level 1-3 • 6-12: Level 1-4 Willful or malicious destruction or defacing of school property or the property of others. Student/parent(s) will be held financially responsible as allowed by Virginia law. (BSO)

Vaping/Tobacco/Smokeless Tobacco/E-Cigarettes

***Range of Consequence*.....**

PK-5: Level 2-3 • 6-12: Level 2-3 The use, distribution, selling or possession of any smokeless tobacco, electronic cigarettes, nicotine vapor and any other products containing nicotine or alternative nicotine products, as defined in Section 18.2-371.2 of the Code of Virginia or related paraphernalia such as matches, lighters, electronic paraphernalia, rolling papers, pipes, and liquids used in electronic smoking devices whether or not they contain nicotine, etc. is prohibited. Tobacco use includes smoking, chewing, dipping, electronic device use, or any other use of tobacco products. (BSC)

Weapons/Dangerous Objects **

***Range of Consequence*.....**

PK-5: Level 2-5 • 6-12: Level 3-5 Possession or use of a weapon, whether operable or inoperable, including, but not limited to, knives, firearms, explosives and flammables, or any item that can be or is used as a weapon or to start a fire, in a school building, on school property, at a school- sponsored activity, or going to or from school, is prohibited. Students who violate this prohibition will be subject to disciplinary action up to and including expulsion. A violation will also be reported to law enforcement officials.

In accordance with state and federal law, a student who brings or possesses a firearm as defined in section 22.1-277.07(E) of the Code of Virginia or other weapon or device prohibited by section 22.1- 277.07(A) of the Code of Virginia onto school property or to a school-sponsored activity must be recommended for expulsion by the principal, unless the principal determines that, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate. If the principal recommends expulsion, the superintendent or his designee is authorized to conduct a preliminary review of such cases to determine whether disciplinary action other than expulsion is appropriate. The school board may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action is appropriate. Nothing herein shall prohibit the Board from permanently expelling such student. In addition, the Superintendent or his designee is authorized to conduct a preliminary review of the matter and determine whether disciplinary action other than expulsion is appropriate.

While the possession or use of any weapon is prohibited and may result in disciplinary action up to and including expulsion, the following weapons on school property or at school-sponsored events require an automatic recommendation of expulsion:

1. Any firearm. "Firearm" means any weapon, including a starter gun, that will, or is designed or may be readily converted to, expel single or multiple projectiles by the action of an explosion of a combustible material or the frame or receiver of any such weapon. "Firearm" does not include any pneumatic gun, as defined in subsection E of § 15.2-915.4.
2. Any firearm muffler or firearm silencer.
3. Any pneumatic gun. "Pneumatic gun" means any implement, designed as a gun that will expel a BB or a pellet by action of pneumatic pressure. "Pneumatic gun" includes a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact.
4. Any destructive device. "Destructive device" means (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in § 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of § 18.2-308.2:2. (BSC and BESO)

Withholding of Evidence

***Range of Consequence*.....**

PK-5: Level 1-3 • 6-12: Level 1-3 Purposefully destroying or refusing to surrender any material, item, weapon or object in one's possession deemed significant to an infraction which a school employee has requested the student surrender. Other Good &

Just Cause

Range of Consequence.....

PK-5: Level 1-5 • 6-12: Level 1-5 Students may be suspended, expelled or subject to other disciplinary action for good and just cause

VAPING/TOBACCO/SMOKELESS TOBACCO/E-CIGARETTES

Definitions

"Nicotine vapor product" means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form.

"Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

First Offense: 3 Day Suspension

Parent Tip Sheet

- A Vaping Parent Tip Sheet must be acknowledged and signed by a parent/guardian in order for the student to be reinstated after suspension.
- Student must view Broke – Big Vape video and complete reflection questions. This will be completed in after school session with an administrator/designee.

Second Offense: 5 Day Suspension

Online Vaping Awareness and Prevention Education Class 3-hour course - \$35

- This course would be assigned to any student with a second vaping offense.
- The student will be required to take and pass this course in order to be reinstated after suspension.
- The school will pay the \$35 registration fee.

Third Offense: 10 Day Suspension

Referral to Substance Abuse – Student Assistance Program

- Student referred to Substance Abuse – Student Assistance Program.

Fourth Offense: 10 Day Suspension/Long-Term Suspension/Expulsion

Long-Term Suspension/Expulsion

- Student may be recommended for long-term suspension or expulsion.

Elementary (PreK - Grade 5) Responses to Student Behavior

Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
BAP: Behaviors that Impede the Academic Progress (BAP) of the student or of other students							
BAP1	Interfering with learning in the classroom (examples include talking, excessive noise, off-task, out of seat, possessing items that distract)	X	X	X			
BAP2	Interfering with learning outside of the classroom (examples include excessive noise, interrupting a class)	X	X	X			
BAP3	Scholastic dishonesty (such as cheating, plagiarism)	X	X	X			
BAP4	Unexcused tardiness to class	X					
BAP5	Unexcused tardiness to school	X					
BSO: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures							
Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
BSO1	Altering an official document or record	X	X				
BSO2	Giving false information, misrepresentation	X	X				
BSO3	Refusal to comply with requests of staff in a way that interferes with the operation of school	X	X	X	X		
BSO5	Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	X	X				
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	X	X	X			
BSO7	Dress Code Violation	X	X				
BSO8	Gambling (games of chance for money or profit)	X	X				
BSO9	Possessing items that are inappropriate for school (examples include toys, literature, electronics)	X	X				
BSO10	Possession of stolen items	X	X	X			
BSO11	Unauthorized use of school electronic or other equipment	X	X				
BSO12	Violation of the Acceptable Use of Technology/internet policy	X	X				
BSO13	Violation of school board policy regarding the possession or use of portable communication devices	X	X				
BSO14	Vandalism, graffiti or other damage to school or personal property	X	X	X			
BSO15	Student is not going to class as assigned	X	X				
BSO16	Student is in an unauthorized area of the campus (This behavior cannot be related to school or class attendance/nonattendance)	X	X	X			
RB: Relationship Behaviors (RB) create a negative relationship between two or more members of the school community (No physical harm is done.)							
Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement

RB1	Bullying with no physical injury (See Model Policy to Addressing Bullying in Virginia's Public Schools)	X	X	X	X	X	
RB2	Cyberbullying (See Model Policy to Addressing Bullying in Virginia's Public Schools)	X	X	X	X	X	
RB3	Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronics means	X	X	X	X	X	
RB4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	X	X	X			
RB5	Stealing money or property without physical force	X	X	X	X	X	
RB6	Speaking to another in an uncivil, discourteous manner	X	X				
RB7	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	X	X				
RB8	Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	X	X				
RB9	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	X	X	X			
RB10	Failure to respond to questions or requests by staff	X	X	X			
RB11	Unwanted or inappropriate physical contact		X	X			

BSC: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school.

Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
BSC1	Alcohol: Possessing, using, or being under the influence of alcohol	X	X	X	X	X	X
BSC2	Alcohol: Distributing alcohol to other students	X	X	X	X	X	X
BSC3	Drugs: Possessing drug paraphernalia	X	X	X	X	X	X
BSC4	Drugs: Violating school board non-prescription (Over the counter) medication policy or look-alike drug policy	X	X	X	X	X	X
BSC5	Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment		X	X			
BSC6	Bullying Behavior without physical injury that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Bullying that leads to physical injury should be classified as Assault and Battery.	X	X	X	X	X	
BSC7	Cyberbullying that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Cyberbullying that relates a threat to the safety of students and staff should be	X	X	X	X	X	

	treated with a higher level of intervention and consequences.						
BSC8	Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment	X	X	X	X		
BSC9	Bus: Distracting the bus driver	X	X	X			
BSC10	Bus: Endangering the safety of others on the bus	X	X	X			
BSC11	Fire alarm: Falsely activating a fire or other disaster alarm	X	X	X	X		
BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	X	X	X	X		
BSC13	Engaging in reckless behavior the creates a risk of injury to self or others	X	X	X			
BSC14	Fighting that results in no injury as determined by the school administration	X	X	X			
BSC15	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students	X	X	X			
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage	X	X	X			
BSC17	Shoving, pushing, striking, biting another a student with no visible injury	X	X	X			
BSC18	Exposing body parts, lewd or indecent public behavior	X	X	X			
BSC19	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing	X	X	X			
BSC21	Stalking as described in the <i>Code of Virginia</i> section 18.2-60.3		X	X	X		X
BSC22	Stealing money or property using physical force (no weapon involved)			X	X		X
BSC24	Leaving school grounds without permission	X					
BSC25	Trespassing	X	X	X			
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another		X	X	X		
BSC27	Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1.		X	X	X	X	X

BESO: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community.

Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
BESO1	Assault: Intending to cause physical injury to another person	X	X	X	X	X	
BESO2	Assault and Battery: Causing physical injury to another person		X	X	X	X	X
BESO3	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration	X	X	X			

BESO4	Striking Staff: The use of force against a staff member when no injury is caused	X	X	X	X		
BESO5	Drugs: Possessing controlled substances, illegal drugs inhalants, or synthetic hallucinogens or unauthorized prescription medications			X	X	X	X
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications			X	X	X	X
BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications			X	X	X	X
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire	X	X	X	X		X
BESO10	Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1	X	X	X	X		
BESO11	Hazing as defined in §18.2-56 and noted in § 22.1-279.6.			X	X		X
BESO12	Threatening, intimidating, or instigating violence, injury or harm to a staff member or members (not including written threats)	X	X	X	X		X
BESO13	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) (not including written threats)	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
BESO15	Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel			X	X		
BESO16	Using an object not generally considered to be a weapon to threaten or attempt to injure students or others			X	X		
BESO17	Bomb threat –Making a bomb threat	X	X	X	X	X	X
BESO18	A crime in the community where the student was charged with an offense relating to the Commonwealth's laws, but required to be disclosed to the superintendent of the school division pursuant to § 16.1-260(G)				X	X	Law Enforcement Informs Division

PD: Behaviors described in the Virginia's Unsafe School Choice Option Policy required by the federal Every Student Succeeds Act of 2015.

Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
	Sub-Category I						
PD1	Homicide - Firearm					X	X
PD2	Homicide - Other Weapon					X	X
PD3	Sexual Assault					X	X

PD4	Attempted Sexual Assault					X	X
PD5	Use of a Bomb						X
	Sub-Category II						
PD6	Assault with Firearm or Weapon					X	X
PD7	Actual or Attempted Robbery					X	X
PD8	Kidnapping/Abduction					X	X
PD9	Malicious Wounding without a Weapon					X	X
PD10	Aggravated Sexual Battery on a Student					X	X
	Sub-Category III						
PD11	Illegal Possession of Handgun					X	X
PD12	Illegal Possession of Rifle or Shotgun					X	X
PD13	Illegal Possession of Any Other Projectile Weapon					X	X
PD14	Illegal Possession of Bomb					X	X
PD15	Illegal Possession of Other Firearms: firebombs, explosive materials or devices, hoax explosive devices per § 18.2-85, or explosive incendiary devices, as defined in § 18.2-433.1, or chemical bombs per § 18.2-87.1					X	X
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell					X	X

Secondary (Grade 6 - Grade 12) Responses to Student Behavior

Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
BAP: Behaviors that Impede the Academic Progress (BAP) of the student or of other students							
BAP1	Interfering with learning in the classroom (examples include talking, excessive noise, off-task, out of seat, possessing items that distract)	X	X	X	X		
BAP2	Interfering with learning outside of the classroom (examples include excessive noise, interrupting a class)	X	X	X	X		
BAP3	Scholastic dishonesty (such as cheating, plagiarism)	X	X	X			
BAP4	Unexcused tardiness to class	X	X				
BAP5	Unexcused tardiness to school	X	X				
BSO: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures							
Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
BSO1	Altering an official document or record	X	X				
BSO2	Giving false information, misrepresentation	X	X	X			
BSO3	Refusal to comply with requests of staff in a way that interferes with the operation of school	X	X	X	X		
BSO5	Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	X	X	X			
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	X	X	X			
BSO7	Dress Code Violation	X	X				
BSO8	Gambling (games of chance for money or profit)		X	X			
BSO9	Possessing items that are inappropriate for school (examples include toys, literature, electronics)	X	X	X			
BSO10	Possession of stolen items	X	X	X	X		
BSO11	Unauthorized use of school electronic or other equipment	X	X	X			
BSO12	Violation of the Acceptable Use of Technology/internet policy	X	X	X			
BSO13	Violation of school board policy regarding the possession or use of portable communication devices	X	X	X			
BSO14	Vandalism, graffiti or other damage to school or personal property	X	X	X	X		
BSO15	Student is not going to class as assigned	X	X	X			
BSO16	Student is in an unauthorized area of the campus (This behavior cannot be related to school or class attendance/nonattendance)	X	X	X	X		
RB: Relationship Behaviors (RB) create a negative relationship between two or more members of the school community (No physical harm is done.)							

Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
RB1	Bullying with no physical injury (See Model Policy to Addressing Bullying in Virginia's Public Schools)		X	X	X	X	
RB2	Cyberbullying (See Model Policy to Addressing Bullying in Virginia's Public Schools)		X	X	X	X	
RB3	Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronics means		X	X	X	X	
RB4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	X	X	X			
RB5	Stealing money or property without physical force	X	X	X	X	X	
RB6	Speaking to another in an uncivil, discourteous manner	X	X				
RB7	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	X	X	X			
RB8	Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	X	X	X			
RB9	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	X	X	X			
RB10	Failure to respond to questions or requests by staff	X	X	X			
RB11	Unwanted or inappropriate physical contact		X	X			
BSC: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school.							
Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
BSC1	Alcohol: Possessing, using, or being under the influence of alcohol		X	X	X	X	X
BSC2	Alcohol: Distributing alcohol to other students		X	X	X	X	X
BSC3	Drugs: Possessing drug paraphernalia		X	X	X	X	X
BSC4	Drugs: Violating school board non-prescription (Over the counter) medication policy or look-alike drug policy		X	X	X	X	X
BSC5	Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment		X	X			
BSC6	Bullying Behavior without physical injury that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Bullying that leads to physical injury should be classified as Assault and Battery.		X	X	X	X	

