2026-2027

Student and Parent Handbook

Buena Vista City Public Schools
Wilford P Ramsey Educational Center
2040 Magnolia Ave
Buena Vista VA 24416

Dr. Heather Ault, Superintendent
Ms. Teresa Ellison, Chairperson

Notice: This handbook changes as policies are revised. Please visit www.bvcps.net for the most up to date version

Revised July 2026

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Mission

Empowering all through lifelong excellence in education to be creators of the future.

Vision

To educate, inspire, and develop future Blues who will make a positive impact in our community.

“Our Why”

To inspire, motivate, encourage and connect so that our students believe in themselves and pursue their dreams!

Commitments for Every Student and Parent of BVCPS

It is **Every Student’s** responsibility to:

- Be Respectful to self, others, and community.
- Be On Time all day, every day … and ready to learn.
- Be Prepared for class with only those materials needed for learning.
- Be Aware of what you say and do.
- **Be The Best You Can Be!**

The community, parents, staff, and students of Buena Vista City Public Schools agree that:

- Community members, staff and stakeholders need to model positive behaviors and attitudes to encourage student and school success.
- Learning is a lifelong progression that requires determination and encouragement.
- A positive school environment supports positive academic achievement.
- Student learning increases through working together as a school, family and community.
- Worthwhile outcomes occur when everyone sets goals and strives to meet them.

This handbook is intended to serve as a resource guide for parents, students and the community. Policies within will be cited and briefly described and you can find the policies in their entirety at bvcps.net.

School Board

The Buena Vista City School Board is an elected seven-member board. Any Buena Vista resident who is not a state, county, or city officer is eligible to run for election as a School Board member. School Board members are also space constitutional officers of the state.

Among the general powers and duties of the school board are to approve policies and regulations for the school division, establish spending priorities, approve the school operating budget, hire and evaluate the superintendent, hear appeals and public comments, establish Capital Improvement Plan project priorities, approve the comprehensive plan and (chairman) set the school board meeting agenda with the superintendent.

Meetings

When: 6:00 p.m. on the last Thursday of the month
Where: The Ramsey Center on Magnolia.

All school board meetings are open to the public, except where specified by law, and interested citizens are invited to attend.

Public Comment

The school board welcomes public comments at every regular meeting during the public comment section of the agenda. Each individual who wishes to speak is given three minutes and an organization is given five minutes. Persons or organizations desiring to be placed on the school board formal agenda are asked to contact the superintendent's office one week in advance of a regular monthly meeting. You may write or call using the following contact information:

Office of the Superintendent
2040 Magnolia
Buena Vista, VA 24416
Phone: (540) 261-2129
Fax: (540) 261-2967

Nondiscrimination

Buena Vista City Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brandi Kerr (540) 261-2129

School Board Members

Ms. Teresa Ellison-Chairman
Mrs. Lisa Kerr-Vice Chairman
Ms. Paula Charlton
Mr. Mac Felts
Mr. Charles Jolley
Mr. Roy Mohler
Mr. Ray Gilbert

Central Office

Superintendent:
Dr. Heather Ault

Assistant Superintendent:
Dr. Brenda Walton

Director of HR:
Mr. Bobby Moore

Supervisor of Operations and Transportation:
Ms. Sherrie Wheeler

Director of Special Education:
Mrs. Brandi Kerr

School Board Finance:
Mrs. Sandra Mohler

Director of Technology:
Mr. Robin Williams
Database Manager and Technology Specialist: Mr. Conrad Patterson
Supervisor of Compliance, Data and Information: Mrs. Melanie Beard

Director of Testing:
Dr. Brenda Walton

Director of Nutrition:
Mrs. Hope Williams

Supervisor of Maintenance:
Mr. Jimmy Mason

Assistant Supervisor of Maintenance:
Ms. Jeannie Hamm (Custodians)

School Nurse:
Ms. Sara Kelly-Coordinator
Ms. JoBeth Broughman

School Division Goals and Objectives

A. **Generally**

The school division is committed to excellence in education, equality of educational opportunity, and the recognition of each student's individuality. Inasmuch as students differ in their rate of physical, mental, emotional and social growth and vary in their needs and abilities, learning opportunities are provided that are consistent with personal development and potential. Programs shall emphasize diagnostic and prescriptive instruction, allowing an individual approach to each student's learning style and educational needs.

The educational program introduces each student to a variety of interest and subject areas that offer exposure to the range of opportunities available in later years. These experiences produce the basis for further education and future employment. As students demonstrate increased maturity, they may assume more responsibility for the decisions regarding their education.

The school environment should be responsive and conducive to learning. The physical environment facilitates and enhances the learning experiences available to each student. A responsive environment includes competent, dedicated teachers using a variety of techniques and a classroom atmosphere where students can function and develop according to their abilities. Safety, physical comfort, and appearance also are vital environmental components.

B. **Standards of Quality and Objectives**

The School Board accepts the overall goals of public education as expressed by the Standards of Quality legislated by the Virginia General Assembly and implemented by State Board of Education regulations.

The School Board will report its compliance with the Standards of Quality to the Board of Education annually. The report of compliance will be submitted to the Board of Education by the chairman of the board and the division superintendent.

C. **Standards of Quality--Programs and Services**

The School Board commits itself to providing programs and services as stated in the Standards of Quality to the extent funding thereof is provided by the General Assembly.

D. **Availability of School Division Policies, Regulations and Budget**

Upon approval of the school division’s policies, regulations and budget by the appropriating body every year, the school board will publish all approved policies, regulations and budget on our division website (bvcps.net).

General Information

Parry McCluer High School website
Grades 8-12
100 Bradford Drive
Buena Vista, Virginia 24416
540-261-2127 fax 540-261-1828
Dr. Todd Jones, Principal
Mr. Troy Clark, Assistant Principal

Parry McCluer Middle School website
Grades 6-7
92 Bradford Drive
Buena Vista, Virginia 24416
540-261-7340 fax 540-261-3292
Dr. Devan Nicely, Principal

Enderly Heights Elementary School website
Grades 2-5
101 Woodland Avenue
Buena Vista, Virginia 24416
540-261-6151 fax 540-261-7009
Mr. John Harris, Principal

F.W. Kling Elementary School website
Grades PK-1
3400 Lombardy Avenue
Buena Vista, Virginia 24416
540-261-6717 fax 540-261-1389
Mrs. Terri Flint, Principal

Emergency School Closing

Should an emergency arise or serious weather conditions make roads impassable, schools will be closed. Notice of such closings will be broadcast over Radio Stations WREL AM and FM and TV Stations WDBJ7, WSLS10, and WSET 13. The announcements will run frequently beginning by 6 a.m. All those registered with School Messenger will also receive phone calls with information regarding school closings or delays. Parents will receive information on how to register to receive the messages from School Messenger. Announcements will also be posted to the division's facebook page and webpage.

Early Dismissal Schedules

When schools have scheduled early dismissals, all schools will release at 1:00 pm.

Address Changes

Families and students who change their residence, mailing address, email addresses or home/work/cell telephone numbers after enrolling in the school division must report the change promptly to the school secretary or guidance office so that records can be updated.

Announcements

Announcements are made daily at each school to keep students and teachers up-to-date on events. The Pledge of Allegiance will be observed each morning and a minute of silence will be observed, as well.

