

# **Code of Student Conduct**



## **2016-2017**

**Dr. Douglas R. Schuch, Superintendent  
Dr. Cherie C. Whitehurst, Deputy Superintendent**

## *Bedford County Public Schools Vision and Mission Statements*

*The vision of Bedford County Public Schools is to be a community dedicated to our students and their future.*

*The mission of Bedford County Public Schools is to prepare our students to be productive and responsible citizens in our community and the world.*

## **The Goals of Bedford County Public Schools**

Prepare students to be successful in college and career fields

Enhance community support for student learning

Manage resources responsibly, efficiently, and effectively

Employ highly effective teachers and support staff

Bedford County Schools Public Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs, activities or employment practices, as required by Title VI, Title VII, Title IX, and Section 504. Mr. Tim Parker, Director for Human Resources, is designated as the Compliance Officer responsible for assurances of non-discrimination. He may be reached at the following address: P.O. Box 748, Bedford, VA 24523, and telephone number (540) 586-1045, Ext. 273.

For a complete listing of Compliance Officers, please visit <http://www.bedford.k12.va.us>.

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## Welcome to the 2016-17 School Year

Bedford County Public Schools is dedicated to preparing our students to be productive and responsible citizens in our community and the world. To help fulfill this mission, all students, parents/guardians, teachers, and other school personnel must work together to create a learning environment where dignity, respect, and teamwork are paramount. The *Code of Student Conduct* has been established to help each student achieve his or her intellectual potential and to be a part of a dignified, respectful, and collaborative environment.

The Bedford County School Board has adopted the *Code of Student Conduct*. It defines the basic rules and major expectations of students in the public schools of Bedford County. Parents are asked to review all information in the *Code of Student Conduct* carefully and discuss this information and the consequences of violating the rules with their children. Virginia law Section 22.1-279.3 requires that parents or guardians acknowledge receipt of these materials. An acknowledgment form for the *2016-2017 Code of Student Conduct* is enclosed in the back of this booklet for you to complete and return to your school. In addition, two other acknowledgment forms, the Acceptable Computer System Use Agreement and the Bedford County Public Schools Anti-Bullying Pledge, are enclosed in the back of this booklet for you to complete and return to your school. For additional information, School Board policies are also available on the internet at <http://www.bedford.k12.va.us>.

As we all work together, we hope your child experiences a successful and fulfilling school year.



## Introduction

It is the belief of the Bedford County Public School Board that all students have the right to an environment that is safe, drug-free, and conducive to learning. To that end, our school system not only has the duty of providing an education for all students, but also has the responsibility of establishing standards of student conduct that help create an atmosphere supportive of learning. Students and their parents/guardians can expect school personnel to reinforce positive behaviors.

The primary objectives of the standards of student conduct are (1) to provide standards and guidelines for student behavior; (2) to assist the student in becoming a responsible, productive, and self-disciplined citizen; and (3) to maintain a safe and orderly environment in the classroom and all other areas of school activities.

As parents/guardians of students in Bedford County, you are asked to review this booklet containing the *Code of Student Conduct* with your children and give your support to Bedford County Public Schools in our efforts to promote high quality instruction and an atmosphere conducive to learning. The behavioral expectations outlined in this booklet are the official standard for our school division.

The Bedford County Public School Board also believes that character development is the foundation for the standards of conduct and is essential for a positive school environment where successful teaching and learning occur. Parents/Guardians are asked to work with the school to teach and support the development of the six pillars of character listed below:

- I. **Trustworthiness:** Build trust and credibility with *integrity* (consistency between beliefs, words, and actions), *honesty* (truthfulness, sincerity, and candor), *promise-keeping*, and *loyalty* (fidelity to family, friends, and country).
- II. **Respect:** Honor the worth and dignity of all individuals. Treat others the way you would want to be treated. Act courteously, civilly, peaceably, and nonviolently. Be tolerant and accepting of differences. Avoid rude, offensive, and abusive words and actions.
- III. **Responsibility:** Be accountable for your words, actions, and attitudes. Exercise self-control. Strive for excellence and self-improvement. Plan ahead. Set a good example for others. Be self-reliant, prudent, proactive, persistent, and hard-working.
- IV. **Fairness:** Be consistent, open, and treat all people equitably. Consider all sides and make decisions on the facts without favoritism or prejudice. Play by the rules, avoid careless accusations, and don't take undue advantage of others. Pursue justice and condemn injustice.
- V. **Caring:** Be kind, compassionate, empathetic, charitable, forgiving, and grateful.
- VI. **Citizenship:** Obey laws in good faith. Do your share to improve the well-being of fellow citizens and the community. Protect the environment, volunteer, and participate in the processes of democracy by staying informed and voting.

(For additional information regarding the Character Counts program, please refer to the following web site:  
<http://charactercounts.org/sixpillars.html>)

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

### School Board Members

Mr. Gary Hostutler – Chairman, District 4

Ms. Julie Bennington – Vice Chairman, District 5

Mr. Richard Downey, District 1

Mr. Jason Johnson, District 2

Dr. John Hicks, District 3

Mrs. Susan Falls Kirby, District 6

Mr. Martin Leamy, District 7

## Student Responsibilities and Expected Behaviors

All students, parents, and school staff deserve a safe, caring, and supportive learning environment. Appropriate behaviors are encouraged by teaching, guiding, modeling, and directing. In the school environment, opportunities are created for students to practice and succeed in making responsible decisions and good judgments that will enable them to reach their full academic and social potential. Students will show respect for themselves, others, learning, and property by demonstrating the expected student behaviors listed below.

### Respect for Self

I will show respect for **myself** by:

- Attending school daily while avoiding late arrivals and early dismissals.
- Remaining on school grounds unless permission is granted to leave.
- Dressing in a way that is appropriate for the learning environment.
- Choosing not to bring tobacco, e-cigarettes, alcohol, drugs, weapons, explosives, or dangerous objects to school.
- Exhibiting appropriate conduct in compliance with the local school student/parent handbook; *Code of Student Conduct*; school, district, and Virginia High School League athletic/activities regulations; Bedford County School Board regulations and policies; and applicable state and federal laws.
- Doing schoolwork and homework neatly and completely.
- Practicing positive behavior choices and learning from the consequences of behaviors.

### Respect for Others

I will show respect for **others** by:

- Being honest (e.g., telling the truth and admitting to things I have done).
- Being considerate of other people's feelings.
- Contributing to a climate of acceptance and mutual respect within the school community so the hopes and ambitions of all individuals may be realized.
- Keeping hands to self.
- Listening when others are speaking.
- Refraining from the use of profanity.
- Treating others like I want to be treated (e.g., refusing to bully, threaten, or intimidate).
- Using a respectful, positive, and considerate tone of voice and body language when speaking to others.
- Using positive words with others (no putdowns).
- Working together with adults to manage negative behaviors and emotions.
- Working with other students in positive ways.

### Respect for Learning

I will show respect for **learning** by:

- Taking responsibility for my own learning.
- Coming to school and class prepared to work and on time.
- Following classroom rules and directions from the teachers and other school staff.
- Participating in class activities and discussions.
- Keeping focused on work and avoiding classroom disruptions.
- Developing adequate study habits and completing class assignments and/or requirements.
- Completing own schoolwork and homework.
- Keeping eyes on own materials when taking quizzes and tests.

### Respect for Property

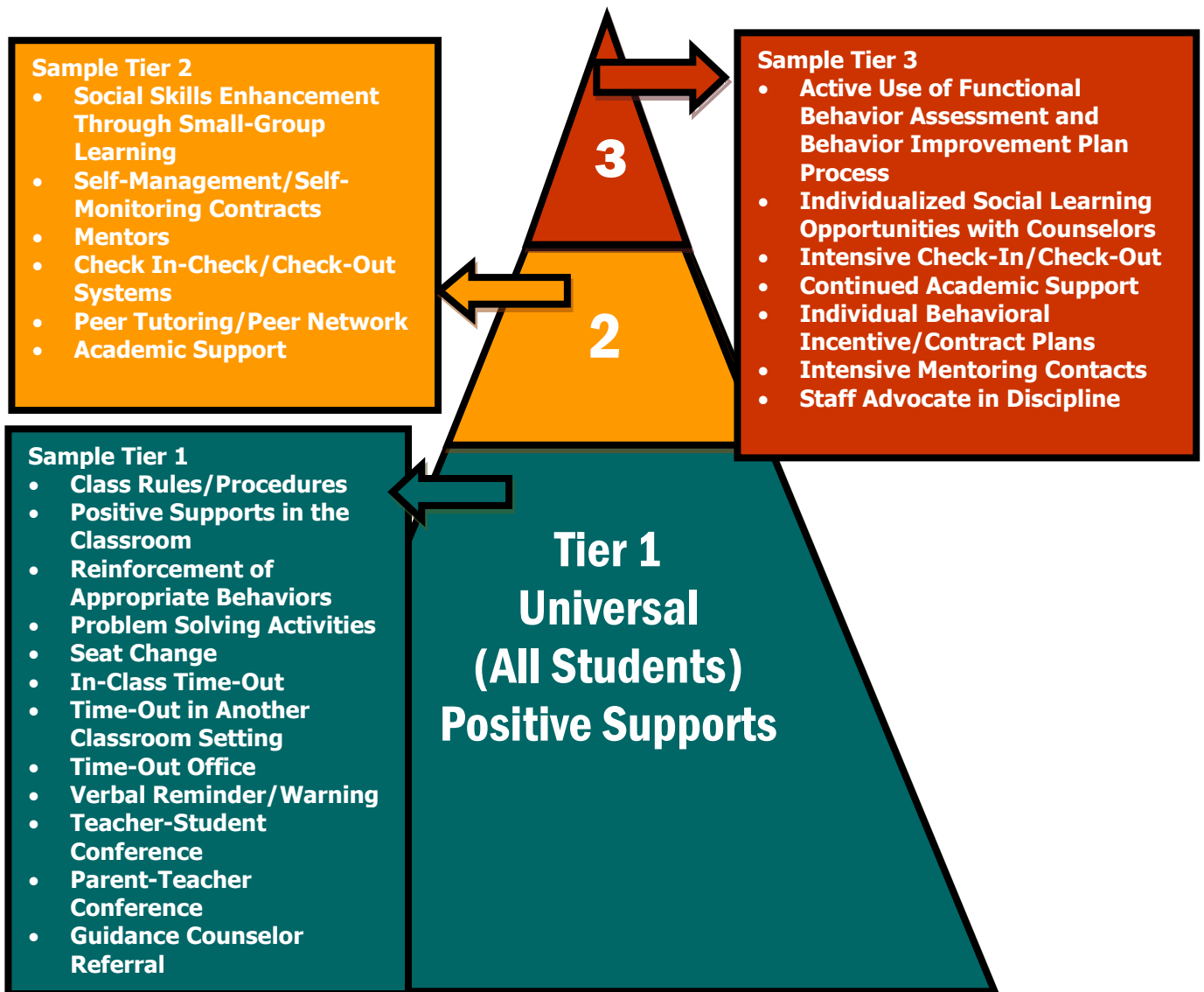
I will show respect for **property** by:

- Following rules about safety:
  - Keeping cell phones off and out of sight during instructional periods unless given special permission by the teacher (e.g., for a lesson activity) or the building principal.
  - Not making threats about harming others or property.
  - Not touching fire alarms or extinguishers unless there is an emergency.
  - Using school equipment in a safe manner.
- Not bringing dangerous or distracting items to school (e.g., matches, lighters, weapons, toys, fireworks, alcohol, tobacco, e-cigarettes, drugs, etc.).
- Using school property wisely and taking care of all school supplies, resources, and equipment in school and on school grounds.
- Using technology as directed by school staff.
- Reimbursing Bedford County School Board for any lost or actual breakage/destruction of property owned by or under the control of the School Board.

## Levels of Interventions to Support Positive Behaviors

Positive Behavior Intervention Supports (PBIS) is an initiative in Bedford County Public Schools that includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on developing a structured system of support to enhance student learning. Students often need targeted intervention to build skills to improve their behavior. School staff recognize that improving and maintaining student behaviors involves a continuum of supports and interventions. (Center for Positive Behavior Intervention Supports).

When planning for behavioral intervention with students, school planning teams may explore the general classroom and school management programs to ensure that consistent behavioral expectations are present across the school setting and each classroom utilizes a variety of positive strategies to promote adherence to school rules and principles of good school conduct. If students are having continued difficulty displaying expected behaviors in the school setting, school planning teams may want to explore more individualized or student-specific interventions, much like they would with academic remediation. These supports are often referenced as 'tiers' of intervention, with Tier I providing general strategies across the school and classroom environments and Tier II/Tier III moving toward more small-group or individual supports to target behaviors of concern.



## Levels of Progressive Consequences Information

Behavior that detracts from one student's ability to profit from instruction or that infringes on the rights of others warrants the assigning of a disciplinary consequence to the student exhibiting the inappropriate behavior. The intent of the disciplinary consequence is to bring about a positive change in the student's behavior. Just as academic instruction is individualized, disciplinary consequences are to function with guidelines that are broad enough to allow for student differences, extenuating circumstances, and educational resources.

School administrators are to exercise informed judgment as to whether a student's action is in violation of the *Code of Student Conduct* in school buildings, on school grounds and parking lots, in school vehicles, at school-related activities (e.g., field trips, sporting events, competitions, dances, etc.), or going to and returning from school. Six levels of consequences for violations of the *Code of Student Conduct* have been developed to guide school administrators to help change student behaviors and develop traits of good citizenship.

While school administrators are provided with a guide for the assigning of progressive consequences, there are circumstances that require school administrators to assign a consequence at a level out of the progression order or to assign a consequence that is not listed on the following page.

Below are several examples:

- School administrators have the option of using a consequence from a lower level, unless a level V or VI consequence is required.
- School administrators have the option of using a consequence from a higher level if warranted by circumstances.
- Each school principal is to suspend from school ten days and refer to the office of superintendent/designee with a recommendation for expulsion any student who, while on a school bus, on school property, or at a school sponsored activity:
  - 1) is in possession of a firearm or weapon;
  - 2) threatens to do bodily injury to a staff member;
  - 3) assaults and batters a staff member;
  - 4) possesses or distributes drugs or alcohol;
  - 5) possesses a firebomb, a chemical bomb, explosive materials or devices, or hoax explosive devices;  
or
  - 6) endangers the safety of the school community and/or any of its members.
- The School Resource Officer (SRO) Program places law enforcement officers from Bedford County in schools in an effort to create and maintain a safe learning environment for the students. School Resource Officers may be involved with student discipline issues and may take law enforcement action in consultation with the school administrator. In addition, certain acts of crime that occur on school property or at school sponsored events must be reported to local law enforcement authorities by the principal/designee (§ [22.1-279.3:1](#)).
- According to § [22.1-279.3:1](#) of the *Code of Virginia*, certain criminal acts that occur in the community must be reported to the principal/designee and superintendent/designee, and the student may be assigned to an alternative education program (§ [22.1-277.2:1](#)).