BSC7	Cyberbullying that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.		X	X	X	X	
BSC8	Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment		X	X	X	X	
BSC9	Bus: Distracting the bus driver	X	X	X			
BSC10	Bus: Endangering the safety of others on the bus	X	X	X			
BSC11	Fire alarm: Falsely activating a fire or other disaster alarm	X	X	X	X	X	
BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	X	X	X	X	X	
BSC13	Engaging in reckless behavior the creates a risk of injury to self or others	X	X	X			
BSC14	Fighting that results in no injury as determined by the school administration	X	X	X			
BSC15	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students		X	X	X	X	
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage	X	X	X			
BSC17	Shoving, pushing, striking, biting another a student with no visible injury	X	X	X			
BSC18	Exposing body parts, lewd or indecent public behavior	X	X	X	X		
BSC19	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing	X	X	X	X		
BSC21	Stalking as described in the <i>Code of Virginia</i> section 18.2-60.3			X	X	X	X
BSC22	Stealing money or property using physical force (no weapon involved)			X	X		
BSC24	Leaving school grounds without permission	X	X				
BSC25	Trespassing	X	X	X	X		
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another			X	X		X
BSC27	Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1.			X	X	X	X
BESO: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community.							
Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
BESO1	Assault: Intending to cause physical injury to another person		X	X	X	X	
BESO2	Assault and Battery: Causing physical injury to another person			X	X	X	X

BESO3	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration		X	X	X	X	
BESO4	Striking Staff: The use of force against a staff member when no injury is caused	X	X	X	X		
BESO5	Drugs: Possessing controlled substances, illegal drugs inhalants, or synthetic hallucinogens or unauthorized prescription medications			X	X	X	X
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications			X	X	X	X
BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications			X	X	X	X
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire	X	X	X	X	X	X
BESO10	Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1			X	X	X	
BESO11	Hazing as defined in §18.2-56 and noted in § 22.1-279.6.				X	X	X
BESO12	Threatening, intimidating, or instigating violence, injury or harm to a staff member or members (not including written threats)		X	X	X	X	X
BESO13	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) (not including written threats)		X	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
BESO15	Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel			X	X	X	X
BESO16	Using an object not generally considered to be a weapon to threaten or attempt to injure students or others				X	X	X
BESO17	Bomb threat –Making a bomb threat				X	X	X
BESO18	A crime in the community where the student was charged with an offense relating to the Commonwealth's laws, but required to be disclosed to the superintendent of the school division pursuant to § 16.1-260(G)				X	X	

PD: Behaviors described in the Virginia's Unsafe School Choice Option Policy required by the federal Every Student Succeeds Act of 2015.

Behavior Code	Description	Level 1	Level 2	Level 3	Level 4	Level 5	Reports to Law Enforcement
	Sub-Category I						

PD1	Homicide - Firearm					X	X
PD2	Homicide - Other Weapon					X	X
PD3	Sexual Assault					X	X
PD4	Attempted Sexual Assault					X	X
PD5	Use of a Bomb					X	X
	Sub-Category II						
PD6	Assault with Firearm or Weapon					X	X
PD7	Actual or Attempted Robbery					X	X
PD8	Kidnapping/Abduction					X	X
PD9	Malicious Wounding without a Weapon					X	X
PD10	Aggravated Sexual Battery on a Student					X	X
	Sub-Category III						
PD11	Illegal Possession of Handgun					X	X
PD12	Illegal Possession of Rifle or Shotgun					X	X
PD13	Illegal Possession of Any Other Projectile Weapon					X	X
PD14	Illegal Possession of Bomb					X	X
PD15	Illegal Possession of Other Firearms: firebombs, explosive materials or devices, hoax explosive devices per § 18.2-85, or explosive incendiary devices, as defined in § 18.2-433.1, or chemical bombs per § 18.2-87.1					X	X
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell					X	X

BULLYING/CYBERBULLYING

Cyber Bullying is a new phenomenon that includes:

- Electronically sending mean, vulgar, or threatening messages or images,
- Online posting of sensitive, private information about someone,
- Pretending to be someone else online in order to make that person look bad,
- Using photo shop tools to create harassing images,
- Publishing jokes about another person on the Internet,
- Using the Internet to entice a group to physically harm another person, and
- Can be done using email, IM's, text messages, blogs, etc.

Bullying is a violation of Code of Virginia 18.2-60 and certain behaviors associated with bullying can also result in punishment under Virginia Law, for example:

- A Threat is knowingly communicating a warning to kill or do bodily harm to someone. This is punishable as a Class 6 felony and can result in up-to 5 years imprisonment. (§ 18.2-60)
- Extortion is knowingly obtaining, by threat, control over the property of another, with intent to deprive said person of the property. This is a Class 5 felony and can result in up to 10 years imprisonment. (§ 18.2-59)
- An Assault is the attempt or offer, with force, to do bodily harm, while assault and battery is the actual infliction of bodily harm. This crime is classified as either a Class 1 misdemeanor- 12 months imprisonment and/or \$2500 fine, or a Class 6 felony (if the victim is intentionally selected based on race, religion, color or national origin), which can result in up to 5 years imprisonment. (§18.2-57)
- Hazing is the reckless or intentional endangerment of the health or safety of a student, or the infliction of a bodily injury on a student in connection with or for the purpose of an initiation, admission or affiliation with a club, organization, fraternity...regardless of whether the student voluntarily participated. This crime is a Class 1 misdemeanor, which can result in 12 months in jail and/or \$2500 fine. (§18.2-56)
- Malicious wounding is the shooting, stabbing, cutting, wounding or causing a bodily injury, with the intent to maim, disfigure, disable or kill and is a Class 3 Felony that can result in 5 - 20 years and a fine up to \$100,000. (§ 18.2-51)
 - If such act is done unlawfully, not maliciously, then it is an unlawful wounding and is a Class 6 Felony that can result in 1-5 years; or 12 months in jail and/or \$2500 fine.
- Harassment by computer is the use of a computer - with the intent to coerce, intimidate, or harass - to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language or make any suggestion or proposal of an obscene nature, or to threaten any illegal or immoral act. This crime is a Class 1 misdemeanor and result in 12 months in jail and/or \$2500 fine. (§ 18.2-152.7:1)

BUS AND BUS STOP SAFETY RULES

While on school property or while under the supervision of school authority (including going to and from school), no student shall violate any laws or regulations of the School Board and the school. Students who become a serious discipline problem on the school bus or consistently demonstrate inappropriate behavior shall have their riding privileges suspended by the principal or designee. In such cases, the parent(s) of the suspended student shall be responsible for transporting their child to and from school.

The Code of Virginia, Section 22.176, permits School Boards to provide transportation for pupils. However, the law does not require that transportation be provided except as cited in Section 22.1-221, transportation of handicapped children. **Riding the school bus is a privilege.** Expected student behavior on the bus is in accordance to the Surry County Public Schools *Student Code of Conduct*. Students and their parents will be informed that violations of standards for school buses set forth in the *Student Code of Conduct* will be cause for a referral to a school administrator and shall result in appropriate disciplinary penalties. **School buses are considered School Board property, and students who fail to meet the expectations of the *Student Code of Conduct* may have their riding privileges revoked for a specified time or permanently.**

Bus conduct rules shall apply to all students in all situations in which the use of school buses is permitted, such as:

- Regular transportation to and from school;
- Field trips;
- Athletic trips;
- Special after-school activities;
- Transportation from base schools to locations where specialized educational programs are available and;
- Any trip involving the use of a school bus to transport students for a school activity

PARENTS, GUARDIANS, OR THEIR RESPONSIBLE DESIGNEE MUST BE HOME AND VISIBLE WHEN THE BUS RETURNS THE CHILD(REN) AFTER SCHOOL. CHILDREN IN PRE-KINDERGARTEN THROUGH THIRD GRADE WILL NOT BE LEFT ALONE AT A BUS STOP. AFTER THE DRIVER COMPLETES THE ROUTE, THE CHILD(REN) WILL BE RETURNED TO SURRY ELEMENTARY SCHOOL AND THE SHERIFF'S DEPARTMENT MAY BE CONTACTED.

