GLOUCESTER COUNTY PUBLIC SCHOOLS

GLOUCESTER, VIRGINIA

STUDENT CODE OF CONDUCT MANUAL

File No. JFC-R

Revised August 2026

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Gloucester County Public Schools
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Date: August 11, 2026

Dear teachers, parents, and students,

It is my privilege to extend a warm welcome to you as we embark on the 2025-2026 school year journey together. As we navigate the opportunities and challenges that lie ahead, it's essential to recognize the vital role each of us plays in creating a safe and conducive learning environment.

At Gloucester County Public Schools, we believe that education is not just about academic success but also about preparing students for life beyond high school. Our Code of Conduct serves as a guiding framework, supporting students' preparation for the workforce and college by instilling values of responsibility, integrity, and respect, in line with Virginia's Workplace Readiness Skills.

School safety is paramount, and it begins with the conduct of every individual within our school community. We acknowledge the crucial partnership we share with parents and the wider community in fostering a culture of safety and accountability.

Central to our mission is the promotion of good citizenship through exemplary student behavior. Students are expected to adhere to the Code of Conduct, and our dedicated teachers and staff are entrusted with the responsibility of ensuring its enforcement with fairness and consistency.

As we embark on this journey together, I extend my sincere gratitude to parents for their unwavering support and collaboration in our shared goal of nurturing responsible, well-rounded individuals.

Here's to a successful and fulfilling academic year ahead.

Sincerely,



Dr. Anthony Vladu
Division Superintendent

GLOUCESTER COUNTY PUBLIC SCHOOLS
Office of Student Services
6099 T. C. Walker Road
Gloucester, VA 23061
Phone: 804-693-7856
FAX: 804-693-7859

Dear Parents/Guardians and Students:

As the Associate Director of Student Services, it is my goal for students and families to be familiar with school procedures that promote a positive learning environment. Each student has access to an electronic copy of the Student Code of Conduct to inform all families of their rights and responsibilities as well as the procedures for dealing with violations. Printed copies of this document are available upon request.

The Student Code of Conduct is designed to promote safe schools with positive learning experiences. This document outlines the division's expectations regarding student conduct as well as other pertinent information to assist families in ensuring the overall success of their students. All expectations apply when students are present on school property and at all school sponsored activities. Information is also provided on actions that school staff, administration, the Office of Student Services, and the School Board may render due to infractions of the Code of Conduct.

Maintaining a safe, caring, and effective learning environment for all students is a priority of the school division. It is important that your family read and discuss the Code of Conduct. Reinforcing policies and expectations, ensuring students are in school every day, and respecting the rights of others are all essential components in achieving school environments that are committed to student growth and achievement.

I hope that every student and family will be fully aware of the division's expectations for students and will work with our schools so students can experience success in the areas of academics, behavior, and attendance. Your support of teachers and administrators is appreciated. With your partnership and involvement, we will have a successful school year.

Should you have questions about the information that is provided in the Student Code of Conduct please do not hesitate to contact the Office of Student Services.

Sincerely,

Katina L. Keener

Katina L. Keener
Associate Director of Student Services



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804-693-5300

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ACHILLES ELEMENTARY SCHOOL
9306 Guinea Road
Hayes, VA 23072
Telephone Number: 804-642-9140
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BETHEL ELEMENTARY SCHOOL
2991 Hickory Fork Road
Gloucester, VA 23061
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6361 Main Street
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PETSWORTH ELEMENTARY SCHOOL
10658 George Washington Mem. Hwy.
Gloucester, VA 23061
Telephone Number: 804-693-6161
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PAGE MIDDLE SCHOOL
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Telephone Number: 804-693-2540
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General Philosophy

Public education must be conducted in an atmosphere conducive to learning, free of disruption and threat to person or property, and supportive of individual rights. To this end, the School Board has set forth standards governing student conduct and attendance, which are outlined in this handbook. These are periodically updated/revised and published. Each student of Gloucester County Public Schools will have access to this document for his/her own personal use and reference.

The Gloucester County Public School System recognizes the right of every student to an education without disruption and a corresponding responsibility not to deny this right to any other student. The school system encourages acceptable behavior by working with students in an atmosphere of respect and understanding centered around freedom, firmness, and consistency to build pride and confidence in the students and the school.

It is important that all students attending Gloucester County Schools recognize that the schools are built and operated for their benefit, and that the schools serve to provide students with appropriate and useful educational opportunities. An integral part of this concept is that students share the responsibility for the maintenance of a sound, enjoyable educational climate within the schools.

Every student has the right to an opportunity to learn in an environment, which is safe, clean, peaceful, and well organized. Each student must also recognize that he/she has the responsibility to ensure that his/her actions do not deprive others of the same opportunity.

Gloucester County Public Schools has current copies of all division policies and regulations available on the division's website. Printed copies of school division policies and regulations are available to citizens without online access. If you need a policy or regulation printed please contact your student's school or the Office of Student Services.

Student Orientation - Code of Conduct

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

Additionally, each student will receive an electronic link to this *Student Code of Conduct* for his/her own personal use and reference. Each parent/guardian must acknowledge receipt of and agree to read and discuss the manual with their student(s). Families are asked to complete the acknowledgement in the online returning student form or initial registration documents.

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

STUDENT RIGHTS

The following statements summarize students' rights. They help explain the relationship between students and adults in the school setting. They also show relationships between and among students. In exercising their rights, students shall not disrupt the educational process or force upon, endanger, or deny others of their rights.

EQUAL EDUCATIONAL OPPORTUNITY

The schools must provide ALL students the opportunity to acquire an education. This means free admission to the schools and the right to attend school until graduation from high school or a student reaches his/her twentieth birthday on or before August first of the school year. The identified disabled student may attend school until age 22. Students have the right to equal educational opportunity without interference from other students and from trespassers on public school property. Equal educational opportunities are available for all students, without regard to sex, sexual orientation, race, creed, color, national origin, gender, gender identity, ethnicity, religion, disability, ancestry, marital or parental status, or any other unlawful basis. Educational programs are designed to meet the varying needs of all students. A procedure for resolving complaints alleging discrimination on the basis of race, color, national origin, gender, age, religion, or disability may be found in Gloucester County Public Schools policy JB. The school division has updated Section 504 policy and procedures on our website. If you have any questions, please contact the school division's 504 Coordinator. The Section 504, Local Homeless Liaison and Title IX Coordinator for the Gloucester County Public Schools is:

Mrs. Katina Keener, Associate Director of Student Services
Section 504, Title IX, and Local Homeless Liaison
Gloucester County Public Schools
6099 T. C. Walker Road
Gloucester, VA 23061
(804) 693-7856

LEARNING ENVIRONMENT

All students have the right to a safe and orderly classroom environment that will ensure the opportunity for optimum learning. This includes the right to an environment free from harassment on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity as outlined in Gloucester County Public Schools policy JFHA.

RESTRAINT AND SECLUSION/CORPORAL PUNISHMENT

There may be situations when there is a need to manage aggressive and violent student behaviors in emergency situations. Therefore, the use of restraint and seclusion of Gloucester County Public Schools students shall only be utilized in an emergency situation by school personnel trained and certified by a State-approved crisis intervention training program per GCPS policy JM.

Corporal punishment is prohibited. No teacher, principal or other person employed by a school board or employed in a school operated by the Commonwealth shall subject a student to corporal punishment. This prohibition shall not be deemed to prevent:

- the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control
- the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself;
- the use of reasonable and necessary force for self-defense or the defense of others;

- the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control;
- physical pain, injury or discomfort caused by participation in practice or competition in an interscholastic sport; or
- participation in physical education or an extracurricular activity.

STUDENT RECORDS

The Gloucester School Board shall maintain accurate and complete individual, permanent, and cumulative records for every student enrolled in the public schools. These records shall include cumulative and confidential information and shall be the student's official school record. Such records, identified as education records in Title 20, §1232(g) of the United States Code and in Chapter 14 of Title 22.1 of the *Code of Virginia, 1950,* as amended, shall be maintained in compliance with all federal and state law.

The superintendent and/or his designee(s) shall be responsible for the collection of data, record maintenance and security, access to and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The superintendent shall also provide for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of the Gloucester Public Schools written policy and procedure on the management of the education records and their location.

FREE EXPRESSION

Students are entitled to express their opinions both verbally and in writing. This right does not entitle them to misinform, slander, and/or display pornography as interpreted by the principal. No form of expression will interfere with the rights of others to express themselves or cause a disruption to the conduct of school and classroom activities.

FREEDOM OF ASSEMBLY

Students, with the approval of the principal, have the right to hold meetings at a time, place, and in a manner, which does not disrupt or disturb classroom instruction.

DUE PROCESS

The student has the right to procedural due process in the case of a suspension or expulsion. Procedural due process will include a notice of the charge(s), a right to an impartial hearing, and the right to appeal any decision to a higher authority.

STUDENT RESPONSIBILITIES

A responsibility is an obligation one has in order to retain the privileges associated with a right to certain freedoms.

DISPLAY RESPECT FOR OTHERS
Students are expected to display concern and respect for school board members, school administrators, teachers, fellow students, school support staff, and Gloucester County citizens and guests at all times.

PROTECT THE RIGHTS OF OTHERS TO STUDY AND LEARN
Parents or guardians send their children to school to obtain an education. An individual student may decide not to take advantage of that opportunity; however, no one has the right to interfere with the education of others. The School Board recognizes that electronic surveillance systems may be used as a tool in monitoring activity on school property and in school vehicles to protect the health, welfare, and safety of students and staff.

ATTEND SCHOOL DAILY ON TIME UNLESS ILL OR LEGALLY EXCUSED
In Virginia, a student is required by law to attend school until the age of 18. It is the responsibility of every student to attend school on a regular basis and on time. Schools cannot promote or certify students for graduation who do not attend class.

OBEY ALL SCHOOL RULES
Rules are created to provide the process for a school to educate students. Schools cannot achieve this goal if they are required to expend valuable instructional time maintaining order. Students must obey the rules of the schools.

BE AWARE OF THE RULES REGARDING POSSESION OF CELL PHONES/ELECTRONIC DEVICES/CAMERAS
GCPS is committed to providing a cell phone-free educational environment. Devices may not be visible and should not interfere with the instructional program or school activity. Devices must remain off during the school day or school related activity unless authorized by an appropriate school staff member for an instructional purpose or if it is otherwise deemed necessary. GCPS will not be responsible for any lost, confiscated or damaged devices as students assume all responsibility by bringing devices on school property. Reference: Policy JFCM and JFCM-R

VOLUNTEER INFORMATION AND COOPERATE WITH THE SCHOOL STAFF IN DISCIPLINARY CASES
Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. Students are expected to provide accurate and truthful information.

COMPLETE ALL IN-CLASS AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES
The responsibility for learning is to be shared with the student, the parent or guardian, and the teacher. Effective education occurs when the teacher directs the work of the student. Everything that must be learned cannot be accomplished during the school day; therefore, some homework should be expected each day.

RESPECT PUBLIC PROPERTY AND CAREFULLY USE AND RETURN ALL MATERIALS AND EQUIPMENT
Schools represent a gift of the community to its young people. It is wrong to abuse that gift. Such abuse forces the community to spend additional money in order to provide the same opportunities for those students who will use the schools after you. Students are required to respect public property.

COME TO CLASS WITH THE NECESSARY BOOKS AND MATERIALS
A teacher should not have to delay starting class because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study. Obtaining an education requires more than being in class, just as keeping a job requires more than showing up for work. Students are expected to come to school with the proper books and materials.

SEE THAT SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME
Education requires a partnership between the parent or guardian, the student, and the school. For a partnership to work, everyone must know what is happening, good and bad.

PARENTAL RIGHTS AND RESPONSIBILITIES

- 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 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.

- A school board shall provide opportunities for parental and community involvement in every school in the school district. **As outlined in GCPS Civility Policy GBCC (see Appendix A) the School Board supports all partners in the educational process. The primary objective of the policy is to promote mutual respect, civility and orderly conduct among district employees, parents and the public. This policy conveys the need to maintain, to the greatest extent possible, safe and harassment-free environments for teachers, students, administrators, staff, parents and other members of the community.**

- Parents are encouraged monitor their child's academics and attendance. Parents can access their student's information from the PowerSchool Parent Portal. Information to create an account can be obtained from your student's school.

- **Each parent of a student shall acknowledge the receipt of the school board's standards of student conduct and the notice of the requirements of this section.**

- 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, and to discuss improvement of the child's behavior and educational process.

- The school principal will notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. 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 (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

- 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.

- 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.

- As amended to Section 22.1-4.3 of the *Code of Virginia*, unless a court order has been issued to the contrary, and a copy of said order is provided to the school, the non-custodial parent of a student enrolled in a public school must be included, upon the request of such non-custodial parent, as an emergency contact for events occurring during school activities.

School Safety and Emergency Preparedness

Gloucester County Public Schools is committed to providing a safe and secure environment for all students, families, and staff. Staff work in partnership with national, state, and local safety officials, police, fire, emergency medical services, and public health to ensure our schools are well prepared for a variety of emergencies.

DRILLS
REFERENCE: SCHOOL BOARD POLICY EBCB

Over the course of the school year, schools hold several drills to help ensure students and staff know what to do in an emergency. These drills include, but are not limited to, fire, tornado and lockdown. School administrators will review safety and drill procedures with students and staff before the end of the first week of school. School safety and emergency information will also be shared with parents through school newsletters and informational nights.

Some drills may be held in coordination with the Gloucester Sheriff's Office and/or other Gloucester County Emergency Management Partners. To reduce confusion in the event of a true emergency, schools will not call or email families when a drill is held unless there are unusual circumstances.