Arrival To and Departure From Schools

Kling Elementary: 7:30 AM - 2:50 PM (Bus) 2:50 PM (Car); Pre-K 2:15 PM
Enderly Heights Elementary: 7:30 AM - 3:00 PM (Bus) 2:55 PM (Car)
Parry McCluer Middle School: 7:30 AM - 3:00 PM
Parry McCluer High School: 7:30 AM - 3:00 PM

Instructional Day

Kling Elementary: 7:50 - 2:50 PM; Pre-K 7:50 AM - 2:15 PM
Enderly Heights Elementary: 8:00 AM - 3:00 PM
Parry McCluer Middle School: 8:00 AM - 3:00 PM
Parry McCluer High School: 8:00 AM - 3:00 PM

BVCPS staff members may drop off students beginning at 7:20AM

Release of Students

Students will only be released to those listed on the information sheet. ID will be required at the time of release.

Enrolling Students

The parent(s)/guardian(s) of new and transfer students are requested to make contact with the school as soon as possible to make arrangements to register and transfer records. You can register at any school or ask that the registration information be mailed to you.

Two(2) forms of proof of residency are required. To attend Buena Vista City Public Schools your child(ren) must be a legal resident(s) of the City of Buena Vista. Valid proof of residency includes the following:

- Current utility bill(gas, oil, electric, water, cable, landline)
- Rent/ mortgage agreement
- Current rent receipts with address on receipt
- Closing papers of home purchased

If you don't have the above because you and/or your children are living with someone else in the city, you need to provide the school with a notarized letter from the person with whom you are living, stating:

- The parent/guardian and child(ren) are residing with them at this address
- The date they moved to the address

If your child is not a legal resident of the City of Buena Vista, you are required to submit an application annually for him/her to attend city schools. This application can be found on our website at www.bvcps.net under the parent & students tab.

All parents and/or guardians will need to visit your student's school to meet teachers and sign forms. The following forms are mandatory and must have a parent/guardian signature:

- Acceptable Use Policy
- Student Code of Conduct
- Attendance Policy
- SOL expedited retake permission form

Required Immunizations

For information on required immunizations please see the Medical Section beginning on p. 70.

Withdrawal

In the event that you must withdraw or transfer your child out of Buena Vista City Schools, please notify the building principal or school main office of your intent. A transcript will be sent upon request from the receiving school. When withdrawing a student, the parent must register the child at the new school within 15 days or truancy procedures will go into effect.

Homebound Instruction

In the event of prolonged illness, parents may apply for homebound instruction through the building counselor. This requires medical documentation.

Homeless Students

The Buena Vista City School Board is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their homeless status. The school division will coordinate the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students and with other school divisions as may be necessary to resolve interdivisional issues.

Lunch

All students, PK-12, will receive free breakfast and lunch.

Students will follow the teachers directions for lunch procedures. All students are expected to display courteous manners and to clear their dining areas of trays and trash.

Students at the high school are not permitted to have lunch off campus. Only seniors at the high school are permitted to have lunch in the courtyard.

Only parents/guardians can bring lunches to students and the lunch must be left in the main office until the assigned lunch period. Students may not order food to be delivered to the school during school hours.

Lunch Times

Kling Elementary School
- Pre-K: 11:00-11:25
- KG: 11:30-11:55
- 1st: 12:00-12:25

Enderly Heights Elementary School
- 2nd:11:00-11:30
- 3rd: 11:30 - 11:55
- 4th: 11:55-12:20
- 5th: 12:30 - 1:00

Parry McCluer Middle School
- 6th and 7th: 11:06-11:36

Parry McCluer High School
- 1st Lunch: 11:40-12:10
- 2nd Lunch: 12:15-12:45
- 3rd Lunch: 12:50-1:20

Outside Food

Due to potential medical issues, outside homemade food may not be brought into the schools to be shared.

Wellness/Nutrition Policies

The Wellness/Nutrition Policy is located on the division website at Nutrition - Buena Vista City Public Schools.

Stop It Anonymous Reporting System

The Buena Vista City School System currently uses the STOPit Anonymous Reporting System. This app allows individuals to anonymously report safety, misconduct or compliance concerns.

Safety Drills and Emergency Evacuations

In order to ensure the safety of our children while they are at school, we practice several types of safety drills throughout the year (fire, tornado, earthquake, lockdown, etc). Many of these drills are mandated by the Virginia Department of Education. The overall goal is to prepare us to respond in the event of an emergency. Teachers will be made aware of scheduled drills and will therefore be able to assure students that there is no real threat. Local law enforcement may also participate in some drills. Some drills may involve the transportation of students to a location off of school grounds. This aspect of a drill helps the practice of an evacuation situation.

Whenever the fire alarm is sounded, students should leave the building as quickly as possible without running. Students should stay together with their class and teacher as they leave the building and report to the designated safe area where they must remain with their class and teacher (teachers will take roll). In case the designated door or exit is blocked, use the next closest exit. When signaled to re-enter the building, students are to regroup with their assigned teachers and return to class (teachers will again take roll). Every effort is made to avoid scheduling fire drills that conflict with other scheduled school-wide activities. No fire or evacuation drills will be conducted during periods of mandatory testing required by the Board of Education, midterm/final exams, and other school-wide testing days.

We will continue to teach our students about being safe and will work to help them understand the importance of being prepared throughout the school year. Parents are encouraged to talk with their children about school safety. Students should also report any fire hazard or any other suspected unsafe condition in the school to a teacher or school official. Sounding a false fire alarm is a violation of the code of Virginia and will be dealt with accordingly.

State Information

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools **must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them**. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Suicide Prevention

That the Code of Virginia was amended by adding a section numbered 22.1-272.1 as follows:

Virginia Code Section 22.1-272.1**. Responsibility to contact parent of student at imminent risk of suicide; notice to be given to social services if parental abuse or neglect; Board of Education, in cooperation with the Department of Mental Health, Mental Retardation and Substance Abuse Services and the Department of Health, to develop guidelines for parental contact.**

A. Any person licensed as administrative or instructional personnel by the Board of Education and employed by a local school board who, in the scope of his employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, shall, as soon as practicable, contact at least one of such student's parents to ask whether such parent is aware of the student's mental state and whether the parent wishes to obtain or has already obtained counseling for such student. Such contact shall be made in accordance with the provisions of the guidelines required by subsection C.
B. If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, this contact shall not be made with the parent. Instead, the person shall, as soon as practicable, notify the local department of social services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the state Department of Social Services' toll-free child abuse and neglect hotline, as required by Virginia Code Section 63.2-1509. When giving this notice to the local or state department, the person shall stress the need to take immediate action to protect the child from harm.
C. The Board of Education, in cooperation with the Department of Mental Health, Mental Retardation and Substance Abuse Services and the Department of Health, shall develop guidelines for making the contact required by subsection A.
    a. These guidelines shall include, but need not be limited to,
        i. criteria to assess the suicide risks of students,
        ii. characteristics to identify potentially suicidal students,
        iii. appropriate responses to students expressing suicidal intentions,
        iv. available and appropriate community services for students expressing suicidal intentions,
        v. suicide prevention strategies which may be implemented by local schools for students expressing suicidal intentions,
        vi. criteria for notification of and discussions with parents of students expressing suicidal intentions,
        vii. criteria for as-soon-as practicable contact with the parents,
        viii. appropriate sensitivity to religious beliefs, and
        ix. legal requirements and criteria for notification of public service agencies, including, but not limited to, the local or state social services and mental health agencies. These guidelines may include case studies and problem-solving exercises and may be designed as materials for in-service training programs for licensed administrative and instructional personnel

Sexual Abuse

The 2008 General Assembly adopted legislation (HB 1439 and SB 241) amending Standard 7 of the Standards of Quality to require school boards to adopt policies addressing sexual abuse of students by

teachers and other school board employees:

Virginia Code Section 22.1-253.13:7

Standard 7. School board policies.