Parents must explain to students that school bus safety and following bus rules are expected of everyone so that students may travel to and from home in a safe and orderly manner daily.

VIDEO CAMERAS

To enhance student safety, Surry County Public School buses have been equipped with video cameras. Video cameras do not relieve drivers of their responsibility to maintain student safety; the cameras are used to assist drivers and administrators in monitoring student behavior. Videotaping of bus riders may be used at the discretion of the school administration to verify inappropriate bus conduct.

SAFETY TIPS FOR PARENTS

Your bus drivers are responsible for the safety of your child, but they can only fulfill this responsibility with your assistance. Encourage your child to follow the safety rules. When any student jeopardizes the safety and well-being of other students, the driver is **required** to write a disciplinary report to the principal. Surry County Public Schools has set high expectations for student behavior on buses as well as in the classroom. Bus transportation may be denied to any student whose behavior poses a safety problem. Bus transportation is provided as a privilege. We believe that the cooperation of students, parents, and drivers will make it possible for us to continue to provide a safe system of pupil transportation. To assist us, we ask that you:

<p>Review all bus safety rules with your child. This will reinforce their importance and will increase your child's respect for the bus drivers and their very important job.</p>	<p>Help your child be on time. Rushing to a bus stop can cause carelessness and is dangerous.</p>	<p>Help your child understand and recognize the danger zones and blind spots around the school bus.</p>
<p>Visit the bus stop with your child. This will help you explain the safest route to the stop, where to wait, exactly how far from the road or street he/she should stand, and to check for any unsafe situations. A young child should always be accompanied by a parent or responsible designee to and from the bus stop.</p>	<p>Always be alert when driving on school grounds; watch for children in every direction. Use designated areas on school grounds to drop-off or pick-up your child. Stop if red traffic warning lights on a school bus are flashing, even on school grounds. Do not drive vehicles into the schools' bus areas when buses are loading/unloading.</p>	<p>If there are problems or questions concerning bus transportation, call the transportation office or your child's school.</p> <p>Transportation Office 757- 267-2452 Option 4</p>
<p>Backpacks are important for keeping all school supplies intact and freeing hands for holding handrails when entering or exiting bus. Do not attach items to outside of backpack that could be caught on handrails or the door.</p>	<p>Have a plan for emergencies, such as missing the bus, delayed openings, and early closings. Discuss these plans with your child, so he/she will know what to do. Parents/Guardians of students in Pre-K to 3rd grades are asked to inform the school of their plans in writing.</p>	<p>Bus passes will be issued to a student ONLY if the parent/guardian sends a signed note, to include the actual destination, whenever the child is to ride another bus or to be let off at another stop on the same bus. Please include a phone number where parent/guardian can be reached to verify instructions.</p>

BUS SAFETY RULES

MEETING THE BUS AT THE BUS STOP – EACH STUDENT MUST:

1. Go directly to the stop and remain until the bus arrives.
2. Walk as far off the road as possible, to the left facing traffic.
3. Arrive at stop, with school supplies in backpack, *five minutes before* pick-up time.
4. If student must cross the street to board the bus, check traffic, wait for the driver's signal to cross and look again to be sure all traffic has stopped. Then, *cross only in front* of the bus.
5. Know the *Danger Zones*. Walk at least *10 feet* away from the bus.
6. Never push other students. Enter the bus in an orderly fashion and use the handrail.

ON THE BUS – EACH STUDENT MUST:

1. Promptly follow the driver's instructions.
2. Move directly to a seat, sit facing front, hold belongings in lap, and remain seated while bus is in motion.
3. Keep aisle clear and keep arms, legs, and head inside the bus.
4. Speak quietly; talk to driver only in emergencies.
5. Use emergency doors, roof hatches, and windows only during emergencies or official practices. Pay close attention and cooperate during drills.
6. Never bring glass containers, cans, inflated balloons, pets (or any live animals) mace, aerosol containers, water pistols, peashooters, or weapons of any type on bus.
7. Never bring a band instrument unless it can be held in lap. Nothing may be placed on the floor for transporting purposes.
8. Open windows only with driver's permission, and close them when leaving the bus.
9. Never eat, chew gum, or bring drinks on the bus.

LEAVING THE BUS – EACH STUDENT MUST:

1. Use the same bus and bus stop morning and afternoon. No change may be made without written request from parent and prior approval by school officials. Drivers may *only* stop at designated and approved bus stops.
2. Remain properly seated until the bus comes to a full stop.
3. Leave bus in an orderly fashion, allowing students in front seats off first.
4. Wait at end of crossing gate in front of bus until driver signals it is safe to cross the street if student must cross. Stop at traffic side of bus and look to see if it is still safe; then cross, but do not run.
5. Leave anything that may be dropped outside the bus. Get permission from driver to pick it up so that driver is aware of your location.
6. Move away from the *Danger Zones*. Never run beside, try to touch, or cross behind the bus as it leaves. Remember the *Danger Zones*.
7. Never throw an object of any type at, or out of the school bus. A student involved in such an action may be charged with a felony.
8. Report any injuries received on the bus or any unsafe acts to the bus driver.

EXPECTATIONS FOR BEHAVIOR OF BUS PASSENGERS

Proper behavior is required of students to and from school, and at the bus stop and while riding the school bus to assure that the property rights of others are respected. The driver of the bus has the authority and the responsibility to maintain order and safe conditions on the bus. On the first day of school, drivers shall discuss school bus safety and proper bus behavior with students.

School bus passengers shall:

- Show respect for fellow students and the driver;
- Follow directions the first time they are given;
- Keep all objects and themselves inside the bus;
- Refrain from throwing objects;
- Stay in their seats while the bus is in motion;
- Refrain from cursing, swearing, talking loudly or teasing;
- Refrain from pushing, shoving, or fighting;
- Refrain from littering or damaging the bus;
- Refrain from eating and drinking; and;
- Meet all expectations stated in the Student Code of Conduct.

DANGER ZONE- the area around a school bus where the driver cannot see you!	Sixty percent of the estimated 23 million children who ride buses daily are of elementary age.
<ul style="list-style-type: none">▪ Take 10 giant steps away from bus when getting off	
<ul style="list-style-type: none">● Always cross in front of the bus.	
<ul style="list-style-type: none">● Look at the bus driver and wait for the driver's signal before crossing the road.	Two-thirds of all Loading Zone fatalities a year are children who were struck by their own bus. Five and six-year olds are the most frequent victims.
<ul style="list-style-type: none">● If you drop anything outside of the bus, leave it. Get permission from the driver before picking it up.	*Students Only on Field Trips Insurance regulations prohibit any child not enrolled in the Surry County Division from riding school buses. Note: This includes the children of parents who chaperone field trips on school buses.

SUSPENSION

When a student is sent to the principal or assistant principal for any disciplinary action or conferencing concerning an incident, the steps below should be followed.

The administrator:

- Advises the student of the charge(s).
- Advises the student of the facts on which the charge(s) are based.
- Gives the student an opportunity to respond to the charge(s) and to provide his/her version. The student is asked to give a written statement concerning the incident.
- Provides written verification of the proposed disciplinary action to parent(s)/guardian.
- Makes every effort, which may include the use of other county agencies, to notify the student's parent(s)/guardian, if action is to be taken immediately to suspend the student based on the guidelines in the *Student Code of Conduct*.
- Denies student the right to return to the place where the infraction occurred immediately following an offense.