Bedford County Public Schools recognize the right of each student with a disability to a free appropriate public education and to procedural protection set forth under the Individuals with Disabilities Education Act and relevant state and federal regulations. Students are expected to follow the rules as outlined in the *Code of Student Conduct*. "School personnel may consider any unique circumstances on a case-by-case basis when deciding whether or not to order a change in placement for a child with a disability that violates a code of student conduct." (VAC 20-80-160.A.3)

The charts on the following pages set forth prohibited conduct and the level of consequences for violations.



## Levels of Progressive Consequences

Level	Examples
<b>1</b>	<p><b>Classroom Level Possible Consequences:</b> Teachers may use one or more of the following consequences to help the students change behaviors in the classroom. If these consequences are successful, referral to the school administrator may not be necessary.</p> <ul style="list-style-type: none"> <li>• Reminder/Warning</li> <li>• Letter of Apology</li> <li>• Written Reflection About Incident &amp; Student Conference</li> <li>• Guided Student Problem Solving</li> <li>• Student Conference</li> <li>• Loss of Privileges</li> <li>• Lunch Detention</li> <li>• Short-Duration Time Out (In-Class or Shared)</li> <li>• Environmental Modifications (e.g., Preferential Seating, Inappropriate Item Confiscation)</li> <li>• Parent Contact (e.g., Telephone, Note, Copy of Think Sheet/Thinking Map, etc.)</li> </ul>
<b>2</b>	<p><b>Possible Consequences When Level 1 Consequences Are Ineffective or Severity of Incident Warrants:</b> Teachers may use the following consequences to help the students change behaviors in the classroom. In some cases, referral to the school administration may be necessary.</p> <p><b>Parent/Guardian and/or Administrator Involvement</b></p> <ul style="list-style-type: none"> <li>• Parent Contact (e.g., Telephone, Conference, Letter, etc.)</li> <li>• Parent, Teacher, Student Conference (e.g., Support Plan, Check In/Check Out Communication Log, etc.)</li> <li>• Detention Assigned by Teacher /Administrator</li> <li>• Behavioral Contract</li> <li>• Referral to School Counselor (e.g., Conflict Resolution)</li> <li>• Supervised Time-Out Outside of Classroom (Behavior Modification Center or Decision- Making Room)</li> <li>• Completion of Assigned Behavioral Learning Packet</li> <li>• Confiscation of Item and Returned Only to the Student's Parent</li> <li>• Saturday School</li> </ul>
<b>3</b>	<p><b>Possible Consequences When Level 2 Consequences Are Ineffective or Severity of Incident Warrants</b></p> <p><b>Office Referral Required, Parent/Guardian Notification Required</b></p> <ul style="list-style-type: none"> <li>• Student Conference</li> <li>• Parent Contact</li> <li>• Parent Conference</li> <li>• Detention</li> <li>• Saturday School</li> <li>• School Service (Supervised &amp; Documented as Arranged by Administrator)</li> <li>• Confiscation of Item and Returned Only to the Student's Parent</li> <li>• Restricted Activity</li> <li>• Suspension from Extra-Curricular Activity</li> <li>• Restitution</li> <li>• Loss of Parking Privileges (High School)</li> <li>• In-School Suspension (Multi-Period Assignments, Half Day, or 1-5 Days)</li> <li>• Short-Term Suspension (1-5 Days)</li> <li>• Referral to Student Services Personnel</li> <li>• Report to Outside Agencies (e.g., Truancy Review Team)</li> <li>• Report to Law Enforcement Authorities</li> </ul>
<b>4</b>	<p><b>Possible When Level 3 Consequences Are Ineffective or Severity of Incident Warrants</b></p> <p><b>Office Referral Required, Parent/Guardian Notification Required</b></p> <ul style="list-style-type: none"> <li>• In-School Suspension (6-10 Days)</li> <li>• Short-Term Suspension (6-10 Days)</li> <li>• Referral to Student Services Personnel</li> <li>• Report to Outside Agencies</li> <li>• Report to Law Enforcement Authorities</li> </ul>
<b>5</b>	<p><b>Possible When Level 4 Consequences Are Ineffective or Severity of Incident Warrants</b></p> <p><b>Office Referral Required, Parent/Guardian Notification Required, Discipline Hearing with Superintendent/Designee Required</b></p> <ul style="list-style-type: none"> <li>• Ten Day Suspension with Recommendation for Long-Term Suspension (11-364 Days)</li> <li>• Recommendation for Alternative Education Services During Long-Term Suspension</li> <li>• Recommendation for No Educational Services During Long-Term Suspension</li> <li>• Report to Outside Agencies</li> <li>• Report to Law Enforcement Authorities</li> </ul>
<b>6</b>	<p><b>Possible When Level 5 Consequences Are Ineffective or Severity of Incident Warrants</b></p> <p><b>Office Referral Required, Parent/Guardian Notification Required, Discipline Hearing With School Board Required</b></p> <ul style="list-style-type: none"> <li>• Ten Day Suspension with Recommendation for Expulsion (May Petition School Board After 365 Days for Readmission)</li> <li>• 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.</li> <li>• Recommendation for Alternative Education Services During Expulsion</li> <li>• Recommendation for No Educational Services During Expulsion</li> <li>• Report to Law Enforcement Authorities</li> <li>• The School Board may determine that under the facts of the particular case, special circumstances exist and another disciplinary action is appropriate.</li> </ul>

## Levels of Consequences for Students in Grades K – 5

Offense/Violation	1	2	3	4	5	6	Police Reporting Required
Attendance Violation of State Law Regarding Compulsory Attendance May also include: Tardiness or Skipping Class	•	•	Suspension not Permitted •	Suspension not Permitted •			See Compulsory Attendance Law Section
Alcohol						•	•
Arson (Actual/Attempted)					•	•	•
Assault/Battery			•	•	•	•	•
Bomb Threat, Chemical/Biological Threat, Terrorist Threat, Setting off False Fire Alarm			•	•	•	•	•
Breaking and Entering/ Burglary (Actual/Attempted)			•	•	•	•	•
Bullying <ul style="list-style-type: none"> <li>• Repeated Negative Behaviors Intended to Frighten or Cause Harm</li> <li>• Cyber Bullying</li> </ul>			•	•	•	•	Consult SRO
Disorderly Conduct/ Insubordinate <ul style="list-style-type: none"> <li>• Disrespect/Walking Away, Etc.</li> <li>• Defiance/Refuses Requests</li> <li>• Disruptive Demonstrations</li> <li>• Possession of Obscene or Disruptive Literature</li> <li>• Classroom or Campus Disruption</li> <li>• Using Obscene or Inappropriate Language or Gestures</li> <li>• Minor Insubordination</li> </ul>	•	•	•	•	•		
Drug Violations <ul style="list-style-type: none"> <li>• Schedule Drugs</li> <li>• Marijuana</li> <li>• Synthetic Marijuana (e.g., Spice)</li> <li>• Anabolic Steroid</li> <li>• Imitation</li> <li>• Theft or Attempted Theft of Prescription Medication</li> <li>• Paraphernalia</li> <li>• Inhalants</li> <li>• Over-the Counter</li> </ul>			•	•	•	•	•
Electronic Devices/Inappropriate Use	•	•	•				
Extortion			•	•	•	•	Consult SRO
Fighting <ul style="list-style-type: none"> <li>• Fighting/No or Minor Injury/Mutual Participation</li> <li>• Confrontation/ Tussle/Verbal or Physical Aggression/No Injury</li> </ul>		•	•	•			Consult SRO
Gambling		•	•	•			
Gang Activity			•	•	•	•	•

## Levels of Consequences for Students in Grades K – 5

Offense/Violation	1	2	3	4	5	6	Police Reporting Required
Harassment (Repeated Physical, Verbal, or Psychological)			•	•	•	•	Consult SRO
Hazing (Act of Harm Related to Initiation)			•	•	•	•	•
Inciting a Riot				•	•	•	Consult SRO
Inappropriate Personal Property (e.g., Dress Code Violation)	•	•	•				
Misrepresentation <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Plagiarism</li> <li>• Forgery</li> <li>• Lying</li> <li>• Making a False Accusation</li> <li>• Providing False Information</li> <li>• Refusal to Identify Oneself Properly</li> <li>• Refusal to Report an Illegal Act on School Grounds/Event</li> </ul> (See Specific School Handbook for Additional Examples)	•	•	•	•	• If Dangerous or Part of a Pattern		Consult SRO If Dangerous
Other School Violations <ul style="list-style-type: none"> <li>• Continued Disregard for the Code of Student Conduct</li> <li>• Failure to Return Library Books/Materials</li> <li>• Failure or Refusal to Serve Detention</li> <li>• Failure to Pick Up Trash or Return Lunch Tray</li> <li>• Failure to Report to Office as Directed</li> <li>• Horseplay</li> <li>• Leaving an Area, Class, or School Grounds Without Permission</li> <li>• Littering</li> <li>• Loitering on School Property (Including Halls, Restrooms, and Parking Lots)</li> <li>• Possession of Animals on School Grounds Without Permission</li> <li>• Possession of Matches/Lighters</li> <li>• Putting Substances In Another Person's Food or On a Person's Body</li> <li>• School Probation Violation</li> <li>• Sleeping in Class</li> <li>• Unauthorized Entry Into Restricted Areas</li> <li>• Unauthorized Removal of Food from Cafeteria</li> <li>• Other Good and Just Cause</li> </ul> (See Specific School Handbook for Additional Examples)	•	•	•	•	•	•	Consult SRO If Dangerous

## Levels of Consequences for Students in Grades K – 5

Offense/Violation	1	2	3	4	5	6	Police Reporting Required
Stalking				•	•	•	•
Sexual Offenses			•	•	•	•	Consult SRO
Technology Use		•	•	•	•		Consult SRO
Threats/Verbal/Physical		•	•	•	•	•	•
Theft		•	•	•	•		Consult SRO
Tobacco and E-Cigarettes			•	•	•		•
Tobacco/E-cigarettes Paraphernalia			•	•	•		•
Trespassing on School Property (Including the Trespass By Students While Suspended or Expelled)		•	•	•	•		Consult SRO
Vandalism (Includes Graffiti)	•	•	•	•			Consult SRO
Weapons			•	•	•	•	•
• Ammunition			•	•	•	•	
• Chemical Substance				•	•	•	
• Toy/Look-Alike Gun			•	•	•	•	
• Razor Blades, Box Cutter, Knife (Blade Less Than 3 Inches)			•	•	•	•	
• Fireworks/ Firecrackers/Stink Bombs			•	•	•	•	
• Taser						•	
• Stun gun						•	
• Pneumatic Weapon (BB, Pellet, or Paint Ball Gun)						•	
• Handgun/Pistol						•	
• Shotgun/Rifle						•	
• Expels Projective						•	
• Knife (Blade 3 Inches or More)						•	
• Explosive Device						•	
• Bomb						•	
• Zip Gun/Starter Gun/Flare Gun						•	
Other Weapon (e.g., Golf Club, Baseball Bat, Chains, Pipe, Nunchakus, Billy Club, or any other object that an individual intends to use as a weapon)			•	•	•	•	

## Levels of Consequences for Students in Grades 6-12

Offense/Violation		1	2	3	4	5	6	Police Reporting Required
A1T. Attendance	A1T. Violation of State Law Regarding Compulsory Attendance May also include: • Tardiness • Skipping Class	•	•	• Suspension not Permitted	• Suspension not Permitted			See Compulsory Attendance Law Section
AL1. Alcohol	AC1. Use						•	•
	AC2. Possession						•	
	AC 3. Sale/Distribution						•	
AR1. Arson	AS1. Actual					•	•	•
	AS2. Attempted					•	•	
	AS3. Lighted Firecrackers, Cherry Bombs, or Stink Bombs that Contribute to a Damaging Fire					•	•	
Assault/Battery	BA1. With Weapon Against Staff						•	•
	BA2. With No Weapon Against Staff						•	
	BA3. With Weapon Against Student						•	
	BA4. With No Weapon Against Student			•	•	•	•	
	BA5. Malicious Wounding Without a Weapon						•	
BB1. Bomb Threat	BO1. Bomb Threat						•	•
	BO2. Chemical/Biological Threat						•	
	BO3. Terrorist Threat						•	
	BO4. Setting Off False Fire Alarm				•	•	•	
BR1. Breaking and Entering/Burglary	BK1. Actual			•	•	•	•	•
	BK2. Attempted			•	•	•	•	
Bullying	BU1. Repeated Negative Behaviors Intended to Frighten or Cause Harm			•	•	•	•	Consult SRO
	BU2. Cyber Bullying			•	•	•	•	
Disorderly Conduct/Insubordinate	D1C. Disrespect/Walking Away, Etc.			•	•			
	D2C. Defiance/Refuses Requests			•	•			
	D3C. Disruptive Demonstrations			•	•	•	•	Consult SRO
	D4C. Possession of Obscene or Disruptive Literature			•	•	•	•	Consult SRO
	D5C. Classroom or Campus Disruption	•	•	•	•	•	•	Consult SRO
	D6C. Using Obscene or Inappropriate Language or Gestures			•	•			
	D8C. Minor Insubordination	•	•	•	•			

## Levels of Consequences for Students in Grades 6-12

Offense/Violation		1	2	3	4	5	6	Police Reporting Required
DR1. Drug Violations Schedule I-II Drug, Synthetic Marijuana, Marijuana, Anabolic Steroid Use or Possession	DG1. Schedule I & II Drug Use						•	•
	DG2. Schedule I & II Drug Possession						•	
	DG5. Synthetic Marijuana (e.g., Spice)						•	
	DG7. Marijuana Use						•	
	DG8. Marijuana Possession						•	
	D20. Anabolic Steroid Use & Possession						•	
DR2. Drug Violations Imitation	D17. Substances Represented as Drugs (Look-alikes)						•	•
DR3. Drug Violations Prescription	DR3. Theft or Attempted Theft of Prescription Medication						•	•
DR4. Drug Violations Schedule I-II, Synthetic Marijuana, Marijuana, Anabolic Steroid Distribution or Sale	DG3. Schedule I & II Drugs Sales/Distribution						•	•
	DG6. Synthetic Marijuana (e.g., Spice)						•	
	DG9. Marijuana Sales/Distribution						•	
	D19. Anabolic Steroid Sales/Distribution						•	
DR5. Drug Violations Schedule III-VI, Paraphernalia (Level 3 – Unauthorized possession of own medication.)	D10. Schedule III-VI Other Drug Use/Overdose						•	•
	D11. Schedule III-VI Other Drug Possession/ Paraphernalia Possession						•	•
	D12. Schedule III-VI Other Drug Sale/Distribution						•	•
Drug Violations Inhalants	D15. Possession of Inhalants					•	•	•
	D16. Use of Inhalants					•	•	
Drug Violations Over-the-Counter Use/ Possession/ Sale/ Distribution	D4G. Over-the Counter Medicine/Use			•	•	•	•	Consult SRO
	D5G. Over-the-Counter Medicine/Possession			•	•	•	•	
	D6G. Over-the-Counter Medicine Distribution			•	•	•	•	
	D6G. Over-the-Counter Medicine Sale					•	•	
Electronic Devices/ Inappropriate Use	C1M. Beepers		•	•	•			Consult SRO If Constitutes a Crime
	C2M. Cellular Telephones		•	•	•	•	•	
	C3M. Other Electronic Devices		•	•	•	•	•	
EX1. Extortion	ET1. Extortion			•	•	•	•	Consult SRO