A. Each local school board shall develop policies and procedures to address complaints of sexual abuse of a student by a teacher or other school board employee. The Virginia Board of Education developed Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools to help school divisions meet their obligation under the law and create and implement policies and procedures that establish clear and reasonable boundaries for interactions between students and teachers, other school board employees, and adult volunteers. The model policies and best practices in the document draw from policies and legislation approved by school boards and legislatures in other states and policies and best practices implemented by private and parochial schools and national youth- service organizations.
    a. Elements of Sexual-Abuse Prevention Policy School board policies on the prevention of sexual abuse of students by division employees and volunteers should contain these basic elements:
        i. Statement of purpose and philosophy addressing the shared responsibility of the school board, school divisions employees, volunteers, students, parents and others for the prevention and reporting of sexual misconduct and abuse;
        ii. Clear and reasonable rules governing communication — including electronic communication— between students and school board employees;
        iii. Clear and reasonable rules governing physical contact between students and school board employees and volunteers;
        iv. Clear and reasonable rules governing social interactions and relationships between students and school board employees and volunteers;
        v. Requirement for training of school personnel and volunteers and the dissemination of sexual misconduct and abuse prevention policies to school board employees, volunteers, students, and parents;
        vi. Procedures for the reporting of suspected sexual misconduct and abuse;
        vii. Consequences for school personnel and volunteers who violate sexual misconduct and abuse prevention policies; and
        viii. Applicability to teachers and other employees of virtual school programs and other vendors providing instructional services to students; and
        ix. Procedures for one-on-one and confidential interactions between students and clinicians (nurses, psychologists, social workers, therapists, etc.).

Instruction

Standards of Learning

Students in the Buena Vista City Schools are taught material required by the Virginia Department of Education. The Standards of Learning (SOL) for Virginia Public Schools establish minimum expectations for what students should know and be able to do at the end of each grade or course in English, mathematics, science, history/social science and other subjects. SOL tests in reading, writing, mathematics, science and history/social science measure the success of students' in meeting the Board of Education's expectations for learning and achievement. All items on SOL tests are reviewed by Virginia classroom teachers for accuracy and fairness and teachers also assist the state Board of Education in setting proficiency standards for the tests. All standards can be found at Virginia Department of Education Standards of Learning.

Homework

Buena Vista City School administrators and teachers believe that homework plays a role in the educational progress of all students. Homework provides an avenue for parental involvement by affording parents an opportunity to see what their children are learning and to encourage their children in their studies.

Following are guidelines for homework assignments in the Buena Vista City Schools:

- **Primary (Pre K-1):** It is suggested that students read and respond (verbally or in written form) every night, Mondays-Thursdays.
- **Elementary (2-5):** Homework may be assigned Monday-Thursday and should take no more than 20 minutes per night.
- **Middle School (6-7):** Homework may consist of three to five assignments per class per week as appropriate for the subject. Each assignment could last from 20-45 minutes. Assignments longer than forty-five minutes (long reading assignments, essays, research projects, etc.) should be assigned over more than one night.
- **High School (8-12):** Homework may consist of three to five assignments per class per week as appropriate for the subject. Each assignment could last from 20-45 minutes. Assignments longer than forty-five minutes (long reading assignments, essays, research projects, etc.) should be assigned over more than one night.

Expunging the Grade(s) of High School Courses Taken in Middle School

In accordance with the current Regulations Establishing Standards for Accrediting Public Schools in

Virginia, parents of 8th grade students enrolled in a high school credit course may request that the grade earned in that course be expunged, or omitted, from their child's transcript.

Under these guidelines, the grades earned in such classes are not included in the high school GPA, nor will the student receive a credit toward graduation for this course. This policy on expunging grades is only applicable for a high school credit course taken in eighth grade. The school counseling department will send home an expunge form with the final report card. At that time, to have the course removed from the transcript,Request to Expunge Form for High School Courses will need to be returned for each course to be removed, and that form must be returned to the high school counseling department on or before August 1st of the year in which the student completes the10th grade.

Should you have any questions regarding the expunging grades policy, please do not hesitate to contact your counseling department.

Class Rank

Class rank and grade point average (GPA) are determined for the senior class members in September and are based on six semesters of work from grades nine through eleven. All subjects receiving grades are included in the ranking and all students (excluding students receiving an Applied Studies diploma) are in the ranking. Courses taken in the eighth grade that are normally taught in grades 9-12 are given credit and are a part of the GPA. Senior grades are re-averaged at the end of the first semester and at the end of the senior year. Mid-year transcripts on seniors are available in February. The Valedictorian and Salutatorian are selected based on their 1st Semester final grades of their senior year. To be considered for valedictorian or a salutatorian a student must have attended Parry McCluer High School for two academic years and four consecutive semesters prior to graduation.

Promotion, Retention, and Remediation Guidelines

The Buena Vista City School Board supports efforts to provide instructional support to those students who have demonstrated a need for such support by their failure to pass certain Standards of Learning (SOL) assessments. Therefore, in kindergarten through grade 12, students may participate in a remediation recovery program as established by the Board of Education in English (reading) or mathematics or both.

The School Board develops and implements programs of prevention, intervention, or remediation for students who are educationally at risk, including but not limited to those who fail to achieve a passing score on any Standards of Learning assessment in grades three through eight, or who fail an end-of-course test required for the award of a verified unit of credit. Such programs shall include components that are research based. Any student who achieves a passing score on one or more, but not all, of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend a remediation program.

Any student who fails to achieve a passing score on all of the Standards of Learning assessments for the relevant grade level in grades three through eight or who fails an end-of-course test required for the award of a verified unit of credit is required to attend a remediation program or to participate in another

form of remediation. The superintendent requires such students to take special programs of prevention, intervention, or remediation, which may include attendance in public summer school programs.

Remediation programs include, when applicable, a procedure for early identification of students who are at risk of failing the Standards of Learning assessments in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit. Such programs may also include summer school for all elementary and middle school grades and for all high school academic courses, as defined by regulations promulgated by the Board of Education, or other forms of remediation. Summer school remediation programs or other forms of remediation are chosen by the superintendent to be appropriate to the academic needs of the student.

Special Education

Special education programs and services are available to students, ages two to 21 inclusive, with disabilities. The special education services are provided based on an individualized education plan which is developed by a student's parent(s) and school-based instructional team. When a parent, teacher, or counselor identifies a student experiencing academic difficulty, a referral is processed through the building principal to the school-based student success team. This team will consist of the student's academic teachers, parent(s)/guardian(s), and student success team coordinator and meet to identify areas of concern and identify interventions to attempt in the classroom to meet the student's needs. If these interventions are not successful, the student success team may then refer the student to the school-based child study committee.

Upon receipt of a referral, the child study committee meets within 10 working days. If the child study committee suspects the child may have a disability, a comprehensive evaluation is completed after securing parent written permission to evaluate. Placement in a special education program or class is contingent on the results of extensive diagnostic testing and assessment as well as the decision of a school-based eligibility committee's review of the assessment results and the eligibility criteria set forth in the Regulations Governing Special Education Programs in Virginia. Students with disabilities shall be eligible to receive a Standard Diploma or Advanced Standard Diploma with Buena Vista City Schools Honors Seal upon earning the units of credit prescribed and by passing the Standards of Learning Tests. The Applied Studies Diploma is also an option for students with significant cognitive disabilities. Requirements for these diplomas are described in the High School Program of Studies.

