

# **Encouraging Positive Student Conduct and Safety Handbook**



**Prince George  
County Public Schools**

**Revised August 2017**

## A Message from the Superintendent

Dear Parents/Guardians and Students:

The Prince George County School Board is committed to providing a safe learning environment for your child. In order to do that, your support and cooperation are needed. Please assist us by reading the Encouraging Positive Student Conduct and Safety Handbook with your child and reviewing the expectations for good behavior in school and on the bus. The Encouraging Positive Student Conduct and Safety Handbook describes the expectations for student conduct and provides a reference to consequence for violations.

The Acknowledgement of Parent/Student Responsibility is on the last page of this booklet. After you have read it with your child and provided your signature, have your child sign it and return it to the school.

An explanation of the policies and responsibilities for student behavior is in the Prince George School Board Policy Manual. You may access it on the division's website, <http://pgs.k12.va.us>.

Thank you for your cooperation.

Sincerely,



Renée P. Williams  
Superintendent

DISCLOSURE: The Prince George County School Board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment.

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7801 Laurel Spring Road  
Prince George, VA 23875  
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Fax: (804) 861-4530  
Office Hours: 7:15 a.m. – 3:45 p.m.

N. B. Clements Junior High School  
7800 Laurel Spring Road  
Prince George, VA 23875  
Principal, Tana Jones  
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11455 Prince George Drive  
Disputanta, VA 23842  
Principal, Stephanie Bishop  
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Disputanta, VA 23842  
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6700 Courthouse Road  
Prince George, VA 23875  
Principal, Robin Germanos  
Telephone: (804) 733-2745  
Fax: (804) 732-1627  
Office Hours: 8:00 a.m. – 4:00 p.m.

David A. Harrison Elementary School  
12900 East Quaker Road  
Disputanta, VA 23842  
Principal, Christopher Scruggs  
Telephone: (804) 991-2242  
Fax: (804) 991-2123  
Office Hours: 8:00 a.m. – 4:00 p.m.

North Elementary School  
11106 Old Stage Road  
Prince George, VA 23875  
Principal, Christine Romig  
Telephone: (804) 458-8922  
Fax: (804) 452-3917  
Office Hours: 8:00 a.m. – 4:00 p.m.

South Elementary School  
13400 Prince George Drive  
Disputanta, VA 23842  
Principal, Susan Braswell  
Telephone: (804) 733-2755  
Fax: (804) 732-5844  
Office Hours: 8:00 a.m. – 4:00 p.m.

William A. Walton Elementary School  
4101 Courthouse Road  
Prince George, VA 23875  
Principal, Sharon Kushma  
Telephone: (804) 733-2750  
Fax: (804) 732-1592  
Office Hours: 8:00 a.m. – 4:00 p.m.

Rowanty Technical Center  
20000 Rowanty Road  
Carson, VA 23830  
Principal, Cheryl Simmers  
Telephone: (804) 732-4950  
Fax: (434) 246-5721  
Office Hours: 7:45 a.m. – 3:45 p.m.

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# I. INTRODUCTION

## **Roles and Responsibilities**

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

## **Student Conduct Expectations**

An engaging, challenging atmosphere is most conducive to the educational experience of all members of the school community. Therefore, students are expected to:

- Cooperate in the creation and maintenance of a healthy learning environment.
- Conduct themselves in a safe and orderly manner.
- Respect the rights of others during both curricular and extracurricular school programs.
- Be present and on time for all scheduled activities.
- Dress in a way that is appropriate and responsible.
- Refrain from inappropriate behavior, including disruptive actions such as the use of profanity, obscenity, and/or demeaning remarks.
- Safeguard the property of the school and protect the community's investment in it.

- As a good citizen, students should refrain from bringing items on school property that are in violation of the Code of Conduct. They must turn the item in to a school adult as soon as they realize the item is in their possession to prevent further disciplinary review.

No student shall violate, while on school property, at a school activity, or under the supervision of school authority (including going to and coming from school) any laws or rules and regulations of the School Board and the school. The following are general categories of prohibited conduct:

### **Alcohol, Tobacco, Anabolic Steroids, and Other Drugs**

A student may not possess, use, or distribute alcohol, caffeine-based energy drinks, tobacco and/or tobacco products, and/or other drugs as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia on school grounds, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, electronic cigarettes, smokeless tobacco, anabolic steroids, look-alike drugs, cannabimimetic agents, bath salts, drug paraphernalia, inhalants, and any prescription or non-prescription drug not possessed in accordance with Policy JHCD.

Any student who possesses or uses prohibited substances may participate in prevention and intervention activities deemed appropriate by the superintendent.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition. (Policies JFC, JFC-R, JFCF)

## **Assault**

The following violations shall result in disciplinary action and may require mandatory sanctions:

1. Threatening or physically assaulting another student or another person (other than a staff member) who has reason to be at school, whether or not causing injury, shall result in disciplinary measures varying from an out of school suspension to a recommendation for expulsion.
2. Physically assaulting and/or intimidating a school staff member shall result in a recommendation for expulsion.

(Policies JFC, JFC-R)

## **Attendance**

Student attendance is a cooperative effort; schools shall involve parents and students in accepting responsibility for regular attendance.