	ET2. Attempted Extortion			•	•	•	•	
Levels of Consequences for Students in Grades 6-12								
Offense/Violation		1	2	3	4	5	6	Police Reporting Required
Fighting	FA2. Fighting/No or Minor Injury/Mutual Participation			•	•	•	•	Consult SRO
	F1T. Confrontation/Tussle/Verbal or Physical Aggression/No Injury			•	•			
G1B. Gambling	G1B. Gambling			•	•	•	•	Consult SRO
HR1. Harassment	HR1. Repeated Physical, Verbal, or Psychological				•	•	•	Consult SRO
GA1. Gang Activity	GA1. Gang Activity				•	•	•	Consult SRO
H1Z. Hazing	H1Z. Act of Harm Related to Initiation				•	•	•	Consult SRO
RT1. Inciting a Riot	RG1. Inciting a Riot					•	•	•
	RG2. Attempting to Incite					•	•	
KI1. Kidnapping	KI1. Kidnapping						•	•
Other Violations (See Specific School Handbook for Additional Examples)	S1V. Inappropriate Personal Property (e.g., Dress Code Violation)	•	•	•	•			
	S2V. Misrepresentation	•	•	•				
	S2V. Cheating, Plagiarism	•	•	•				
	S2V. Forgery			•	•	•	•	Consult SRO If Criminal
	S2V. Lying	•	•	•	•			
	S2V. Making a False Accusation			•	•	•	•	Consult SRO If Dangerous
	S2V. Providing False Information			•	•	•	•	Consult SRO If Criminal
	S2V. Refusal to Identify Oneself Properly			•	•	•	•	Consult SRO If Dangerous
S3V. Other Violations (See Specific School Handbook for Additional Examples)	S3V. Continued Disregard for the <i>Code of Student Conduct</i>			•	•	•	•	
	S3V. Failure to Return Library Books/Materials	•	•	•				
	S3V. Failure or Refusal to Serve Detention			•	•			
	S3V. Failure to Pick Up Trash or Return Lunch Tray	•	•	•				
	S3V. Failure to Report to Office as Directed			•	•			
	S3V. Horseplay	•	•	•	•			
	S3V. Leaving an Area, Class, or school Grounds Without Permission		•	•	•			
	S3V. Littering	•	•	•				
	S3V. Loitering on School Property (Including Halls, Restrooms, and Parking Lots)		•	•				

	S3V. Other Good and Just Cause			•	•	•	•	Consult SRO If Dangerous
<b>Levels of Consequences for Students in Grades 6-12</b>								
<b>Offense/Violation</b>		1	2	3	4	5	6	Police Reporting Required
Other Violations (Continued) (See Specific School Handbook for Additional Examples)	S3V. Possession of Animals on School Grounds Without Permission		•	•	•	•	•	Consult SRO If Dangerous
	S3V. Possession of Matches/Lighters		•	•				
	S3V. Public Display of Affection		•	•	•			
	S3V. Putting Substances In Another Person's Food or Drink or On A Person's Body			•	•	•	•	Consult SRO If Dangerous
	S3V. School Probation Violation					•	•	
	S3V. Sleeping in Class	•	•	•				
	S3V. Unauthorized Entry Into Restricted Areas			•	•	•	•	
	S3V. Unauthorized Removal of Food from Cafeteria	•	•	•				
RO1. Robbery	RB1. Actual Robbery						•	•
	RB2. Attempted Robbery						•	
ST1. Stalking	ST1. Stalking				•	•	•	•
Sexual Offenses	SB1. Sexual Battery Against Staff						•	•
	SB2. Sexual Battery Against Student						•	•
	SX0. Sexual Harassment				•	•	•	Consult SRO
	SX1. Offensive Sexual Touching/Staff					•	•	•
	SX2. Offensive Sexual Touching/Student				•	•	•	Consult SRO
	SX3. Sexual Assault Staff/Rape						•	•
	SX4. Sexual Assault Student/Rape						•	•
	SX5. Attempted Sexual Assault/Staff/Rape						•	•
	SX6. Attempted Sexual Assault/Student/Rape						•	•
	SX7. Sexual Offense without Force/Lewd Behavior/Indecent Exposure					•	•	•
SX8. Aggravated Sexual Battery/Student Less than Age 15						•	•	
Technology Use Violations/Use	T1C. Unauthorized Use of Technology/Information			•	•	•	•	Consult SRO If Criminal
	T2C. Causing/Attempting to Cause Damage to Hardware, Software, or Files			•	•	•	•	
	T3C. Violations of Acceptable Usage Policy			•	•	•	•	
	T4C. Violations of Internet Policy			•	•	•	•	



<b>Levels of Consequences for Students in Grades 6-12</b>								
<b>Offense/Violation</b>		1	2	3	4	5	6	Police Reporting Required
TI1. Threats/ Verbal/ Physical	TI1. Threat/Intimidation Against Staff (Bodily Injury)					•	•	•
	TI2. Threat/Intimidation Against Student			•	•	•	•	Consult SRO
TH1. Theft/No Force	TF1. School Property			•	•	•	•	Consult SRO If Constitutes a Crime
	TF2. Staff Property			•	•	•	•	
	TF3. Student Property			•	•	•	•	
	TF4. Possession of Stolen Property			•	•	•	•	
TH2. Motor Vehicle	TF6. Attempted Theft or Theft of Motor Vehicle					•	•	Consult SRO
TB1. Tobacco and E- Cigarettes	TC1. Use			•	•	•		Consult SRO
	TC2. Possession			•	•	•		
	TC3. Sale/Distribution			•	•	•		
T4B. Tobacco/ E-cigarettes Paraphernalia	T4B. Bring Tobacco/E- cigarettes Paraphernalia to School/School Event			•	•	•		Consult SRO
TR1. Trespassing	TR1. Trespassing on School Property (Including the Parking Lot), Including Trespass By Students While Suspended or Expelled			•	•	•	•	Consult SRO
VA1. Vandalism	VN1. School Property			•	•	•	•	Consult SRO If Constitutes a Crime
	VN2. Private Property			•	•	•	•	
	VN3. Graffiti			•	•	•	•	
Weapons	WP0. Pneumatic Weapon (BB, Pellet, or Paint Ball Gun)						•	•
	W1P. Ammunition				•	•	•	
	W2P. Chemical Substance					•	•	
	W3P. Toy/Look Alike Gun				•	•		
	W8P. Razor Blades, Box Cutter, Knife (Blade Less Than 3 Inches)			•	•	•	•	
	W9P. Fireworks/ Firecrackers/Stink Bombs			•	•	•	•	
	WT1. Taser						•	
	WS1. Stun Gun						•	
Weapons	WP1. Handgun/Pistol						•	•
	WP2. Shotgun/Rifle						•	
	WP4. Expels Projectile						•	
	WP5. Knife (Blade 3 Inches or More)						•	
	WP6. Explosive Device/Live Ammunition						•	
	WP7. Use of Bomb or Explosive Device						•	
	WP8. Zip Gun/Starter Gun/Flare Gun						•	
	WP9. Other Weapons (e.g., Golf Club, Baseball Bat, Chains, Pipe, Nunchakus, Billy Club, or			•	•	•	•	

any other object that an individual intends to use as a weapon)							
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**Compulsory School Attendance Expectations**

**Definition: Violation of state, school division, or school policy relating to attendance.**

The compulsory attendance law adopted by the State of Virginia requires that all children who have reached their fifth birthday on or before September 30<sup>th</sup> and who have not passed their eighteenth birthday must attend school. It is the legal responsibility of parents or guardians to ensure that students have regular daily attendance for the entire school day. Parents or guardians must seek homebound instruction for their children when they are absent for extended periods due to documented illnesses. The homebound request forms can be obtained from the school office.

Section [22.1-258](#) of the *Code of Virginia*, also states that whenever any pupil fails to report to school on a regular school day and no notification regarding the student’s absence has been received by school personnel, a reasonable effort to notify the parent or guardian by telephone shall be made by school personnel. To assist school personnel in implementing this policy, parents or guardians are encouraged to contact the school if their child is going to be absent from school.

**Notification for Absences:** When a student is absent from school for an entire day, or for one or more class periods, a parent or guardian must notify the school in a written, faxed, or emailed note within five (5) days of the student’s returning to school. The notification should contain the following:

- the date the note is written;
- the student’s full name;
- the reason(s) for the absence(s);
- the date(s) of the absence(s); and
- the parent’s or guardian’s signature (acceptable by email if address can be verified by school).

Medical documentation is required to verify doctor’s appointments and may be required to verify illnesses. The principal will be the judge of the validity of any excuses. A principal may require medical documentation if a student has displayed a pattern of excessive absences.

**Excused Absences:** Students shall not be tardy to school or absent without an acceptable excuse. Absences due the following conditions will be considered excused if documented within five (5) days of the student’s returning to school:

1. Death in the immediate family
2. Subpoenaed court appearance
3. Medical condition (as documented by the parent and/or physician)
4. Religious holiday (if such holiday is verified and the school is notified in advance)
5. Other good and just cause as approved by the principal

To be considered as excused in any of the above categories, the parent must be aware of and support the absence. No absence will be considered as excused that is in violation of any court order.

**Excessive Excused Absences:** The attendance record of students with more than 15 excused absences, without accompanying medical notes from a doctor, will be reviewed by the principal and addressed if needed.

**Dismissal Precautions:** A formal check-out system shall be maintained in each school. School principals/designees shall not release a student during the school day to any person not authorized by the student’s parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of the parent or guardian. The burden of proof regarding the authority of the person to receive the student is on the requesting party. Written documentation for absences due to the early dismissal of a student is also required.

**Upon Fifth Absence Without Parental Awareness and Support:** 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, and a reasonable effort to notify the parent has failed, the school principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The principal/designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance (§ [22.1-258](#), *Code of Virginia*).

**Upon Sixth Absence Without Parental Awareness and Support:** If the pupil is absent an additional day after direct contact with the pupil's parent and the school principal/designee has received no indication that the pupil's

parent is aware of and supports the pupil's absence, the school principal/designee shall schedule a conference within ten school days with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. The plan will be updated and then signed by all parties present (§ 22.1-258, *Code of Virginia*).

**Upon Additional Absence Without Parental Awareness and Support:** Upon the next absence by such pupil without indication to the school principal/designee that the pupil's parent is aware of and supports the pupil's absence, the school principal/designee shall notify the Truancy Prevention Specialist, who shall enforce the compulsory attendance rules by one of the following: 1) diversion from juvenile and domestic relations court through the Truancy Review Team, 2) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228, or 3) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the school principal/designee shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody pursuant to § 20-124.2 and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses (§ 22.1-258, *Code of Virginia*).

**Parental Cooperation in Resolving Excessive Unexcused Absences:** Nothing in this section shall be construed to limit in any way the authority of any attendance officer or division superintendent to seek immediate compliance with the compulsory school attendance law (§ 22.1-258, *Code of Virginia*). Attendance officers, other school personnel, or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil's absence or failure to give such notice as required by § 22.1-258, *Code of Virginia*.

**Nonattendance and Denial of Driving License by Court Action:** According to § 46.2-323(E) of the *Code of Virginia* and BCPS Policy JED, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

**Possible Court Action Regarding Truancy and Driver's License:** If a court finds that a child at least 13 years of age has failed to comply with school attendance and meeting requirements as provided in § 22.1-258, the court shall order the denial of the child's driving privileges for a period of not less than 30 days. If such failure to comply involves a child under the age of 16 years and three months, the child's ability to apply for a driver's license shall be delayed for a period of not less than 30 days following the date he reaches the age of 16 and three months.

If the court finds a second or subsequent such offense, it may order the denial of a driver's license for a period of one year or until the juvenile reaches the age of 18, whichever is longer, or delay the child's ability to apply for a driver's license for a period of one year following the date he reaches the age of 16 and three months, as may be appropriate.

Any child who has a driver's license at the time of the offense or at the time of the court's finding as provided in subsection A1 shall be ordered to surrender his driver's license, which shall be held in the physical custody of the court during any period of license denial (§16.1-278.9, *Code of Virginia*).

**Compulsory School Attendance and Alternative Education Attendance:** A student for whom an individual student alternative education plan has been granted and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law (§ 22.1-254 (E)(d), *Code of Virginia*).

**Excessive Tardiness to School:** To ensure a successful start to each school day, students must arrive at school on time. When students demonstrate a pattern of unexcused tardies, school staff may contact the parent to discuss the unexcused tardiness and to develop a plan to remedy the problem. The student may also be required to ride his/her assigned bus to school and if the student is attending a school out of his/her assigned zone, the principal may recommend to the superintendent that the student's zone transfer be revoked.

## **Bedford County Public Schools Student Dress Code**

In order to promote an orderly and safe learning environment while preparing students for success in the world of work, dress guidelines have been established. Students are expected to give proper attention to personal cleanliness and to dress appropriately for school. This means that a student's dress, grooming, and appearance, including hairstyle, jewelry, and makeup shall be safe, appropriate, and shall not disrupt or interfere with the educational process. Dress that is disruptive, distracting, revealing, or interferes with the educational process will not be acceptable. Administrators will enforce the following dress code standards.

### **The Bedford County Public School Dress Code prohibits the wearing of any of the following:**

- Bedroom slippers, pajamas, or lounging pants
- Clothing or accessories that advertise, glorify, or symbolize any illegal substance, alcohol, drugs, tobacco, e-cigarettes, or illegal acts
- Clothing or accessories that contain vulgar, derogatory, violent, or suggestive diagrams, pictures, words, or slogans
- Clothing or accessories with gang insignia or symbols
- Dresses, skirts, shorts, and skorts shorter than five inches (the length of an index card) above the knee cap when standing
- Exposed undergarments
- Fishhooks
- Flip flops or backless shoes (for elementary students)
- Halter tops
- Hats, bandannas, head covers, sweatbands, sun visors, and sunglasses (unless prior arrangements are made with the principal for medical or religious reasons)
- Heavy chains worn as jewelry or belts and free swinging chains
- Heelies or footwear with wheels
- Clothing that reveals the body in an inappropriate manner or disrupts the educational environment
- Oversized clothing that causes sagging pants, skirts, shorts, or skorts
- Pants, skirts, shorts, or skorts worn low on the hips so that undergarments or bare skin is exposed
- Revealing, immodest necklines three or more inches from the lower part of the collarbone (the width of a 3 x 5 inch index card)
- Sheer or transparent clothing
- Slits, splits, cuts, and holes in clothing shall not exceed 5 inches above the top of the knee
- Spiked jewelry, clothing, and accessories
- Strapless tops or any top with shoulder straps less than three inches (the width of a 3 x 5 inch index card) (students in grades K-4 may wear tops with straps less than three inches, but may not wear spaghetti straps)
- Tops that are cut so short that bare skin in the midriff area is exposed
- Tops with large arm holes such as tank tops, basketball jerseys, muscle shirts, mesh shirts, athletic undershirts, and cut out shirts (these types of shirts may be worn over a shirt with sleeves)
- Trench coats
- Wallet chains that exceed six inches
- *Note: Shoes must be worn at all times*
- ***The administration at each school will determine the appropriateness of specific clothing and accessories***

### **Student Dress Code and Special Circumstances:**

- Some classroom activities and curriculum may require specific dress guidelines (e.g., physical education). Any such changes will be explained by the teacher and addressed in the course syllabus/parent letter.
- Administrators, coaches, and sponsors may suspend portions of the dress code and allow students to wear other appropriate attire at special activities. Such activities may be related to field days, theme days, field trips, physical education, cheerleading, athletics, and band.