This procedure may be modified in the case of a student whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption.

DEFINITIONS OF SUSPENSION AND EXPULSION

Definitions of suspension and expulsion can vary and are determined in some cases by program or state policy and regulation. Virginia state policy and regulation may also apply to specific children (e.g., children with disabilities) or auspices, such as Virginia school divisions. **Table 1: National and State Definitions of Suspension and Expulsion** identifies the national standards related to suspension and expulsion for programs serving young children as context for the available Virginia regulations. These definitions should be included in program guidance, as applicable, and should be shared with families.

TABLE 1: NATIONAL AND STATE DEFINITIONS OF SUSPENSION AND EXPULSION

National and State Sources	Suspension Short-Term	Suspension Long-Term	Expulsion
Caring for Our Children, National Health and Safety Performance Standards ¹	Includes all reductions in the amount of time a child may attend a regular group setting, either by requiring the child to cease attendance for a particular period of time, or reducing the number of days or amount of time that a child may attend.	Requiring a child to attend the program in a special place away from the other children in the regular group setting.	Termination of enrollment of a child or family in the regular group setting because of a challenging behavior or a health condition.

Virginia Department of Education, Discipline of Children with Disabilities ⁱⁱ	School personnel may temporarily remove a child with a disability from the child's current educational setting to an appropriate interim alternative educational setting, another setting, or suspension, to the extent those alternatives are applied to a child without disabilities.	School personnel must determine if there is a pattern or if short-term removals are isolated incidents. The regulations do not impose "absolute limits" on the number of days that a student can be removed from the student's current placement in a school year.	Not applicable
Virginia Board of Education, Student Code of Conduct and Policy Guidelines ⁱⁱⁱ	Any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days. However, in no case may a student be suspended based solely on instances of truancy.	Any disciplinary action whereby a student is not permitted to attend school for more than ten school days but less than 365 calendar days. However, in no case may a student be suspended based solely on instances of truancy.	Any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of expulsion

NON-APPEALABLE ACTIONS

Any assignment to another placement in the school setting during the school day is not action that can be appealed. These assignments may range from one (1) to five (5) days. Students who receive an assignment to another placement such as In School Suspension may not be permitted to participate in any extracurricular activities, including games and practices during their assignment in In School Suspension.

APPEAL PROCESS FOR SHORT-TERM SUSPENSION:

If an assistant principal or designee suspends the student, the appeal is to the building principal. The parent/guardian must request in writing a review of the suspension decision within three (3) school days of receipt of notification or the decision becomes final. In the written statement, the parent/guardian must explain why the appeal needs to be considered. The principal will review the incident, within three (3) school days of receipt of the request for review and report the decision in writing to the parent/guardian.

If the parent is requesting an appeal of the principal's decision to suspend a student, the written request for review must be submitted within three (3) school days of receipt of notification of the principal's decision or the decision becomes final. The parent must describe where the evidence or *Student Code of Conduct* warrants an appeal.

The appeal then goes to the superintendent or designee. Within three (3) school days after the receipt of the request for review the superintendent or designee will examine the record of the student's behavior, review the action taken by the principal, and confirm or disapprove such action. The decision of the superintendent or designee is final in these types of cases.

APPEAL PROCESS FOR LONG TERM SUSPENSION OR EXPULSION

Principal notifies student and parent/guardian in writing of recommendation for long-term suspension or expulsion. Reasons for the proposed action and the right to a hearing before the school board must be included.

Within ten (10) school days after the date of suspension, the superintendent/designee must conduct a hearing and review the recommendation of the principal for long-term suspension or expulsion unless the student or parent requests that the hearing be postponed or waived.

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

Such appeal must be in writing and must be filed with the superintendent within seven (7) calendar days of the suspension decision. Failure to file a written appeal within the specified time will constitute a wave of the right to an appeal.

The school board:

- Provides due process rights to the student.
- Provides, within 30 calendar days after the hearing, a written report of its actions to the principal, parent(s)/guardian, and student.
- Decisions are final in all cases.

Parent(s)/guardian(s) appeals beyond the school board level would be through the court system. Assault and Battery – (BA2) Continued

Any person who commits battery against a full-time or part-time teacher, principal, assistant principal, or guidance

counselor engaged in the performance of his/her duties must receive a minimum of 15 days in jail, two of which cannot be suspended.

RETENTION OF DISCIPLINE RECORDS

Records of referral are retained until the child is promoted to another school within the system (e.g. elementary to middle school). At that time, the records will be purged. Suspension records are retained for five (5) years from the date of incident and then destroyed. Expulsion/expulsion-readmission requests are kept until no longer educationally useful or until five (5) years after the student graduates from a secondary school, completes a Board of Education adopted program or leaves. The records will be destroyed at that time. Refer to Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools (General Schedule No. 21 (47 and 130.b).

Under the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C.)

Code Section 1232g(e); 34 C.F.R. - Code Section 99.10) the parent has the right to:

- inspect and review student's education record;
- request amendment for accuracy;
- consent to disclosures of personally identifiable (except to the extent that FERPA would not require specific consent to such disclosure);
- file a complaint with the U.S. Department of Education;
- obtain a copy of school division's policy on education records;
- be advised where copies of the school division's records policies are kept

EMERGENCY REMOVAL OF ALL STUDENTS INCLUDING THOSE WITH DISABILITIES

Any student may be removed from class or school, school bus, or school activity for health, safety, or welfare reasons. These reasons include, but are not limited to, the fact the student is under the influence of alcohol or drugs, highly agitated, or suffering from any other condition, which temporarily threatens his or her welfare, other individuals' welfare, or the efficient operation of the school. Such emergency removal shall not exceed three consecutive school days. Any student who is removed from school on an emergency basis and who is in a condition that threatens his own welfare or the welfare of others must be released to the student's parent, a representative of the parent, or other proper authority including, but not limited to, law enforcement officers and medical personnel. Removal under this section is intended to be used in emergency situations only.

For students with disabilities:

Consecutive three school day removals are prohibited unless the Individualized Education Plan (IEP) Committee determines that the student imposes an immediate threat to the safety of him or herself or others, or disrupts the safety of the learning environment. If the IEP Committee determines that a student is dangerous, but the parents appeal the decision pursuant to the Individuals with Disabilities Education Act (IDEA) procedures and refuses to permit a change of placement, the school must obtain immediate injunctive relief from a state or federal court in order to remove the student for more than ten consecutive days. The division shall make reasonable efforts to notify the parent prior to removing a student from school premises on an emergency basis. If the parent cannot be notified prior to removal, the parent must be notified as soon as possible after the removal and given the reasons for the action taken.

Short Term Suspension of Students with Disabilities

A short-term suspension of 10 school days or less may be in effect for a disabled student for any conduct which would warrant short-term suspension for a non-disabled student. (If a student has received short-term suspensions totaling MORE THAN 10 days during any one school year, all subsequent suspensions will be handled under the

policies governing long-term suspension).

The student shall be given oral and written notice of the charges against him or her, an explanation of the evidence supporting the charges and an informal opportunity to respond to and rebut the charges in accordance with the policy JGD/JGE. The administration will make and document efforts to notify the parent prior to the suspension.