CRISIS PLANS/EMERGENCIES
REFERENCE: SCHOOL BOARD POLICY EB

All schools have comprehensive crisis plans developed in conjunction with safety officials. These plans are reviewed and updated annually. In general, each plan involves:

- the designation of an emergency incident management team;
- development of evacuation, lockdown, and hold in place procedures;
- preparation of a portable emergency go-kit containing key information and supplies;
- designation of appropriate evacuation sites;
- provisions for training personnel and exercising the plan;
- action guides for dealing with specific types of incidents; and
- resources for before, during and after an event.

Families are asked not to call or come to a school during an emergency. This ensures staff and emergency responders are able to focus on their emergency roles and limits potential interference with emergency procedures. Information will be provided to families as information becomes available and appropriate for release. Parents are encouraged to remain close to their source of communication whether it is phone or email, to ensure they are receiving accurate and timely updates on the emergency from school division staff.

Schools will act with the safety of students in mind, and school officials will always follow the directives of emergency personnel. Gloucester County Public Schools has adopted the Standard Response Protocol (SRP) from The "I Love U Guys" Foundation. Detailed information can be found on their website iloveuguys.org and on the Gloucester County Public Schools website.

® STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD



"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE



"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN



"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE



"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER



"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.



WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?



The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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K12 2025 STANDARD RESPONSE PROTOCOL

Student Dress Code (JFCA-R)

All students who attend any public school in Gloucester County are expected to dress appropriately for an educational environment. Clothing restrictions are not intended to infringe upon their personal liberties; however, certain restrictions must be enacted to uphold reasonable standards of decorum and prevent situations which may be indecent, unsafe, disturbing, or disruptive to the educational setting of the school. Any clothing that interferes with or disrupts the educational environment is prohibited. The school administration reserves the right to define appropriate and inappropriate dress; the administration's decision is final.

All students will be appropriately dressed while attending school and school sanctioned events. Dress should be appropriate for the age group involved and should not be a cause for disruptive influence on the educational program.

Guidelines and expectations for student attire in Gloucester County Public Schools shall:

- permit any student to wear any religiously and ethnically specific or significant head covering or hairstyle, including hijabs, yarmulkes, head wraps, braids, locs, and cornrows as defined by Subsection I. of Code of Virginia §22.1-279. Other head coverings such as hats, caps, visors, hoods, and the like may not be worn in the school buildings during the school day.
- maintain gender neutrality by subjecting any student to the same set of rules and standards regardless of gender, avoiding a disparate impact on students of a particular gender.
- require clothing that covers skin from shoulders to no higher than mid-thigh with non-see-through fabric in front, back, and on the sides
- prohibit clothing items which reveal or fit in a manner to reveal or expose undergarments or undergarment area
- prohibit sleepwear, including blankets worn about the body.
- require appropriate footwear to be worn at all times. Bedroom slippers are not permitted in school.
- prohibit clothing that depicts language, images, or innuendo that are vulgar, discriminatory, or obscene; that contain threats such as gang symbols; that depict illegal or violent behavior, or items prohibited in a school setting, such as weapons, drugs, drug paraphernalia, alcohol, tobacco/tobacco products, or advertisements or logos of these items.
- prohibit items of clothing that would impair the health and safety of the student during school activities to include excessive jewelry or accessories
- prohibit military or inappropriate insignia on clothing (in accordance with federal law).

Administrative Actions

- Students who present potential dress code violations will be addressed in a manner that maintains student privacy (and dignity).
- Administrators (or designated personnel) are the appropriate staff to address potential dress code violations
- School dress code enforcement should not create unnecessary barriers to school attendance. If it is determined that there is a dress code violation the student will:
    - Be asked to cover the noncomplying clothing, remove or cover the display, or change clothes (alternative outfit of student or one provided by the school)
    - If the above is not possible, the student's parent/guardian may be contacted to bring appropriate alternative clothing so that the student may be dressed more to the code for the remainder of the day.
    - If all measures have been exhausted, the school may place the student in an alternative location for the remainder of the school day.

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

A. As used in this subsection, "attend" includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.

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, cause such child to attend a public school or a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board 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, the requirements of this section may also be satisfied by causing a child to attend 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 causing the child to attend 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 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, 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, 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:

1. Career guidance counseling;

2. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board 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;

3. Mandatory enrollment in a program to earn a Board-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment;

4. Successful completion of the course in economics and personal finance required to earn a Board-approved high school diploma;

5. Counseling on the economic impact of failing to complete high school; and

6. 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 C 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, 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 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.

J. Subject to guidelines established by the Department, any student who is absent from school due to his mental or behavioral health shall be granted an excused absence.

K. Subject to guidelines established by the Department, each school board (i) shall permit one school day-long excused absence per school year for any middle school or high school student in the local school division who is absent from school to engage in a civic event and (ii) may permit additional excused absences for such students who are absent for such purpose. Local school boards may require that the student provide advance notice of the intended absence and require that the student provide documentation of participation in a civic event.

L. Subject to guidelines established by the Department, any student who is a member of a state-recognized or federally recognized tribal nation that is headquartered in the Commonwealth and who is absent from school to attend such tribal nation's pow wow gathering shall be granted one excused absence per academic year, provided that the parent of such student provides to the student's school advance notice of such absence in the manner required by the school.

Code 1950, § 22-275.1; 1952, c. 279; 1959, Ex. Sess., c. 72; 1968, c. 178; 1974, c. 199; 1976, cc. 681, 713; 1978, c. 518; 1980, c. 559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. 163, 916, 964; 1997, c. 828; 1999, cc. 488, 552; 2000, c. 184; 2001, cc. 688, 820; 2003, c. 119; 2004, c. 251; 2006, c. 335; 2010, c. 605; 2012, cc. 454, 642; 2014, c. 84; 2017, c. 330; 2018, cc. 486, 585; 2020, c. 869; 2021, Sp. Sess. I, cc. 104, 105; 2022, c. 233.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

School Attendance

Consistent school attendance is a key component in a student's overall academic success. Students and their families must comply with Virginia state laws on Compulsory School Attendance pursuant to Virginia law (§22.1-254) and School Board policies JEA Compulsory Attendance and JED Student Absences, Excuses, Dismissals. The regulations established herein provide students and families with detailed information regarding how the school division will apply these policies.

Daily attendance is a mandatory requirement for all students and is the responsibility of students and their parent(s)/guardian(s). When a student accumulates more than ten (10) unexcused absences in an academic year, assigned school staff may (i) file a complaint with the juvenile and domestic relations district court alleging the student is a child in need of supervision (CHINS) as defined in § 16.1-228 of the Code of Virginia or (ii) institute proceedings against the parent for contributing to the delinquency of a minor (8VAC20-730-20). Additionally, school attendance correlates directly with course credit, grade-level advancement, and school accreditation.

Regular and punctual classroom attendance is an important factor in academic development and achievement. It develops good habits for advanced study and/or employment and is a significant factor in determining passing course credit and/or a student's readiness for grade-level advancement. Learning experiences that take place in the school environment are essential to the educational process. The regular contact of students with one another in the classroom and other teacher-supervised activities is vital in reaching educational goals.

The school calendar has 180 days of instruction. The Virginia Department of Education's public school accountability reporting system defines "chronic absenteeism" as students who miss 10 percent or more of the school year. Therefore, it is imperative for students to attend school daily. Middle and high school students who miss more than fifty (50) percent of a class may be counted as absent in that class.

Fifteen (15) Consecutive Absences

Any student who is absent from school for fifteen (15) consecutive days, for any reason, will be officially withdrawn from school pursuant to Virginia law (§22.1-254). In such cases, the school principal or designee must alert parents/guardians in writing at such time that a student is withdrawn from school records. Students who have been withdrawn due to 15 consecutive absences are still mandated by Virginia law to attend school. GCPS will make every effort to ensure unenrolled students return to learning. Designated school staff will reach out to the student and/or family to confirm the student's residency and status, confirm an educational plan for the student, and collaborate with community partners to provide the family with any necessary interventions or supportive services.

Absence Verification:

A student's absence is considered **unverified** when the school has no documentation of the student's absence from the parent/legal guardian. The parent is required to verify **any** absence upon the student's return to school or **within five (5) school days** of the absence. Extended absences due to illness may require medical documentation. All documentation will be retained until the end of the school year. If documentation of an absence is not received within the five-day timeframe, the absence will be considered unverified. Excessive absences may result in legal action in accordance with Virginia law.

Extenuating (Excused) Circumstances

The following extenuating circumstances when verified by the parent/legal guardian in accordance with this policy provide the only acceptable reasons for a student's absence from school. However, should a student exceed the allowable number of absences, documentation within the required timeframe of these absences must still be provided for consideration of an attendance waiver.

- Civic Event – Middle or high school students engaged in a civic event may be excused one day per school year.
- Illness – When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness must be presented.
- Medical – Students with a medically certified condition that may impact school attendance may request relief of policy requirements through the waiver process provided appropriate documentation indicating the absences were directly related to the existing medical condition.

- Family Death – When a student is absent because of death in the family, the parent must notify the school and provide documentation for the absence.
- Court or Agency– When a student is absent because of an appointment with the court, social services, or other state agencies, official documentation from the court or agency must be presented to the school.
- Religious Observances – Absences as a result of religious holidays should be prearranged by the parent, the parent is responsible for notifying the student's school of the religious holidays to be observed.
- 4-H Educational Program or Activity —A maximum of 5 school days per academic year for participation in a 4-H educational program or activity; no credit will be provided for a student whose participation in a 4-H educational program or activity occurs during scheduled Standards of Learning assessments or during any period of time that the student is suspended or expelled from school; the student's principal or assistant principal may request a representative of 4-H to provide documentation of a student's participation in order for the student's absence to be excused; subject to guidelines established by the Virginia Department of Education.
- Tribal Nation Pow Wow Gathering - Students who are members of a state- or federally-recognized tribal nation that is headquartered in Virginia shall be granted one excused absence per academic year to attend such nation's pow wow gathering provided that the student's parent provides the student's school advance notice of the absence.
- Family Member is an Active Duty Member of the Uniformed Services - A student whose immediate family member is an active duty member of the uniformed services as defined in § 22.1-360, and whose family member has received orders for, is on leave from, or has recently returned from deployment outside the United States, shall be allotted five excused absences to visit with the family member in connection with such leave or deployment, provided that the student provides written documentation verifying such leave or deployment if requested by the local school division
- Suspensions/Exclusions – When a student is absent due to a suspension or exclusion, the parent will ensure the student returns to school on the student's date of return as specified by the school administration.

Parent Notification Procedures

For all absences, excused and unexcused, GCPS will contact the parents/guardians on each day of the child's absence from school using the automated notification system. Pursuant to Virginia law (§22.1-258), GCPS has established procedures that school division personnel are required to follow when a student fails to report to school and no indication has been received by school personnel that the student's parent/guardian is aware of and supports the student's absence.

Whenever any student fails to report to school and no indication has been received by school personnel that the parent is aware of the student's absence, a reasonable effort will be made by school staff to notify the parent/guardian by telephone to obtain an explanation for the student's absence(s).

After five (5) unexcused absences, a letter will be sent by the school to notify the parent/guardian of the accumulated absences and GCPS attendance policy and procedures.

Tardiness and Early Dismissals

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

Tardies or early dismissals for reasons other than the extenuating circumstances enumerated herein, or emergency reasons, as determined/approved by a building principal or designee, **will be considered unexcused and may** be counted toward an absence.

Makeup Work

Students who are absent from school may make up and receive credit for all missed assignments. Makeup work is encouraged so that students will profit from future instruction. In the middle and high school, it is the student's responsibility to ask the teacher for the work missed due to absence. Parents of elementary school students are responsible for requesting makeup work for the student. Upon the student's return to school, he/she will be given makeup work. Due dates for makeup work will be assigned at the discretion of the classroom teacher. The student may receive a reduced grade or no credit for the assignment if the work is not submitted by the assigned due date.

Note: A parent or eligible student may request work prior to a pre-scheduled/pre-determined absence. Such requests will be reviewed and may be accommodated. If requests are not accommodated, upon the student's return to school, he/she may be given makeup work by the teacher with a specified date of completion.

Note: Graduating seniors who have demonstrated perfect K-12 attendance with Gloucester County Public Schools shall be recognized at the District level. Perfect attendance shall be determined by daily attendance. Any school may recognize students for perfect attendance for a given time frame as deemed appropriate by the building administration.

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:

Section 22.1-279.4 of the *Code of Virginia* states:

> 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.

STUDENT RECORDS

Generally

The Gloucester County School Board shall maintain accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws.

The superintendent and/or his designee(s) shall be responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, and dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The superintendent shall also provide for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

Definitions

For the purposes of this policy, Gloucester County Public Schools uses the following definitions:

Authorized representative – any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 CFR § 99.31(a)(3) to conduct, with respect to federal- or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

Directory information - information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number, address, telephone listing, or electronic mail address. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user.)

Early childhood education program – a Head Start program or an Early Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional, and physical development and is a state prekindergarten program, a program under section 619 or Part C of the Individuals with Disabilities Education Act, or a program operated by a local educational agency.

Education program - any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

Education records - any information recorded in any way including handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche maintained by the Gloucester County School Board or an agent of the school division which contains information directly related to a student, except

- records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;

- records created and maintained for law enforcement purposes by the Gloucester County School Board's law enforcement unit, if any. A law enforcement unit is any individual, office, department, or division of the school division that is authorized to enforce any local, state, or federal law, refer enforcement matters to appropriate authorities or maintain the physical security and safety of the school division;

• in the case of persons who are employed by the Gloucester County School Board but who are not in attendance at a school in the division, records made and maintained in the normal course of business which relate exclusively to the person in his capacity as an employee;

• records created or received after an individual is no longer in attendance and that are not directly related to the individual's attendance as a student;

• grades on peer-graded papers before they are collected and recorded by a teacher; and

• any electronic information, such as email, even if it contains personally identifiable information regarding a student, unless a printed copy of the electronic information is placed in the student's file or is stored electronically under an individual student's name on a permanent and secure basis for the purpose of being maintained as an educational record. For purposes of this policy, electronic information that exists on a back-up server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained.