### **Dispositions (One or More May Apply):**

- Option to alter the inappropriate dress to meet the dress code
- Student conference
- Parent contact

- Referral to school counselor
- Referral to a school administrator
- Detention

- In-School Suspension (ISS)
- Dress Code Discipline Packet

<b>Bus Behavior Expectations &amp; Safety Requirements for All Students</b>	
<p>The standards of behavior outlined in the <i>Code of Student Conduct</i> shall apply to students on their way to or from school and while waiting at the bus stop. Students riding school buses shall follow the additional rules outlined in this section. <b>Riding the bus is a privilege</b> that may be revoked temporarily or permanently when the general conduct of the student is detrimental to the safety and comfort of others on the bus.</p>	
At the Bus Stop	When the Bus Arrives
<ul style="list-style-type: none"> <li>• Be at your bus stops at least ten (10) minutes before the bus is scheduled to arrive.</li> <li>• While on the way to the bus stop, exercise safe pedestrian practices (be aware, cautious, and respectful of traffic).</li> <li>• Wait for your bus in a safe place, clear of traffic, away from the road.</li> <li>• Ensure your behavior at the bus stop is comparable to behavior expected at school.</li> <li>• Respect private property.</li> </ul>	<ul style="list-style-type: none"> <li>• Before boarding the bus, wait until the bus has come to a complete stop (never run alongside a moving bus).</li> <li>• Be certain that the bus warning lights have been activated.</li> <li>• Be certain that traffic in all directions has stopped.</li> <li>• Be sure the bus driver sees you before you board the bus (make sure you can see the bus driver's eyes).</li> <li>• When boarding the bus, be aware of and avoid the "danger zone," the ten (10) foot area immediately surrounding the stopped school bus.</li> <li>• When crossing a road to board the bus, walk to a point ten (10) feet or more in front of the bus and wait for a signal from the bus driver to cross the road. Remember to cross <b>only</b> in front of the bus.</li> <li>• Walk promptly to the front door of the bus (do not run or jump).</li> </ul>
On the Bus	Exiting the Bus
<ul style="list-style-type: none"> <li>• Remember, the bus driver is in charge of all passengers, has the authority to assign seats, and may make any other arrangements deemed necessary to maintain a safe and orderly environment.</li> <li>• You are required to obey the directives of the driver.</li> <li>• Be respectful and courteous to the bus driver and all passengers.</li> <li>• Talk quietly and politely.</li> <li>• Use language appropriate to the school setting.</li> <li>• Keep the bus neat and clean.</li> <li>• Food and drink should be consumed before boarding the bus.</li> <li>• Stay in your seat facing forward.</li> <li>• Keep the aisles and exits clear.</li> <li>• Only bring items onto the bus that can be held in your lap.</li> <li>• Head, arms, and objects should remain inside of the bus at all times.</li> <li>• Objects should remain on the bus and not be thrown out the windows.</li> <li>• You are not to tamper with the emergency door or other bus equipment.</li> <li>• Student behavior should not distract the driver or cause a safety hazard. This includes any form of misbehavior, rule violation, loud talking or laughter, or talking to the bus driver while the bus</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until the bus comes to a complete stop.</li> <li>• Leave the bus in an orderly manner with students in the front seat leaving first.</li> <li>• Exit at your assigned bus stop.</li> <li>• Before exiting the bus, double check that traffic in all directions has stopped.</li> <li>• When safe to exit, do so promptly (do not run or jump).</li> <li>• If you need to cross the road after leaving the bus, you must walk to a point ten feet (10) or more in front of the bus and wait for a signal from the driver to cross the road. You should cross <b>only</b> in front of the bus. Remember to cross promptly after double checking that traffic in all directions has stopped (do not run or jump).</li> <li>• While walking to your home from the bus stop, exercise safe pedestrian practices.</li> <li>• Go directly home after exiting your bus.</li> </ul> <p>Parents/guardians of students in pre-school through the third grade, remember you or your designee must be at the bus stop each afternoon to receive your child. If your designee is not present to receive your child, then the bus driver will bring your child back to school. Should this happen repeatedly, then your child will lose bus transportation services. Parents should provide the school a list of designees.</p>

<ul style="list-style-type: none"> <li>is in motion (except in an emergency).</li> <li>Remember that all school rules still apply when you ride the school bus. For example, use or possession of tobacco, e-cigarettes, alcohol, and drugs is not allowed.</li> </ul>	
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### Additional Bus Information

Students are under the authority of the School Board from home to school and back home, while waiting at the bus stop, and while riding school - provided transportation. Parents are requested to accompany their young children to and from the bus stop. Each student is required to ride his/her assigned bus and get on and off at his/her designated stop. A student may be allowed to ride a bus other than his/her assigned bus, provided that this does not cause overcrowding on the bus, and/or get on or off at a stop other than the designated stop if the student has written permission from the parent or guardian, approved in advance by the school principal and/or designee. Parents are responsible for the supervision and safety of students from home until they board the bus and from the bus stop to home.

### Consequences for Violations Related to Bus Transportation

After a student has demonstrated a pattern of disruptive behavior, such as being out of his/her seat or making loud noises, the bus driver will warn the student verbally. A **Bedford County School Bus Conduct Report** will be filled out by the bus driver when a student violates bus regulations or displays unacceptable conduct. Students may receive bus conduct reports for actions witnessed by the driver or filmed by the video camera.

- Pre-School -5<sup>th</sup> Grades: Students receiving referrals at these grade levels may be subject to the following guidelines as consequences to their inappropriate behavior as the school administrator sees fit.
- 6<sup>th</sup> -12<sup>th</sup> Grades: Students receiving referrals at these levels will be subject to the following guidelines as consequences to their inappropriate behavior. Any changes to this process will be at the administrator's discretion.

Offense/Violations	Consequences for violations may include, but may not be limited to, the following:
1 <sup>st</sup> Offense – Step 1	Conference with principal/designee and parent contact.
2 <sup>nd</sup> Offense – Step 2	Student is suspended from the bus ONE DAY and parent contact.
3 <sup>rd</sup> Offense – Step 3	Student is suspended from the bus THREE DAYS – Parent and student must meet with the principal/designee before student may ride the bus again.
4 <sup>th</sup> Offense – Step 4	Student is suspended from the bus FIVE DAYS – Parent and student must meet with the principal/designee before the student may ride the bus again.
5 <sup>th</sup> Offense – Step 5	Student is suspended from the bus TEN DAYS – Parent and student must meet with the principal/designee before the student may ride the bus again. A plan of action will be written.
6 <sup>th</sup> Offense – Step 6	Parent and student meet with the superintendent/designee before the student may ride the bus again. Student may be suspended from riding the bus for the remainder of the school year.
Detention, School Service, In-School Suspension, Saturday School, and Out-of-School Suspension may also be used as consequences.	
Some behaviors necessitate immediate suspension and students will be placed at the appropriate step.	
For students with disabilities, administrators should consult special education case managers to ensure compliance with local, state, and federal guidelines.	

### Video Cameras

Many of the school buses are equipped with video cameras. These tools monitor the passenger area of the bus. The purpose of this equipment is to provide an extra tool to assist the driver/administrator in managing student conduct on school buses which is important for passenger safety.

## Driving To and From School - Expectations and Consequences

If you drive to school, you are required to obtain a school parking permit and you must follow all driving related expectations. The privilege of bringing a vehicle onto school property may be limited or denied by the school administration.

1. To be eligible to drive to school, you must
  - have a valid Virginia State Driver's License,
  - register your vehicle at your school,
  - sign a driver contract with your parent/guardian (if under 18 years of age),
  - pay the school's parking fee, and
  - be pre-approved by your school administration.
2. You must display your parking permit on the rear view mirror (not on the dash or seat of the vehicle). The permit must be completely visible from the front of the vehicle. Failure to comply may result in the loss of parking privileges or having your car towed at your expense.
3. If you park your vehicle on the school campus without a current parking permit, the vehicle may be towed **without warning** at your expense.
4. You must enter the parking lot in a timely and responsible manner. The speed limit on school grounds is five (5) MPH. Speed limit is strictly enforced. All forms of reckless driving are strictly prohibited on school grounds.
5. You must park your vehicle in the designated parking area according to school policy. Vehicles parked in an incorrect parking space will be subject to towing at the owner's expense.
6. **Your vehicle may be searched by school administration when circumstances warrant such action.** Remember, you are responsible for all items in your vehicle and that you are to ensure there are never items in your car which are in violation of the *Code of Student Conduct* or state law.
7. You are not to display obscene, offensive, or disruptive items on or in your vehicle.
8. You are to keep your vehicle locked and secured.
9. You are to get out of your car immediately and exit the parking lot.
10. You are not permitted in parking lots during the school day without written permission from your school administration.
11. If you receive six (6) unexcused tardies to school, your parking privileges will be suspended for one (1) week. All subsequent tardies will extend the period of lost driving privileges – administrators will determine the length of suspension.
12. Once you have arrived on campus, you are not allowed to leave early without administrative and parent permission for any reason.
13. Upon leaving school, you are to exit the parking lot in a timely and responsible manner obeying all traffic controllers.
14. In addition to the rules listed above, your driving privileges may also be suspended for the following reasons:
  - a. Violation of Virginia Attendance Laws
  - b. Tardiness
  - c. Parking Without a Permit
  - d. Reckless Driving on School Grounds
  - e. Carrying unauthorized number of passengers
  - f. Consequence for Disruptive Behavior Assigned
  - g. Leaving School Without Permission/Skipping
  - h. Loud Music
  - i. Any Other Reason Deemed Appropriate by the Administration

Students under 18 years of age, who have had their license for less than 1 year, may not carry more than 1 passenger other than siblings in their vehicle. After holding a valid license for 1 year, students under the age of 18 may not carry more than 3 passengers. ALL students are expected to wear seatbelts. Periodic safety checks will be

performed at the discretion of the administration under the supervision of the School Resource Officer. Students who are observed not wearing a seatbelt will lose parking privileges for one week. Subsequent offenses will result in additional loss or revocation of parking privileges as determined appropriate by the school administration.

### **Bullying Prevention and Intervention**

Bedford County School Board has adopted a Bullying Prevention and Intervention policy and regulation. It defines the expectations of students and prohibits any form of bullying, cyberbullying, and harassment. While the entire policy and regulation can be found on the district's web site at [www.bedford.k12.va.us](http://www.bedford.k12.va.us), important expectations and definitions are listed below.

The Bedford County School Board believes that all students have a right to a safe and healthy school environment free from bullying and harassment and is committed to promoting mutual respect, tolerance and acceptance. The Bedford County School Board recognizes that a positive and productive educational environment is essential for students to achieve high academic standards.

Therefore, the Bedford County School Board prohibits bullying and such conduct will result in disciplinary action. This prohibition includes the bullying of any person on school property, while participating in educational services, a school function, including bullying through the use of electronic technology. Bedford County School Board further prohibits reprisal, retaliation or false accusation against a target, witness or one with information about an act of bullying.

Bedford County Public Schools students, either acting alone or as part of a group, shall not harass or bully others or demonstrate behaviors that a reasonable person would know to have the effects of:

1. Placing an individual in fear of harm to his or her physical or emotional well-being or damage to his or her property;
2. Creating a hostile, threatening, or humiliating environment due to the repetition of action or due to an imbalance of power;
3. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, embarrass, or cause emotional, psychological or physical harm to another;
4. Materially and substantially disrupting the educational process or the orderly operation of school.

Bullying is defined as repeated negative behaviors with the intent to frighten or cause harm. Bullying may take many forms, including the following:

1. *Physical Bullying* – physical acts of aggression including, but not limited to, hitting, kicking, tripping, blocking, or pushing and physical intimidation by gesture
2. *Verbal/Nonverbal Bullying* – threats or gestures of physical aggression, name-calling or insults, mocking behaviors, obscene gestures, or graffiti reflecting bullying behavior on school property
3. *Relational Bullying* – spreading rumors with intent to harm, intentional exclusion or isolation, or group actions unified toward threatening or humiliating another
4. *Cyberbullying* – bullying by use of information and communication technologies that may include, but not be limited to, spreading information or pictures that would be defined as bullying, impersonation of a virtual identity or forwarding information intending to be private. Cyber-bullying would fall under the investigation of school staff when it materially and substantially disrupts the educational process or the orderly operation of school
5. *Sexual Bullying/Harassment* – unwanted touching of a sexual nature, obscene gestures or comments made about a person's sexuality or sexual activity

A culture of openness is considered the most effective means to counter bullying or harassing behavior. Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe these behaviors are taking place have a responsibility to report incidents to the principal or designee.

Should you have any questions or concerns, please feel free to contact your child's principal or the Bedford County Public Schools Safety and Security Office.



## **Drugs in Schools Policy JFCF**

The unlawful manufacture, distribution, dispensation, possession, use or being under the influence of alcohol, anabolic steroids, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance as defined in the Drug Control Act of Chapter 34 of Title 54.1 of the *Code of Virginia* and as defined in 21 USC section 812, imitation controlled substances or drug paraphernalia while on school property, while going to and from school, or while engaged in or attending any school-sponsored or school approved activity or event, is prohibited and will result in an automatic recommendation of expulsion.

“Drug Paraphernalia” shall mean those items described in section §[18.2-265.1](#) of the *Code of Virginia* and “imitation controlled substance” shall mean pill, capsule, tablet, or other item which is not a controlled substance, and 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 pill, capsule, tablet or other item is a controlled substance, and 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, or marijuana as defined in §[18.2-247](#) onto school property or to a school-sponsored activity must be recommended for expulsion. However, the School Board may determine that under the facts of the particular case, special circumstances exist and another disciplinary action is appropriate. 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.

**Prevention and Intervention:** Any student who violates this policy shall participate in the prevention and intervention activities identified in Bedford County school division’s drug and violence prevention plan.

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.

**Required Reporting to Parents and Local Law Enforcement:** The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

## **Weapons in Schools Policy JFCD**

**Possession or Use of Weapons Prohibited:** 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 expelled for a minimum of 365 days. 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.