Each parent or guardian of a child within the compulsory school attendance age shall be responsible for the child's regular and punctual attendance at school as required by law.

Parent/student must provide school with official, written documentation of any hospitalization, court appearance, notification of death in family (i.e. obituary) within five (5) days of returning back to school in order for the administration to excuse the absence for exam exemptions.

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board regulation. See Appendix F, Compulsory Attendance.

(Policies JED, JFC, JFC-R)

## **Bomb Threat**

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices, or hoax explosive devices, or chemical bombs as defined in the Code of

Virginia. Moreover, students shall not make any threats or false threats to bomb other students, school personnel or property.

Students found guilty by the court may be required to pay restitution for police, fire and rescue intervention services.

(Policies JFC, JFC-R)

## **Bullying**

A student, either individually or as part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, phones, or instant messaging systems. Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. (Policies JFC, JFC-R, JFCE)

## **Bus Related Conduct**

Students are required to conduct themselves on school buses in a manner consistent with established student code of conduct. The driver shall report students who become disciplinary problems on school buses to the principal. The principal and his/her designee will notify the parent/guardian and may suspend the student's riding **privileges**. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school.

Only authorized personnel are permitted to board the bus.

Unauthorized persons could be charged for trespassing.

(Policies JFC, JFC-R, JFCC, JFCC-R)

## **Cheating**

Students are expected to perform honestly on any assigned schoolwork or tests. The following actions are prohibited:

- Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information.
- Plagiarizing by copying the language, structure, idea, and/or thoughts of another.
- Falsifying statements on any assigned schoolwork, tests, or other school documents.

(Policies JFC, JFC-R, JFC-G)

## **Defiance of the Authority of School Personnel**

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by School Board policies and regulations. (Policies JFC, JFC-R)

## **Disruptive Behavior**

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

## **Dress Code**

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, inhalant, or clothing that contains threats such as gang symbols is prohibited.

Prince George County Public Schools is an institution that is not only devoted to the business of education but to the proper training in appropriate social skills and employable characteristics. Based on this belief, the dress code requires the appropriate appearance and self-respect necessary to foster a positive learning environment. Grooming or dress that is hazardous to the health and safety of the student or to that of his peers, or is disruptive to instruction or good order and discipline in the school shall not be permitted. The following are regulations and stipulations for students:

- Shoulders must be completely covered.
- The bottom of the shirt, blouse, or other top must overlap or be tucked into the pants, shorts, skirts, etc., worn so that the midriff, belly, and/or undergarments are not exposed.
- Pants will be worn at the waist.
- Shorts/skorts may be worn at a length no shorter than mid-thigh.
- Dresses and skirts must be at least mid-thigh in length. Students are not allowed to wear dresses or skirts with splits which go higher than mid-thigh.
- A principal or his designee may require a student to remove any item of outer clothing that could readily conceal a weapon while in school.
- Shoes or sandals must be worn for health and safety reasons.

The following items are **NOT** considered to be appropriate and are prohibited:

- Sunglasses.
- Any item inside the mouth not considered a medical or orthodontic necessity.
- Head coverings (i.e., sweat bands, bandanas, doo rags, hats).
- Metal combs, metal picks, curlers, rollers, and other grooming articles.
- Pajamas and bedroom slippers.
- See-through/sheer clothing.

- Tank tops, tube tops, halter tops, muscle shirts, oversized armholes, spaghetti straps, and plunging necklines or those that otherwise reveal excessive cleavage.
- Exposed undergarments.
- Clothing bearing profane, obscene, lewd, vulgar, illegal, and racially/ethnically offensive illustrations, emblems, or statements.
- Garments promoting the use of illegal substances, including alcohol and tobacco.
- Tears or holes in clothing above the knees.
- Items of clothing which may be considered as weapons including studded jewelry and wallet chains of more than 12 inches.
- Bottoms that are excessively long and/or unhemmed posing a safety hazard.
- Shower shoes and healie shoes (shoes with wheels).
- Tattoos and piercings that are disruptive to the learning environment.
- Clothing associated with gangs or gang membership<sup>1</sup>

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited.

In order to promote school spirit, various groups will wear uniforms at specific times with administrative approval. The principal has the discretion to change the dress code on special event days. Such days will be announced in advance. Likewise, the principal or his designee reserves the right to rule on individual cases. Necessary additions or adjustments to this policy can occur during the school year.

<sup>1</sup>Any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may involve wearing gang-related apparel, inappropriate congregating, bullying, harassment, initiations, hazings, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students is prohibited.

Students in violation of the dress code will be required to change their clothes to meet the established expectations or they will be sent home. Offenders who have repeated violations will receive progressive disciplinary measures (i.e., before or after school detention, Saturday School, suspensions).

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. (Policies JFC, JFC-R)

## **Electronic/Communication Devices**

Prince George County Public Schools recognizes that student access to cell phones and other electronic devices is common with today's learner. However, it is imperative that students and parents understand that there are appropriate and inappropriate times for the use of such devices. Students are cautioned that any media (photographs, videos, etc.) created and/or exchanged that creates a disruption to the school environment may result in disciplinary action up to and including out-of-school suspension, alternate placement, expulsion, and/or legal ramifications. School personnel will establish consistent implementation procedures by building and/or department. If a student is in **violation** of district policy, the device may be confiscated from the student and returned **only** to the student's parent/guardian.