Eligible student - a student who has reached age 18.

Parent - a parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Student - any person who is or has been in attendance at Gloucester County Public Schools regarding whom the school division maintains education records or personally identifiable information.

Dissemination and Maintenance of Records About Court Proceedings

Adjudications

The superintendent shall disseminate the notice or information regarding an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G. contained in a notice received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

A parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order, the court in which the disposition was rendered, shall be notified in writing of any disciplinary action taken with regard to any incident upon which the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefore. The parent or guardian shall also be notified of his or her right to review, and to request an amendment of, the student's scholastic record.

Every notice of adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 received by a superintendent, and information contained in the notice, which is not a disciplinary record as defined in Board of Education regulations, shall be maintained by him/her and by any others to whom he/she disseminates it, separately from all other records concerning the student. However, if the school administrators or the school board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260, the notice shall become a part of the student's disciplinary record.

Petitions and Reports

The superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as follows:

• if the juvenile is not enrolled as a student in a public school in the division to which the notice was given, the superintendent shall promptly so notify the intake officer of the juvenile court in which the petition or report was

filed or the Director of the Department which sent the report and may forward the notice of petition to the superintendent of the division in which the juvenile is enrolled, if known;

• prior to receipt of the notice of disposition in accordance with Va. Code § 16.1-305.1, the superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students or school personnel within the division. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.

If the superintendent believes that disclosure of information regarding a report received pursuant to Va. Code § 66-25.2:1 to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel, he may disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.

Annual Notification

The school division shall annually notify parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) including:

• the right to inspect and review the student's educational records and the procedure for exercising this right;
• the right to request amendment of the student's educational records that the parent believes to be inaccurate, misleading or in violation of the student's privacy rights and the procedure for exercising this right;
• the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
• the type of information designated as directory information and the right to opt out of release of directory information;
• that the school division releases records to other institutions that have requested the records and in which the students seek or intend to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
• the right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
• a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and,
• the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division's alleged failure to comply with FERPA.

Procedure to Inspect Education Records

Parents of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents shall have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

Copies of Education Records

Gloucester County Public Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review the records.

Military parents with valid military identification may request a copy of their child's records when withdrawing a student for the purpose of relocation. A statement of intent to enroll the student in another educational setting must accompany the request for copies. Transcripts and/or other records delivered to parents will be marked unofficial.

Fees for Copies of Records

The fee for copies will be 25¢ per page. The actual cost of copying time and postage will be charged. Gloucester County Public Schools shall not charge for search and retrieval of the records. Gloucester County Public Schools shall not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

Types, Locations, and Custodians of Education Records

Gloucester County Public Schools shall provide a list of the types and locations of education records collected, maintained, or used by the school division, when requested by parents.

Disclosure of Education Records

Gloucester County Public Schools shall disclose education records or personally identifiable information contained therein only with the written consent of the parent or eligible student subject to the following exceptions. The school division may disclose education record information without consent:

1. To school officials who have a legitimate educational interest in the records.
   A school official is:

   - A person employed by the School Board.
   - A person appointed or elected to the School Board.
   - A person employed by or under contract to the School Board to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
   - A contractor, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records.

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

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

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. If records or information are released under this provision, the student's parents will be notified of the release, receive a copy of the record(s), if they so desire, and have an opportunity for a hearing to challenge the content of the record.

3. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs and in accordance with applicable federal regulations.

4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.

6. To organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction. The studies must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information. The information must be destroyed when it is no longer needed for the purposes for which the study was conducted. The School Board must enter into a written agreement with the organization conducting the study which:

    • specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;

    • requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study stated in the written agreement;

    • requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and

    • requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.

10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it will record the following information:

    • the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and,
    • the parties to whom the division disclosed the information.

11. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access a student’s case plan when such agency or organization is legally responsible for the care and protection of the student.

12. Directory information so designated by the school division.

13. When the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the division under 42 U.S.C. § 14071 and applicable federal guidelines.

The school division will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom it discloses personally identifiable information from education records.

Unauthorized Disclosure of Electronic Records

In cases in which electronic records containing personally identifiable information are reasonably believed to have been disclosed in violation federal or state law applicable to such information, the school division shall notify, as soon as practicable, the parent of any student affected by such disclosure, except as otherwise provided in Va. Code §§32.1-127.1:05 or 18.2-186.6. Such notification shall include the (i) date, estimated date, or date range of the disclosure; (ii) type of information that was or is reasonably believed to have been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.

Disclosure to Federal Agencies

Notwithstanding any other provision of law or policy, no member or employee of the Gloucester County School Board will transmit personally identifiable information, as that term is defined in FERPA and related regulations, from a student's record to a federal government agency or an authorized representative of such agency except as required by federal law or regulation.

Disclosure of Information Relating to Home Instructed Students

Neither the superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of Policy LBD Home Instruction or subdivision B1 of Va. Code §22.1-254. Nothing in this policy prohibits the superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

Audit or Evaluation of Education Programs

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education, and state and local educational authorities may have access to education records in connection with an audit or evaluation of federal- or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

Any authorized representative other than an employee must be designated by a written agreement which

- designates the individual or entity as an authorized representative;

- specifies the personally identifiable information to be disclosed, specifies that the purposes for which the personally identifiable information is disclosed to the authorized representative is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or comply with federal legal requirements that relate to those programs; and specifies a description of the activity with sufficient specificity to make clear that the work falls within the exception of 34 CFR § 99.31(a)(3) including a description of how the personally identifiable information will be used;

- requires the authorized representative to destroy personally identifiable information when the information is no longer needed for the purpose specified;

- specifies the time period in which the information must be destroyed; and

- establishes policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personally identifiable information from further disclosure and unauthorized use, including limiting use of personally identifiable information to only authorized representatives with legitimate

interests in the audit or evaluation of a federal- or state-supported education program or for compliance or enforcement of federal legal requirements related to such programs.

Military Recruiters and Institutions of Higher Learning

Gloucester County Public Schools will provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' student email, name, addresses and phone number unless the parent of such student (or a secondary school student who has reached 18 years of age) has submitted a written request to opt out of such a disclosure.

Record of Disclosure

Gloucester County Public Schools shall maintain a record, kept with the education records of each student, indicating all individuals (except school officials who have a legitimate educational interest in the records), agencies, or organizations which request or obtain access to a student's education records. The record will indicate specifically the legitimate interest the party had in obtaining the information. The record of access will be available only to parents, to the school official and his assistants who are responsible for the custody of such records, and to persons or organizations which audit the operation of the system.

The requirements related to records of disclosure stated above do not apply to disclosures made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any Federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails to destroy information, the division will not permit access to information from education records to that third party for a period of at least five years.

Directory Information

Gloucester County Public Schools shall notify parents and eligible students at the beginning of each school year what information, if any, the it 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 notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.
Parents and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student's name, identifier, or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.

Gloucester County Public Schools directory information may include the name, gender, date and place of birth of students, the student's major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees or awards received by students and photographs.

Gloucester County Public Schools may designate and release information designated as directory information provided public notice of the categories of information to be disclosed has been given and a reasonable period of time after notice has been allowed for parents and eligible student to object to disclosure. After notice for disclosure, if Gloucester County Public Schools does not receive a request for non-disclosure from a parent or eligible student within fifteen (15) administrative days, Gloucester County Public Schools may disclose directory information. Gloucester County Public Schools is not required to maintain a record of the disclosure of directory information.

Correction of Education Records

The procedures for the amendment of records that a parent or eligible student believes to be inaccurate are as follows.

1. Parents or the eligible student must request in writing that Gloucester County Public Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.

2. Gloucester County Public Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

3. Upon request, Gloucester County Public Schools shall arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.

4. The parent or eligible student may, at his or her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

5. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.

6. Gloucester County Public Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.

7. If Gloucester County Public Schools decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.

8. If Gloucester County Public Schools decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained and disclosed whenever the school division discloses the portion of the record to which the statement relates.

High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and that the student not earn high school credit for the course. The School Board specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

Confidentiality of HIV and Drug and Alcohol Treatment Records

Gloucester County Public Schools complies with the confidentiality requirements of Va. Code §32.1-36.1 providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the School division maintains confidentiality of drug and alcohol treatment records as required by federal and state law.

NOTICE FOR DESTRUCTION OF NON-PERMANENT RECORDS

Gloucester County Public Schools destroys non-permanent records (not scholastic records) of all students including special needs students in accordance with the Code of Virginia and the guidelines provided by the State Board of Education and the Library of Virginia. These records must be retained five years after the student graduates, completes a Board of Education program, transfers, or withdraws from Gloucester County Public Schools. In some instances,

Virginia Alternate and Alternative Assessment collections are destroyed after one year. Should the information be needed for social security benefits or other purposes, the student (or parent, if the former student is less than 18 years of age) may obtain a copy of his/her records by calling no later than 5 years after the student has withdrawn or graduated from Gloucester County Public Schools.

SEX OFFENDER REGISTRY INFORMATION

Gloucester County Public Schools takes every precaution regarding our students' safety, including being informed of updates to the Sex Offender Registry, which is maintained by the Virginia State Police. In our effort to keep parents informed, please know that this registry can be accessed at the Virginia State Police's web site: vspsor.com

FOREIGN EXCHANGE STUDENTS

Foreign Exchange students who are classified as Seniors who meet the requirements to earn a diploma as prescribed by the Commonwealth of Virginia will be able to participate in senior activities and commencement.

Foreign Exchange students who are classified as Seniors who **do not meet** the requirements to earn a diploma as prescribed by the Commonwealth of Virginia will be able to participate in senior activities but not commencement.

STUDENT HEALTH INFORMATION

Gloucester County Public Schools has each school clinic staffed by registered nurses. Parents/guardians are asked to share any applicable health information with the school nurse at their children's school. This includes information regarding medication, allergies, disability, surgeries, injuries and acute or chronic illnesses. Each clinic embraces the practice of keeping healthy and well children in school. However, if your student is ill or not feeling well enough to participate in their learning, please allow them to stay home and recover. If you have any questions, contacting your child's school nurse or pediatrician is highly encouraged.

Epinephrine/Albuterol Guidelines

All public-school systems in Virginia are required to have epinephrine and albuterol available in each school for the emergency treatment of conditions such as anaphylaxis and severe asthmatic-like events. Gloucester County Public Schools will maintain at least two (2) doses of auto-injectable epinephrine (hereinafter called stock epinephrine) in each school, to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day. The Code of Virginia (§8.01-225) provides civil protection for employees of a school board who are appropriately trained to administer epinephrine. Reference: Policy JHCD-R

Illnesses/Accidents

Students with infectious or contagious conditions including, but not limited to COVID-19/flu-like illnesses, conjunctivitis (pink eye), impetigo, head lice, ringworm or scabies may be sent home until diagnosis, treatment and/or clearance to return is initiated (CODE OF VIRGINIA § 22.1-272). The Virginia Department of Health guidelines are followed by the school health services provider regarding communicable disease. If you know your child is ill, please keep the student at home. Your child will be sent home, and/or asked to remain at home, if any of the following signs or symptoms are present: fever of 100.0ºF or more, vomiting, repeated diarrhea, persistent cough, sore throat, skin eruptions, draining sores and/or other areas inflamed or draining; especially about the face or skin. If your child has been sent home with any of those contagious symptoms, they may return to school when he/she has been symptom free for at least 24 hours without the use of medications, to include over-the counter, fever-reducing medications. Working together, the spread of illnesses can be minimized.

If a student has an accident or becomes ill during the school day, the school's health service provider will assess their condition and provide appropriate care. Families will be contacted immediately if they need to go home or need further treatment. In case of emergencies, the school's health service provider will provide care until the student can be transported to a hospital. It is important clinic staff be made aware of current telephone numbers, emergency contacts, and changes in health status and student medications. Emergency contacts should live locally.

ANNUAL NOTIFICATON TO PARENTS - Scoliosis Information

The Virginia General Assembly requires schools to conduct annual scoliosis screenings or provide educational material to parents of students in grades five through ten. In accordance with House Bill # 1834, Gloucester County Public Schools is providing the following educational material to parents.

What is scoliosis?

A normal spine, when viewed from behind, appears straight. However, a spine affected by scoliosis has a sideways curve, making it appear like an "S" or a "C". Scoliosis is a type of spinal deformity that should not be confused with poor posture. Scoliosis can occur at any age, but the most common type occurs in teens and preteens as they go through their growth spurt.

Scoliosis occurs in 2-3 percent of adolescents by the end of their growth period. Mild curves generally do not cause problems. However, 3-5 out of every 1,000 adolescents have curves large enough to warrant treatment. Progressive, untreated scoliosis can lead to limited motion, back pain, deformity, and in extreme cases impaired function of the heart and lungs. Early detection and treatment may prevent scoliosis from progressing.

A simple check for scoliosis is part of a routine physical exam. However, it would not normally be detected at routine visits for illnesses such as colds and sore throats. Parents/guardians are strongly encouraged to have their child evaluated by their primary care provider for scoliosis as part of a regular checkup.

What are the signs of scoliosis?

- One shoulder may be higher than the other.
- One scapula (shoulder blade) may be higher or more prominent than the other.
- With arms hanging loosely by the side, there may be more space between the arm and the body on one side.
- One hip may appear higher or more prominent than the other.
- The head is not centered over the pelvis.
- When the patient is examined from the rear and asked to bend forward until the spine is horizontal, one side of the back appears higher than the other.



What causes scoliosis?