Long-Term Suspension of Students with Disabilities

Students who have been identified as disabled may be suspended in excess of 10 days or expelled only after the following procedures have been utilized:

1. The recommendation for discipline must be referred to a committee made up of the following people:
 - a. A representative of the school division, other than the child's teacher, who is qualified to provide or supervise the provision of special education;
 - b. The child's teacher;
 - c. One or both of the child's parents;
 - d. The child, if appropriate;
 - e. Persons knowledgeable about the child, the meaning of the evaluation data, and the placement options; and
 - f. Other individuals at the discretion of the parents or school division.
2. The committee shall determine whether there is a causal relationship between the student's disabling condition and the conduct for which he or she is to be disciplined and whether the child was appropriately placed at the time of the misconduct.
3. The Committee shall review the student's records, have these records available at its meeting and receive additional information, if any, necessary to make its determination.
4. The parent(s)/guardian of the student shall be informed in writing of the time and place of the Committee meeting and its purpose.
5. Minutes shall be made of the meeting and will include information regarding the persons attending the meeting, the facts considered and the basis for the Committee's determination.

If the Committee determines that no causal relationship exists, and that the student was appropriately placed at the time of the misconduct, then the student will be disciplined as if non-disabled and the procedures under **H. Suspension** will be followed.

If the Committee determines there is a causal relationship or that the child was inappropriately placed at the time of the misconduct, the child may not be long-term suspended or expelled. Alternative educational placements should be considered through the appropriate placement procedures if the child was inappropriately placed at the time of the misconduct.

The decision of the committee shall be sent to the parent(s)/guardian of the student along with a notice of their rights under the **Individuals with Disabilities Act** (Public Law 94-142), including the right to a review of the decision or a due process hearing.

Any student suspended or expelled shall not enter school grounds/facilities until officially re-admitted. Violation of this policy shall constitute trespassing.

Short-Term and Long-Term Suspension of Students with Disabilities

Except for emergency removal procedures, a disabled student shall remain in the current placement pending action

on a suspension or expulsion recommendation, unless the parent and the administration agree otherwise. A disabled student for whom long term suspension or expulsion has been recommended is entitled to all the due process rights available to a non-disabled student for whom long term suspension or expulsion has been recommended.

In addition, the disabled student is entitled to all the due process procedures available to a disabled student under the Individuals with Disabilities Education Act of 1990, as amended and applicable state policies and procedures.

In case of a dangerous student, if the parents appeal a long-term suspension or expulsion pursuant to the Individuals with Disabilities Education Act and refuse to consent to an interim change of placement the school division may obtain immediate injunctive relief from a state or federal court in order to remove the student for more than ten (10) consecutive days.

Disciplining Certain Students Who Violate Alcohol and Drug Policies

Students who are identified as disabled 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.

ADMISSION OF STUDENTS EXPELLED FROM OTHER SCHOOL DIVISIONS

Parental Notification of Student's School Status

Prior to admission to any public school of the Commonwealth, a school board shall require that the parent/guardian sign a sworn statement indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. Any person making a materially false statement or affirmation shall be guilty upon conviction of a Class 3 misdemeanor. Misrepresentation may lead to the possible dismissal of the student from the Surry County Public Schools. **(Code of Virginia - Section 22.1-3.2)**

Students Expelled from Other School Divisions

Any student who has been expelled from attendance at school by a school board or a private school in this Commonwealth or another state for an offense in violation of school board policies related to destruction of school property or privately-owned property while located on school property, weapons, alcohol or drugs, or for the willful infliction of injury to another person, may be excluded from attendance by a local school board in Virginia for a period of no more than one school year upon a finding that the student presents a danger to the other students or staff of the school division.

The Division Superintendent, or designee, will be responsible to see that the Virginia Code governing admission of expelled students is followed including a review of the case, written notification to the student and parent/guardian of the reasons for exclusion and notice of the right to appeal this decision at a hearing before the school board. **(Code of Virginia Section 22.1-277.2)**

COMPLIANCE WITH OTHER LAWS

To the extent that any federal, state, or other law may supersede the application of implementation of any provisions of the *Student Code of Conduct*, the School Board reserves the right to apply that other law and/or to apply the provisions of this code to the extent the law permits.

APPENDIX

APPENDIX A

Pledge of Allegiance

Virginia Code Section 22.1-202 each school board shall require the daily recitation of the Pledge of Allegiance in each classroom of the school division and shall ensure that the flag of the United States is in place in each such classroom. Each school board shall determine the appropriate time during the school day for the recitation of the Pledge. During such 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 the 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 or distracts others who are reciting the Pledge. School boards shall provide appropriate accommodations for students who are unable to comply with the procedures described herein due to disability.

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.

Moment of Silence

VA Code 22.1 – 203 requires daily observation of a moment of silence, not to exceed one minute in every classroom. During that minute, the teacher is to ensure that all pupils remain seated and silent and make no distracting display. Students may meditate, pray, or engage in any other silent activity that does not interfere with other pupils

APPENDIX B

DRESS CODE

There is a direct correlation between student dress and achievement. In support of the SHCC, we prohibit any clothing that causes a substantial disruption and/or distraction to others from the educational process or poses a serious health or safety concern. We will permit clothing and accessories that are required for bona fide religious beliefs or prescribed medical purposes. All clothing should fit, be neat and clean, and meet the standards of safety, good taste, appropriateness, and decency. The principal at each school reserves the right to determine what dress and appearance is appropriate, and will be fair in addressing situations as they arise.

Students may NOT wear:

1. Messages on clothing, tattoos, and personal belongings, which pertain to or advertises alcohol, tobacco, nicotine vapor products, or illegal substances, depicts lewd graphics, displays offensive or obscene images or language or is gang-related or other prohibited expressions as identified by the principal.
2. Tops which expose the midriff, navel, cleavage, or undergarments. Strapless, backless or blouses with ties in the back, transparent, off-shoulder garments or garments with straps measuring less than two (2) inches wide.
3. Underwear as outer garments or clothing that reveals underwear or being used as underwear; lingerie, swimwear, pajamas, and leotards.
4. Excessively tight/form fitting garments.
5. Inappropriate leggings, jeggings, compression pants, spandex tights, and Lycra garments without a mid-thigh top that measures more than six (6) inches above the knee.
6. Inappropriate dresses, shorts, or split skirts that measure more than four (4) inches from the top of the knees.
7. Sunglasses indoors, unless prescribed.
8. Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including but not limited to, spiked jewelry, chains around the neck, and unfastened belts).
9. Hoods, hats/caps, head coverings or (including, but not limited to, stocking/wave caps, DuRags, scarves or bandanas).
10. Inappropriate torn, ripped, or slashed clothing that reveals bare skin. Pants, skirts and/or shorts that sag below the waistline (low-riding).
11. Inappropriate footwear including, but not limited to bedroom slippers and unfastened shoes or shoes missing appropriate closures.
12. Articles of clothing that is hazardous or distracting to the operation of school including, but not limited to excessively short or tight miniskirts/dresses.
13. Ear, facial, tongue, or body piercing is prohibited in certain courses.
14. Draping towels, blankets, shirts, or shorts around the neck are prohibited.

Administrators will notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

Recommended Dispositions

Students who violate the dress code will face the following disciplinary consequences:

- First Offense: Warning with an opportunity to correct dress code violation and parent notification
- Second Offense: One (1) day In-School Suspension
- Third Offense: One (1) day Out-Of-School-Suspension

NOTE: Parents will be called to pick up a student or bring a change of clothing if the dress code is violated. To avoid this, remind your child to dress appropriately. Administrators will use discretion to address any and all instances of dress code violations which may not have been identified in the above list.