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 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.

## **Student Rights**

### **Right to Freedom of Expression Policy IB and JED**

The School Board seeks to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, and to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Freedom of individual conscience, association, and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society as set forth in the Constitutions of the United States and the Commonwealth of Virginia.

Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Such home and classroom work shall be evaluated by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school.

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

### **Right to Participate in Patriotic Exercises Policy IEA and *Code of Virginia, § 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. The Pledge of Allegiance shall be said in the morning. During the recitation of the Pledge, 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.

No student shall be compelled to recite the Pledge if he/she, his/her parent or legal guardian objects on religious, philosophical, or other grounds to his participating in this exercise. Students who are exempt from reciting the pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts from those who are reciting the Pledge.

Appropriate accommodations shall be made 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.

### **Right to Daily Observance of One Minute of Silence Policy IE and Code of Virginia § 22.1-203**

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.

During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

### **Right to Freedom from Unreasonable Search and Seizure of Property Policy JFG**

The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. To maintain order and discipline in the schools and to protect the health, safety, and welfare of students and school personnel, school administrators may search a student, student lockers and other storage facilities, 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 considered a danger 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.

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

Any search must be reasonable in scope, duration, and intensity in relation to the item being sought.

**Personal Searches:** School administrators have the right to search any student's person and/or personal effects (e.g., purse, book bag, etc.) when there is a reasonable suspicion to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students.

Students may 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 to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students. If a pat down search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present.

Strip searches may only be used when an extremely serious situation exists requiring immediate action. Such a search should be used only in the context of imminent threat of death or great bodily injury to a person or persons. If a strip search must be conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present, and the school administrator must have the prior approval of the superintendent or his designee, unless the health or safety of the student would be endangered by the delay.

**Locker Searches:** Student desks, lockers, and other storage facilities are the property of and remain under the control of the school. The school administration has the right to search lockers, desks, and other storage facilities for items which violate law, school policies and regulations, or which may be harmful to the school or its students, and any such items which are found may be confiscated. Items which violate the law may be turned over to law enforcement officials. Students are responsible for the content of their assigned locker at all times.

**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. Such patrols and inspections may be conducted without notice and without student consent. The interiors of student vehicles may be inspected whenever a school administrator has reasonable suspicion that it contains an item which violates law, school policies and regulations, or which may be harmful to the school or its students.

**Computer Searches:** School computers, software, and internet access records are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School administrators, with the assistance of technical support employees, 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 administrator consent for a search, the school administrator 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 that they are 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.

### **Right to Freedom from Corporal Punishment Policy JGA**

No teacher, principal, or other person employed by the School Board shall subject a student to corporal punishment.

For the purposes of this section, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. This definition shall not include physical pain or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity. In addition, this definition shall not include physical pain, injury or discomfort caused by the use of incidental, minor or reasonable physical contact, or other actions designed to maintain order and control or the use of reasonable and necessary force as permitted by section [22.1-279.1](#) of the *Code of Virginia*, 1950, as amended.

### **Discipline of Students with Disabilities Policy JGDA**

#### **Students with Disabilities under Individuals with Disabilities Education Act (IDEA)**

The Bedford County Public Schools recognize the right of each student with a disability to a free appropriate public education. Students identified as disabled are expected to follow the rules as outlined in the **Code of Student Conduct**. The dispositions, however, may vary as disciplinary actions for children with disabilities invoke the procedural protection of the Individuals with Disabilities Education Act and the State Regulations governing programs for children with disabilities. Decisions regarding the discipline of students with disabilities are made on a case-by-case basis considering the unique and special circumstances of the situation.

If the behavior of a child with a disability impedes the child's learning or that of others, the Individualized Educational Program (IEP) team shall consider the use of positive behavioral interventions, strategies, and supports to address the behavior. The IEP team shall consider either:

1. Developing goals and services specific to the child's behavioral needs; or
2. Conducting a functional behavioral assessment (FBA) and determining the need for a behavioral intervention plan (BIP) to address the child's behavioral needs.

School personnel may remove a child with a disability from school for not more than ten (10) cumulative school days in a school year to the same extent a removal is applied to a student without a disability. Educational services are not required during this period of removal unless supplied to children without disabilities. No IEP team meeting or manifestation review meeting are required. Additional short term removals of up to ten days at a time in the school year may be imposed if the additional removal is not found to be a pattern. A pattern is determined by school personnel after considering the length of each removal, the proximity of the removals, the total time removed, and the similarity of the current behavior to the child's behavior in previous incidents of removal.

Educational services must be provided after the first ten days of removal in the school year. The educational services that are provided must allow the student to continue to participate in the general education curriculum and to progress toward meeting the goals of the IEP. The student must continue to participate in Virginia Department of Education and division-wide assessment programs.

The educational services are determined by the IEP team and a manifestation review meeting is held if the removal is found to be a pattern. If the removal is not found to be a pattern, school personnel in consultation with the special education teacher determine the educational services to be provided during the removal, but no manifestation meeting is required. A determination should also be made as to whether a functional behavior assessment or behavioral intervention plan need to be developed or revised in connection with any additional short term removal. Long-term removals are considered a disciplinary change of placement. A long-term removal is defined as any removal for more than ten (10) school days at a time (e.g., long term suspension or expulsion) or cumulative short-term removals that exceed ten (10) days and are a pattern. When a long-term removal is being considered, the school administrator shall convene a manifestation team meeting within ten school days and must provide educational services during the removal as determined by the IEP team. The educational services must allow the student to continue to participate in the general education curriculum and to progress toward meeting the goals of the IEP, although in another setting. The student must continue to participate in Virginia Department of Education and division-wide assessment programs. If there is a manifestation, an FBA and BIP must be developed or reviewed to address the behaviors so that they do not recur. If there is no manifestation, the manifestation review team must consider whether an FBA and BIP need to be developed or reviewed.

The manifestation determination review meeting is held immediately but not later than ten (10) school days after the decision to impose a disciplinary change in placement is made. The decision is made by relevant members of the IEP (Individual Education Plan) team, as determined by the parent(s) and the school division. A manifestation determination is made by considering all relevant information in the child's file, including the IEP, any teacher observations, and any relevant information provided by the parent(s). The manifestation team determines if the conduct in question was caused by or had a direct and substantial relationship to the student's disability or whether the misconduct was caused by any failure to implement the student's IEP. If it is determined that the conduct **is not a manifestation** of the child's disability, the student may be disciplined as any other student but educational services, as determined by the IEP team, must be provided. If it is determined that the conduct **is a manifestation** of the child's disability, the student may not be disciplined unless an exception applies, such as a forty-five school day removal, but the appropriateness of the child's placement and program may be reassessed by the IEP team and/or eligibility committee as appropriate. Any failure to implement the IEP must be addressed. The person(s) or group, which can include the School Board or a committee of the School Board, shall have available to it the student's complete educational and disciplinary files in making the final determination regarding whether to discipline the student.

For discipline involving 1.) the infliction of serious bodily injury upon another, 2.) carrying a weapon to school or possessing a weapon at school, on school premises, or at a function under the jurisdiction of a school division or the Virginia Department of Education, or 3.) the knowing possession or use of illegal drugs or the sale or solicitation for sale of controlled substances while at school, on school premises or at a function under the jurisdiction of a school division or the Virginia Department of Education, a student may be placed in an alternative setting by school personnel for up to forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the child's disability. The IEP team would convene to document the change of placement and to

define educational services to be provided in the alternative placement. A manifestation determination review meeting must be held. If the student's parent(s) disagree with the determination that the student's behavior was not a manifestation of the student's disability, with any decision regarding a disciplinary change in placement or with the pattern determination, the parent(s) may request an expedited due process hearing. The School Board may request an expedited due process hearing if it believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others. The child shall remain in the interim alternative educational setting pending the decision of the special education hearing officer, or until the expiration of the time for the disciplinary period set forth in this section, whichever comes first, unless the parent and the school division agree otherwise.

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates any rule or provision of the code of conduct may assert any of the protections provided in this procedure if the school division had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. The school division shall be deemed to have knowledge that a student is a student with a disability if: the parent(s) of the student have expressed concern in writing (or orally if the parent(s) do not know how to write or have a disability that prevents a written statement) to school personnel that the student is in need of special education and related services; the parent(s) of the student have requested an evaluation of the student to be determined eligible for special education and related services, or a teacher of the student or school personnel have expressed concern about a pattern of behavior demonstrated by the child directly to the director of special education or to other supervisory personnel.

The school division would not be deemed to have knowledge that a student is a student with a disability if the parent of the child has not allowed a previous evaluation of the child or has refused special education services; or the child has been evaluated and determined ineligible for special education and related services.

If the school division does not have knowledge that a student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures applied to a student without a disability who engages in comparable behaviors.

If a request is made for an evaluation of a student for identification of the student as a student with a disability during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by the school personnel, which can include remaining on suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration information from the evaluations conducted by the school division and information provided by the parent(s), the school division shall provide special education and related services but in an alternative placement.

School personnel are not prohibited from reporting a crime committed by a student with a disability to appropriate local, state, or judicial authorities. School personnel must ensure that copies of the special education and disciplinary records of the child are provided to these authorities.

#### **Students with Disabilities under Section 504**

The following procedures apply to qualified students receiving Section 504 services who are involved in disciplinary incidents.

School personnel may remove a child with a disability from school for not more than ten (10) cumulative school days in a school year to the same extent a removal is applied to a student without a disability.

A series of short-term removals in excess of ten days that are determined to be a pattern of removals **or** a long-term removal (more than 10 days at a time) are considered a significant change in placement and require a manifestation determination review (MDR).

When a long-term removal of a student with a Section 504 Plan is being considered or a pattern of short-term removals exists, the student's Section 504 team should convene to evaluate the relationship between the student's disability and misbehavior in order to determine whether the misbehavior was a manifestation of the student's disability. Team members should have available current information from a variety of sources that will give them an understanding of the student's disability. The behavior will be considered a manifestation of the student's disability if:

- a. The conduct was caused by or had a direct and substantial relationship to the student's disability; or

- b. The conduct was the direct result of the school division's failure to implement the student's Section 504 Plan.

The team's determinations should be documented in writing and provided to the student's parent(s) along with a copy of the Section 504 procedural safeguards.

Exceptions:

- a. A qualified student who currently is engaging in the illegal use of drugs or in the illegal use of alcohol may be removed from his/her educational placement for a drug or alcohol offense to the same extent that such disciplinary action is taken against nondisabled students.
- b. In such an instance, no Section 504 evaluation, MDR, or impartial hearing is available to the student nor is it required. Educational services will be provided only to the same extent as they are to nondisabled students following such disciplinary action.

If the team determines that the misconduct was **not a manifestation** of the disability, the school may impose whatever removal it would impose under the same circumstances if a student without disability were the offender. The school is not required to provide educational services to a Section 504 student during this period of removal, unless such services are not provided to students without disabilities during such removals.

If it is determined that the conduct **is a manifestation** of the child's disability, the appropriateness of the child's placement and program must be reassessed by the 504 team and/or eligibility committee as appropriate. Discipline dispensations will be guided by the manifestation determination unless an exception applies.

### **Required Notices**

#### **Parental Responsibility Excerpted from the *Code of Virginia*, as amended**

§ 22.1-279.3. Parental responsibility and involvement requirements.

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (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.
- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) 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.



- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the Juvenile and Domestic Relations Court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
  - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
  - 2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall 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.
- H. The civil penalties established pursuant to this section shall be enforceable in the Juvenile and Domestic Relations Court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the Juvenile and Domestic Relations Court shall be also deemed to mean any successor in interest of such court.

### **Compulsory School Attendance Law**

Excerpted from the *Code of Virginia*

#### § 22.1-254. Ages of children required to attend.

- A. 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 § 22.1-254.1. As prescribed in the regulation 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 school.
- B. 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.
- C. The requirements of this section shall not apply to any child who obtained a high school diploma, its equivalent, or a certificate of completion, or has otherwise complied with compulsory school attendance requirements as set forth in this article.
- D. The requirements of this section shall apply to any child in the custody of the Department of Youth and Family Services, or any child who may have been adjudicated as an adult, and who has not passed his eighteenth birthday.
- E. Within one calendar month of the opening of school, each school board shall send to the parents or guardians 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. Each parent or guardian



shall submit to the School Board a statement, provided with the materials, acknowledging receipt of these materials.

**Reporting Requirements**  
**Excerpted from the *Code of Virginia* § 22.1-279.3:1**

§ 22.1-279.3:1. Reports of certain acts to school authorities.

A. Reports shall be made to the division superintendent and to the principal or his designee on all incidents involving

- (i) the assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- (ii) the assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
- (iii) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- (iv) any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
- (v) the illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;
- (vi) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- (vii) any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or
- (viii) the arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefor.

B. Notwithstanding the provisions of Article 12 (§ 16.1-299 et seq.) of Chapter 11 of Title 16.1, local law-enforcement authorities shall report, and the principal or his designee and the division superintendent shall receive such reports, on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (§ 54.1-3400 et seq.) and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A, and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. As part of any report concerning an offense that would be an adult misdemeanor involving an incident described in clauses (i) through (viii) of subsection A, local law-enforcement authorities and attorneys for the Commonwealth shall be authorized to disclose information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court, to the superintendent of such student's school division, upon request by the superintendent, if, in the determination of the law-enforcement authority or attorney for the Commonwealth, such disclosure would not jeopardize the investigation or prosecution of the case. No disclosures shall be made pursuant to this section in violation of the confidentiality provisions of subsection A of § 16.1-300 or the record retention and redisclosure provisions of § 22.1-288.2. Further, any school superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of § 16.1-260 shall report such information to the principal of the school in which the juvenile is enrolled.

C. The principal or his designee shall submit a report of all incidents required to be reported pursuant to this section to the superintendent of the school division. The division superintendent shall annually report all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that shall be provided by the Department and shall make such information available to the public.

In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection B.

A division superintendent who knowingly fails to comply or secure compliance with the reporting requirements of this subsection shall be subject to the sanctions authorized in § 22.1-65. A principal who knowingly fails to comply or secure compliance with the reporting requirements of this section shall be subject to sanctions prescribed by the local school board, which may include, but need not be limited to, demotion or dismissal.

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

Whenever any student commits any reportable incident as set forth in this section, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his designee. Prevention and intervention activities shall be identified in the local school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV - Safe and Drug-Free Schools and Communities Act).

D. Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of subsection A that may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection A.

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

### **Laws Regarding the Prosecution of Juveniles as Adults**

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults as referenced in section [22.1-279.4](#) of the *Code of Virginia*:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § [22.1-279.3](#).

The following information in question and answer format provides the notice required by this section of the *Code*.