In most cases (80 to 85%), the cause of scoliosis is unknown, a condition called idiopathic scoliosis. Scoliosis is more common in females than males. It commonly affects adolescents as they complete their last major growth spurt between ages 10 and 18. Idiopathic scoliosis frequently runs in families and may be due to genetic or heredity influences.

How is scoliosis diagnosed?

Scoliosis is suspected on physical exam when any of the above signs are noted. If a significant curve is suspected, an x-ray is done to measure the actual angle of the curve in the spine. The Scoliosis Research Society defines scoliosis as a curvature of the spine measuring 10 degrees or greater on x-ray. The physician will look for signs in the medical and family history as well as the physical examination that suggest an underlying cause for scoliosis. If this is suspected, other tests may be done.

Treatment of scoliosis

The goal of treatment is to stop the progression of the curve and avoid long-term problems. Treatment depends on the degree of the curve and the amount of growth the child is expected to have.

- Observation and repeated examinations are done for smaller curves, to determine if the spine is continuing to curve. Curve progression normally slows down or stops after a child reaches puberty. However, it is important to follow up every 4-6 months or as instructed, to be sure no further treatment is necessary.
- Bracing may be used when the curve measures between 25 to 40 degrees on an x-ray, but skeletal growth remains. The type of brace and the amount of time spent in the brace will depend on the adolescent's condition. Modern braces often can be hidden under clothing.
- Surgery may be recommended when the curve measures 50 degrees or more on an x-ray and bracing is not successful in slowing down the progression of the curve.

According to the Scoliosis Research Society, there is no evidence to show that other methods for treating scoliosis (i.e. manipulation, electrical stimulation, and corrective exercise) prevent the progression of the disease.

Long-term outlook for an adolescent with scoliosis:

The management of scoliosis is individualized for each adolescent depending on age, amount of curvature, and amount of time remaining for skeletal growth. Scoliosis will require frequent examinations by the adolescent's doctor to monitor the curve as the child grows and develops. Early detection and follow-up is very important to prevent the serious consequences that can occur from untreated scoliosis.

If you have any concern that your child may have scoliosis, or if your child has not had a routine physical exam in the past year, we urge you to make an appointment with your child's primary care physician.

Where Can You Get More Information?

●National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS), http://www.niams.nih.gov/Health_Info/Scoliosis/default.asp
●National Scoliosis Foundation, 800-673-6922, http://www.scoliosis.org/
●The Scoliosis Association, Inc, 800-800-0669, http://www.scoliosis-assoc.org/

ANNUAL NOTIFICATON TO PARENTS - Eating Disorder Information

Eating disorders affect both males and females of all ages.

Weight is NOT the only indicator of an eating disorder, as people of all sizes may be suffering.

What Are Eating Disorders?

Eating disorders are real, complex, and devastating conditions that can have serious consequences for health, productivity, and relationships. They are not a fad, phase or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person's functioning, including school performance, brain development, emotional, social, and physical well-being.

Eating disorders can be diagnosed based on weight changes, but also based on behaviors, attitudes and mindset. Be alert for any of these signs in your child.
Key things to look for around food:

- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry
- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won't eat them
- Avoids mealtimes or situations involving food
- Goes to the bathroom after meals often
- Uses a lot of mouthwash, mints, and/or gum
- Starts cutting out foods that he or she used to enjoy
- Key things to look for around activity:
- Exercises all the time, more than what is healthy or recommended – despite weather, fatigue, illness, or injury
- Stops doing their regular activities, spends more time alone (can be spending more time exercising)
- Physical Risk Factors:
- Feels cold all the time or complains of being tired all the time. Likely to become more irritable and/or nervous.
- Any vomiting after eating (or see signs in the bathroom of vomiting – smell, clogged shower drain)
- Any use of laxatives or diuretics (or you find empty packages)
- Other Risk Factors:
- Believes that they are too big or too fat (regardless of reality)
- Asks often to be reassured about how they look
- Stops hanging out with their friends
- Not able to talk about how they are feeling
- Reports others are newly judgmental or "not connecting"

How to Communicate with Your Child

- Understand that eating disorder sufferers often deny that there is a problem.
- Educate yourself on eating disorders
- Ask what you can do to help
- Listen openly and reflectively
- Be patient and nonjudgmental
- Talk with your child in a kind way when you are calm and not angry, frustrated, or upset
- Let him/her know you only want the best for him/her
- Remind your child that he/she has people who care and support him/her
- Be flexible and open with your support
- Be honest
- Show care, concern, and understanding
- Ask how he/she is feeling
- Try to be a good role model- don't engage in 'fat talk' about yourself
- Understand that your child is not looking for attention or pity
- Seek professional help on behalf of your child if you have ANY concerns

If Your Child Shows Signs of a Possible Eating Disorder: Seek assistance from a medical professional as soon as possible; because they are so complex, **eating disorders should be assessed by someone who specializes in the treatment of eating disorders**. The earlier a person with an eating disorder seeks treatment, the greater the likelihood of physical and emotional recovery.

SCREENING PROCEDURES

The State Regulations Governing Special Education Programs for Children with Disabilities in Virginia, as adopted by the Virginia Board of Education, require that Gloucester County Public Schools establish and maintain screening procedures to assure the identification of children with suspected disabilities residing within its jurisdiction and requiring special education. We are required to provide the parents with a written notice of scheduled screenings and, if the child fails the screening, the results of the failed screening. The results of the screenings will be available with each student's scholastic record and all provisions associated with confidentiality will be maintained. The screening process for all children enrolled in Gloucester County Public Schools, including transfer students, is as follows:

- Speech, voice, language, and fine and gross motor will be screened within 60 administrative days of school entry for all kindergarten students, including those who transfer into the division.

- Hearing and vision screenings will be conducted within 60 administrative days of school entry for all children in grades kindergarten, 3, 7, and 10, including those who transfer into the division.

- Educational information on scoliosis is provided to parents for all children in grades 5-10 within 60 administrative days of school entry. (See "Annual Notification to Parents – Scoliosis Information" in the Gloucester County Public Schools *Student Code of Conduct Manual).*

- The local school division may recognize screenings reported as part of the child's pre-school physical examination required under the *Code of Virginia* if the screenings were completed within 60 business days prior to the start of school.

- Specific measures or instruments will be employed which use:
    - Observational and performance techniques; and
    - Techniques which guarantee nondiscrimination

- Children who fail any of the above screenings may be rescreened if the original results are not considered valid.

- Children shall be referred to the special education administrator or designee no more than three business days after screening or rescreening if results suggest that a referral for evaluation for special education and related services is indicated. The referral shall include the screening results.

- Applicable screenings (as indicated above) for students in kindergarten, third, and fifth through tenth grades and who are home-schooled, migrant, homeless, or attend private schools, are available at no cost by contacting the GCPS Special Education Department.

If parents have any questions, please contact the Office of Special Education at 693-7880.

Public Awareness Campaign in Special Education

A federal law enacted in 1975 requires that all school divisions provide a free and appropriate public education to students with disabilities. The reauthorization of the Individuals with Disabilities Education Act in 1994 prompted the need to revise Virginia's special education regulations. Special education services are provided in Gloucester County Public Schools. GCPS is seeking information on any child or youth who may not be receiving appropriate services.

A disabled student is a child between the ages of 2 and 21, inclusive, who needs special education and related services because of certain educational disabilities.

A child with a disability is a child who has been properly tested under state law and has been found to have one of the following disabilities:

Autism - A developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. Autism does not apply if a child's educational performance is adversely affected primarily because the child has an emotional disturbance. A child who manifests the characteristics of autism after age three could be identified as having autism if the criteria in this definition are satisfied.

Deafness - A hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects the child's educational performance.

Deaf-blindness – Simultaneous hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.

Developmental Delay – A disability affecting a child ages two by September 30 through six, inclusive:

1. Who is experiencing developmental delays, as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development, or (ii) who has an established physical or mental condition that has a high probability of resulting in developmental delay;
2. The delay(s) is not primarily a result of cultural factors, environmental or economic disadvantage, or limited English proficiency; and
3. The presence of one or more documented characteristics of the delay has an adverse effect on educational performance and makes it necessary for the student to have specially designed instruction to access and make progress in the general educational activities for this age group.

Emotional Disability - A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance:

1. An inability to learn that cannot be explained by intellectual, sensory, or health factors;
2. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
3. Inappropriate types of behavior or feelings under normal circumstances;
4. A general pervasive mood of unhappiness or depression; or
5. A tendency to develop physical symptoms or fears associated with personal or school problems. Emotional disability includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disability as defined in this section.

Hearing Impairment - An impairment in hearing in one or both ears, with or without amplification, whether permanent or fluctuating, that adversely affects a child's educational performance but that is not included under the definition of deafness in this section.

Intellectual Disability - Significantly sub average general intellectual functioning, existing concurrently with deficits in adaptive behavior and manifested during the developmental period that adversely affects a child's educational performance.

Multiple Disabilities - Simultaneous impairments (such as intellectual disability with blindness, intellectual disability with orthopedic impairment), the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.

Orthopedic impairment – A severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly, impairments caused by disease (e.g., poliomyelitis, bone tuberculosis, etc.), and

impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).

Other health impairment - Having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, and sickle cell anemia and Tourette syndrome that adversely affects a child's educational performance.

Specific learning disability - A disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell or to do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.

Specific learning disability does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; of intellectual disabilities; of emotional disabilities; of environmental, cultural, or economic disadvantage. (§ 22.1-213 of the Code of Virginia; 34 CFR 300.8(c)(10))

Speech or language impairment - A communication disorder, such as dysfluency (stuttering), impaired articulation, expressive or receptive language impairment or a voice impairment that adversely affects a child's educational performance.

Traumatic brain injury - an acquired injury to the brain caused by an external physical force, or by other medical conditions, including stroke, anoxia, infectious disease, aneurysm, brain tumors, and neurological insults resulting from medical or surgical treatments, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance. Traumatic brain injury applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. Traumatic brain injury does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma. (34 CFR 300.8(c)(12))

Visual impairment including blindness - An impairment in vision that, even with correction, adversely affects a child's educational performance. The term includes both partial sight and blindness.

Signs of a potential educational disability may be exhibited in a delay of speech and language, vision, hearing, and/or fine and gross motor skills. Early intervention provides the best chance a child has for correcting or learning to cope with a disability.

Gloucester County Public Schools also offers related services, such as occupational and physical therapy, counseling, special transportation, etc. Children ages 2 to 21, inclusive, who are suspected as having a disability and are not receiving services should be referred to the Director of Special Education.

For more information, contact the Office of Special Education at 693-7880.

Minimum Standards for Participation in Extra-Curricular Activities/Teams

The Gloucester County School Board subscribes to the Virginia High School League's (VHSL) control, supervision, and regulations of interscholastic athletics and other VHSL activities. However, the Board imposes higher scholastic standards than VHSL.

Many extra-curricular student activities are district-sponsored and directed activities designed to provide opportunities for students to improve skills through group or individual involvement at school and public events. While it is desirable that students participate in such activities to the extent that they further their educational development, it is of paramount importance that such participation neither jeopardizes students' academic achievement nor exploits their time and talents.

In addition, the Board seeks improvement of student achievement, and the implementation of this policy requires the awareness and commitment of all members of the school community to their respective responsibilities. The school district, the school, the parents, and the students must develop channels of communication and cooperation for the successful implementation of this policy. Therefore, the Board establishes the requirement of a 2.0 academic average for all VHSL activities and any other organized activities that incorporate established eligibility requirements.

Eligibility

Students must first meet VHSL eligibility requirements. Students must also meet local eligibility by one of the following:

(1) Eligibility is determined by the previous semester grades. Should a student not be eligible as determined by the grades at the end of the spring semester, that student may attempt to improve his/her grades by attending summer school. If, as a result of attending summer school, the student meets the necessary requirements, he/she is considered eligible and may participate in activities in the fall.

(2) If a student's semester average falls below a 2.0, but the cumulative average is above the 2.0, the student will be allowed to participate.

Those participants who fail to meet one of the eligibility standards will be declared ineligible and will not be allowed to practice or participate in interscholastic athletics and other VHSL activities.

Exemptions

Exemptions are permitted for the following students:

1. Students entering the first semester of the sixth (6th) grade and the first semester of the ninth (9th) grade for the first time will be exempt from the 2.0 grade point average during that semester only.

2. Any transfer student enrolling in Gloucester County's secondary schools for the first time will be exempt from the 2.0 grade point average until the end of that initial semester.

3. A request for an exemption from the grade point average requirement may be made by a student with a Section 504 Plan or a special education student who is not pursuing an advanced studies or general studies diploma but meets all eligibility requirements except the 2.0 grade point average. (The school division does not have the authority to exempt said student from the minimum VHSL requirements.)

4. A student who participates in a winter sports program should remain eligible to the end of the winter sport season.

Waivers

Students may apply for a semester waiver of the 2.0 requirement one time during the middle school period and one time during the high school eligibility **provided they currently have a semester or cumulative GPA of 1.5 to 1.99 ~~GPA~~. The waiver request form is available in the main office**. The decision **of the principal shall** be final.

STUDENT-ATHLETE CONCUSSIONS DURING EXTRA-CURRICULAR ACTIVITIES (School Board Policy – File No. JJAC)

Definitions

Concussion: a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

Licensed Health Care Provider: a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

Return to Learn: instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury allowing the student-athlete to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.

Return to Play: to participate in a non-medically supervised practice, game, or athletic competition.

I. Gloucester County Public Schools Concussion Management Team

a. The Gloucester County Public Schools Concussion Management Team ("CMT") shall be appointed by the Superintendent of Schools and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, and any such other person the Superintendent determines will assist the CMT in its actions.

b. The CMT shall provide concussion training materials for school personnel, volunteers, student-athletes, and parents of student-athletes. Those materials may address the proper fitting and maintenance of helmets. The CMT shall also develop concussion reporting, management, and review protocols for the school division. The Athletic Director of each school shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.

c. The CMT shall evaluate the division's training materials, concussion reporting, management, and review protocols annually.