In addition, when students are taking Standards of Learning (SOL) tests, they are prohibited from having in their possession a cell phone or any other unapproved electronic device with camera features, text messaging functions, voice-activated recording capabilities, or Internet access.  
(Policy JFC-R)



## **Extortion**

No student may obtain or attempt to obtain anything of value from another by use of a threat or intimidation of any kind.

(Policy JFC-R)

## **Fighting**

Exchanging mutual physical contact between two or more students by pushing, shoving, or hitting with or without injury is prohibited. (Policy JFC-R)

## **Gambling**

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

## **Gang Related Activity**

Gang related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, bandanas, accessories, jewelry, hand signals, rituals associated with or activities by an identified group of students, and postings to an electronic site). The State defines gangs as coordinated activity between three or more members.

(Policies JFC-R, JFCE)

## **Harassment**

It is the policy of the Prince George County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical contact of a sexual nature, when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student, (2) such conduct creates an intimidating,

hostile or offensive working or learning environment, or  
(3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Any employee or student who believes that he/she has been subjected to sexual harassment should file a written complaint of the alleged act immediately with his/her immediate supervisor/principal or to the Title IX compliance officer (Assistant Superintendent for Administration, Operations, and Personnel or Assistant Superintendent for Instruction). The written complaint should state in detail the basis for the complaint, the names of the person(s) involved, and the dates of any specific incidents. A thorough confidential investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken immediately. If the complaint is against the Title IX compliance officer, the complaint shall be filed with the Chairman of the School Board. The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any administrator, teacher or other employee or student who is found, after appropriate investigation, to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense, from a warning up to expulsion or discharge.

Any individual filing a sexual harassment complaint is assured that he/she will be free from any retaliation from filing such a complaint. Retaliators will be subject to discipline up to and including expulsion or discharge. (Policies JFC-R, JFHA)

## **Hazing**

No student shall engage in hazing. Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in

connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, gang, organization, association, fraternity, sorority, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity.

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

The principal of any school at which hazing that causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. (Policies JFC-R, JFCE)

## **Internet Use**

### **Mission**

The Prince George Schools are committed to providing all students with the most appropriate technological tools to enhance and support quality education and to produce active participants in the worldwide community of the 21<sup>st</sup> century.

### **Philosophy**

Technology integration is paramount in preparing students to meet the challenges of an increasingly more complex society. We believe all users should have adequate and equal access to training and literacy for technology.

The infusion of technology into our instructional program is essential in fulfilling our mission of providing a quality education for each individual child. We feel it is essential to our students' success that they learn about new technologies and learn by utilizing these technologies. The ability to access information, process it, synthesize new ideas and communicate these ideas is key to creating independent, lifelong learners. Growing volumes of research show that the use of technology fosters creativity, encourages higher order thinking and motivates students to learn.

Training for students is key to the successful implementation of Internet safety and technology in our schools. Adequate levels of computers and other technologies should be provided for students.

### **Vision**

We envision the use of technology to enhance quality education and lifelong learning. To accomplish this vision, we are committed to the following principles:

- Providing equity of technological access.
- Improving instruction through the use of computer technology.
- Integrating the technology in all areas of learning.
- Providing professional development to enhance the instructional program.
- Ongoing Internet safety of all stakeholders – staff, students, parents, and community.
- Monitor and evaluate all Internet safety instruction for students and update as needed.
- Evaluate the division’s technology infrastructure and the network, Internet and data security procedures in place annually.
- Remain cognizant of the latest developments in Internet vulnerabilities, legal issues, and capabilities related to instruction and impact on division students.
- Educate students about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Evaluate the effectiveness of the division AUP and update annually as needed.
- Assess the need for community outreach related to Internet use and safety issues.
- Provide frequent information related to Internet safety and security to parents and the community.

Internet use by students shall be in accordance with acceptable computer use policies and regulations. Prince George County

Public Schools strives to provide equitable access and encourages the use of technology whenever possible and appropriate, to support the curriculum and student learning objectives. The term "computer system" includes but is not limited to hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe, personal computers, tablets, cellular phones, Smart phones, and the internet and any other internal or external network.

A. Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business. Acceptable use of technology and electronic information systems by students includes:

- Accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound.
- Interacting and collaborating with others.
- Acquiring knowledge and skills to support learning objective.
- Publishing opportunities.
- Extending teaching and learning opportunities.

Prince George County Public Schools allows students and employees to access electronic information systems while safeguarding users from potential hazards by filtering objectionable sites. Users are allowed access to Internet resources with the understanding that some material may be inaccurate or objectionable. The inappropriate use of resources is not permitted. Prince George County Public Schools does not endorse and is not responsible for content associated with links outside of the Prince George County Public Schools' network. Prince George County Public Schools reserves the right to block downloading from specific file extensions or specific sites. Students using Prince George County Public Schools' electronic

information systems are subject to monitoring by Prince George County Public Schools personnel. Parents and students acknowledge adherence to this agreement by signing the Parent/Student Responsibility form.