**Who is a juvenile?** Section [16.1-228](#) of the *Code of Virginia* defines a juvenile as "a person less than 18 years of age." Section [16.1-269.1](#) of the *Code* permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

**How is the age of the juvenile calculated?** Section [16.1-241](#) of the *Code of Virginia* provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

**Under what circumstances does the law permit the transfer of juveniles for trial as adults?** The *Code of Virginia* permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

#### **Circumstance #1**

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ [16.1-269.1 A.](#) of the *Code of Virginia*). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of

age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.

- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.
- Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.
- Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than \$100,000.
- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.

(§§ 18.2-9 and 18.2-10 of the *Code of Virginia*)

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile’s age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile’s degree of mental retardation or mental illness
- The juvenile’s school record and education
- The juvenile’s mental and emotional maturity
- The juvenile’s physical condition and maturity

## **Circumstance #2**

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the *Code of Virginia*)

In this circumstance, transfer is requested at the discretion of the Commonwealth’s Attorney. If the Commonwealth’s Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 C of the *Code of Virginia*)

## **Circumstance #3**

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the *Code of Virginia*)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the *Code of Virginia*)

**If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses?** If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the *Code of Virginia*)

**Does the transfer impact subsequent alleged criminal offenses?** Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§ 16.1-269.6 of the *Code of Virginia*)

**What happens when an adult is sentenced for a crime he or she committed as a juvenile?** When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to \$2,500. (§ 16.1-284 of the *Code of Virginia*)

**What can happen if a juvenile is tried as an adult?** There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

**Should you have any questions or concerns, please feel free to contact your school administrator, the Bedford County Public Schools Safety and Security Office, or a School Resource Officer.**

### **Student Suspension/Expulsion Policy Policy JGD/JGE**

**Suspensions of Ten School Days or Less:** The principal or assistant principal may suspend a student out of school for ten days or less using the following procedures.

**Informal Hearing:** Except in an emergency situation requiring the student's immediate removal, no student shall be suspended from school prior to having an informal hearing before the assistant principal or principal. At such an informal hearing, the student shall be informed as to the charges and given an opportunity to respond. If the student denies the charges, the assistant principal or principal shall give the student an explanation of the evidence supporting the charges and an opportunity to explain his/her version of the facts. If appropriate, the assistant principal or principal may conduct a further investigation into the matter before taking action.

In emergency situations where a student's presence may pose a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, a student may be suspended from school immediately without the informal hearing set forth above. In such cases, the student shall be accorded the informal hearing as soon as practicable, but not later than three (3) school days after the immediate suspension.

**Notice of Suspension:** Once a decision to suspend is made, the assistant principal or principal shall observe the procedures listed below:

- (a) The assistant principal or principal will attempt to notify the parent/guardian as soon as possible by telephone, and shall notify the parent/guardian and student in writing of the suspension and the reasons therefor. The written notice shall also state any conditions of the suspension, e.g., required parental conference, prohibition on coming onto school property, and the date that the student may return to school. Except in an emergency, a student is not to be dismissed during the school day without prior notice to the parent/guardian. A copy of the written notice of the suspension shall be transmitted by the assistant principal or principal to the Superintendent/designee within two (2) school days.
- (b) The written notice shall also inform the parent/guardian that the suspension decision may be subject to review on the record and the directions for making such appeal.

**Review:** In cases when a student has been suspended by an assistant principal, upon written request of the parent/guardian, the principal shall conduct an initial review of the suspension, on the record. The parent/guardian shall make such request within two (2) school days of notice of the suspension.

In cases when a student has been suspended by a principal or after the principal has conducted a review pursuant to the preceding paragraph, upon written request of the parent/guardian within three (3) school days of notice of the suspension, the Superintendent/designee shall conduct a review of the suspension on the record. The failure to request a review of the suspension in writing within the prescribed time will constitute a waiver of the right to a review of the short-term suspension. The suspension shall remain in place during the review process. The decision of the Superintendent/designee upon such review shall be final.

**Procedures Governing Long-Term Suspensions:** If a student is recommended for long-term suspension, the following procedures shall be observed:

- (a) The principal or assistant principal shall notify the student's parent/guardian and the student in writing of the recommendation for long-term suspension and the reasons therefore.
- (b) A copy of the written notice of the recommendation for long-term suspension shall be transmitted to the Superintendent/designee within two (2) school days.
- (c) The parent and the student have the right to a hearing before the Superintendent/designee regarding the long-term suspension recommendation. Should the parent or student desire such a hearing, they must so advise the Superintendent/designee in writing, within five (5) days after receipt of the long-term suspension recommendation notice. If no timely request for a hearing is made, the Superintendent/designee will act on the school administrator's recommendation without further notice to the parent/student and without a hearing. If a timely request is made, the parent and student will be notified of the date, time, and place of the hearing.
- (d) The Superintendent/designee will conduct a hearing within ten (10) school days of the recommendation, unless the student and his/her parent/guardian agree to an extension of time for conducting the hearing. The Superintendent shall adopt regulations setting forth the procedure for conducting long-term suspension hearings.
- (e) The Superintendent/designee may uphold the recommendation or recommend various forms of other disciplinary action, including, but not limited to, disciplinary probation, community service work assignments, placement in alternative education programs, or referral to other public agencies.

**Appeal of Long-Term Suspension:** If the Superintendent/designee decides to long-term suspend the student, the principal, the student, and the student's parent/guardian shall be advised in writing of the decision and of the student's right to appeal the decision to the School Board, which appeal shall be decided upon the record. The appeal must be made in writing to the Superintendent/designee within five (5) school days from the date of the Superintendent/designee's decision or the right to appeal to the School Board will be waived. Upon a timely appeal, the School Board will decide the appeal on the record within thirty (30) days of the appeal.

**Procedures Governing Expulsion:** If a student is recommended for expulsion, the following procedures shall be observed:

- (a) The principal/assistant principal shall notify the student's parent/guardian and the student in writing of the recommendation for expulsion and the reasons therefor.
- (b) A copy of the written notice of the recommendation for expulsion shall be transmitted to the Superintendent/designee within two (2) school days.
- (c) The parent and the student have the right to a hearing before the Superintendent/designee regarding the expulsion recommendation. Should the parent or student desire such a hearing, they must so advise the

- Superintendent/designee in writing, within five (5) days after receipt of the expulsion recommendation notice. If no timely request for a hearing is made, the Superintendent/designee will act on the school administrator's recommendation without further notice to the parent/student and without a hearing. If a timely request is made, the parent and student will be notified of the date, time, and place of the hearing.
- (d) Once the Superintendent/designee receives notification of a recommendation for expulsion, he/she shall conduct a hearing to determine whether to recommend expulsion to the Board. The Superintendent/designee may impose a lesser sanction. If the Superintendent/designee upholds the recommendation of expulsion, the student shall be suspended until the matter is decided by the School Board.
- (e) Recommendations of expulsion shall be heard by the full School Board or a committee thereof. A student will only be expelled upon vote of the School Board or committee thereof. If the committee's decision is not unanimous, the student's parent/guardian may file a written appeal to the full school board within 5 calendar days of the committee's decision. Failure to file a written appeal within 5 calendar days will constitute a waiver of the right to an appeal. The school board shall consider and decide the appeal on the record within 30 calendar days of the request for an appeal. No statements, witnesses or evidence may be presented at this appeal unless specifically requested by the Chairman of the Board.
- (f) The procedure for the hearing before the School Board or the committee thereof shall be as follows:
- (i) The School Board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the School Board.
  - (ii) The School Board may ask for opening statements from the principal or his representative and the student or his parent or their representatives and, at the discretion of the School Board, may allow closing arguments.
  - (iii) The parties shall then present their evidence. Because the principal has the ultimate burden of proof, he shall present his evidence first. After the principal concludes his evidence, the student shall present his evidence. Witnesses may be questioned by the School Board members and by the parties or their representatives. The School Board may, in its discretion, vary this procedure, but it shall afford full opportunity to both parties the right of cross examination; provided, that the School Board may take testimony of student witnesses outside the presence of the student, his parent and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.
  - (iv) The parties shall produce such other evidence as the School Board may deem necessary. The School Board shall be the judge of the relevancy and materiality of the evidence.
  - (v) Exhibits offered by the parties may be received in evidence by the School Board and, when so received, shall be marked and made a part of the record.
  - (vi) The School Board may, by majority vote, uphold, reject or alter the recommendation.
  - (vii) The School Board shall transmit its decision to the student, the student's parent/guardian, the principal, and the Superintendent.
  - (viii) A student who has been expelled from school by the School Board may file a written petition for readmission with the Superintendent/designee no less than 300 and no more than 320 days after the effective date of the expulsion. The School Board will consider and act upon such petition prior to the expiration of 365 days from the effective date of the expulsion. If the petition is denied, subsequent petitions for readmission may be filed a year later unless a different time period is set by the School Board when ruling on the initial petition for readmission.

**Authority to exclude students under certain circumstances (as established in Code of Virginia § 22.1-277.2.):**

A student, who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance by a local school board in Virginia, regardless of whether such student has been admitted to another school division or private school in the Commonwealth or in another state subsequent to such expulsion, suspension, or withdrawal of admission upon a finding that the student presents a danger to the other students or staff of the school division after (i) written notice to the student and his parent that the student may be subject to exclusion, including the reasons therefor, and notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the division superintendent or his designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the division superintendent or his designee, and the decision has been to exclude the student from attendance. The

decision of the superintendent or his designee to exclude shall be final unless altered by the school board, upon timely written petition of the student so excluded or his parent, for a review of the record by the school board.

In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

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

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, the student may re-petition the school board for admission. If the petition for admission is rejected, the school board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the school board for admission.

The school board may permit students excluded pursuant to this section to attend an alternative education program provided by the school board for the term of such exclusion.

**Disciplinary Authority of the School Board and Superintendent under Certain Circumstances:** The School Board may, in accordance with the procedures set forth in the policy for long-term suspensions or expulsions require any student who has been (a) charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person; (b) found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or for which the disposition ordered by a court is required to be disclosed to the superintendent of the school division pursuant to Va. Code § 16.1-260.G; (c) found to have committed a serious offense or repeated offenses in violation of School Board policies; (d) suspended or expelled pursuant to School Board policies, to attend an alternative education program. The School Board may require such student to attend an alternative education program regardless of where the crime occurred. The Bedford County School Board may also require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of school board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

As used in this section, the terms "charged" means that a petition or warrant has been filed or is pending against a pupil, and "alternative education program" shall include, but shall not be limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

The division superintendent or his designee is authorized to require students to attend an alternative education program consistent with the above provisions after (i) written notice to the student and his parent that the student will be required to attend an alternative education program and (ii) notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the division superintendent or his designee regarding such placement. The decision of the superintendent or his designee regarding such alternative education placement shall be final unless altered by the School Board, upon timely written petition, established for appeals of long-term suspensions, by the student or his parent, for a review of the record by the School Board.

The principal or his designee may impose a short-term suspension upon a student who has been charged with an offense involving intentional injury enumerated in subsection G of § 16.1-260, to another student in the same school pending a decision whether to require that such student attend an alternative education program.

### **Acceptable Computer System Use by Students**

#### **Purpose of the Acceptable Use of the Computer System Policy**

To establish clear guidelines for all students who may have or are granted access to the Bedford County Public Schools' ("BCPS") computer System.

## **Definitions**

For purposes of this Policy –

“Computer system” includes, but is not limited to hardware, software, data, communication lines and devices; printers; laptop and desktop computers; tablets; smartphones; optical disks; tape drivers; servers; mainframe; personal electronic devices brought as part of the bring your own device program; all peripherals, digital camera, document cameras, interactive whiteboards, and projectors; internal and external network connection; e-mail system; social media accounts; cloud or other online services offered through or operated by BCPS; and any other internal or external networks and/or services that BCPS utilizes.

“Division personnel,” “employee,” or “staff” means any person employed by the Bedford County School Board.

“Guest” means any member of the Bedford County community or other individual who is granted access to BCPS’ computer system.

“Parent” means biological parent, relative, guardian, or other adult who has physical and/or legal control and responsibility for a minor (child) under the age of eighteen years.

“Student” means any person currently enrolled in Bedford County Public Schools.

“User” means any person who has access to or has permission to use BCPS’ computer system. User includes all guests, division personnel, employees, staff, parents, and students.

## **Statement of Expectations**

Students may gain access to the computer system only with prior approval from the building principal or designee for educational purposes or another legitimate purpose as determined by the classroom teacher. When using the computer system, whether on or off school grounds, students shall follow all applicable School Board policies and procedures, including this Acceptable Use Policy (“AUP”), and the Student Code of Conduct. The relevant policies, procedures, and rules are applicable whether students are online or in the physical school building. Students shall not engage in any bullying or cyberbullying, as those terms are defined in the Code of Student Conduct.

All use of the BCPS’ computer system shall be consistent with the School Board’s goal to prepare our students to be productive and responsible citizens in our community and the world. BCPS’ computer system promotes instruction in 21st Century skills, research, and communication, and supports opportunities for collaborative work. BCPS’ computer system is maintained for the mutual benefit of all users, and adherence to this AUP is necessary for continued access to the computer system.

The use of the BCPS’ computer system is a privilege, not a right, and this policy is designed to establish clear guidelines for all students who have been granted access to the computer system. Students’ use of the computer system shall be in furtherance of BCPS’ educational objectives and in accordance with this AUP, the Code of Student Conduct, and any other policy and/or procedure referenced below.

## **Internet Safety Instruction and Community Outreach**

As set forth in Va. Code § 22.1-70.2, BCPS shall provide to all students (K-12) Internet safety training. All students are expected to actively practice proper network etiquette. Internet safety instruction and community outreach shall be conducted annually to educate and instruct students and parents about the dangers and pitfalls associated with improper Internet use. This includes, but is not limited to, intellectual property rights, online predators, illegal downloading from the Internet, and “sexting.” Internet safety instruction and community outreach programs may call on School Resource Officers to assist in the explanation of the following: legal definitions, charges that may be filed against an individual in specific situations, and lasting legal consequences.



The need for Internet safety instruction and community outreach programs is assessed by building administrators, teachers, and the AUP and Internet Safety Committee, all working together toward educating all stakeholders within our community.

### **Safety Measures and Limitations**

To protect students, software is installed on the BCPS network to filter or block any content deemed inappropriate or harmful by BCPS, which includes but is not limited to child pornography as set out in Va. Code 18.2-374.1:1; obscenity as defined in Va. Code section 18.2-372; and non-educational social media or social networking spaces. Software filters are limited to blocking content accessed through the BCPS network, and will not prevent access to content when non-BCPS networks are utilized. Cell phones are one example of technology that do not utilize the BCPS network and will not benefit from the software filter. Students shall not rely on software filters to prevent inappropriate website access.

As new technologies emerge, the educational value and ease of classroom integration will be evaluated concurrently by the BCPS Technology Staff, the BCPS Instructional Department, the BCPS Special Services Department, building technology committees, and the AUP and Internet Safety Committee. Recommendations for amendment to policy will be made by the AUP and Internet Safety Committee to the governing School Board.