II. Required Concussion Training for School Personnel and Volunteers:

a. Every Coach, Assistant Coach, School Staff, Adult Volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions, or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions, and the process by which a concussed student-athlete may safely return to practice or competition. Each school's Athletic Director shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.

b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

III. Required Training for Student-Athletes and Parent/Guardian:

a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials provided by the CMT, and sign a statement acknowledging receipt of such information. The concussion policy and guidelines will also be presented at each pre-season parent meeting. The concussion training materials shall describe the short-and long-term health effects of concussions.

b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.

IV. Removal from Extracurricular Physical Activities

a. A student-athlete suspected by a student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition shall be removed from the activity immediately, evaluated, and if necessary referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion shall not return to play that same day.

b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II, SCAT III, ChildSCAT3), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).

c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete, or the parent or guardian of the student-athlete.

d. The coach of a student-athlete or the certified athletic trainer may elect not to return the student-athlete to play, even if after the concussion sideline assessment, it is determined that the student-athlete is no longer suspected of having sustained a concussion.

V. Return To Play Protocol

a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games, or competitions, until the student presents a written medical release from a licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by a licensed health care provider.

b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from a licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian of the decision not to allow such student-athlete to return to extracurricular physical activities.

VI. Return to Learn Protocol

a. School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.

b. School personnel shall accommodate the gradual return to full participation in academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

VII. Helmet Replacement and Reconditioning

a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.

b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

VIII. Athletic Activities Conducted by Non-School Organizations on School Property

The school division may provide this policy and the Board of Education's Guidelines for Policies on Concussions in Student-Athletes to organizations sponsoring athletic activity for student-athletes on school property. The school division does not enforce compliance with the policy or Guidelines by such organizations.

ADOPTED: July 12, 2011
REVISED: July 8, 2014
July 14, 2015
August 9, 2016
LEGAL REFERENCE: Code of Virginia, 1950, as amended, §22.1-271.5
CROSS REFERENCES: KG Community Use of School Facilities KGB Public Conduct on School Property

Violations of the Student Code of Conduct

It is understood that justice can be best served if all people who are subject to specific rules and regulations are fully aware of the expectations that have been placed upon them, and that those who are charged with the management of the rules and regulations are given sufficient flexibility to consider all factors before rendering a decision. Since there are degrees of severity for established rules and regulations and there may be wide variations in the circumstances surrounding each infraction, fairness is better served by establishing a series of suggested alternatives, rather than mandating specific actions.

In line with this reasoning, various violations of established rules and regulations have been identified and suggested approaches for resolution are presented. It should be understood that this is not a limiting document; not all possible violations have been identified and not all possible methods of resolution have been listed. As in all situations, all charges will be explained, and all such actions may be appealed through procedural due process. Incidents sent to the principal for action are placed in the student's scholastic record. All records of disciplinary action are maintained throughout a student's educational career.

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

- In school or on school property; school property is defined as all property owned, leased, rented or otherwise used by a school, including, but no limited to the following:
    - All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage;
    - Any indoor facility or portion of such facility owned, leased, or contracted for and used for the provision of regular or routine health care, day care, or early childhood development services;
    - All vehicles used by the division for transporting students, staff, visitors, or other persons;
    - Entire school campus including grounds and athletic fields.
- While participating in or attending any school sponsored activity,
- On the way to and from school, including bus stops; and
- Off school property, when the act: (1) results in an adjudication of delinquency pursuant to Virginia Code §16.1-305.1 or a conviction for an offense listed in Virginia Code §16.1-260 or (2) results in a charge that would be a felony if committed by an adult or (3) negatively impacts the school system.

Unlawful acts, which may lead to law enforcement notification, school suspension, riding the school bus, exclusion from activities, and/or possible expulsion could include but are not limited to:

- possession or use of alcohol, illegal drugs, including marijuana, synthetic cannabinoids as defined in Va. Code §18.2-248.1:1, and anabolic steroids, or drug paraphernalia;
- selling drugs;
- assault/battery;
- sexual assault/battery;
- arson;
- intentional injury (bullying, fighting);
- theft;
- bomb threats; including false threats, against school personnel or school property;
- use or possession of explosives as outlined in GCPS policy #JFCD;
- possession of weapons or firearms as outlined in GCPS policy #JFCD;
- extortion, blackmail, or coercion;
- driving without a license on school property;
- homicide;
- burglary;
- sex offenses (indecent exposure, obscene phone calls, sodomy, and child molestation);
- malicious mischief;
- shooting;
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs;
- stabbing, cutting, or wounding;
- unlawful interference with school authorities including threats;
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

STUDENT BEHAVIOR CATEGORIES

The following behavior categories have been developed by the state and are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness of students' social-emotional development and emphasize the importance of helping students achieve academically and develop SEL (Social-Emotional Learning) competencies.

Behaviors that Impede Academic Progress (BAP)

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

Behaviors Related to School Operations (BSO)

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

Relationship Behaviors (RB)

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

Behaviors that Present a Safety Concern (BSC)

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

Behaviors that Endanger Self or Others (BESO)

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

Persistently Dangerous Behaviors (PD)

These behaviors contribute to schools deemed as persistently dangerous by the state.

BEHAVIOR DESCRIPTORS

Code for Reporting Purposes	Description	Possible Levels				
		1	2	3	4	5
	BAP: Behaviors that Impede the Academic Progress (BAP) of the student or of other students					
BAP1	Interfering with learning in the classroom (examples: inappropriate talking, excessive/rude noise, off-task, out of seat, possessing items that distract, horseplay)	x	s			
BAP2	Interfering with learning outside of the classroom (examples: inappropriate talking, excessive/rude noise, interrupting a class, horseplay)	x	s			
BAP3	Scholastic dishonesty (such as cheating, giving or receiving any unauthorized aid or assistance or unfair advantage on any form of academic work; and plagiarism, falsely claiming authorship, to include copying of language, structure, idea, and/or thought of another and representing it as one's own original work)	x	s			
BAP4	Unexcused tardiness to class	x*				
BAP5	Unexcused tardiness to school	x*				
	BSO: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures					
BSO1	Altering an official document or record (writing or using the signature or initials of another person for the expressed purpose of misleading)	x	x			
BSO2	Giving false information, misrepresentation (to include lying which encompasses any act, verbal or written, where the violation of rules or truthfulness was intentionally done)	x	x	s		
BSO3	Refusal to comply with requests of staff in a way that interferes with the operation of school (to include refusal to work in class, minor insubordination, improper vehicle use and repeated refusals to comply or display appropriate behavior)	x	x	x		
BSO5	Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	x	x	s		
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	x	x	x		
BSO7	Dress Code Violation - A student's dress and appearance shall not be such that it causes a disruption, distracts others from the education process or creates a health or safety problem.	x	x			
BSO8	Gambling (participation in games of chance for the purpose of exchanging items of value)	x	x			
BSO9	Possessing items that are inappropriate for school (examples include toys, literature, electronics. Items will be confiscated and only returned to the parent/legal guardian.)	x	s			
BSO10	Possession of stolen items	x	x	s		
BS011	Unauthorized use of school electronic or other equipment (Includes, but not limited to, all computers, electronic readers, servers, network devices, telecommunication devices, printers, scanners, peripheral equipment, internet access, software, apps, application systems, web resources, data, and digital content.)	x	x			
BSO12	Violation of the Acceptable Use of Technology/Internet policy - The unauthorized use of technology and information gained through its use without permission is prohibited, as specified in School Board policy, File No. IIBEA-R Acceptable Computer System Use. Students may also be subject to appropriate legal action.	x	x			
BSO13	Violation of school board policy regarding the possession or use of portable communication devices (cell phones). GCPS will not be responsible for any lost, confiscated or damaged devices as students assume all responsibility by bringing devices on school property.	x	x	s		

BSO14	Vandalism, graffiti or other damage to school or personal property (A student will not willfully or maliciously deface, damage, or destroy property belonging to another, including school property at any time and private property while the student is under the school's jurisdiction. A student or parent/legal guardian will be held financially responsible, as allowed by The Code of Virginia, for willful or malicious destruction of school property.)	x	x	x		
BSO15	Student is not going to class as assigned.	x				
BSO16	Student is in an unauthorized area of the campus.	x	x	s		
	RB: Relationship Behaviors (RB) create a negative relationship between two or more members of the school community (No physical harm is done)					
RB1	Bullying with no physical injury (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 does not include ordinary teasing, horseplay, argument, or peer conflict.)	x	x			
RB2	Cyberbullying (Using information and communication technologies, such as cell phone text messages and pictures, internet email, social networking websites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile, hurtful messages intended to harm. This behavior is aggressive and unwanted, intending to harm, intimidate, or humiliate the victim.)		x	x		
RB3	Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronic means (to include nude or explicit photos)	x	x	**s**		
RB4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature (to include obscene phone calls and sexual harassment, defined as *unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.*	x	x	**s**		
RB5	Stealing money or property without physical force (to intentionally take or attempt to take the property of another without consent)	x	x	**s**		
RB6	Speaking to another in an uncivil, discourteous manner	x	x			
RB7	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	x	x	**s**		
RB8	Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	x	x	**s**		
RB9	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability.	x	x	**s**		
RB10	Failure to respond to questions or requests by staff (could include walking away, refusing to identify self properly, challenging authority)	x	x	**s**		
RB11	Unwanted or inappropriate physical contact (improper physical contact against a student or staff that is offensive, undesirable, and/or unwanted as determined by the victim or inappropriate sexual behavior that includes consensual sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat).	x	x	x		
	BSC: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school.					

BSC1	Alcohol: Possessing, using, or being under the influence of alcohol Students will not use, have in their possession, have dominion and/or control of, or be under the influence of alcohol, in any form, on School Board property, at school-sponsored activities, or while going to or from school.	x	x	x		
BSC2	Alcohol: Distributing alcohol to other students Students will not distribute alcohol, in any form, on School Board property, at school-sponsored activities, or while going to or from school.		x	x	x	
BSC3	Drugs: Possessing drug paraphernalia Students will not use, have in their possession, have dominion and/or control of drug paraphernalia (pipes, etc.) on School Board property, at school-sponsored activities, or while going to or from school.	x	x	x		
BSC4	Drugs: Violating school board non-prescription (over-the-counter) medication policy or look-alike drug policy Students are not to be in possession of medication (prescribed or over-the-counter) at any time. In addition, any substance, which is distributed as though it were a "drug", even if analysis shows that it is not.	x	x	x		
BSC5	Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment Students are prohibited from possessing, selling or trading or offering to do so, smoking, and/or using tobacco products or nicotine vapor or alternative nicotine products as defined in Virginia Code §18.2-371.2, as amended, at all times while on School Board owned or leased property, in School Board vehicles, in any vehicle parked on School Board property, at on or off site school-sponsored or school-related activities, or while going to or coming home from school.		x	x		
BSC6	Bullying Behavior without physical injury that continues after intervention. (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 does not include ordinary teasing, horseplay, argument, or peer conflict.) Bullying that leads to physical injury will be classified as Assault and Battery.		x	x	x	
BSC7	Cyberbullying that continues after intervention. (Using information and communication technologies, such as cell phone text messages and pictures, internet email, social networking websites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile, hurtful messages intended to harm. This behavior is aggressive and unwanted, intending to harm, intimidate, or humiliate the victim.) Cyberbullying that relates a threat to the safety of students and staff will be treated with a higher level of intervention and consequences.			x	x	x
BSC8	Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment. Harassment or discrimination consists of verbal or physical conduct or other action relating to a person's race, color, sex, disability, national origin, ethnicity, or religion.		x	x		
BSC9	Bus: Distracting the bus driver	x	x	s		
BSC10	Bus: Endangering the safety of others on the bus	x	x	s		
BSC11	Fire alarm: Falsely activating a fire or other disaster alarm (to include false calls to 911)		x	x		
BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	x	x	x		
BSC13	Engaging in reckless behavior the creates a risk of injury to self or others or that is dangerous to the health or safety of self or others	x	x	x		
BSC14	Fighting that results in no injury as determined by the school administration - Fighting involves two or more parties in conflict when they are striking each other for the purpose of causing harm or injury. This may extend to mutual shoving, wrestling, or other aggressive actions that may result in the danger of harm or injury to either party, bystanders, or school property.	x	x	x		

BSC15	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students, this includes actions and/or statements, written or verbal, including threats to school. Inciting a riot is unlawful use of force or violence that seriously jeopardized the public safety, peace, or order. (Three or more people acting together.)	**E**	X	X	**S**	**S**
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage	X	X	**S**		
BSC17	Shoving, pushing, striking, biting another a student with no visible injury (also includes scratching, kicking, blocking the passage of, cutting or pulling another student's hair and "pantsing")	X	X	X		
BSC18	Exposing body parts, lewd or indecent public behavior	X	X	X	**S**	
BSC19	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing	X	X	X	**S**	
BSC21	Stalking as described in the *Code of Virginia* section 18.2-60.3 (Class 1 misdemeanor) One who engages in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury.		X	X	X	S
BSC22	Stealing money or property using physical force (no weapon involved)			X	X	
BSC24	Leaving school grounds without permission	X*	**S***			
BSC25	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/expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave.		X	X	**S**	
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another	X	X	X	S	
BSC27	Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1. Possession includes bringing onto school property and/or storing in vehicle, locker or other receptacle. **Pneumatic Weapon** - Possession, handling, using, or distribution of pellet guns, BB guns, paint ball guns, air pistols and all other devices under the definition of pneumatic weapon in the Code of Virginia. **Taser or Stun Gun** - Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or other charge or shock through the use of a projectile or exceeds the equivalency of five milliamp 60 hertz shock and used for the purpose of temporarily incapacitating a person. **Look-alike Firearm** - Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon but not capable of propelling a missile. May include but not be limited to a cap pistol, water pistol, or any look-alike gun. Principal may determine if a look-alike is a weapon by considering the following: 1. Whether it is reasonable that a person would mistake the object for a weapon; 2. Whether the object was used for the purpose of threatening, intimidating, harassing, or harming another person; and/or 3. Whether it was the intent of the student who possessed, handled, used, or distributed the object to cause another person, or other persons, to believe that the object was, in fact, a weapon. **Knife -** Possessing or bringing to school or school-sponsored event any sharp-edged instrument that is classified as a knife with a blade of three inches or more.				X	X
	BESO: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community.					
BESO1	Assault: Intending to cause physical injury to another person	**E**	X	X	**S**	
BESO2	Assault and Battery: Intentionally causing physical injury to another person without the use of a firearm or other weapon			X	X	X