- B. Privilege. The use of the Division's computer system is a privilege, not a right.
- C. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes, but not limited to:
  - Using the network for any illegal or unauthorized activity (i.e. including but not limited to Virtual Private Network (VPN) or proxy servers), including violation of copyright or contracts, or transmitting any material in violation of any federal, state or local law, the Code of Student Conduct, or any School Board policy or regulation.
  - Sending, receiving, viewing or downloading illegal material via electronic devices.
  - Unauthorized downloading of software.
  - Using the computer system for private financial or commercial purposes.
  - Wastefully using resources, such as file space.
  - Gaining unauthorized access to resources or entities.
  - Posting material created by another without his or her consent.
  - Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
  - Using the computer system while access privileges are suspended or revoked.
  - Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
  - Intimidating, harassing, bullying, or coercing others.
  - Threatening illegal or immoral acts.
  - Attaching any unauthorized devices to the network system.

- D. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:
- Be polite.
  - Users shall not forge, intercept or interfere with electronic mail messages.
  - Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening, or disrespectful language is prohibited.
  - Users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
  - Users shall respect the computer system's resource limits.
  - Users shall not post chain letters or download large files.
  - Users shall not use the computer system to disrupt others.
  - Users shall not modify or delete data owned by others.
- E. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery, or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
- F. Security. Computer system security is a high priority for the School Division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
- G. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or

downloading computer viruses or by any other means is prohibited.

- H. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
- I. Electronic Mail. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students as an educational tool. Electronic mail is not private. Students' electronic mail will be monitored. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student is prohibited. Users may be held responsibly and personally liable for the content of any electronic message they create, or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
- J. Enforcement. Software will be installed on the division's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

The use of technology as an educational and instructional resource requires that students entrusted with the privilege of its use be held accountable. It is the responsibility of the user to obey the rules and procedures governing acceptable use at all times. Students are personally accountable for any and all activities logged to their computer identification and password. Any activities that disrupt or interfere with the safety and welfare of the school community are prohibited, even if such use takes place off school property. Such activities will be subject to school disciplinary action.



Violations of policy will result in a suspension of access privileges and/or other consequences.  
(Policies GAB/IIBEA, JFC-R)

### **Prescription/Over-the-Counter Non-Prescription Drugs**

The illegal use of prescription drugs is prohibited. Further, no student may have in his or her possession any prescription or over-the-counter non-prescription drug. The parent or legal guardian shall take all such items to the office of the principal or designee for safekeeping and administration within prescribed procedures. Any student who possesses, distributes, or receives a prescription drug at any time while on school property or at a school-sponsored activity will be recommended for expulsion by the principal. Nothing herein shall prohibit the permanent expulsion of such students.  
(Policies JFC-R, JGD/JGE, JHCD)

### **Profane or Obscene Language or Conduct**

Students shall not use vulgar, profane, or obscene language, or gestures, or engage in conduct that is vulgar, profane, or obscene, or disrupts the teaching and learning environment.  
(Policies JFC, JFC-R)

### **Property Offenses/Theft/Vandalism**

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

- Willful causing or attempting to cause damage to school property or another person's property.
- Theft of, taking, or trying to take another person's property or money without consent, by force, fear, or other means.
- Vandalism, arson, or any threat or false threat to bomb, burn, damage, or destroy in any manner a school building or school property.

A student (or the student's parent/guardian) shall be required to reimburse the School Board for any actual loss, breakage, destruction of, or failure to return property owned by or under the control of the School Board caused or committed by such student. Students found guilty by the court may be required to pay restitution for police, fire and rescue intervention services. (Policy JFC-R)

## **Search and Seizure**

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 belongings, student lockers or student automobiles and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Student lockers, desks, 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.

Any automobile operated by a student while on school property or at a school-sponsored function shall be subject to a search. The locations at which searches of students and student property may be conducted are not limited to the school building or school property. Searches may be conducted wherever the student is involved in a school-sponsored function.

School administrators may 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. Strip searches may only be used when an extremely serious situation exists requiring immediate action.

To ensure a drug-and-alcohol-free learning environment for students and staff, school officials may, at their discretion, request assistance from a variety of available resources, including the Prince George County Public Schools Resource Officers, the substance abuse counselors, the Prince George County Health Department, and the active and passive canine teams coordinated by the Prince George Sheriff /Police Offices.

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

## **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 (i.e. – including but not limited to Facebook, Myspace, Snapchat, Kik and Twitter). Utilization of social media via the school division's Computer System is prohibited unless expressly permitted in advance by the building principal or other appropriate administrator for a specific legitimate educational use. Any such utilization of social media must be in conformance with this policy. Students are cautioned that any social media created and/or exchanged that creates a disruption to the school environment may result in disciplinary action up to and including out-of-school suspension, alternate placement, and expulsion. (Policies GAB-R/IIBEA-R, JFC-R)

## **Stalking**

Students shall not engage in a pattern of behavior that places another person in fear of harm. (Policy JFC-R)

## **Threats; Intimidation**

Students shall not make any verbal, nonverbal, written, or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason. (Policies JFC-R, JFCE, JFHA)