Gifted Education Plan

The Gifted Education Plan is posted on the Buena Vista City Public Schools website .

Parent and Family Engagement Policy

Districts and schools that receive Title I funds must distribute their parental involvement policy (VSBA Policy IGBC Parental Involvement) to parents of students in Title I programs. 20 U.S.C. § 6318 (a), (b).

Report Cards/Quality Profiles

Report cards and interim reports will be issued electronically and a paper copy sent home at the end of

each nine weeks. Interim reports will be issued at the mid period of each nine weeks. Please be sure to frequently monitor your child's grades using powerschool.

Artificial Intelligence

Generative AI refers to a class of artificial intelligence technologies designed to create new content based on the input it receives. This content can include text, images, music, and other types of media. Students are advised that there are limitations to Generative AI in regard to the BVCPS Code of Student Conduct and Acceptable Use Policy. Students must consult with teachers about the use of Generative AI and when such Generative AI tools are permitted for class assignments before submitting for grading. Failure to do so, could result in a Code of Conduct violation such as plagiarism, cheating, or other violations. Such violations may result in a grade of zero.

Generative AI Guidelines coming soon. Please visit www.bvcps.net for more information.

Acceptable Use Computer Policy GAB/IIBEA

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

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

This policy applies to all users of the division's computer 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.

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 established by the Superintendent.

The Guidelines include:

1. (1) a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing, or downloading illegal material via the internet;

2. provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
    a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;

    b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and

    c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;

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

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

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

6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities.;

7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;

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

9. a component of internet safety for students that is integrated in the division's instructional program that includes instruction on key modern digital safety topics, including online scams, misinformation, and content generated by artificial intelligence.

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

The division's computer 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.

No employee or agent of the School Board or person or entity contracting with the Buena Vista City School Board may download or use any application, including Tik Tok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd., on any device or equipment issued, owned, or leased by the Buena Vista City School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the internet.

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 Buena Vista City 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 Buena Vista City 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 Buena Vista City School Board is not responsible for any unauthorized charges or fees resulting from access to the computer system.

The Buena Vista City School Board reviews and amends, if necessary, this policy every two years.

Adopted:
August 24, 2006

Revised:
August 26, 2021
July 27, 2023
July 23, 2026

Legal Refs:
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, and 22.1-78.

Cross Refs.:

ECAB	Vandalism
EGAA	Reproduction and Use of Copyrighted Materials
ET	Educational Technology Foundations and Public School Foundations
GBA/JHFA	Prohibition Against Harassment and Retaliation
GCPD	Professional Staff Discipline
GCQB	Staff Research and Publishing
JECB	Admission of Nonpublic Students for Part-Time Instruction
JFC	Student Conduct
JFCM	Student Cell Phone and Smart Device Possession and Use
JRCA	School Service Providers' Use of Student Personal Information
LBD	Home Instruction

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Attendance Policy

Student Attendance

Buena Vista City Schools believes that school attendance is directly related to academic achievement and to the development of good habits that are important in the work world. Optimum student attendance is a cooperative effort, and Buena Vista City Schools expects parents and students to take active roles in accepting that responsibility. Each principal shall ensure that teachers are accountable for checking and documenting attendance daily/by period; communicating and documenting contact with a student's parents, school counselor, and administrator if poor attendance is affecting the student's performance; and accurately verifying regular attendance reports. Reasonable efforts to notify a parent or guardian should be made when a student has an unexcused absence. Buena Vista City Schools believes that school attendance is directly related to academic achievement and to the development of good attendance habits that are important in the work world. Optimum student attendance is a cooperative effort, and Buena Vista City Schools expects parents and students to take active roles in accepting that responsibility. All students are expected to be in school all day, every day that school is in session.

Chronic Absenteeism

Attendance has been increasingly the focus of attention among school divisions and educators. According to research, regular attendance is a significant factor in a student's success:

- Chronic absenteeism correlates to low academic achievement;
- Absenteeism is a powerful predictor of dropout rates;
- Absenteeism has been linked to poor outcomes later in life.

Chronic absenteeism is defined as missing ten percent or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. Based on a 180-day school year, that means approximately 18 days per year or 2 to 3 days per month.

Truancy is the act of accruing one or more unexcused absences, where the parent is unaware of or does not support the student's absence, or where the parent's provided reason for the absence is not acceptable to the school administration.

Missed instruction, regardless of the reason, can have significant academic consequences. Therefore, the broader emphasis is on improving attendance for every student.

BVCPS is employing attendance officers to monitor attendance daily. Students missing school may be asked to participate in after school attendance make up sessions, so they do not reach the chronic absenteeism threshold.

Compulsory School Attendance Expectations in State Law

Virginia Code Section 22.1-254 regarding compulsory school attendance Ages of children required to attend.

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

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

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

C. The requirements of this section shall not apply to any child who obtained a high school diploma, its equivalent, or a certificate of completion, or has otherwise complied with compulsory school attendance requirements as set forth in this article.

D. The requirements of this section shall apply to any child in the custody of the Department of Youth and Family Services, or any child who may have been adjudicated as an adult, and who has not passed his eighteenth birthday.

E. Within one calendar month of the opening of school, each school board shall send to the parents or guardians of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board. Each parent or guardian shall submit to the School Board a statement, provided with the materials, acknowledging receipt of these materials.

Buena Vista City Compulsory Attendance Policy JEA

Every parent, guardian, or other person having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall cause such child to attend a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement.

Further, in the case of any five-year-old child, the requirements of this policy 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.

As used in this policy, 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.

The requirements of this policy apply to

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

The requirements of this policy do not apply to

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

Individual Student Alternative Education Plan

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

1. The student must be at least sixteen years of age

2. There shall be a meeting of the student, the student's parents, and the principal or principal's designee of the school in which the student is enrolled to develop the plan, which must include the following:
   - career guidance counseling
   - mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the School Board, with attendance reported to the principal or principal's designee
   - mandatory enrollment in a program to earn a Board of Education approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment
   - successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma
   - counseling on the economic impact of failing to complete high school; and

- procedures for re-enrollment

3. A student for whom such an individual student alternative education plan has been granted but who fails to comply with the conditions of the plan shall be in violation of the compulsory attendance law, and the superintendent or attendance officer shall seek immediate compliance with such law.

Alternative Education Programs

The School Board may, in accordance with the procedures set forth in Va. Code Virginia Code Section 22.1-276.01 regarding student suspension and expulsion procedures et seq. and upon a finding that a school-age child has been:

- 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;
- found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of Va. Code Virginia Code Section 22.1-253.13:1 regarding disclosure of student offenses;
- suspended pursuant to Va. Code Virginia Code Section 22.1-277.05 regarding long-term suspension of students; or
- expelled from school attendance pursuant to Va. Code Virginia Code Section 22.1-277.06 regarding student expulsion procedures, Virginia Code 22.1-277.07 regarding school expulsion, or subsection C of Virginia Code 22.1-277 regarding student suspension and expulsion, requires a student to attend an alternative education program as provided by Va. Code Virginia Code 22.1-209.1:2 on alternative education programs or Virginia Code 22.1-277.2:1 regarding alternative education requirements.

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

Adopted:
August 23, 2004

Revised:
July 26, 2018
July 27, 2023

Legal Refs.:
Code of Virginia, 1950, as amended, Virginia Code 22.1-254 regarding compulsory school attendance, Virginia Code 22.1-261 regarding attendance records and reports.