APPENDIX C

ACCEPTABLE COMPUTER/TECHNOLOGY SYSTEM USE

The school board provides a computer/technology system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer/technology system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer/technology system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer/technology system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer/technology system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer/technology system. By using or accessing the computer/technology system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer/technology system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure – content filter for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure – content filter is enforced during any use of the division's computers;
- (4) provisions establishing that all usage of the computer/technology system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful online activities;
- (7) provisions requiring every user to protect the security of information necessary to access the computer/technology system, such as usernames and passwords, and prohibiting the sharing of passwords;
- (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (9) a component of internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer/technology system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The division's computer/technology system is not a public forum.

Users of the division's computer/technology system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer/technology system without the prior approval of the superintendent or superintendent's designee.

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer/technology system privileges, disciplinary action, and/or appropriate legal action.

The school board is not responsible for any information that may be lost, damaged or unavailable when using the computer/technology system or for any information retrieved via the internet. Furthermore, the school board will not be responsible for any unauthorized charges or fees resulting from access to the computer/technology system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: August 13, 2019

Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.: EGAA

GAB-R/IIBEA-R

GBA/JHFA

GCQB

JFC

JFC-R

Reproduction and Use of Copyrighted Materials

Technology Use Guidelines

Prohibition Against Harassment and Retaliation GCPD

Professional Staff Discipline

Staff Research and Publishing

Student Conduct

Standards of Student Conduct

APPENDIX D

TECHNOLOGY USE GUIDELINES

All use of the **Surry County** School Division's computer/technology system shall be consistent with the school board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer/technology system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

Computer/Technology System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the division's computer/technology system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. **Privilege.** The use of the division's computer/technology system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer/technology system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer/technology system.
 - unauthorized downloading of software.
 - using the computer/technology system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer/technology system while access privileges are suspended or revoked.
 - vandalizing the computer/technology system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer/technology system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer/technology system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The school board makes no warranties for the computer/technology system it provides. The school board shall not be responsible for any damages to the user from use of the computer/technology system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division is not responsible

for the accuracy or quality of information obtained through the computer/technology system. The user agrees to indemnify the school board for any losses, costs, or damages incurred by the school board relating to or arising out of any violation of these procedures.

6. **Security.** Computer/technology system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer/technology system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer/technology system, including telephone, data, or long-distance charges.
9. **Electronic Mail.** The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the division's computers/technology devices having internet access to filter or block internet access through such computers/technology devices to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer/technology system privileges and may also result in appropriate disciplinary action, as determined by school board policy, or legal action.**

Adopted: August 13, 2019

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Cross Refs:	GAB/IIBEA	Acceptable Computer/technology system Use GCPD
	Professional Staff Discipline	
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

APPENDIX E

ACCEPTABLE COMPUTER/TECHNOLOGY SYSTEM USE AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division's computer/technology system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division's computer/technology system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer/Technology System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the School Division's Acceptable Computer/Technology System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer/technology system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer/technology system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature _____ Date _____

Student/Employee Name _____

(Please Print)

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer/technology system is intended for educational purposes and the **Surry County** School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer/technology system. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer/technology system in accordance with Surry County School Division's policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____

(Please Print)

Electronic acknowledgement of receipt of SCPS' Acceptable Use Policy is collected every school year during online annual registration. Online registration instructions can be found on our website: <https://www.surryschools.net/Page/354>

APPENDIX F

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records including:

1. The right to inspect and review the student's education records within 14 days of the day that Surry County Public Schools receive a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading or in violation of the student's privacy rights and the procedure for exercising this right. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. The type of information designated as directory information and the right to opt out of release of directory information;
5. That the school division releases records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
6. The right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
7. A specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, and
8. The right to file complaints with the Family Policy Compliance Officer in the United States Department of Education concerning the school division's alleged failure to comply with FERPA.

Disclosure of Education Records

Surry County Public Schools discloses education records or personally identifiable information contained therein only with the written consent of the parent or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following.

- A. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the Division as an administrator, supervisor, instructor, or support staff member.
- A person appointed or elected to the School Board.
- A person employed by or under contract to the school division to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- A person who is a teacher or school official, including teachers and school officials in other schools, who have legitimate educational interests in the student.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

- B. To officials of another school, school system, or institution of postsecondary education upon request, in which a student seeks or intends to enroll. The Surry County Public Schools shall provide written notice of the transfer including the identity of the requester to the parent, guardian or other person having control or charge of the student or to a student who is 18 years of age or older within five days of the date on which the record was transferred. This notice requirement applies on the transfer of records to education programs in jails and detention centers.
- C. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs, and in accordance with applicable federal regulations.
- D. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- E. State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state law adopted:
- prior to November 19, 1974, if the allowed disclosure or reporting concerns the juvenile justice system and its ability to effectively serve the student whose records are released; or after November 19, 1974, if the allowed disclosure or reporting concerns the juvenile justice system and its ability to effectively serve, **prior to adjudication**, the student whose records are released and the officials to whom the records are disclosed certify in writing to the division that the information will not be disclosed to any other party without the prior written consent of the parent or eligible student, except as provided by state law.
- F. To organizations conducting certain studies for or on behalf of the school division, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction.
- G. To accrediting organizations to carry out their functions.
- H. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- I. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.

- J. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals in an emergency.
 - K. To an agency case worker or other representative of the state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.
 - L. Directory information so designated by the school division.
 - M. When the disclosure concerns sex offenders and other individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. §14071 and the information was provided to the division under 42 U.S.C. §14071 and applicable federal guidelines.
9. The right to a copy of the record upon request. The fee for copies will be .25 per page. There is no charge for records of children with disabilities. Copy of policy is available upon request.

Directory information

Surry County Public Schools may disclose appropriate designated directory information without written consent, unless the parent or eligible student has advised Surry County Public Schools to the contrary in accordance with Surry County Public Schools procedures. The primary purpose of directory information is to allow Surry County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your child's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed, can also be disclosed to outside organizations without a parent's prior written consent. Directory information may include information such as the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user.

Ref: Surry County School Board Policy File: JO

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Surry County Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Surry County Public Schools directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes. **Surry Public Schools** will also directly notify parents and eligible students, through handbook, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by U.S. Education Department.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington,
D.C. 20202-4605



Release of Student Information & Photo Release “Opt Out” Form

*This form should be filled out **ANNUALLY** and kept on file with the child's school*

ONLY IF PARENTS CHOOSE AN OPT-OUT OPTION.

Parents: Please check all that apply if you do not give permission.

Student's Name: _____

Grade: _____

School: _____

School Year: _____

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. If you wish to opt out, you must check the box(es) below and return this form no later than the second week of school or ten days following the student's enrollment in the District, whichever is later. This election is good for the remainder of the current school year.

If no documentation is on file, we will assume that permission for release of directory information has been granted.