### **Data Backup and Network Security**

BCPS makes every effort to provide reliable storage for all users' documents and files on BCPS' servers. However, because no server can ever be 100% reliable, each user is responsible for backing up his/her individual files. BCPS recommends the regular backup of individual files to a portable medium, such as a Flash drive or an external hard drive, at least once a week.

Users shall not expect any data stored on the BCPS' computer system to be private. Digital communication and files stored on BCPS' computer system are regarded as property of BCPS. Authorized administrators may, without reason or prior notice, review files and documents including, but not limited to, email, documents, and logs, to ensure users are acting in accordance with this AUP, and to maintain system integrity.

Current security measures include firewalls, Internet filters, virus protection, and virus monitoring devices. The BCPS Technology staff and Systems Engineer evaluate the security of the BCPS' computer system to identify security threats daily. Data security and network security are constantly reviewed and, when necessary, adjustments and modifications are made to the system as issues arise.

Any user who identifies a security issue or problem shall immediately notify the building administration, the Technology Staff, Systems Engineer, or the Director of Technology. The intentional destruction or vandalism of BCPS' computer system by any means or the intentional breach of BCPS' LAN or WAN is prohibited. Any violation of this AUP shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by the School Board, or legal action.

### **Reliability of the Computer System**

Technology, while extremely valuable, is sometimes unreliable. The School Board makes no warranties for the computer system it provides. The School Board shall not be liable for any damages to the user from use of BCPS' computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Board denies any responsibility for the accuracy or quality of information obtained through BCPS' computer system. Users are cautioned to prepare for and guard against instances of technology unreliability. Users agree 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 this AUP.

### **Electronic Mail (Email)**

BCPS may provide email to students as an educational tool, and in fulfilling their academic and school-sponsored extracurricular activities. Email is not private and may be monitored and accessed by BCPS.

Unauthorized access to an email account by any student is prohibited. Students are prohibited from sharing their email account access information (logins and passwords) with other students. Students are prohibited from soliciting or using the account access information of others. Students shall be held personally liable for the content of any electronic message they create. When communicating with BCPS staff, students shall use the BCPS staff member's official email address. Downloading any file attached to an electronic message is prohibited unless the student is certain of that message's authenticity and the nature of the file.

### **Social Media**

Social media includes Internet-based applications and mobile technologies that allow the creation and exchange of user generated content. Examples of commonly used social media tools include, but are not limited to blogs, message boards, chat groups, instant messaging, personal news updates, and music and video sharing (e.g., Facebook, Google+, REMIND 101, YouTube, and Twitter). Utilization of social media on BCPS's computer system is permitted only by division personnel for professional development purposes; as a tool to foster closer community/school relations (e.g. the creation of a school Facebook Page); and as an educational tool with students over the age of 13 years, provided it is on the pre-approved list maintained by the Director of Technology or designee. Students may use social media on BCPS' computer system only for educational purposes, with prior approval from the classroom teacher.

Any use of social media must be in conformance with this AUP. Staff and students are cautioned that even non-school division computer system use of social media that violates this AUP, any School Board policies or procedures, the Code of Student Conduct, or creates a foreseeable risk of causing a substantial disruption to the work and discipline of the school may result in disciplinary action. Staff should only interact with students through social media sites created for educational purposes. Staff should not engage students through personal social media sites.

Social media in the classroom shall be used with students under the age of 13 years only where allowed by law (e.g., falls within the parameters of COPPA, CIPPA, and PPRA) or when BCPS has approved usage division-wide (e.g., the BCPS Google Domain, a private BCPS learning management system) and with parental permission.

### **Electronic & Digital Published Media**

BCPS may provide digital tools to aid students and staff in fulfilling their educational and workplace responsibilities. When authoring these digital works, users shall keep in mind that the end product shall support the educational objectives of BCPS. Every member of BCPS community has the responsibility to maintain and enhance the BCPS' public image and to use all digital tools in a productive manner. Unacceptable use includes but is not limited to:

- Posting personal and/or confidential information;
- Swearing, using vulgarities, or using any language inappropriate for a school setting;
- Transmitting false or defamatory information;
- Creating any end product intended to harass, insult, or launch a personal or discriminatory attack on an individual or group; and
- Posting electronic media for any other purpose that is illegal, against School Board Policies, or contrary to the best interest of BCPS.

### **Examples of Acceptable Computer System Use**

1. In accordance with teacher directives in the instructional setting, including:

- Research
- Organization of materials
- Brainstorming
- Composition
- Note-taking
- Instructional software and internet activities
- Projects
- Correspondence
- Career Development
- Discussion Forums
- Electronic Collaboration

2. Comply with fair-use laws and copyright regulations while accessing the Internet

- Understand, recognize, and respect the intellectual property of others;
- Present accurate information when collaboratively gathering or sharing information (e.g. avoid Wiki vandalism);
- Ethical gathering and/or presentation of

- information (e.g. avoid plagiarism, provide correct attribution, follow Creative Commons Law); and
3. School-sponsored email
    - Use for legitimate BCPS academic and curricular activities communications;
    - Keep passwords and logins confidential and share them only with trusted adults;
    - Only access your own account;
    - Send messages that contain content in accordance with this policy and the Code of Student Conduct;
  4. The Principles of the Computer System Community:
    - Exercise polite and proper network etiquette (the acceptable behavior the Internet community expects its citizens to follow);
    - Use the BCPS network for educational activities;
    - Respect both your own privacy and the privacy of others by not giving out personal information;
- Cite sources.
  - Immediately report messages that violate this policy or the Code of Student Conduct to administration; and
  - Download attachments only when user is certain the attachment is safe for the Computer System.
  - Respect the rights of others by not wasting network resources; and
  - Report any material that makes you feel scared or uncomfortable to a trusted adult.

### **Examples of Unacceptable Use**

Students MAY NOT engage in any conduct that violates this AUP or the Code of Student Conduct. For example, a student MAY NOT:

1. Bypass or attempt to bypass BCPS' filtering software;
2. Swear, use vulgarities, or any other inappropriate language in any electronic communication;
3. Access web pages or Internet content that is inconsistent with the educational objectives of BCPS;
4. Participate in cyberbullying which is defined as the use of electronic media to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidate others;
5. Use the network/Internet for any illegal activity, including violation of copyright law, violation of contracts, or transmitting any material in violation of any federal, state or local law;
6. Send, receive, view, or download illegal or otherwise prohibited material via BCPS' computer system;
7. Install or download media, without authorization, to any BCPS or non-BCPS electronic devices while connected to the BCPS network;
8. Use BCPS' computer system for private financial or commercial gain or advertising;
9. Use resources wastefully (e.g. bandwidth, file space, paper, and ink/toner) or fail to respect the BCPS resource limits;
10. Gain unauthorized access to resources or entities;
11. Post material authored or created by another without his or her consent;
12. Submit, post, publish or display any obscene, profane, threatening, illegal, or other inappropriate material;
13. Use BCPS' computer system while access privileges are suspended or revoked;
14. Vandalize BCPS' computer system, including, but not limited to, modifying or rearranging keyboards, individual key caps, any other peripheral equipment, or destroying data by creating or spreading viruses and/or by any other means;
15. Forge, intercept, or interfere with electronic mail messages;
16. Post personal contact information about oneself or others including, without limitation, name, address, telephone, school/work address, without the prior written approval of the school principal or other designee of BCPS;
17. Use BCPS' computer system to disrupt others;
18. Read, modify or delete data owned by others; and

19. . Violate any School Board policy or procedure or the Code of Student Conduct while using BCPS' computer system.

### **Recommended Dispositions in the Event of Student Misconduct**

Students shall be held accountable to the appropriate Level of Consequence chart found in the Code of Student Conduct.

### **AUP Review and Revision**

At a minimum, this AUP will be reviewed on an annual basis by the AUP and Internet Safety Committee. Additional review may be conducted if warranted under the circumstances. The AUP and Internet Safety Committee shall be responsible for making any recommended changes to this Acceptable Use Policy to the School Board.

### **Policy and Legal Updates**

Please be advised that the School Board may revise existing policies or adopt new policies during the school year relating to the rights and responsibilities set forth in this handbook. In that event, the new or revised policy will be put on the school system's website and will supersede any conflicting provision in this handbook.

### **Sex Offender Registry Information**

Pursuant to Virginia Code §[22.1-79.3](#), notice is given that information regarding sex offenders is available in the Sex Offender and Crimes Against Minors Registry and may be accessed on the Internet at <http://sex-offender.vsp.virginia.gov/sor/>.

### **Lost, Broken, Destroyed, or Unreturned School Property Reimbursement Notice *Code of Virginia § [22.1-280.4](#)* Policy JN (Student Fees, Fines, and Charges)**

Students and their parents are responsible for any school property used by the student in the pursuit of his/her studies that is lost, broken, destroyed, or not returned to the school. The student's parent must reimburse the school for any outstanding bills due to lost, broken, destroyed, or unreturned school property before the student is allowed to participate in graduation ceremonies. Parents and students with financial needs may discuss a payment plan and special needs with the school principal.

### **Section 504 Hearing Procedures School Board Policy JBA**

Bedford County Public Schools does not discriminate against individuals on the basis of disability. Where a student believes that he or she has been discriminated against on the basis of disability, the student shall have the right to a hearing. Hearing procedures meet federal requirements for any student alleging disability discrimination.

### **Glossary**

#### **Definitions of Potential Consequences**

- **Alternative Education:** A student may be assigned to a program of alternative education in cases of serious or chronic misconduct that significantly disrupts the learning environment. A student who has been charged with or who has been found guilty or not innocent of certain crimes regardless of where the incident occurred may be required to attend an alternative education program. The alternative education program is designed to offer instruction to students for whom the regular program of instruction may be inappropriate.
- **Conference with Parent/Guardian:** Parents may be required to come to the school to meet with a teacher, counselor, or administrator to discuss their son's or daughter's progress or problems.
- **Confiscation:** Any item prohibited by this *Code* will be surrendered from the student's possession.

- **Consequences of Suspension/Expulsion:** A suspended/expelled student shall be excluded from entry upon any and all Board property, including each of the division schools and buses, for the duration of the suspension/expulsion period. A suspended/expelled student shall not participate in or attend any school activity of any kind including, but not limited to, academic, athletic, and extracurricular activities such as band, debate, drama, field trip, graduation ceremony, dance including junior and senior prom, and athletic practice, games, contests, and/or events. Nor may a student attend nonschool related activities and events on Board property during the period of suspension/expulsion except with the written consent of the superintendent/designee. The period that a student is suspended out of school shall not terminate prior to readmission of the student to school on the day established by the principal, or other school official, for return to school.
- **Consequences to Criminal Acts Not Related to School Activities:** Students may be disciplined by the principal, superintendent, School Board or designee for acts committed away from school property and outside of school hours that are detrimental to the interest of the school and adversely affect school discipline.
- **Court Referral:** In case of a drug offense, assault, weapon possession, or other violation of the *Code of Virginia*, the student may be taken to court. The complainant may be either the school or the victim.
- **Detention:** This is a method of discipline that may be employed by an administrator or teacher according to school policies to keep a student before or after school hours or in supervised isolation during non-instructional time in hope of correcting inappropriate behavior. Some schools may offer a Saturday morning detention program. Parents must be notified in advance if the student is to serve a before or after school detention.
- **Exclusion:** Exclusion is the denial of school admission to a student who has been expelled or has been placed on a long term suspension for more than thirty (30) days by another school board or private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.
- **Expulsion:** Expulsion is disciplinary action imposed by a school board whereby a student is not permitted to attend school within the school division or is ineligible for readmission for 365 calendar days after the date of the expulsion.
- **In-School Suspension (ISS):** In cases of misconduct that may require alternatives to out-of-school suspension, students may be assigned to an isolated, controlled environment within the school under the supervision of qualified personnel. Opportunities shall be provided for the development of a more positive self-concept while student progress is monitored intensively by counselors and administrators. Assignment of a student to this program may be made only after an administrator or his/her designee has determined the placement to be appropriate. Determination of the assignment of the number of days will be consistent and tailored to the needs of the individual.
- **Law Enforcement Agency Involvement:** In cases of serious violations of the *Code of Virginia*, the Bedford County Sheriff's Department or Bedford City Police Department, Child Protective Services, the Resource Officers and Juvenile Probation Departments may be included in the disposition. School administrators are required to report to the local law-enforcement agency all incidents occurring on school property involving (1) the assault and battery against school personnel, the maiming, death, shooting or stabbing of any person or the intentional cutting or wounding of a person by another, (2) a controlled substance, or (3) the illegal carrying of a firearm or weapon onto school property. The School Resource Officer (SRO) Program places law enforcement officers from Bedford County in schools in an effort to create and maintain a safe learning environment for the students. School Resource Officers may be involved with student discipline issues and may take law enforcement action after consulting with the principal.
- **Long-term Suspension:** Long-term suspension is the disciplinary action whereby a student is not permitted to attend school for more than ten (10) school days but less than 365 calendar days.
- **Parent Contact:** The most effective person in dealing with student discipline problems is the parent. Teachers, counselors and administrators will contact the parents by phone or letter in an effort to keep parents informed of student conduct. Principals are required to notify parents of any student involved in certain incidents regardless of whether disciplinary action is taken.
- **Restitution:** The replacement of, or payment for, property taken, damaged, or destroyed will be required for school property or in the principal's discretion, the property of another.
- **School/Community Service:** The student may be required to perform service related activities at the school to compensate for certain violations of the standard of conduct.
- **Short-term Suspension:** Suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to ten (10) school days.
- **Student Services Intervention:** When a student experiences repeated problems in school, school personnel may refer this student to the school social worker and/or psychologist. The student is counseled and, if necessary, evaluated for alternative placement, counseling, etc.