Cross Ref.:
JEG Exclusions and Exemptions from School Attendance
LBD Home Instruction
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Absences

Students are expected to be in school every day. Parents are expected to contact their child's school on the day of the child's absence to inform the school of that absence. Parents are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known. When such notification is made, the parent need not contact the school on the first day of the absence. For any reason, a written note providing the dates of and reasons for the child's absence is required from the parent within 48 hours of the child's return to school. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained until the end of the school year for documentation purposes.

Excused absences will only be granted for specific reasons (examples-sick, death in the family).

Absences will be excused if notes signed by the parent, guardian or medical professional are received by the school within 48 hours of the student's return to school. Parents may call the school or email by 8:30 a.m. to report absences as well. All notes, calls and emails should include the following information:

- Date the note is written
- Date of absence
- Student's full name and homeroom teacher name
- Reason for the absence (including illness symptoms so we can report to the school nurse)
- the parent's or guardian's signature(acceptable by email with a verified email address)

Absences will be unexcused if notes signed by the parent, guardian or medical professional are not received by the school within 48 hours of the student's return to school, even if the parent or guardian has called.(**Example- A student is out sick on Monday and returns on Tuesday, he/she must bring a note no later than Thursday; if a note is sent on Friday the absence is unexcused.)**

• Parent notes received late will not change the absence from an unexcused absence to an excused absence.

Excused Absences:

Students shall not be tardy to school or absent without an acceptable excuse. Absences due the following conditions will be considered excused if documented **within 48 hours of the student returning to school.** In support of the mandatory attendance law, Buena Vista City Public Schools defines excused absences. The following conditions provide the only acceptable reasons for a student's absence from school.

- **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 will provide evidence of the illness for the school. **After The 10TH Absence All Absences Will Be Unexcused Without A Doctor' Note.**
- **Chronic/Extended Illness:** For students who are absent because of chronic illnesses, a disability, or because of a need for homebound services, the **parent must complete a chronic/extended illness notification form (located in school board office/website) with the principal at the beginning of the enrollment of the student in school or upon the onset of the student condition that affects regular attendance**.

Documentation from a physician will be required. For students who are absent more than ten days in a month and/or who exhibit defined patterns of absences, the parent will be required to complete the Chronic/Extended Illness Notification Form. Documentation from a physician will be required. **If the parent does not complete the form or does not provide documentation from a physician of a chronic or extended illness, the principal will review the child's attendance for needed services and/or applicable sanctions of the attendance law (Code Virginia Code 22.1-258 regarding truancy and attendance plans).**

- **Prearranged Appointments:** For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.
  A pre-arranged absence form will be provided and should be completed PRIOR to the absence and submitted to the principal for approval. Please submit either Pre-Arranged Form PK-7 or Pre-Arranged Absence Form 8-12 depending on grade level.
- **Family Death or Emergency:** For absences because of a death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence.
- **Exclusions/Suspensions:** For absences because of an exclusion or suspension, the parent will be notified of the suspension/exclusion and the date when the student will be expected to return to school. The student must return on the indicated date.
- **Exceptional Circumstances:**The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family.

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

Excessive Excused Absences: The attendance record of students with more than 10 excused absences, without accompanying medical notes from a doctor, will be reviewed by the principal and addressed. The school administrator will initiate a school level truancy plan for excessive absences.

Unexcused absences are taken seriously and monitored for truancy conditions.

- When a student accumulates three unexcused absences, they may be requested to meet with the School Counselor and Principal.
- When a student accumulates five unexcused absences over the course of the semester, parents/guardians will be notified in writing and a conference will be required with the School Counselor and Principal. (Parents/guardians will receive a letter from the School Counselor.)

  At this conference, the School Counselor, the Principal, the student and the student's parent/guardian will review the attendance record and develop a plan to resolve the student's absences and develop an Attendance Contract. If this contract is not followed, and absences continue, a CHINS (Children In Need of Services) petition may be issued through the court system. Prior to the school filing a CHINS report with the courts the student and family may be required to meet with the Family

Assessment and Planning Team (FAPT). FAPT will then determine the recommended services to the family.

- If absences continue and a student accumulates **seven days of unexcused absences** the student is considered truant and the principal will make a referral to the Juvenile and Domestic Relations Court. Under these conditions it is possible for the parent/guardian to be charged under the Code of Virginia for the following acts of aiding a child to be truant:
    - Virginia Code 16.1-278.5 regarding children in need of services Failure to follow the Court's order could result in a fine of $100 per day.
    - Virginia Code 22.1-263 regarding compulsory attendance violations Violation of Compulsory School Attendance is a Class III Misdemeanor. May be fined up to $500.
    - Virginia Code 18.2-371 regarding contributing to the delinquency of a minor Causing or encouraging acts rendering children in need of supervision is a Class I misdemeanor. May receive up to 12 months in jail and/or up to a $2,500 fine.

Schools will provide interventions and/or alternative educational options for a student who fails to make academic progress as a result of attendance problems.

Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal or his/her designee may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

Tardiness and Early Checkouts

Tardiness
Students who are tardy to school must report to the office for a pass. Students whose names appear on the daily absentee list will not be admitted to any class without a pass. A student who is late from one class to another should bring a note of explanation from his preceding teacher (middle school and high school), not the office. Excessive tardiness, even though excused by a note, will result in a conference with the student's parent or guardian.

Dismissal Procedures:
A formal check-out system shall be maintained in each school. School principals/designees shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of the parent or guardian. The burden of proof regarding the authority of the person to receive the student is on the requesting party. Written documentation for absences due to the early dismissal of a student is also required. Students who miss academic instruction due to early check outs will be required to make up work. No early dismissals will be permitted after 2:30 PM. All transportation changes must be communicated to the school before 2:00 PM.

Make-Up Work

It is the responsibility of the middle school or high school student to see the teacher on the day he or she returns to school to receive assignments and schedule make-up work at the teacher's convenience. Elementary school teachers will provide assignments upon the student's return to school.

All work must be completed within three school days from return to school or as agreed upon with the teacher/principal.

Students have the opportunity and are encouraged to complete make-up work regardless of the reason for the absence, a parent may request assignments. The assignments should be available at the end of the school day following that request depending upon teacher availability.

Additional time may be granted by the principal due to the extenuating circumstances. A student will not be penalized for a teacher's absence. Students are encouraged to get make-up work assignments before returning to school.

Parent Notification Procedure

For all absences, the school will contact the home on each day of the child's absence from school using the automated dialing system. Please make sure you have signed up and registered for our messenger system. This is a main source of communication.

In compliance with the Code Virginia Code § 22.1-258 regarding student attendance and parent notification, the school division 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 pupil's parent is aware of and supports the student's absence.

The law mandates that whenever any student fails to report to school and no indication has been received by school personnel that the pupil's Parent is aware of and supports the student's absence (unexcused absence), a reasonable effort to notify the Parent by telephone to obtain an explanation for the student's absences shall be made by the principal's designee(s), or volunteers.

Reports of Children Enrolled and Not Enrolled

Code Virginia Code § 22.1-260 regarding reports of student enrollment requires that within ten (10) days after the opening of the school, each public school principal will report to the division superintendent the name, age, and grade of each pupil enrolled in the school, and the name and address of the pupil's parent, and to the best of the principal's information, the name of each child subject to the provisions of this article who is not enrolled in school, with the name and address of the child's Parent.

Within one calendar month of the opening of school, the principal of each school will send to the parent of each student enrolled in the school a copy of the compulsory school attendance requirements of the law and the enforcement procedures and the policies established by the School Board.