BESO3	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration. Fighting involves two or more parties in conflict when they are striking each other for the purpose of causing harm or injury. This may extend to mutual shoving, wrestling, or other aggressive actions that may result in the danger of harm or injury to either party, bystanders, or school property.	X	X	X		
BESO4	Striking Staff: The use of force against a staff member when no injury is caused (to include hitting, pushing, scratching, kicking, blocking the passage of, throwing objects at staff)	**E**	**E**	X	X	**S**
BESO5	Drugs: Possessing controlled substances, illegal drugs inhalants, or synthetic hallucinogens or unauthorized prescription medications Students will not have in their possession or have dominion and/or control of marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.			X	X	X
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications Students will not be under the influence of marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.			**E**	X	X
BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications. Students will not use marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.			**E**	X	X
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire. Firecrackers, fireworks,and trash can fire would be included in this category if they were contributing factors to a damaging fire.		**E**	X	X	**S**
BESO10	Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1. Street gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, which has as one of its primary objectives or activities the commission of 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.	**E**	**E**	X	X	**S**
BESO11	Hazing as defined in §18.2-56 and noted in § 22.1-279.6. Initiation of another student into a club, group, or any other organization through abuse and humiliation or as to cause bodily injury.					**S**
BESO12	Threatening, intimidating, or instigating violence, injury or harm to a staff member or members in a verbal or physical (without a weapon) method on a school bus, on school property, or at school-sponsored or related activity is prohibited. Making a threat, including false threats and posturing, against division personnel or encouraging, inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden. A student shall be in violation of this rule regardless of whether the person who is the object of the threat receives the threat, so long as a reasonable person would foresee that the statement would be interpreted by those to whom the maker communicates the statement as a serious expression of intent to harm or assault, or it materially disrupts classwork, involves substantial disorder, or invades the rights of others.	**E**	X	X	X	**S**
BESO13	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) in a verbal or physical (without a weapon), method on a school bus, on school property, or at school-sponsored or related activity is prohibited. Making a threat, including false threats and posturing, against students or others or encouraging, inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden. A student shall be in violation of this rule regardless of whether the person who is the object of the threat receives the threat, so long as a reasonable person would foresee that the statement would be interpreted by those to whom the maker communicates the statement as a serious expression of intent to harm or assault, or it materially disrupts classwork, involves substantial disorder, or invades the rights of others.	**E**	X	X	**S**	**S**

BESO14	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) through the use of written or electronic transmission methods on a school bus, on school property, or at school-sponsored or related activity is prohibited. Making a threat, including false threats and posturing, against students or others or encouraging, inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden. A student shall be in violation of this rule regardless of whether the person who is the object of the threat receives the threat, so long as a reasonable person would foresee that the statement would be interpreted by those to whom the maker communicates the statement as a serious expression of intent to harm or assault, or it materially disrupts classwork, involves substantial disorder, or invades the rights of others.	**E**	X	X	**S**	**S**
BESO15	Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel	**E**	**E**	**E**	X	**S**
BESO16	Using an object not generally considered to be a weapon to threaten or attempt to injure students or others	**E**	**E**	**E**	X	**S**
BESO17	Making a bomb threat, including false threats, against division personnel or School Board property, or encouraging, inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden.	**E**	**E**	**E**	X	**S**
	PD: Behaviors described in the Virginia's Unsafe School Choice Option Policy required by the federal Every Student Succeeds Act of 2015.					
	Sub-Category I					
PD1	Homicide (Firearm)- Death of a student or GCPS employee as a result of a student's use of a firearm.					X
PD2	Homicide (Other Weapon) - Death of a student or GCPS employee as a result of a student's use of a weapon.					X
PD3	Sexual Assault - Sexual penetration (e.g., oral, anal, or vaginal) without consent. This category includes statutory rape that is defined as sexual penetration with or without the consent of a minor.					X
PD4	Attempted Sexual Assault - Attempted sexual penetration (e.g., oral, anal, or vaginal) without consent. This category includes statutory rape that is defined as sexual penetration with or without the consent of a minor.					X
PD5	Use of a Bomb - Use of any device possessed or assembled at school that contains combustible material or combustible material and a fuse.					X
	Sub-Category II					
PD6	Assault with Firearm or Weapon - Physical violence with use of a weapon, directed toward another person and causing bodily harm is considered an assault with firearm or weapon.					X
PD7	Actual or Attempted Robbery - A student will not take or attempt to take another person's property by force or violence. This includes obtaining money, property, or other objects of value, either tangible or intangible.					X
PD8	Kidnapping/Abduction Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s)/legal guardian(s). This includes hostage-taking.					X
PD9	Malicious Wounding without a Weapon - Any person who maliciously wounds another person or by causing bodily injury, with the intent to maim, disfigure, disable, or kill.					X

PD10	Aggravated Sexual Battery on a Student - Sexual abuse of a victim: who is less than thirteen years of age, or that act is accomplished against the will of the victim, by force, threat or 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 used or threatens to use a dangerous weapon. Sexual Abuse means an act committed with the intent to sexually molest, arouse, or gratify any person.					x
	Sub-Category III					
PD11	Illegal Possession of Handgun - The possession, handling, using, or distribution of a firearm, whether loaded or unloaded, operative or inoperative, on the way to or from school, on school property, or at any school-sponsored or related activity is prohibited. Possession includes bringing a firearm onto school property, storing it in a vehicle, locker, or other receptacle.					x
PD12	Illegal Possession of Rifle or Shotgun - The possession, handling, using, or distribution of a rifle or shotgun, whether loaded or unloaded, operative or inoperative, on the way to or from school, on school property, or at any school-sponsored or related activity is prohibited. Possession includes bringing a firearm onto school property, storing it in a vehicle, locker, or other receptacle.					x
PD13	Illegal Possession of Any Other Projectile Weapon - 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.					x
PD14	Illegal Possession of Bomb - Any device possessed or assembled at school that contains combustible material or combustible material and a fuse.					x
PD15	Illegal Possession of Other Firearms -:firebombs, explosive materials or devices, hoax explosive devices per §18.2-85, or explosive incendiary devices, as defined in §18.2-433.1, or chemical bombs per §18.2-87.1					x
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell (to include sale/distribution of anabolic steroid, illegal drug inhalant, marijuana, Schedule 1 or 2 drug and prescription drugs)					x

ADMINISTRATIVE RESPONSES TO STUDENT BEHAVIOR

All violations of rules must be followed by administrative responses and interventions designed to address student behavior, reinforce school and classroom expectations for appropriate behavior and prevent further behavioral issues. Disruptive behavior means a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment. It should be understood that the following offenses do not include all possible infractions of school rules or consequences. Because all forms of misconduct may not be listed does not mean that they will be permitted. School officials are authorized to utilize any and all of the disciplinary actions permitted by the *Code of Virginia*. Appropriate procedures will be followed for all students. The *Code of Virginia* and Federal Law permit and/or require certain disciplinary actions to be taken, including suspensions and expulsions.

Level 1 Responses:	**Level 2 Responses:**
Level 1 responses are intended to prevent further behavioral issues while keeping the student in school. • Re-teaching or modeling of desired behavior • Recognize/Reward appropriate behavior • Administrator/Student conference and/or Administrator/Student/Teacher conference • Written reflection or letter of apology • Peer mediation or conflict resolution • Behavior progress chart • Community service (appropriate to correct the behavior) • Restitution • Seat change • Loss of school privileges • Confiscation by the administration • Administrator/Teacher/Parent/Guardian conference • Detention (before school, at lunch, after school) • In-school suspension (Up to one-two days) with behavioral instruction and academic support *BAP4, BAP5, BSC24, BSO15 cannot carry an exclusionary practice for response	*Administrative responses and interventions at this level are designed prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.* • Student conference • Administrator/Teacher/Counselor/Student conference (includes re-teaching of expected behavior) • Administrator/Teacher/Parent/Guardian conference • Check-In/Check-Out • Mediation or conflict resolution • Detention (before school, at lunch, after school) • Referral to support services (e.g., School Counselor, Behavior Interventionist, Mentor Program, and Problem-Solving Team (ex. VTSS), Substance Use and Intervention Program) • Referral to Individualized Education Plan (IEP) team • Schedule change • Community service (appropriate to correct the behavior) • Referral for community-based services • Saturday school • Restitution • Confiscation • Temporary loss of privileges • In-school suspension with behavioral interventions and/or restorative practices (one-three days)

Level 3 Responses:

Dependent upon the severity, chronic nature of the behavior and/or safety concerns, Level 3 behaviors may result in the student's short-term removal from school.

• Administrator/Teacher/Parent/Guardian Conference
• Detention
• In-school suspension with restorative practices (three plus days not to exceed five days)
• Referral to support services (e.g., School Counselor, Behavior Interventionist, Mentor Program, Problem Solving Team, Therapeutic Day Treatment (TDT), Substance Use and Intervention Program)
• Referral for community-based services
• Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) Development (Special Education Students)
• Functional Behavioral Assessment (FBA) and Behavior Support Plan (BSP) Development (General Education Students)
• Community service
• Revocation of privileges
• Restitution
• Referral to alternative education programs
• Short-term out-of-school suspension[50] (one-three days for elementary students[52]/one-five days for secondary students) with restorative circle or conference upon return
• Behavior contract (developed with and signed by the student, parent/guardian, and school officials)
• Referral to law enforcement where required

Level 4 Responses:

Some Level 4 behaviors require a report to the superintendent or superintendent's designee as outlined in the Code of Virginia § 22.1- 279.3:1. Local school board policy may require additional reporting. A referral to the superintendent or superintendent's designee does not automatically result in a long-term suspension, change of placement or expulsion. After a review of the incident in context, the superintendent or designee may return students to the comprehensive setting with additional supports and/or responses to be implemented.

• Threat Assessment as indicated by the behavior
• Referral to law enforcement as required
• Parent-Administrator-Teacher-Student behavior contract
• Long-term revocation of privileges
• Restitution via written contract
• Referral for community-based services
• Schedule change
• Short-term out-of-school suspension (for preschool to grade three students one to three days[52], four to ten days for fourth- to sixth-grade students, or five to ten days for seventh- to twelfth-grade students)
• Recommendation for a long-term suspension as determined by local policy or by Code. (11 to 45 days as defined in § 22.1-276.01)

Level 5 Responses:

Level 5 responses are reserved for those behaviors that require a referral to the superintendent or designee. For preschool to grade three students, any suspension beyond three days must be referred to the superintendent. A referral to the superintendent or designee may not automatically result in an expulsion, alternative placement, school reassignment, or long-term suspension. Required School-based Administrative Responses to Level 5 Behaviors

• Threat Assessment as indicated by the behavior
• Referral to law enforcement as required
• Referral to Superintendent or designee

Examples of superintendent or designee responses to Level 5 behavior
• Long term suspension[53] (11 to 45 days as defined in § 22.1-276.01)
• Alternative placement
• Expulsion[54]
• School reassignment: Students may be assigned to another school within the division. Board policy should establish the procedures for assigning any student to another school. Those policies and procedures should ensure equity.
• Return the student to the school setting with appropriate supports and interventions.

*School level administrators may consult with Division Leadership on disciplinary cases.

Special Considerations:
Repeated violations of offenses suggest a need for a partnership between home and school. Possible outside assistance may be beneficial.

Extreme or repeated incidents of misconduct may result in the exclusion of the student from school activities.
Repeated out of school suspensions may be justification for a recommendation by the principal to the Superintendent or designee for long-term suspension or expulsion if it is determined that the student's continued attendance in the regular program will be disruptive to the learning environment, or dangerous to the students or others.

Seniors under disciplinary action due to violations of the Student Code of Conduct will not be permitted to participate in graduation activities.

Graduating seniors who have had no disciplinary incidents during the duration of their academic career with Gloucester County Public Schools shall be recognized with an Exemplary Citizenship award at the Senior Awards Ceremony.

Students participating in athletic activities also may be subject to corrective action as outlined in the school athletic policy.

Video surveillance may occur on any school property or on any transportation vehicles. The use of video recordings from surveillance equipment shall be subject to the other policies and regulations of the division, including policies concerning the confidentiality of student and personnel records.

Students are subject to disciplinary action for misconduct. Cases for which self-defense is claimed must meet the following criteria.

1. The claimant must not have provoked or behaved in a manner to cause the incident;
2. The claimant must have had reasonable fear of danger of harm; and
3. The claimant used no more force than needed for protection from the threatened harm.

Such incident should be reported immediately to school officials. When claims of self-defense have been established, the administrator shall allow the student to present his/her version of what occurred and review circumstances and relevant information from others pertaining to the incident, including relationship and previous patterns of interaction among the students involved. Findings from the review of circumstances and other relevant information should be considered in determining appropriate corrective disciplinary action. Claims of self-defense do not constitute a valid defense against possession or use of weapon on school property or at any school-sponsored activity. Weapons are prohibited on school property and at school-sponsored events.