## **Trespassing**

A student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so also may be subject to disciplinary action as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity, wherever located. (Policies JFC-R, KGB, KK)

## **Weapons**

Students shall not have in their possession any type of firearm or other article that may be used as a weapon. This shall include, but is not limited to: guns, firearms, blank guns, starter guns, pellet guns, air guns, toy guns, tear gas guns, paintball guns, chemical weapons, knives, metallic knuckles, blackjacks, explosive devices, joined rings, and other objects which may be used as weapons or imitation weapons, or shoots projectiles. Should illegal materials be found during a search, law enforcement officials will be notified and prosecution will be according to the law. (Policies JFC-R, JFCD)

## **Other Conduct**

In addition to those specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state, or local law. (Policy JFC-R)

## **Reporting of Certain Offenses**

Local School Board policy must provide for notification of local law enforcement authorities in accordance with § 22.1-279.3:1.D. of the Code of Virginia that requires principals to immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of §22.1-279.3:1.A. that may constitute a criminal offense. A principal may report to the local law-enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory.

Section 22.1-279.3:1.A. of the code lists offenses as follows:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Code of Virginia § 18.2-60.3 on a school bus, on school property, or at a school-sponsored activity; any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in Virginia Code § 18.2-248.1:1, 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;
- iii. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;

- iv. The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;
- v. 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;
- vi. 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
- vii. 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;
- viii. Any illegal possession of weapons, alcohol, drugs, or tobacco products.

The principal or designee must also report these incidents to the superintendent of the school division, who then reports them to the Department of Education [§ 22.1-279.3:1(C) and Code 16.1-260. Code of Virginia]. The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult, regardless of where the offense is committed, or would be a violation of the Drug Control Act if it occurs on a school bus, school property, or at a school sponsored activity [§ 22.1-279.3:1(B) and (C) and Code 16.1-260]. Whenever a student commits a reportable incident named in the Code, the student shall be required to participate in prevention and intervention activities as determined appropriate by the superintendent or designee [§ 22.1-279.3:1(C) and Code 16.1-260]. A School Board may require reporting of other offenses. This determination is best made in consultation with local school and law enforcement officials. (Policy JGD/JGE)

## **Notification Regarding Prosecution of Juveniles as Adults**

The Prince George School Board will annually 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. (Policy JFCC)

## **II. ACCOUNTABILITY**

### **Disciplinary Action, Criteria, Procedures, and Processes**

To protect students' rights, certain procedures are followed with regard to major disciplinary actions. Persons associated with the school have a responsibility in the maintenance of proper school discipline. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the level of punishment to be used. Since it would be impossible to take into account the severity of each offense, the principal or his designee will have the authority to determine disciplinary actions. In each case, the school administrator should use reasonable judgment to ensure that students who violate the Code of Conduct will be given appropriate attention, such as counseling, to encourage future compliance with the Code of Conduct and school rules.

Parents/guardians will be notified of disciplinary action as soon as possible. Generally, students will not be sent home as a result of a suspension until the parents/guardians have been notified. There are occasions; however, when students must be immediately removed from the school and the parents/guardians are subsequently contacted. In addition to the disciplinary action outlined in the code, any known violation of the criminal code will be referred to the legal authorities.

Students with disabilities, who violate the student code of conduct, or engage in conduct for which they may be disciplined, will be disciplined in accordance with School Board Policy JGDA. (Policies JFCA, JGD/JGE)

### **Removal of Student from Class**

Teachers shall have the initial authority to remove a student from a class for disruptive behavior that interrupts or obstructs the learning environment, using the following criteria:



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

(Policies JFC-R, JFCA)

### **Detention**

Pupils may be detained in school for disciplinary or other reasons provided good practices are followed in the detention.

The following must be observed:

- Pupils may not be detained until adequate provisions for his transportation home have been made.
- Pupils may be detained for a maximum of two hours in secondary schools before or after the close of the instructional day.
- Pupils may be detained Saturdays from 8:30 a.m. to 12:00 p.m. (secondary schools).

(Policies JED, JFC-R)

### **Short-Term Suspensions**

A student may be suspended out-of-school for violations of the Code of Conduct. For out-of-school suspensions of 10 days or less, the school administrator shall inform the student of the specific violation and provide the student with opportunities to respond to the charges. The student may present the student's version of what occurred. When the school suspends a student, the school shall

1) make a reasonable effort to notify the student's parent of the suspension; 2) make arrangements for the student's return home; and 3) inform and/or send written notification to the parent informing the parent of the suspension, of its reason, the length of the suspension, the right to appeal, the student's right to return to school, and any conditions for that return.

**Detention, Saturday School, and Out-of-School Suspension**

1. If an Assistant Principal recommends detention or out-of-school suspension, then the parent/guardian may appeal in writing to the Principal. The Principal would arrange within two working days an Appeals Hearing with the Assistant Principal, parent/guardian, and student for dispensation of a decision. The Principal may uphold the previous decision of the Assistant Principal, reduce the recommended consequence, or increase the recommended consequence.
2. A parent/guardian may appeal the Principal's decision in writing to the Assistant Superintendent for Administration, Operations, and Personnel for review. An Appeals Hearing will be set within two working days by the Assistant Superintendent with the Assistant Principal, Principal, parent/guardian, and student for final dispensation of a decision. The Assistant Superintendent may uphold the initial decision by the Assistant Principal and/or Principal, reduce the recommended consequence, or increase the recommended consequence. The Assistant Superintendent would hear all Appeals facts and share with the Superintendent before a final decision is rendered to the student's parent/guardian. There would be no further appeal to the School Board.