The school division will typically comply with the above requirements by delivering a copy of the **Student/Parent Handbook** to students and the Parent at the beginning of the school year. Attendance

law, policies and procedures will be reflected in that handbook. The student/parent handbook is available on the district webpage at Buena Vista City Public Schools Parents and Students Resource Portal
The handbook is also on every student's chromebook though the student portable that automatically opens when they sign in.

Student Code of Conduct

The rules of conduct for students in the Buena Vista City Public Schools are presented in this section of the Handbook. These rules and regulations have been adopted by the Buena Vista School Board and represent its official policy.

Examples for most rules are provided. Each rule is accompanied by the consequences for breaking that rule.

All rules and regulations will be enforced on all Buena Vista school grounds and premises before, during and after school hours, or at any other time when school buildings and/or grounds are being used by a school group; or off school grounds at any school activity, function, field trip or event; or when students are traveling to or from school. The rules contained in this Handbook also apply to bus behavior and behavior at the bus stop.

School personnel will take disciplinary action against any student who violates one or more of these rules and regulations in accordance with the consequences stated. Disciplinary action may include, but is not limited to, reprimand, after-school work, repayment for damages, clean-up, revocation of privileges associated with school activities (including participation in graduation exercises), suspension or expulsion.

Teachers, principals, and other authorized personnel may search students and student property (including automobiles and other vehicles) when there is reasonable suspicion to do so. Students should understand that they have no expectation of privacy to their lockers, personal property they bring onto school property, or vehicles allowed to park on school property. Consistent with applicable legal requirements, school division personnel may use search techniques such as metal detectors, use canines to assist in searches, or use other lawful search techniques.

Alternative schools/programs may require additional and/or more restrictive expectations of students consistent with the program design and mission. Such components may include, but are not limited to: attendance, participation, and dress code regulations.

The Superintendent has the authority to establish and implement any needed procedures for any rule within the Handbook.

A cautionary note is offered to the Parent/Guardian as this Handbook and its rules are reviewed. A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good, sound judgment must be exercised in light of conditions of the moment.

Buena Vista School Board Policy JFC Student Conduct

Generally

The Buena Vista City School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Buena Vista City school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts the learning environment.

The School Board and superintendent biennially review the model student conduct code developed by the Virginia Board of Education to incorporate into policy and the Standards of Student Conduct a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Parental Involvement and Responsibility

Each parent of a student enrolled in Buena Vista City schools has a duty to assist in enforcing this policy, the Standards of Student Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. This policy, the Standards of Student Conduct, a notice of the requirements of Va. Code Virginia Code § 22.1-279.3 regarding parental responsibility and involvement, and a copy of the compulsory school attendance law is sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of this policy, the Standards of Student Conduct, the requirements of Va. Code Virginia Code § 22.1-279.3 regarding parental responsibility and involvement and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress.

The school principal may notify the parents of any student who violates a School Board policy, the Standards of Student Conduct, or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school

administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education as described in PolicySchool Board Policy CLA Reporting Acts of Violence and Substance Abuse Reporting Acts of Violence and Substance Abuse.

If a parent fails to comply with the requirements of this Policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in Va. Code Virginia Code § 16.1-260.G regarding offenses requiring parent notification was based and the reasons therefor. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

Prevention, Intervention, and Treatment Activities and Programs

Any student involved in a reportable drug or violent incident, as described in Policy School Board Policy CLA Reporting Acts of Violence and Substance AbuseReporting Acts of Violence and Substance Abuse, participates in prevention and intervention activities deemed appropriate by the superintendent or superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

Prohibited Conduct

The following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

Bullying and Use of Electronic Means for Bullying

Bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

Gang Activity

Gang activity, as defined in Policy School Board Policy JFCE Gang Activity or Association Gang Activity or Association, is prohibited.

Harassment

As provided in Policy Policy JFHA/GBA Prohibition Against Harassment and Retaliation Prohibition Against Harassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

Hazing

Hazing is prohibited.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

> For Coaches and Staff:
>
> Virginia Code Section 18.2-56 Hazing Unlawful. Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty.
>
> It shall be unlawful to haze to cause bodily injury, to any student at any school or institution of higher education. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.
>
> Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.
>
> The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student by the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school or institution of higher education is, who shall take such action as he deems appropriate.

Intentional Injury of Others

Students are prohibited from intentionally injuring others.

Self-defense

Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

Threats: Intimidation

Students are prohibited from making any verbal, written or physical threat of bodily injury to another person.

Trespassing

Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property

Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs

Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in PolicyPolicy JFCH Tobacco Products and Nicotine Vapor Products Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy Policy JFCH Tobacco Products and Nicotine Vapor Products Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

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

Use of Profane or Obscene Language and Conduct

Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

Vandalism

Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person.

The School Board may recover damages sustained because of the willful or malicious destruction or, or damage to, public property pursuant to Policy ECAB Vandalism.

Adopted:
August 23, 2004

Revised:
August 26, 2021
July 27, 2023
Legal Refs.:
Code of Virginia, 1950, as amended, §§16.1-260, 18.2-56,18.2-308.1, 18.2-308.7, 22.1-23.3, 22.1-78, 22.1-200.1, 22.1-253.13:7.C.3; 22.1-254, 22.1-276.3, 22.1-277, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.3, 22.1-279.3:1, 22.1-279.6, 22.1-288.2.
Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, Virginia Board of Education January 2019.

Cross Refs.:

CLA	Reporting Acts of Violence and Substance Abuse
EBB	Threat Assessment Teams
ECAB	Vandalism
IIBEA/GAB	Acceptable Computer System Use
JFCE	Gang Activity or Association
JFCF	Drugs in School
JFG	Search and Seizure
JFHA/GBA	Prohibition Against Harassment and Retaliation
JGA	Corporal Punishment
JGD/JGE	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
JN	Student Fees, Fines and Charges

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Cell Phone Policy JFCM

Definitions

As used in this policy and related regulations,

"Bell to bell" means after the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the school day. "Bell to bell" includes lunch and time in between class periods.

"Smart device" means any personal electronic device that can connect to the internet and wirelessly

collect, process, and transmit data, including but not limited to watches and tablets.

Generally

The Buena Vista City School Board establishes age-appropriate and developmentally appropriate restrictions for student use and possession of cell phones and smart devices on school property from bell-to-bell.

The Superintendent issues regulations setting forth the restrictions and procedures to be followed to effectuate this policy.[1] Any regulations issued in accordance with this policy may include additional exemptions, including procedures for emergency communications with students.

Student Cell Phones and Smart Devices on School Property

Students are permitted to use and possess cell phones and smart devices on school property before or after bell to bell, subject to additional regulations as may be issued. Such permitted use must not result in distractions or disruptions to the learning environment, disruptive behavior, bullying, harassment, crime, or any other behavior that violates other policies, regulations or laws.

From bell to bell, students are prohibited from using cell phones and smart devices on school property in accordance with this policy, issued regulations, and applicable laws. The division places restrictions on the student possession of cell phones and smart devices from bell to bell as outlined below.

Exemptions

Any student who, pursuant to an Individualized Education Plan, Section 504 Plan, individualized health care plan, diabetes medical management plan, or Limited English Proficiency plan, is permitted to possess and use a cell phone or smart device on school property, including in the classroom, from bell to bell to monitor or address a health concern or as an accommodation or assistive technology support.