DISPOSITIONS/RIGHTS OF APPEAL

DISPOSITIONS

- **Student Conference**
  Student behavior is best addressed with the classroom teacher. Formal and informal conferences are held between the student and the teacher. If situations become more serious, the principal will hold a conference with the student in an attempt to improve behavior. Many times the student's counselor also will be included in the conference.

- **Parent or Guardian Contact**
  The most appropriate person in dealing with student behavior concerns is the parent or guardian. Teachers, counselors, and administrators will contact the parent or guardian in an effort to keep the parents or guardians informed of student conduct. An effort will be made to notify the parent or guardian by telephone prior to a suspension.

- **School Conference with Parent or Guardian**
  Parents or guardians are encouraged to set up an appointment with any teacher, counselor, or administrator to discuss their student. In a time of suspension, a parent or guardian is requested to accompany their student upon return to school after the time of suspension has been completed.

- **Confiscation**
  Any student's property which causes a disruption to the learning environment will be temporarily removed from that student's possession and may be kept until a parent comes to pick up the property. Personal items that are taken from students by school personnel are subject to be disposed of if not picked up in 90 days by a parent/guardian.

- **Restitution**
  The replacement of, or payment for property, stolen, damaged, or destroyed by a student will be required as provided in the *Code of Virginia*.

- **Detention**
  For valid and sound reasons, and on an individual basis, students may be detained after school for a reasonable length of time. Students who are detained must be supervised by a teacher or an administrator. The student's parents or guardians must be notified in advance of the detention and must provide transportation from school at the designated time unless the activity bus is available.

- **Court Referral**
  In case of a drug offense, assault, or other violation of the *Code of Virginia*, a petition may be filed against the student through juvenile intake. The plaintiff may be either the school or the victim.

- **Short-term Suspension - In School/Out of School Suspension**
  The principal or his/her designee has the authority, for sufficient cause, to suspend a student for not more than ten (10) school days and will report the facts in writing to the Superintendent or his/her designee and the parent or guardian of the student suspended. Except as provided in subsection C or § 22.1-277.07 or 22.1-277.08, no student in preschool through grade three shall be suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

- **Long-Term Suspension**
  Long-term suspension means any disciplinary action whereby a student is not permitted to attend school for more than ten school days but less than 46 school days. Long term suspensions could extend beyond 45 school days if the offense involves firearms, drugs, serious bodily injury, or meets the definition of aggravating circumstances. Except as provided in subsection C or § 22.1-277.07 or 22.1-277.08, no student in preschool through grade three shall be suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school

board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

- **Expulsion**
  Expulsion means any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 days after the date of the expulsion. Except as provided in subsection C or § 22.1-277.07 or 22.1-277.08, no student in preschool through grade three shall be suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

- **Aggravating Circumstances**
  For the purposes of § 22.1-277 and § 22.1-277.05 of the *Code of Virginia*, "aggravating circumstances" shall mean:
  i. That a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or
  ii. That a student's presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or
  iii. That a student engaged in a serious offense that is:
    a) persistent (repeated similar behaviors are documented on the student's disciplinary record), and
    b) unresponsive to targeted interventions as documented through an established intervention process.

- **Emergency Suspension**
  Any student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be summarily removed from school immediately and the notice, explanation of facts, and opportunity to present his or her version required under Suspensions of Ten or Less Days will be given as soon as practical thereafter. A reasonable effort to contact the parents immediately will be required.

- **Placement in an alternative education program**
  A student who has been long-term suspended, excluded, or expelled from the regular school program may be recommended for placement in an alternative education program by the superintendent or his/her designee. The 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. A reasonable effort to contact the parents immediately will be required.

- **Exclusion**
  Exclusion means a Virginia school board's denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

- **Re-entry Meetings**
  A parent or guardian may be required to accompany his/her student upon return to school after the time of a suspension has been completed. Re-entry meetings will be organized by school administrators and the parent/guardian will be contacted for the date and time of meeting.

PLACEMENT/SUSPENSION/EXPULSION PROCEDURES

Prior to Suspension:

- The student will be apprised of the nature and facts of the alleged misconduct.
- The student will be given the opportunity to explain the circumstances of the alleged misconduct from his/her perspective.
- The student will be informed of the conditions of the suspension, such as disciplinary action, required parental input, prohibition on school property, and/or scheduled school activities, etc.
- The principal or his/her designee will make every reasonable effort to notify the parent or guardian.
- The principal will execute a letter of suspension that sets forth the facts of the case. Copies of the letter of suspension will be given to the student, if possible, and e-mailed to the parent or guardian.
- In general, students are not to be suspended without prior notice unless an emergency exists as determined by the principal or his/her designee.
- The right of appeal will be stated on the suspension letter. The procedures for appeals will also be set forth in the *Student Code of Conduct*.

Short-term Suspension Appeals (suspensions ten days or less)

If a student and parent or guardian appeal a student's suspension that was assigned by an assistant principal, the school principal must be notified in writing within seven (7) calendar days of the date that the student is notified that he/she is being suspended. The letter of appeal must include the student's account of the incident as well as reasons for believing the suspension is unjustified. The principal will review the suspension giving the parent, guardian, and/or student an opportunity to be heard. The principal will render a decision regarding the appeal and will notify the student, parent, or guardian in writing within seven (7) calendar days of the date of the appeal.

If the principal's decision is appealed, a written letter of appeal must be received by the Superintendent's designee, the Associate Director of Student Services, within seven (7) calendar days of the principal's decision or the decision of the principal becomes final. The Associate Director of Student Services will review the suspension, giving the parent or guardian and student an opportunity to be heard. The Associate Director of Student Services will render a decision regarding the appeal and will notify the student, parent, or guardian in writing within seven (7) calendar days of the date of the appeal. The decision of the Associate Director of Student Services will be final.

If a student and parent or guardian appeal a student's suspension that was assigned by the school principal, the Associate Director of Student Services must be notified in writing within seven (7) calendar days of the date that the student is notified that he/she is being suspended. The letter of appeal must include the student's account of the incident as well as reasons for believing the suspension is unjustified. The Associate Director of Student Services will review the suspension giving the parent, guardian, and/or student an opportunity to be heard. The Associate Director of Student Services will render a decision regarding the appeal and will notify the student, parent, or guardian in writing within seven (7) calendar days of the date of the appeal. The decision of the Associate Director of Student Services will be final.

Long-Term Suspension (Suspension in Excess of Ten Days)

The principal can recommend a long-term suspension for a student. The recommendation is made on the Recommendation for Long-Term Suspension form and sent to the Office of Student Services.

The Superintendent or his/her designee(s) may, for sufficient cause, suspend students from school for more than ten (10) school days provided:

- The student and his parent(s) or guardian(s) are provided written notice of the proposed action and the reason(s) for the action.

- The student and the parent or guardians are informed in writing that they have a right to a hearing. This notification will include the date, time, and place of the hearing.

- In any case in which a student has been suspended by the Superintendent or his/her designee(s) after a hearing, the student and his/her parent(s) or guardian(s) may appeal the decision to the School Board Disciplinary Committee. Such appeal must be in writing and must be filed with the Office of Student Services within seven (7) calendar days of the suspension decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The School Board Disciplinary Committee will consider the appeal within thirty (30) calendar days of the appeal.

Expulsion

Expulsion is the permanent removal of all educational services to a student. Student expulsion is only by action of the School Board.

The principal can recommend expulsion of a student provided the recommendation is made on the Recommendation for Expulsion form. Recommendations for expulsion for actions other than those specified in Section 22.1-222.07 (Gun Free Schools Act) and Section 22.1-277.08 (Certain Drug Offenses) shall be based on consideration of the following factors:

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

The Superintendent or his/her designee(s) will present the student matter to the School Board Disciplinary Committee. The Superintendent or his/her designee will provide the student and his/her parent(s) with a copy of the *Student Code of* Conduct and will notify the student and his/her parent(s) or guardian in writing of the following:

- Written notice of the proposed action and the reason(s) for this action, as well as, the date and time of the meeting.
- The right to inspect the student's school records.
- Written notice of the School Board Disciplinary Committee's decision and applicable appeal rights.

School Board Disciplinary Committee

The procedure for the School Board Disciplinary Committee hearing will be as follows:

The Disciplinary Committee shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing will be private unless otherwise specified by the Disciplinary Committee.

The Disciplinary Committee may ask for opening statements from the principal or his/her representative and the student or his/her parent(s) or guardian (or their representative) and, at the discretion of the Disciplinary Committee, may allow closing statements.

The parties then will present their evidence. Because the principal has the ultimate burden of proof, he/she shall present evidence first. Witnesses may be questioned by the Disciplinary Committee members and by the parties (or their representative). The Disciplinary Committee may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any relevant material or evidence and shall afford the parties the right of cross-examination; provided, however, that the Disciplinary Committee may take testimony of student witnesses outside the presence of the student, his/her parent(s) and their representative if the Disciplinary Committee determines at its discretion, that such action is necessary to protect the student witness.

The parties shall produce such additional evidence as the Disciplinary Committee may deem necessary. The Disciplinary Committee shall be the judge of the relevance and materiality of the evidence.

Exhibits offered by the parties may be received in evidence by the Disciplinary Committee and, when so received, will be marked and made part of the record.

The Disciplinary Committee may, by majority vote, uphold, reject, or alter the recommendation.

The Disciplinary Committee shall transmit its decision, including the reasons therefore, to the student, his/her parent(s), the principal, and superintendent. If the School Board Disciplinary Committee's decision is not unanimous, the pupil or his/her parent may appeal the committee's decision to the full School Board. The School Board shall decide such appeal within 30 days.

Placement in an alternative education program

I. The Superintendent or his/her designee(s) may require any student to attend an alternative education program if the student has been:

A. charged with an offense relating to the laws of Virginia, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person. The term "charged" means that a petition or warrant has been filed or is pending against a pupil.
B. found guilty or not innocent of an offense relating to Virginia's laws on weapons, alcohol or drugs, or 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 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 pursuant to Va. Code § 22.1-277.05; or
E. expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection B of Va. Code § 22.1-277, to attend such an alternative education program.

II. The Superintendent or his/her designee(s) may, for sufficient cause, require students to attend an alternative education program consistent with the provision of Section I after:

A. The student and his parent(s) or guardian (s) are provided written notice of the proposed action and the reason(s) for the action.
B. The student and the parent or guardians are informed in writing that they have a right to a hearing. This notification will include the date, time, and place of the hearing.
C. In any case in which a student has been placed in an alternative education program by the Superintendent or his/her designee(s) after a hearing, the student and his/her parent(s) or guardian(s) may appeal the decision to the School Board Disciplinary Committee. Such appeal must be in writing and must be filed with the Superintendent within seven (7) calendar days of the placement decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The Disciplinary Committee will consider the appeal within thirty (30) calendar days of the appeal.
D. The decision of the Superintendent or his/her designee regarding such alternative education placement shall be final unless altered by the school board, upon timely written petition, as established in regulation, by the student or his parent, for a review of the record by the school board.

Trespassing

An excluded, suspended or expelled student will not be allowed to come onto School Board property (including school buses) during the period of exclusion, suspension or expulsion or attend any school-sponsored activity. Students who violate this may be charged with trespassing.

Student Searches (SCHOOL BOARD POLICY FILE NO. JFG)

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

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

Student desks and lockers are the property of the school, and may be used for the storage of permitted student belongings only. School officials retain locker combinations and reserve the right to search desks and lockers as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. School officials in accordance with a pre-determined search formula may conduct a random, systemic, non-selective search of student classrooms, desks, lockers or automobiles. Students are responsible for the content of their assigned locker at all times. 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. Should illegal materials be found during a search, law enforcement officials should be notified.

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. All searches will be conducted with a witness present.

Threat Assessment (SCHOOL BOARD POLICY FILE NO. EBB)

Virginia Code (22.1-79.4) requires the superintendent of every public school in the Commonwealth to establish policies and procedures for the establishment of school threat assessment teams. School threat assessment teams' must shall include persons with expertise in counseling, instruction, school administration, and law enforcement and, in the case of any school in which a school resource officer is employed, at least one such school resource officer.

A parent/guardian has the right to inspect and review a threat assessment document. The document must be redacted to remove identifying information of the referring student and/or targets of the threat assessment. School officials are allowed 72 hours to review a threat assessment prior to allowing a parent to inspect the record.

Behavior on School Buses

While students are on the bus, they are in the driver's care and must obey the driver. The driver has the authority and is encouraged to assign seats to all students. Once a student boards the bus, he/she may not exit without written permission of the parent or guardian and approval of the principal until he/she reaches home or school. No special stops will be made between regular stops.

Students will not be allowed to ride another bus without written permission of the parent or guardian and approval of the principal. Approval will be denied if a bus has reached its safe maximum load of registered students. Emergency situations will be approved only with the concurrence of the Transportation Office. No student has the right to keep another student from sitting in any vacant seat nor may any student reserve seats for someone else.

Forbidden objects on the bus include, but are not limited to: balloons, glass containers, live animals/insects, flowers, aerosol deodorant/perfumes, skateboards or any other object which may adversely affect the safe operation of the school bus.

Violations of the *Student Code of Conduct* include misbehavior on school buses. Students with incidents on the bus will receive an administrative response as outlined in the *Student Code of Conduct*.

DISCIPLINARY ACTIONS FOR BUS OFFENSES

A warning may be issued by the driver, and the student may be given an assigned front seat.

Note: The driver has the authority to revoke a student's riding privilege for one morning run for violations that affect the safety and welfare of others on the bus. The driver will make every reasonable effort to notify the student, parent/guardian, school principal, and the Director of Transportation.