**Bus Suspension**

1. If an Assistant Principal recommends bus suspension, then the parent/guardian may appeal in writing review by the Principal. The Principal would arrange within two working days an Appeals Hearing with the Assistant Principal, parent/guardian, and student. The Principal may uphold the

decision of the Assistant Principal, reduce the recommended consequence, or increase the recommended consequence.

2. A parent/guardian may appeal the Principal's decision in writing to the Director of Operations for review. An Appeals Hearing will be set within two working days by the Director of Operations with the Coordinator of Transportation, Assistant Principal, Principal, parent/guardian, and student. The Director of Operations may uphold the decision by the Assistant Principal and/or Principal, reduce the recommended consequence, or increase the recommended consequence. The Director of Operations would hear all Appeals facts and share with the Superintendent before a final decision is rendered to the student's parent/guardian. There would be no further appeal to the School Board.

The Appeals process is not applicable when the student is a safety threat to self or others. Also, the Appeals process is not applicable when a student is recommended to the School Board for consideration of a long-term suspension or expulsion.

(Policy JGD/JGE)

## **Long-Term Suspensions**

A student may be suspended for more than ten (10) days following a hearing before the superintendent/designee. Students who are habitual offenders or are found in possession, use, or having consumed any controlled substance will be dealt with immediately and severely by the school administration. The first possession offense will result in immediate suspension from school for ten (10) days and referral to the School Board or Board Disciplinary Committee for review. Disciplinary options shall include, but not be limited to: (a) placement of student in Project Choice, (b) long-term suspension, or (c) expulsion. A student may undergo random drug screenings on a monthly basis during the timeframe in Project Choice. The student shall not transition back to his/her home school until the Project Choice contract is fulfilled, completion of District 19 or approved substance abuse program, and negative drug

screening results have been documented by administrative staff. For a student who has either been placed on long-term suspension or expelled, drug screening results and completion of District 19 or approved substance abuse program must be documented by administrative staff prior to review by the School Board or the Board Disciplinary Committee. A second possession offense during a student's secondary school career (grades 6-12) in Prince George will result in recommendation for expulsion pending a School Board hearing. Distribution of any controlled substance will result in suspension pending a School Board hearing. For the purposes of this section, "possession" shall include usage on school property or a school sponsored activity and/or coming onto school property after having used/consumed the substance. Charges shall be filed in substance abuse cases as required by the Code of Virginia. In addition, in all substance abuse cases, the student shall be excluded from participation and attendance of all extracurricular activities commencing on the first day of suspension. For certain offenses, a student may be suspended for the remainder of the semester or the school year. The school superintendent/designee and School Board may determine that a transfer to another school serves the best interest of the student and the school.

The School Board or the Discipline Committee may approve or disapprove the long-term suspension of a student. A hearing shall be held before the School Board or Discipline Committee within ten days of the date of notice from the principal. If the long-term suspension is heard by the three-member Discipline Committee and the decision to uphold the suspension is unanimous, there is no right of appeal. If, however, the decision of the Discipline Committee is not unanimous, the student and his/her parent/guardian may appeal, in writing, the decision to the full School Board within five calendar days.

When a student is placed on long-term suspension and expulsion, written notice of the suspension or expulsion shall be sent in accordance with state law. Any parent, custodian, or legal guardian of a pupil attending the public schools in a school division who is aggrieved by an action of the School Board may, within

thirty days after such action, petition the circuit court having jurisdiction in the school division to review the action of the School Board. (Policy JGD/JGE)

## **Expulsion**

A student may be expelled only by action of the School Board or a Disciplinary Committee of the School Board based on the recommendation of the principal and the superintendent/designee.

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

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

If the superintendent/designee upholds the recommendation, a hearing shall be held before the School Board or Discipline Committee within 10 days of the date of notice from the principal. If the three-member Discipline Committee hears the matter and the decision is unanimous, there is no right of appeal. If, however, the decision of the committee is not unanimous, the student and his/her parent or guardian may appeal, in writing, the decision to the full School Board within five calendar days.

When a student is expelled, written notice of the expulsion shall be sent in accordance with state law. The superintendent/designee shall establish a schedule by which pupils who have been expelled may apply for readmission to school. (Policy JGD/JGE)

## **Expulsion for Weapons-Related Offense**

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

(Policy JGD/JGE)

## **Expulsion for Drug Offenses – Possession/Distribution/Manufacturing of Drugs**

Any student determined to have possession, distributed, or manufactured a controlled substance including anabolic steroids, prescription drugs, an imitation controlled drug, or other prohibited substance on school property or at a school-sponsored activity shall be expelled for a period of not less than one year (365 days). However, the School Board may determine, based on the facts of a particular case, that special circumstances exist and another disciplinary action or term of expulsion is appropriate. The division superintendent/designee may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate, and recommend that action to the School Board for final determination.