Implementation and Enforcement

The Superintendent and the school administration of each elementary and secondary school in the division are responsible for implementing and enforcing this policy. Any implementation and enforcement of this policy minimizes, to the extent possible, any conflict with the instructional responsibilities of teachers or any disturbance to instructional time and does not involve any school resource officer employed in any school in the division.

Discipline of Students

No student will be suspended or expelled solely for a violation of this policy. Any violation of this policy that involves, coincides with, or results in an instance of disruptive behavior, bullying, harassment, crime, or any other behavior that violates other policies, regulations or laws, is subject to discipline, addressed in accordance with the Standards of Student Conduct and applicable policies and regulations.

Adopted: July 27, 2025

Revised: July 23, 2026

Legal Refs:

GAB/IIBEA	Acceptable Computer System Use
JFC	Student Conduct
JFCA	Teacher Removal of Students from Class
JFG	Search and Seizure
JFHA/GBA	Prohibition Against Harassment and Retaliation
JGD/JGE	Student Suspension/Expulsion
JGDA	Discipline of Students with Disabilities
JRCA	School Service Providers' Use of Student Personal Information

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BVCPS Disciplinary Processes if A Digital Device is Out During Instructional Day

First Offense:

A teacher, staff member or administrator will ask for the digital device when out during the instructional day from 8:15-3:00. The incident will be documented and the digital device will be returned to the student at the end of the day. Parents/guardians will be notified of the warning given.

Second Offense:

A teacher, staff member, or administrator will ask for the digital device when out during the instructional day from 8:15-3:00. The parent/guardian will be required to pick up the cell phone at the school at the end of the day or when they are available to come by the school. Parents and guardians will be notified and the digital device will be kept in the front office until the parent/guardian can pick the phone up.

Third Offense:

The teacher/administrator will turn the digital device/phone into the front office and write a referral to the appropriate administrator. The digital device will be kept until the parent/guardians are able to pick up the phone. Disciplinary consequences include turning in the phone to the front office for a period of time to ensure a phone/digital device-free environment, in-school suspension, and alternative education placements as appropriate. A parent/guardian meeting by phone or in person will be required at this stage.

Fourth Offense:

Upon the fourth occurrence, we are now seeing a continued issue with insubordination. As a result, the student's digital device will be required to be turned in each day for an extended period at the administration's discretion.

- A teacher or administrator may ask for a student's phone if out at an inappropriate time.
- A student's refusal to comply with cell phone/digital device expectations may and can result in disciplinary action immediately due to insubordination.
- Parents will be asked to come and pick up their child's phone and this will only be delivered to the parents at this stage in the disciplinary process.
- If a student's phone is taken on the Friday before the weekend, the phone will be returned to the student or parent at the end of the day regardless of the offense level. Upon returning and arriving on Monday, the student will be required to turn the phone to administration and appropriate consequences will be followed based on the severity level offense.
- All digital devices, when turned in, must be labeled with the student's name and the time of retrieval. Devices will be kept locked in the front office during the day.
- The offenses will not distinguish between devices, therefore whether it be earbuds/headphones, cellphones, smart watches, or any other form of personal digital device; the rules apply.

Students and Parents are encouraged to leave student digital devices at home if possible. Buena Vista City Public Schools shall not be responsible for theft, damage, or loss of cell phones or other electronic devices. BVCPS reserves the right to ban individual cell phones or electronic devices for major infractions or repeated violations of this policy.

Application Of Policy

BVCPS Policy governs student conduct. It is important to note that:

1. Standards of student conduct apply to all students under the jurisdiction of a school board.
2. Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the school board and other appropriate school officials.
3. Disciplinary responses to student behavior will be aligned with the levels established by the school board.
4. Students are subject to disciplinary action for misconduct that occurs:
    - In school or on school property,
    - In a school vehicle,
    - While participating in or attending any school-sponsored activity or trip,
    - On the way to and from school, and
    - Off school property, when the acts lead to
        - an adjudication of delinquency or a conviction for an offense listed in Virginia Code Section 16.1-305.1 Adjudication of Delinquency Offenses of the *Code of Virginia* (unlawful purchase, possession or use of a weapon, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson, and related crimes, and burglary and related offenses), criminal street gang activity or recruitment for such activity, or an act of violence by a mob, or
        - a charge that would be a felony if committed by an adult.

Standards of Student Conduct Established By The School Board For All Students

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. **Assault and Battery**
   A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

   An assault is a threat of bodily injury.

   Battery is a physical act that results in harmful or offensive contact with another person without that person's consent.

2. **Attendance; Truancy**
   Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy Policy JED Student Absences Excuses and DismissalsStudent Absences/Excuses/Dismissals.)

   If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal will notify the truancy officer which may take action.

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

4. **Bullying and Biased Based Behaviors**
   Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. 'Bullying' includes cyber bullying. 'Bullying' does not include ordinary teasing, horseplay, argument, or peer conflict.
   Bullying is characterized by the following:
   - Intentionally aggressive behavior designed to inflict harm;
   - Repetitive behavior planned into the future;
   - Interpersonal relationship marked by an imbalance of power.

   Virginia Code Section 22.1-291.4 Bullying Policies and Procedures. of the *Code of Virginia* requires that school boards implement policies and procedures to address bullying. The BVCPS Policy BVCPS Policy JFC Student Bullying Expectations defines the expectations of students and prohibits any form of bullying, cyberbullying, and harassment. Important expectations and definitions from the policy are listed below.

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

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

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

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

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyberbullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict." (Virginia Code Section Virginia Code Section 22.1-276.01 Definition of Bullying).

Bullying may take many forms, including the following:

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

A culture of openness is considered the most effective means to counter bullying or harassing behavior. Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe these behaviors are taking place have a responsibility to report incidents to the principal or designee. School administration will notify the parent of any student involved in an alleged incident of bullying within 24 hours of learning of the allegation

of bullying. Administration will address instances of cyberbullying that occur outside of school property between students enrolled in the school division. Students will be provided with protections designed to ensure that any student who is a victim or a witness to an instance of cyberbullying is not deterred from reporting or seeking support for such an instance of cyberbullying by fears of retaliation, social alienation or rejection, or other negative treatment. Students will also receive a list of support services and resources available to any student who is a victim of cyberbullying, including mental health support services, and any information necessary to access any such support services and resources. Should you have any questions or concerns, please feel free to contact your child's principal or the Buena Vista City Public Schools School Board Office.

A Bullying Reporting Form that may be used to report alleged incidents of bullying can be found in the appendix of this handbook. BVCPS also uses the STOPit Anonymous Reporting System.

5. **Bus-Related Offenses**
   Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

6. **Cheating**
   Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:
   - cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
   - plagiarizing by copying the language, structure, idea and/or thoughts of another
   - falsifying statements on any assigned schoolwork, tests or other school documents

7. **Communication Devices**
   Students may possess a cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time The division is not liable for devices brought to school or school activities.

   If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. **Defiance of the Authority of School Personnel**
   Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

9. **Disruptive Conduct**
   Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities is prohibited.

10. **Vaping**
    Students are prohibited from possessing any tobacco product or vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.

11. Extortion

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

12. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.

13. Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

14. Gambling

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

15. Gang Activity

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy Policy JFCE Gang Activity or Association Gang Activity or Association.)

16. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

17. Hazing

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students are endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing occurs shall report the hazing to the Superintendent.

For Coaches and Staff:

18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty.

It shall be unlawful to haze to cause bodily injury, to any student at any school or institution of higher education. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any

student hazing another student, sanction and discipline such student by the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school or institution of higher education is, who shall take such action as he deems appropriate.