Repeated acts will be referred to the school principal or his/her designee and the Director of Transportation; possible consequences include, but are not limited to:

- Conference between the bus driver, student, parent or guardian, school principal or his/her designed, and/or Director of Transportation
- Suspension from the bus and/or school from one (1) to ten (10) school days can be imposed
- Recommendation for a long-term suspension or expulsion

Note: Students who are off the bus, but using abusive language or action that could be interpreted as intended for those who are still in the vicinity of school property, will be treated as if they were on school property.

ACTIVITY BUSES

Activity buses are available to the middle and high school students to enable them to take full advantage of all after school activities. These buses **do not** serve all roads and are not intended to provide door-to-door service. The activity buses serve designated stops on the major roads of the county, which will allow parents to meet their children. Parents whose children expect to ride the activity buses should contact the school to determine the exact drop-off location and times of the activity bus route. Students are reminded that the same code of conduct applies to activity buses.

APPENDIX A **File No. GBCC**

CIVILITY POLICY

Statement and Purpose:

The School Board's primary objective with this policy is to promote mutual respect, civility and orderly conduct among district employees, parents and the public. The School Board supports all partners in the educational process in maintaining a safe and nurturing environment that models respectful problem solving and reduces the potential for serious or widespread disruptions within the school district. It is not the intent of the School Board to deprive any person of his or her right to freedom of expression. This policy conveys the need to maintain, to the greatest extent possible, safe and harassment-free environments for teachers, students, administrators, staff, parents and other members of the community.

In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages volatile, hostile or aggressive communications or actions. Gloucester County Public Schools believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

Gloucester County Public Schools encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The School Board is committed to supporting this expectation and refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other visitors.

The School Board desires to;

- promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation,
- provide a work and learning environment that discourages the influence of fear, anger, frustration, alienation, and rudeness, and
- provide all students with appropriate role models for respectful problem-solving.

Expectations:

The School Board, staff, parents, and visitors will treat each other with courtesy and respect. Disruptive behavior includes, but is not necessarily limited to, behavior which interferes with or threatens to interfere with the operations of a school environment.

The School Board believes;

- there should be respect for the obligations and time constraints of all individuals,
- school district employees should treat members of the public and their peers with civility, courtesy and respect,
- parents and the public should treat staff and students, while on school property and/or participating in school-related activities, with civility, courtesy, and respect,
- behavior should not interfere with or threaten the operation of a school, classroom or any employees' workspace, both inside and outside of the facility,
- the use of loud and/or offensive/and demeaning language, swearing, cursing or display of temper is not appropriate,
- there should not be verbal, physical, or written threats to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation, and
- there should not be damage or destruction of school or school board property.

Process for Addressing Concerns and Issues:

Individuals who feel they have been subjected to uncivil (i.e., threatening and inappropriate) conduct are encouraged to resolve the concern/issue with the person or persons directly involved. Through a process of cooperative agreement, the affected individuals may be able to reach a mutually effective resolution.

Either party may cite this policy and notify the other person that they are ending the conversation or the interaction and remove themselves from the situation (i.e., ending a phone call, walking out of the room, or requesting the other individual leave the room). If the issue/situation is not addressed in a satisfactory manner, either party may notify the appropriate principal/supervisor or designee. The principal/supervisor or designee will assist the individuals in reaching a resolution.

In all cases, individuals who perceive that they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, or work site administrator. Individuals are encouraged to work out issues of concern in a timely manner. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

ADOPTED: May 10, 2011

CROSS REFERENCES:

GBA	Sexual Harassment/Harassment Based On Race, National, Origin, Disability, Religion and Sexual Orientation
GBA-E	Report of Harassment
KGB	Public Conduct on School Property
KK	School Visitors
KL	Public Complaints

ACCEPTABLE COMPUTER USE

The School Board provides a computer system to promote educational excellence by facilitating learning, resource sharing, innovation, and communication. The term "computer system" includes, but is not limited to, the Internet and other telecommunication lines and devices, school Wi-Fi, hotspots, remote network access; any and all computer hardware, software, display devices, printers, CD/DVD/Blu-Ray and other media devices; any and all data stored in any storage media including cloud locations as well as physical devices such as network hard drive storage, local computer hard drive storage, internal device storage, cloud storage, and flash drives; use of computers such as servers, desktops, laptops, Chromebooks, tablets; cell phones and other telephones, cameras, projectors, interactive whiteboards/panels, audiovisual equipment, multimedia devices, cloud services, school/campus surveillance cameras/monitoring devices, and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material, including systems that may not be directly user-accessible but are part of division infrastructure. This policy also applies to the use of emerging technologies such as artificial intelligence (AI), and virtual reality (VR). Students may only connect personal devices to division networks or systems when authorized and through approved access methods established by the division. Students are solely responsible for their personal devices that are brought to campus. Neither the School Board nor school staff are liable for student cell phones or other personal electronic devices stored on school property. Staff are only permitted to connect personal devices to official BYOD networks.

Students may only connect personal devices to division networks or systems when authorized and through approved access methods established by the division. Students are solely responsible for their personal devices that are brought to campus. Neither the School Board nor school staff are liable for student cell phones or other personal electronic devices stored on school property. Staff are only permitted to connect personal devices to official BYOD networks.

The division's computer system must be used exclusively for educational and research purposes, or for legitimate division business. Access to this system is a privilege, not a right, and misuse may result in revoked privileges, disciplinary measures, or legal consequences. Division staff may monitor, review, and archive all computer and network activity, communications and materials created, transmitted, or stored on the system, including emails, social media posts, instant or text messages, and deleted content at any time, with or without notice.

Guidelines regarding the use of artificial intelligence (AI) in the classroom will be clearly communicated to students via course syllabus, classroom rules, or appropriate assignment rubrics. The technology department will provide AI usage baselines, guidance, and expectations for teachers and staff. Use of AI that constitutes academic dishonesty, unauthorized assistance, misuse of division data, or violation of division policy or law is prohibited. All AI use must comply with division-wide expectations in addition to classroom-level requirements.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the Superintendent, listed below. The Superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The Superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

1. a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;

2. provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block Internet access through such computers, that seek to prevent access to:
    a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
    b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; andc. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;

3. a prohibition against division employees and students sending, receiving, viewing, downloading, or saving school/campus surveillance camera/monitoring device files except as authorized by the division for safety, security, legal compliance, or administrative purposes;

4. a prohibition against the download or use of any application or access of any website prohibited by state or federal law, including but not limited to applications developed by ByteDance Ltd. or Tencent Holdings Ltd., on any division-issued device;

5. provisions establishing that the technology protection measure is enforced during any use of the division's computers;

6. provisions requiring the use of strong passwords, multi-factor authentication (MFA) where implemented, and the protection of passwords and other credentials in accordance with division standards.

7. provisions establishing that all usage of the computer system may be monitored;

8. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;

9. a prohibition against any form of hacking as well as provisions designed to prevent unauthorized online access by minors, including hacking and other unlawful online activities;

10. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and

11. a component of internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. Students are prohibited from the actual or attempted unauthorized or malicious access, use or exploitation of data, systems, devices, content, networks, databases or infrastructure. This includes the actual or attempted probing, scanning or testing the availability, performance, or functionality of systems or networks or exploiting any known or unknown vulnerabilities. Students are also prohibited from the actual or attempted bypassing, circumventing, or breaching any security, authentication or other measures used to prevent, detect, or restrict unauthorized access or use of systems or networks.

The division's computer system is not a public forum. Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.
Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

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

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. Users of the system agree to indemnify the School Board for any losses, costs, or damages relating to or arising out of any violation of this policy or the Technology Use Guidelines.

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

The School Board reviews and amends, if necessary, this policy every two years to ensure alignment with technological advancements and legal requirements.

LEGAL REFERENCES:

18 U.S.C. §§ 1460, 2256.
47 U.S.C. §§§ 54.520, 254.
Code of Virginia, 1950, as amended, §§ 2.2-5514.1,18.2-372, 18.2-374.1:1, 18.2-390, 22.1-23.3, 22.1-70.2, & 22.1-78.

CROSS REFERENCES:

ECAB Vandalism
EGAA Reproduction and Use of Copyrighted Materials
GAB-E Acceptable Computer System Use Agreement (also IIBEA-E) GAB-R Acceptable Computer System Use (also IIBEA-R)
GBA Harassment and Retaliation
GCPD Professional Staff Members: Contract Status and Discipline GDPD Support Staff Members: Contract Status and Discipline IIBEA Acceptable Computer System Use (also GAB)
IIBEA-E Acceptable Computer System Use Agreement (also GAB-E)
IIBEA-R Acceptable Computer System Use (also GAB-R)
JFC Student Conduct

ADOPTED:
November 1, 1996

REVISED:

July 13, 1999
October 9, 2001
March 13, 2007
July 14, 2009
July 13, 2010
July 9, 2013
September 14, 2021
April 11, 2023
July 11, 2023
August 11, 2026

APPENDIX C File No. IIBEA-E

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each student and his or her parent/guardian must read this agreement carefully before signing the acknowledgement of receipt page (form A) and before being permitted to use the School Division's computer system.

Read this Agreement carefully before signing the acknowledgement of receipt page.

~~A~~s a condition of access to Gloucester County Public Schools' computers, I agree to the following:

1. I will be responsible for the computer I am working on and will report any incidents of vandalism or theft to the teacher. These might include writing on the computer, unplugging or changing of hardware components, removing or loosening keyboard keys, removal of mouse balls or the mouse itself, and/or other destructive acts.

2. I will respect the privacy of information in other people's files, and will not copy, destroy, or use it.

3. I will not share my login or password with others, and I will not seek to obtain those of others. I will work only in my own file area and will not communicate anonymously or in another person's name.

4. I will not try to hack the system, nor load onto the computer any hacking programs, nor will I attempt any unauthorized access to the system. I will not attempt to delete, alter, or reposition any electronic documents unless authorized to do so. I will not test our network for security breaches because it is unauthorized and forbidden.

5. I will neither exploit any security gaps I detect nor will I pass the information to anyone else, but I will report them to the teacher immediately. I will not help others to break the rules.

6. I will not send offensive material to others, download it off the Internet, or knowingly access it.

7. I understand that I do not have a right of privacy in my Internet account. I also understand that Gloucester County Public Schools has the right to monitor my use of the computer system and the Internet and will remove obscene, abusive, harassing, or inappropriate communication without notice.

8. I understand that the completion of online forms that request personal information (such as name, address, etc.) on the Internet is strictly prohibited without the permission of a teacher or lab supervisor. I will not respond to any free offers or order items on the Internet.

9. I understand that I may not use programs or educational games on the computer unless instructed to do so by my teacher. I may not bring any student or commercially prepared software to school.

10. I will not print unnecessarily or waste resources. Teachers will have the right to impose limitations on storage, printing, and access time, and I will not attempt to circumvent these limitations. I will also follow proper shutdown procedures.

11. I will not attempt to install unauthorized software on the system or onto any computer, nor will I attempt to make a copy of copyrighted software. I will use only that software provided by the teachers.

12. I will not enter the operating system or control panels, unless it is part of my course material.

13. I am responsible for remembering my network login name and password, for keeping myself informed about computer use and classroom/computer lab rules, and for abiding by them. Being unable to logon to the network is not an acceptable reason for failing to complete my assignments. Ignorance of the rules will be no excuse for disobeying computer use rules either verbal or written.

14. I realize that my computer work must meet the same standards as public written communication including those regulating vandalism, nuisance, harassment, and respect for intellectual privacy and property.

15. I will not incorporate information obtained from network resources into my documents without proper credit to the originator (e.g. bibliographic, citation, footnotes, etc.).

16. I will do my best to avoid infecting the school computers with viruses by using anti-virus software to check my diskettes at home or elsewhere, and if this is not available, by having my disks checked by someone in the computer department before using them on the school system.

17. Refreshments are not allowed in the computer areas. Computer labs are only available for students working on assignments. Friends must wait for me elsewhere. All other school and classroom rules also apply.

I understand that if I violate this agreement, I may immediately lose my access privileges to all Gloucester County Public Schools' computers. I can appeal such a decision through the school principal. The use of the school computers is a privilege, not a right!

Penalties for violation of this agreement may include a warning letter (which will be inserted into my permanent school records along with a letter sent to the principal and parent/guardian), the denial of network access, the denial of non-class usage of all computers, and if not in a computer class, total denial of access for the semester or the entire school year, if warranted. Violation of the terms of this consent form may result in disciplinary action as outlined in the Student Code of Conduct.

Before the school computers may be used, student and parents must sign and return the acknowledgement of receipt page (Form A). A signature means that both understand the rules and that the consequences of rule violation is accepted by both. If over 18 or not living at home, the student must have this agreement signed by the librarian in lieu of the parental signature.

APPENDIX D

GLOUCESTER COUNTY PUBLIC SCHOOLS
Office of Elementary Instruction
Amy H. Stamm, Ed.D.
6099 T. C. Walker Road • Gloucester, Virginia 23061
Phone: (804) 693-5300 • Fax: (804) 693-7886
Email: amy.stamm@gc.k12.va.us • Web Site: http://gets.gc.k12.va.us

Virginia Department of Education Parent Notification Letter
Right to Request Information on Teacher Qualifications As Required Under the
Elementary and Secondary Education Act of 1965, as amended

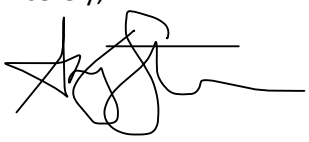
Dear Parents,

On December 10, 2015, the *Every Student Succeeds Act (ESSA)* was signed into law. Section 1112(e)(1)(A) states that as a parent of a student in either Bethel, Achilles, Abingdon, Botetourt, or Petsworth Elementary School, receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification or degree he/she received
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact your child's school.

Sincerely,



Amy H. Stamm, Ed.D.

Director of Elementary Education