(Policy JGD/JGE)

## **Alternative Education Programs**

The School Board may require any student to attend an alternative education program who has been (1) charged with an offense relating to the laws of Virginia, or with violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person; (2) found guilty or not innocent of an offense

relating to Virginia's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to Virginia Code § 16.1-260.G; (3) found to have committed a serious offense or repeated offenses in violation of School Board policies; (4) suspended pursuant to Virginia Code § 22.1-277.05; or (5) expelled pursuant to Virginia Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection B of Virginia Code § 22.1-277. Examples of alternative education programs are Project Choice, GED, Specialized Youth Services, virtual online program, and other programs identified by the School Board. (Policy JGD/JGE)

### **Admission of Students Suspended or Expelled from Another School Division**

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

**APPENDIX A: CODE OF VIRGINIA § 22.1-279.3  
PARENT 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.

## **APPENDIX B: CODE OF VIRGINIA § 22.1-254 ATTENDANCE**

§ 22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.

- A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § [22.1-254.1](#).

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

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child

or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § [22.1-253.13:1](#) and in § [22.1-254.01](#). The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

- B. A school board shall excuse from attendance at school:
1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and
  2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for

such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be 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, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in

which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

- a. Career guidance counseling;
- b. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such preparatory program or approved alternative education program to such principal or his designee;
- c. Mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment;
- d. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
- e. Counseling on the economic impact of failing to complete high school; and
- f. Procedures for reenrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection 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 as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

- F. A school board may, in accordance with the procedures set forth in Article 3 (§ [22.1-276.01](#) et seq.) of Chapter 14 and upon a finding that a school-age child has been (i) 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; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § [16.1-260](#); (iii) suspended pursuant to § [22.1-277.05](#); or (iv) expelled from school attendance pursuant to § [22.1-277.06](#) or [22.1-277.07](#) or subsection B of § [22.1-277](#), require the child to attend an alternative education program as provided in § [22.1-209.1:2](#) or [22.1-277.2:1](#).
- G. Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending

against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ [18.2-77](#) et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not 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.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ [22.1-277.04](#), [22.1-277.05](#), [22.1-277.06](#), [22.1-277.07](#), and [22.1-277.2](#). As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

- H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.
- I. The provisions of this article shall not apply to:
  - 1. Children suffering from contagious or infectious diseases while suffering from such diseases;
  - 2. Children whose immunizations against communicable diseases have not been completed as provided in § [22.1-271.2](#);
  - 3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;



4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and

5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

**APPENDIX C: CODE OF VIRGINIA § 22.1-258  
APPOINTMENT OF ATTENDANCE OFFICERS;  
NOTIFICATION WHEN PUPIL FAILS TO REPORT  
TO SCHOOL**

Every school board shall have power to appoint one or more attendance officers, who shall be charged with the enforcement of the provisions of this article. Where no attendance officer is appointed by the school board, the division superintendent or his designee shall act as attendance officer.

Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, a reasonable effort to notify by telephone the parent to obtain an explanation for the pupil's absence shall be made by either the school principal or his designee, the attendance officer, other school personnel, or volunteers organized by the school administration for this purpose. Any such volunteers shall not be liable for any civil damages for any acts or omissions resulting from making such reasonable efforts to notify parents and obtain such explanation when such acts or omissions are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law. School divisions are encouraged to use non-instructional personnel for this notice.

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 or his designee or the attendance officer 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 school principal or his designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, either the school principal or his designee or the attendance officer shall schedule a conference within 10 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 15 school days after the sixth absence. Upon the next absence by such pupil without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the school principal or his designee shall notify the attendance officer or the division superintendent or his designee, as the case may be, who shall enforce the provisions of this article by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § [16.1-228](#) or (ii) instituting proceedings against the parent pursuant to § [18.2-371](#) or § [22.1-262](#). In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to § [20-124.2](#) and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

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 as set forth in this article.

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 this section.

(Code 1950, § 22-275.16; 1959, Ex. Sess., c. 72; 1980, c. 559; 1985, c. 482; 1990, c. 797; 1991, c. 295; 1996, cc. [891](#), [916](#), [964](#); 1998, c. [620](#); 1999, c. [526](#); 2010, c. [597](#).)

## **APPENDIX D: SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY**

Annually the Prince George School Board is required to notify parents of the availability to access information on sex offenders. The Virginia State Police maintains a Sex Offenders and Crimes Against Minors Registry. The registry may be accessed through the Internet. The site address is:

<http://sex-offender.vsp.virginia.gov/sor/index.htm>

No adult who has been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may enter or be present, during school hours or during school-related or school-sponsored activities, at any school, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless

- he is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his vote;
- he is a student enrolled at the school; or
- he has obtained a court order pursuant to Va. Code § 18.2-370.5.C allowing him to enter and be present upon such property, has obtained the permission of the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.

Persons who have been convicted of a sexually violent offense, as defined in Va. Code §9.1-902, may be present at school during school hours or during school related or school-sponsored activities, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school or a school-related or school-sponsored activity only as provided in Policy KNA Violent Sex Offenders on School Property.