## Offense Terms and Definitions

- **Alcohol:** Violating laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol.
- **Arson:** Unlawfully and intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.
- **Assault/Battery Malicious Wounding Without a Weapon:** Maliciously causing bodily injury to a person (without a weapon) with the intent to maim, disfigure, disable, or kill.
- **Assault/Battery With No Weapon Against Staff:** An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.
- **Assault/Battery With No Weapon Against Student:** An actual offensive and intentional touching or striking of a student against his or her will, or mutual participation in a fight that intentionally causes bodily harm without the use of a firearm or weapon.
- **Assault/Battery With Weapon Against Staff:** An actual offensive, forceful and violent and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm through the use of a firearm or other weapon.
- **Assault/Battery With Weapon Against Student:** An actual offensive forceful and violent and intentional touching or striking of a student against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.
- **Athletes and Anabolic Steroids:** The *Code of Virginia* mandates that any student athletes who have been found to have used anabolic steroids will be ineligible to compete in interscholastic athletic competitions for two (2) school years (§ 22.1-276.3, *Code of Virginia*).
- **Bomb Threat/Terrorist/Chemical/Biological:** Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or harming students or staff. Intentionally making a false report of potential harm from dangerous chemicals or biological agents.
- **Breaking and Entering/Burglary:** Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime.
- **Bullying:** Using repeated negative behaviors intended to frighten or cause harm. These may include, but are not limited to verbal or written threats or physical harm.
- **Cyber bullying** is defined as using information and communication technologies, such as cell phone text messages and pictures and internet e-mail, social networking Web sites, defamatory personal Web sites, and defamatory online personal polling Web sites to support deliberate, hostile, behavior intended to harm others.
- **Disorderly Conduct:** Unwillingness to submit to authority or refusal to respond to a reasonable request. Any act that intentionally disrupts the orderly conduct of a school function. Any behavior that substantially disrupts the orderly learning environment.
- **Drug Violations (Schedule I & II, Anabolic Steroid, Marijuana, Use & Possession):** Violation of laws or ordinances prohibiting the manufacture, transportation, possession or consumption of marijuana, Schedule I & II drugs, and anabolic Steroid-Use. Suspicion of being under the influence of marijuana may be included if it results in disciplinary action.
- **Drug Violations (Substances Represented as Drugs - Look a-likes):** Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any substances represented as an imitation controlled substance or drug look-alikes.
- **Drug Violations Inhalants:** Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any inhalants.
- **Drug Violations Over-the-Counter Use, Possession, Sale/Distribution:** Unlawful use, distribution, sale, solicitation, purchase, possession, transportation, or importation of over-the-counter medication.
- **Drug Violations Schedule I & II, Anabolic Steroid, or Marijuana Sale/Distribution:** Unlawfully possessing with the intent to distribute, sell, or solicit any Schedule I or II drug, marijuana, or anabolic steroid.
- **Drug Violations Schedule III-VI Use, Possession, Sale, Distribution, Paraphernalia Possession:** Unlawfully using or possessing with the intent to distribute, selling or soliciting any controlled drug or narcotic substance not specified in previous drug categories. Having equipment (paraphernalia) for use in consuming illegal drugs in one's pocket, bag, car, or locker.
- **Drug Violations Theft or Attempted Theft of Prescription Medication:** Unlawfully possessing or attempting to take possession of drugs prescribed for another.
- **Electronic Devices:** Using electronic devices that are deemed inappropriate in an educational setting. Any type of electronic device which distracts or impedes the educational process during the school day is prohibited. This includes but is not limited to beepers, cell phones, Personal Digital Assistants (PDAs), MP3 players, iPods,

electronic games, cameras, radios, smart watches, tape or CD players, and video tapes, or DVDs. The devices are not to be displayed or in use unless given special permission by the teacher (e.g., for a lesson activity) or the building principal.

- **Extortion:** Unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat or eventual physical injury or other harm to that person or person's property.
- **Fighting With No Injury or Minor:** Mutual participation in a fight involving physical violence, where there are no or minor injuries. These may include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand) or minor bruising.
- **Fighting/Altercation:** Confrontation, tussle, or verbal/physical aggression that does not result in injury.
- **Gambling:** Making, placing, or receiving any bet or wager of money or other thing of value dependent upon the result of the game, contest, or any other event with an uncertain outcome.
- **Gang Activity:** Street gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, that has as one of its primary objectives or activities to commit one or more criminal or non-criminal gang activities. This includes articles of clothing that symbolize association, rituals, or activities identified by groups of students. Gang activity, including but not limited to wearing or other display of gang colors, emblems, symbols, etc., including tattoos on hand or body; solicitation, initiation and/or hazing of any person; meeting and/or conspiring for purpose of planning or carrying out any illegal activity; intimidation, threat and/or extortion of any person; carrying out at the direction of a gang or gang member, or in association with another gang member, any activity in violation of law or the *Code of Student Conduct*; defacing of school or personal property with gang graffiti and/or colors is prohibited. Violations shall be reported to the Superintendent and shall also be reported to the Sheriff if the potential exists for criminal charges to be filed.
- **Harassment, Nonsexual Physical, Verbal, or Psychological:** Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile educational or work environment.
- **Hazing:** Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class. Recklessly or intentionally endangering the health or safety of a student or students or inflicting bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. According to §18.2-56 of the *Code of Virginia*, it is unlawful to haze so as to cause bodily injury to any student at any school; such offense is a Class 1 misdemeanor with possible penalty of confinement in jail for not more than twelve (12) months or a fine of not more than \$2,500.00, or both.
- **Homicide:** Any death resulting from the use of a firearm or weapon.
- **Imitation Controlled Substance:** Means (i) a counterfeit controlled substance or (ii) a pill, capsule, tablet, or substance in any form whatsoever which is not a controlled substance subject to abuse, and:
  - 1) Which by overall dosage unit appearance, including color, shape, size, marking and packaging or by representations made, would cause the likelihood that such a pill, capsule, tablet, or substance in any other form whatsoever will be mistaken for a controlled substance unless such substance was introduced into commerce prior to the initial introduction into commerce of the controlled substance which it is alleged to imitate; or
  - 2) Which by express or implied representations purports to act like a controlled substance as a stimulant or depressant of the central nervous system and which is not commonly used or recognized for use in that particular formulation for any purpose other than for such stimulant or depressant effect, unless marketed, promoted, or sold as permitted by the United States Food and Drug Administration (§ 18.2-247, *Code of Virginia*).
- **Inciting a Riot:** Unlawful use of force or violence that seriously jeopardizes the public safety, peace, or order. Three or more people acting together.
- **Kidnapping:** Unlawfully seizing, transporting, and/or detaining a person against his/her will, or a minor without the consent of his/her custodial parent(s) or legal guardian.
- **Other Possible Weapons:** Possessing knife less than three inches, razor blades, box cutters, fireworks, firecrackers, or bringing stink bombs to school or a school event.
- **Pneumatic Weapon BB Gun:** Possessing or bringing any pneumatic gun or rifle that is air powered to school or a school event. A pneumatic gun or rifle includes a BB, paint ball, or pellet gun.
- **Possession of Ammunition:** Possession of any type of ammunition. Ammunition means ammunition or cartridges, cases, primers, bullets, or propellant powder designed for use in any firearm.
- **Possession of Explosive Device:** Possessing or representing any weapon that explodes or is designed to or may readily be converted to explode.

- **Possession of Stun Gun:** Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or other charge that exceeds the equivalency of 5 milliamp 60 hertz shock and used for the purpose of temporarily incapacitating a person.
- **Possession of Taser Gun:** Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or another charge or shock through the use of a projectile and used for the purpose of temporarily incapacitating a person.
- **Robbery:** Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. School day – from the time students enter the building/grounds until school dismissal.
- **Sexual Battery:** Sexual battery involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including genderbased harassment that creates an intimidating, hostile, or offensive educational or work environment.
- **Sexual Offense Aggravated Sexual Battery:** Sexually abusing a victim less than thirteen years of age or accomplishing the act against the will of the victim by force, threat, intimidation, or through the use of the victim's mental incapacity or physical helplessness, and—the victim is at least thirteen but less than fifteen years of age, or the accused causes serious bodily or mental injury to the victim, or the accused uses or threatens to use a dangerous weapon.
- **Sexual Offense Attempted Forcible Assault:** Attempted sexual penetration without consent.
- **Sexual Offense Forcible Assault:** Sexual penetration without consent.
- **Sexual Offense Offensive Touching:** Improper physical contact that is offensive, undesirable, and/or unwanted as determined by the victim.
- **Sexual Offense Without Force:** Lewd behavior, indecent exposure that includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat.
- **Stalking:** Engaging in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury.
- **Technology Use Violations/Use:** Unauthorized violations of technology use according to the Acceptable Usage Policy.
- **Theft Offense of a Motor Vehicle:** Unlawfully taking, carrying, leading, or riding away a motor vehicle or the attempted theft of a motor vehicle.
- **Theft Offense:** Unlawfully taking, carrying, leading, or riding away property from the possession of another person. May include pocket picking, purse snatching, theft from building, theft of electronic data, theft from motor vehicle, or from coin-operated machines.
- **Threat/Intimidation:** Unlawfully placing a student in fear of bodily harm through physical, verbal, written or electronic threats without displaying a weapon or subjecting the person to actual physical attack.
- **Threats to Bomb, Burn, Destroy or Damage:** Any person (a) who makes and communicates to another by any means any threat to bomb, burn, destroy or in any manner damage any place of assembly, building or other structure, or any means of transportation, or (b) who communicates to another, by any means, information, knowing the same to be false, as to the existence of any peril of bombing, burning, destruction or damage to any such place of assembly, building or other structure, or any means of transportation, shall be guilty of a Class 5 felony; provided, however, that if such person be under fifteen years of age, he shall be guilty of a Class 1 misdemeanor (§18.2-83, *Code of Virginia*).
- **Tobacco Paraphernalia:** Bringing tobacco/e-cigarettes paraphernalia to school or to a school event.
- **Tobacco Use Possession, Sale, Distribution:** Possessing, using, distributing, or selling tobacco products, including smokeless tobacco and e-cigarettes, on school grounds, at school-sponsored events, and/or on school transportation.
- **Trespassing:** Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave.
- **Use of Bomb or Explosive Device:** Using any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion.
- **Vandalism:** Willfully and/or maliciously destroying, damaging or defacing public or private property without the consent of the owner or the person having custody or control of it. This category includes graffiti.
- **Weapon Expels a Projectile:** Possessing or bringing to school or a school-sponsored event any weapon designed to expel a projectile or that may readily be converted or modified manufactured guns to expel a projectile by the action of an explosive device.
- **Weapon Firearm Handgun/Pistol:** Possessing or bringing a handgun or pistol to school or to a school-sponsored event.



- **Weapon Firearm Shotgun/Rifle:** Possessing or bringing a rifle/shotgun to school or a school-sponsored event.
- **Weapon Knife:** Possessing or bringing to school or a school-sponsored event any sharp-edged instrument that is classified as a knife with a blade of three inches or more.
- **Weapon Other Firearms:** Possessing or bringing any other weapon that will, is designed to, expel a projectile by the action of an explosive to school or a school event. This includes firearms not mentioned previously (operable or inoperable, loaded or unloaded) such as, but not limited to, a zip or starter gun.
- **Weapon Other Weapon:** Possessing or bringing any weapon, instrument, or object that is designed to or may readily be converted to inflict harm on another person to school or a school event (e.g., golf club, baseball bat, chains, nunchakus, billy club, or any other object that an individual intends to use as a weapon).
- **Weapon/Chemical Substance:** Possessing or bringing to school or a school-sponsored event any substance used as a weapon. The substance would include mace, tear gas, or pepper spray.
- **Weapon/Look-alike:** Any device that looks like a real gun or is a toy gun (i.e., water pistols). Category also includes look-alike weapons.

**Signature Required on This Sheet**

**Bedford County Public Schools**

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT- Student and Parent/Guardian

**Parents of minors are required to sign this Agreement before any student will be granted permission to use the Bedford County Public Schools' Computer System. Students are required to sign the agreement as an indication they understand the rules and regulations of the ACCEPTABLE COMPUTER SYSTEM USE BY STUDENTS Policy. Read this Agreement carefully before signing.**

*If you have any questions about this policy or regulation, contact your school principal.*

I understand and agree to abide by the Bedford County Public Schools' Acceptable Computer System Use Policy and Regulation. I understand that BCPS may access and monitor my use of the Computer System, including my use of the Internet, e-mail and download material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my Computer System privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student name: \_\_\_\_\_ Student signature \_\_\_\_\_ Date \_\_\_\_\_

I have read this Agreement and Policy and Regulation. I understand that access to the Computer System is intended for educational purposes and the Bedford County Public Schools has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for BCPS to restrict access to all inappropriate material, and I will not hold BCPS responsible for information acquired on the Computer 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 System and for BCPS to issue an account for my student.

Parent name: \_\_\_\_\_ Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please detach and return this form to your child's homeroom teacher no later than August 29, 2016 or ten days of your child's initial enrollment to the current school year.**



**Signature Required on This Sheet**

**Bedford County Public Schools  
Anti-Bullying Pledge**

Ensuring student safety and creating a positive learning environment are two of Bedford County Public Schools top priorities. The school system seeks to maintain high behavioral expectations of all students in order to send a clear message to all students, parents, and community members that all schools are safe places and will not tolerate inappropriate behaviors including bullying.

Bullying is defined as repeated negative behaviors targeting a specific person that may include, but are not limited to threats, verbal or written abuse, physical abuse, harassment, and ethnic or gender slurs. Cyber bullying is the use of electronic media (including but not limited to the following devices: email, social media, peer to peer media, audio and/or video footage, texting) to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others.

Everyone should enjoy school equally and feel safe and accepted, regardless of popularity, athletic ability, school performance, family circumstances, gender, political affiliation, sexual orientation, race, and/or religion. In signing this pledge, you, as a student, agree to:

- Value student differences and treat others with respect
- Not become involved in acts of bullying, even as bystanders
- Be aware of all forms of bullying and make sure actions are not aggressive or hurtful
- Pay attention to this school's effort to end bullying
- Pay attention in places in the school where there is less supervision
- Use friendships to help and not hurt others
- Support others who have been bullied or have bullied to find ways to help themselves
- Report honestly and immediately incidents of bullying
- Be a good role model for other students in school and help if signs of bullying begin
- Talk with teachers and parents regularly if bullying is affecting your life

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**SIGNATURE**

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**DATE**

**Please detach and return this form to your child's homeroom teacher**

no later than August 29, 2016 or ten days of your child's initial enrollment to the current school year.



**Signatures Required on This Sheet**

**Acknowledgement of Receipt and Review of 2016-17  
*BCPS Code of Student Conduct***

This form is for parents/legal guardians of all students enrolled in Bedford County Public Schools to ensure they have received and reviewed the *Code of Student Conduct*. As a part of the *Code of Student Conduct*, and to meet state law requirements, a copy of the compulsory school attendance law and a copy of the parental responsibility law have also been included. It is essential that the school, students, and parents work together to ensure that all students meet the high expectations for behavior established in the *Code of Student Conduct*. Meeting these high expectations for behavior will enable students to succeed in the school and in the community. Since the *Code of Student Conduct* is so important to students' success, there will be periodic reviews throughout the year by teachers, administrators, and school counselors. Parental support and review of this document with their children is also vital to their children's success. After you have reviewed the *Code of Student Conduct* with your child, please sign and return the signed form to the school.

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Student's Name (Please Print)

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Date of Birth

Grade

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School

Homeroom Teacher

As the parent/guardian of the student named above, I verify that I have read and discussed the *Code of Student Conduct* with my child. By signing this statement of receipt, I do not waive, but expressly reserve, my rights protected by the Constitution or laws of the United States or Virginia. I retain the right to express disagreement with a school's or school division's policies or decisions. I understand that the *Code of Student Conduct* and the policies it references apply to all students at all times on all Bedford County Public Schools property, including in school buildings and on school grounds; in all school vehicles, and at all school, school-related, or Board-sponsored activities, including but not limited to, school field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments; and going to and returning from school.

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Print Parent/Legal Guardian

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Signature of Parent/Legal Guardian

Date

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Signature of Student

Date

**Please detach and return this form to your child's homeroom teacher**

no later than August 29, 2016 or ten days of your child's initial enrollment to the current school year.