Parents - please check all that apply if you DO NOT give permission:

PLEASE DO NOT RELEASE MY STUDENT'S DIRECTORY INFORMATION TO THE **ARMED FORCES***

PLEASE DO NOT RELEASE MY STUDENT'S DIRECTORY INFORMATION TO **HIGHER EDUCATION.**

PLEASE DO NOT PUBLISH MY STUDENT'S PHOTO/IMAGE AND STUDENT WORK IN THE NEWSPAPER AND OTHER MEDIA

PLEASE DO NOT INCLUDE MY STUDENT'S INFORMATION IN **DIRECTORY INFORMATION*** THAT MAY BE RELEASED WITHOUT MY CONSENT INCLUDING, BUT NOT LIMITED TO:

YEARBOOKS

NEWSLETTERS/BROCHURES

WEBSITE

Parent/Guardian's Name (Please Print) _____ Date: _____

Parent/Guardian's Signature _____

PARENT/GUARDIAN'S PHONE NUMBER _____

Electronic signature and permission is collected during annual online registration every school year. Online registration instructions can be found on our website: <https://www.surryschools.net/Page/354>

ABOUT FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student Directory Information *

Public Disclosure of Student Directory Information – (For ALL Students Grades PreK-12)

In accordance with federal and state laws, Surry County Public Schools may release student directory information for various purposes. Student directory information may include:

- Student name, address, and telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors, awards & degrees received
- School & grade level
- Previous educational agencies or institutions attended by the student
- Photographs, videos and other similar information

Public disclosure of student directory information may occur in many ways, such as:

- School yearbooks (including photos).
- Team rosters and class lists.
- Graduation, theater, athletic, and music programs.
- Video performances, school activities, and athletic events.
- Articles about school activities and athletic events.
- School honor roll, scholarships and other awards.
- Releases to media.

Release of Directory Information to the ARMED FORCES – (For High School Students Only)

The No Child Left Behind Act of 2001 (NCLB) and the National Defense Authorization Act for Fiscal Year 2002 both require high schools to provide military recruiters with access to directory-type information on secondary school students. Upon request schools must release to military recruiters the name, address, and telephone numbers of high school juniors and seniors, unless the parent or eligible student has opted out of the release of this information to military recruiters. If you wish to opt out, you must check the box on the front of this form and return no later than the second week of school or ten days following the student's enrollment in the District, whichever is later. This election is good for the remainder of the current school year.

Publishing of Pictures, Videos & Student Art/Work in Schools

Surry County Public Schools likes to celebrate achievements of our students and staff. We routinely include pictures of students in publications, broadcasts and on the web page. Community organizations often partner with the school district on various projects and may include pictures on their respective websites and publications when celebrating our partnerships. **This form should be completed and submitted to your child's school ONLY IF YOU DO NOT WANT YOUR CHILDS IMAGES USED.**

APPENDIX H

PARENTAL/GUARDIAN STATEMENT OF THE RECEIPT OF

- 1) SECTION OF VIRGINIA CODE REGARDING PARENTAL RESPONSIBILITY
- 2) SCHOOL BOARD'S STANDARDS OF STUDENT CONDUCT AS REQUIRED BY VIRGINIA CODE SECTION 27.1-279.3
- 3) COMPULSORY SCHOOL ATTENDANCE LAW (VIRGINIA CODE SECTION 22.1-254)
- 4) SCHOOL BUS AND SAFETY RULES
- 5) ACCEPTABLE COMPUTER SYSTEM USE POLICY
- 6) PARENT/STUDENT HANDBOOK

I am the parent/guardian of the below named child and, by my signature, I acknowledge that I have received a notice of the requirements of Section 22.1-279.3 of the Code of Virginia entitled "Parental Responsibility and Involvement Requirements," a copy of the Surry County Board's *Student Code of Conduct*, annual notification of Federal Education Rights and Privacy Act (FERPA Rights: See 20 U.S.C. Section 1232g(e); 34 C.F.R. Section 99.10.), a copy of the Compulsory School Attendance Policy (Section 22.1-254), a copy of the School Bus and Safety Rules, a copy of the Acceptable Computer System Use (Section 22.1-78 and 22.1-70.2), and the Parent/Student Handbook.

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

Date

Signature of Parent/Guardian

Student Name

Signature of Student

NOTICE TO PARENT

Electronic acknowledgement of receipt of SCPS' Student Handbook and Code of Conduct is collected every school year during online annual registration. By electronically signing, you shall not be deemed to waive, and you expressly reserve your rights protected by the constitutions or laws of the United States or the Commonwealth, and you have the right to express disagreement with the school's or school division's policies or decisions. Electronic signature should be completed within five (5) days of receiving the handbook found linked online and within our online annual registration in the PowerSchool Parent Portal application.

Online registration instructions can be found on our website: <https://www.surryschools.net/Page/354>

SCHOOL COPY

PARENTAL/GUARDIAN STATEMENT OF THE RECEIPT OF

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Date

Signature of Parent/Guardian

Student Name

Signature of Student

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is it BULLYING?

When someone says or does something
unintentionally hurtful
and they do it once, that's
RUDE.

When someone says or does something
intentionally hurtful
and they do it once, that's
MEAN.

When someone says or does something
intentionally hurtful and they *keep doing it*—
even when you tell them to stop or show
them that you're upset—that's
BULLYING.

APPENDIX J

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned/in the heat of the moment	Spontaneous/often unintentional behavior	Intentional behavior	Is often planned and done on purpose
All parties are upset	Can upset and cause hurt feelings	Can hurt others deeply	Can cause serious, life-long emotional damage
All parties want to work it out	Often based in thoughtlessness or poor manners	Often based in anger; impulsive cruelty	The bully is trying to gain power or control over the target
All parties will accept responsibility	Rude person should accept responsibility	Behavior is often regretted	The bully often blames the target
An effort is made by all parties to solve the problem	Apology	Apology is often sufficient	The target wants the bully's behavior to stop
Can usually be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be ignored	Cannot be resolved through mediation, should be reported

Source: Adapted from Jennifer Astles, DASA Newsletter, January 2014, TST BOCES and modified by the School District of Lee County, Student Services

LUTHER PORTER JACKSON MIDDLE SCHOOL							
BUILDING MATRIX	ALL SETTINGS	MEALTIME	HALLWAY	RESTROOM	GYM	LOCKER ROOM	SOCIAL EMOTIONAL
E X P E C T A T I O N S	Follow Healthy Protocol: -Wear face coverings -Maintain social distancing -Use your own materials -Limit touching shared surfaces Use appropriate language and volume when speaking Be considerate of each other's perspectives, opinions, contributions, and property Be attentive and follow directions	Use appropriate language and volume when speaking Avoid sharing food with others Keep your hands, feet, and objects to yourself Listen quietly and follow the dismissal/clean up routine	Transition to your area quickly and quietly Allow others to pass Walk on the right side of the hallway, parallel to the social distancing dots.	Knock before entering stall Allow others their privacy	Play fairly Be a team player Be considerate of each other's perspectives, opinions, contributions, and property	Respect other people's property Tell a peer about odor in privacy	Take care of self Communicate your feelings (I feel or I am feeling). Support and encourage each other Be patient with yourself and others Celebrate successes
	Use time wisely and be punctual. Clean up after yourself Use materials for intended purpose See something, say something Keep cell phones in bookbags turned off at all times	Throw trash away in the appropriate area Wash your hands thoroughly	Keep materials with you	Wash hands with soap and water for 20 seconds Keep the bathroom clean Disposal of trash in the proper place	Stay in your assigned area or group Be aware of your surroundings.	Remember to bring clothes and shoes for gym days. Avoid sharing personal items. (clothes, deodorant, hair accessories, shoes)	Plan your day/week including breaks Seek support if/when needed
	Represent your school in a positive manner Ask for help when needed Sit quietly until the speaker provides directions Be prepared	Focus on eating before socializing Stay on task during clean up	Use low volume when classes are in session Remain in designated areas	Use the facility while on break or between classes Be brief, stay focused	Listen for the rules of the game. Arrive and leave on time.	Change out in the allotted time.	Balance sleep, work, and social activities Beware of distractions Remember you are learning, mistakes happen. Use calming strategies when frustrated.