## **APPENDIX E: DIRECTORY INFORMATION**

The Prince George County Public Schools notifies parents and eligible students at the beginning of each school year what information, if any, Prince George County school division has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information and the period of time to refuse, in writing, the directory information designation in accordance with FERPA.

Prince George County Public Schools Web Site:

<http://pgs.k12.va.us>

Legal Refs: 18 U.S.C. §§ 2331, 2332b.

20 U.S.C. §§1232g, 7908.

42 U.S.C. § 290dd-2.

34 C.F.R. 99.3, 99.7, 99.10, 99.20, 99.21, 99.22,  
99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37.

Code of Virginia, 1950, as amended, §§ 2.2-3704,  
2.2-3804, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-  
287, 22.1-287.1, 22.1-288, 22.1-288.1, 22.1-288.2,  
22.1-289, 23-2.1:3, 32.1-36.1.

## **APPENDIX F: COMPULSORY ATTENDANCE**

Every parent, guardian, or other person 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 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.

Further, in the case of any five-year-old child who is the subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

The requirements of this section shall apply to

- (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday, and
- (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in Va. Code §§ 22.1-253.13:1.C and 22.1-254.01.

The requirements of this section shall not apply to

- (i) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan, and
- (ii) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements.

### Individual Student Alternative Education Plan

The School Board may allow the compulsory attendance requirements to be met pursuant to an individual student alternative education plan developed in conformity with guidelines prescribed by the Board of Education under the following conditions:

1. The student must be at least sixteen years of age
2. There shall be a meeting of the student, the student's parents, and the principal or principal's designee of the school in which the student is enrolled to develop the plan, which must include the following:
  - career guidance counseling
  - mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the School Board, with attendance reported to the principal or principal's designee
  - mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment
  - successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma
  - counseling on the economic impact of failing to complete high school; and
  - procedures for re-enrollment
3. A student for whom such an individual student alternative education plan has been granted but who fails to comply with the conditions of the plan shall be in violation of the compulsory attendance law, and the superintendent or attendance officer shall seek immediate compliance with such law.



### Alternative Education Programs

The School Board may, in accordance with the procedures set forth in Va. Code § 22.1-276.01 et seq. and upon a finding that a school-age child has been

- (i) 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;
- (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of Va. Code § 16.1-260;
- (iii) suspended pursuant to Va. Code § 22.1-277.05; or
- (iv) expelled from school attendance pursuant to Va. Code §§ 22.1-277.06, 22.1-277.07, or subsection B of § 22.1-277, require a student to attend an alternative education program as provided by Va. Code § 22.1-209.1:2 or 22.1-277.2:1.

Whenever a court orders any pupil into an alternative education program, including a program of general educational development, offered in the public schools, the School Board will determine the appropriate alternative education placement of the pupil regardless of whether the pupil attends the public schools it supervises or resides within its school division.

## Acknowledgment of Parent/Student Responsibility

This form is for parents/legal guardians of all students enrolled in Prince George County Public Schools to ensure that they have received and reviewed the following important documents.

Student Name \_\_\_\_\_

DOB \_\_\_\_\_ School \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

### I have received and reviewed each of the following:

1. Contents of the Standards of Student Conduct.
2. A copy of § 22.1-279.3. of the Code of Virginia that sets forth the duty of each parent of a student enrolled in a public school to assist the school in enforcing the standards of student conduct and compulsory school attendance.
3. A copy of the compulsory attendance law.

### Release of Student Information

To publicize the achievements of our students and the great work they do, we like to occasionally publish our students' names, photographs, or achievements in our school publications or release the information to local newspapers. We may also post the information on the school's web site. We understand that you may not want to have your child's name, photo, or achievements published. Please initial below to let us know your wishes.

\_\_\_\_\_ **I consent** to having my child's photo, name, and/or academic or athletic achievements published in school publications (i.e newspapers, yearbooks, and/or newsletters, etc.), released to local newspapers, and/or posted on the school's web page, and/or maintained on the school's social media.

\_\_\_\_\_ **I do not consent** to having my child's photo, name, and/or academic or athletic achievements published in school publications (i.e newspapers, yearbooks, and/or newsletters, etc.), released to local newspapers, and/or posted on the school's web page, and/or maintained on the school's social media.

**Please sign on reverse of this form and return to your child's homeroom teacher no later than September 30, 2017.**

Attending school without being a resident of Prince George County will result in legal action and requirement to repay Prince George County the cost of education for the time the student has falsely been enrolled in Prince George County Public Schools. I hereby grant permission to Prince George County Public Schools to verify residency through property management, real estate agencies, or other housing developments, including but not limited to any utility companies (i.e., telephone, internet, cable, gas, or water and sewer and electrical power companies), and/or the school division may verify residency through employment verification. I hereby grant permission to these agencies to release this information to Prince George County Public Schools to be verified. Warning: Providing false information for school enrollment purposes is a criminal offense. VA Code 22.1-264.1.

My signature acknowledges receipt of this document. 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.

Print Parent/Legal Guardian, Student Name and Address

_____	_____
Parent Name	Student Name
_____	
Physical Address	
_____	

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Student