18. Internet Use

Students shall abide by the Buena Vista City School Division's Acceptable Computer Use Policy and Regulation. (See Policy Policy IIBEA Acceptable Computer System Use Acceptable Computer System Use.)

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which disrupts the ongoing educational process or is a violation of federal, state or local law.

21. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. (See Policy Policy JFCD Weapons in SchoolWeapons in School.)

22. Profane, Obscene or Abusive Language or Conduct

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

23. Reports of Conviction or Adjudication of Delinquency

Any student for whom the superintendent has received a report pursuant to Va. Code Virginia Code Section 16.1-305.1 regarding reports of delinquency of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code Virginia Code Section 16.1-260 regarding student offenses may be suspended or expelled.

24. Stalking

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

25. Student Dress

BVCPS has created standards for student dress in order to empower learners for future success and foster a safe and dynamic learning environment. BVCPS operates in a manner that respects differences based on sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, marital or parental status, and other factors. For these reasons, the School Board and school staff rely on students and parents to exercise good judgment in selecting appropriate clothing that does not disrupt learning or cause a safety concern. Students must wear a shirt and

pants, shorts or a skirt or the equivalent (dress, jumper, etc.) and shoes. Clothing must cover the torso below the armpits as well as the buttocks.

The following types of attire (including clothing, jewelry, or other displayed personal belongings) are prohibited:

1. Attire that has language or images that are offensive, profane, vulgar, discriminatory, or racially/culturally divisive. This would include confederate flags, swastikas, KKK references, or any other images that might reasonably be considered hurtful or intimidating to others.
2. Attire that has language or images that promote illegal conduct, violence, or the use of drugs or alcohol.
3. Attire that causes or is reasonably likely to cause a substantial disruption to the learning environment.
4. Attire that causes or is reasonably likely to cause a safety concern.

Some school or classroom activities and curriculum may require specific dress guidelines (e.g., physical education). Any such requirements will be explained by the school staff and addressed in a course syllabus/parent letter. Students are permitted to wear any religiously or ethnically specific or significant head covering or hairstyle. Staff members will not enforce the dress code by direct physical contact with students, and no student will be required to undress in front of any other individual to comply with the dress code.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the non complying clothing, change clothes or go home. **School administration has the final authority for decisions regarding the dress code.**

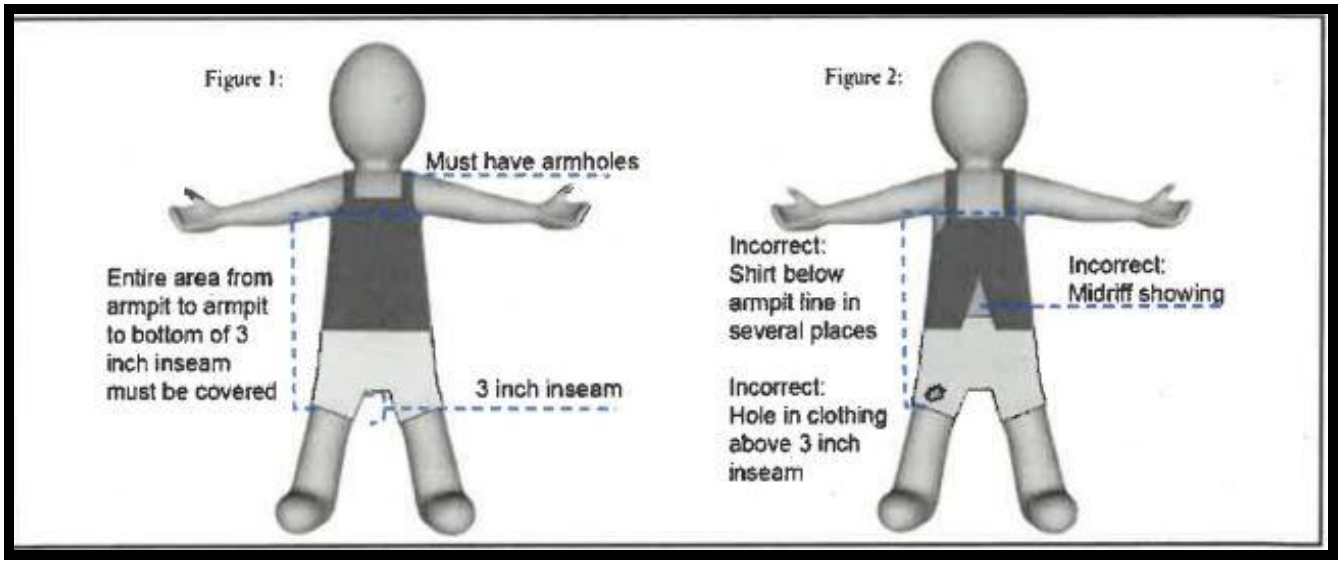
K-7
Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited.

8-12
Dress Code for PMHS for the 2026-2027 school year.

Students are expected to dress appropriately for a K-12 educational environment. Public schools have the responsibility to have a safe and orderly school that maintains an environment conducive to learning. A dress code is important to prepare students for expectations of

appropriate dress in the workplace and to create an atmosphere of respect for one another: both self-respect and respect for those around you.

Dress expectations are that cutout shirts or midriff shirts are not allowed. All pants, jeans, or shorts or pants must have a minimum inseam length of three (3) inches. Distressed holes, rips, and tears are not allowed above the three-inch inseam and must not show skin or undergarments. No midriff above the waist or in the front is allowed. (Please see torso image for clarification of this below). In addition, pajama pants or sunglasses may only be worn on specified spirit days.



- Images belong to Rockbridge

All clothing must be of appropriate length (as shown in Figure 1 above), and undergarments must be covered at all times. Students must wear tops that sufficiently cover shoulders, chest, and midriff. Additionally, bottoms must meet the inseam requirements shown in the picture above. Exceedingly tight or see-through apparel is not permitted.

Clothing, jewelry, accessories, and body piercings should be free of language or images that reflect violence, profanity, discriminatory messages, or pornography. This also includes but is not limited to drugs, tobacco, and illegal substances or any attribute that promotes membership in a gang that advocates illegal or disruptive behavior. Head coverings are not allowed, except that any student may wear any religiously and ethnically specific or significant head covering or hairstyle, including hijabs, yarmulkes, head wraps, braids, locs, and cornrows. Students must wear shoes at all times. No blankets may be brought to school.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the non-complying clothing, change clothes or go home. No school employee may require a student to undress in front of another individual to comply with this dress code or enforce this dress code by direct physical contact with a student or a student's attire.

Administrators may enforce discipline as a result of non-compliance with school dress code policy. School administration has the final authority for decisions regarding the dress code.

The administrative leadership of secondary schools has the authority to interpret and apply the school attire guidelines and determine the conditions of school attire and any consequences including any discipline. This authority and discretion extends also to making occasional exceptions on a school-wide basis.

26. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

27. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

28. Trespassing

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

29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, or distribute any controlled substance on school property, on school buses or during school activities, on or off school property.

A student shall not be under the influence of any controlled substance at school, while using school transportation, at athletic events, on field trips, or at any school sponsored event.

Controlled substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

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

30. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

Corrective Actions
Administration will impose corrective actions for offenses in accordance with the policy.

Policy JFCF Drugs in School

I. Generally

No person may manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance or imitation controlled substance while

- on the property, including building or grounds, of any public school;
- on public property or any property open to public use within 1,000 feet of the property, including building or grounds, of any public school;
- on any school bus; or
- at any designated school bus stop or any property open to public use within 1,000 feet of such school bus stop during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school sponsored activity.

A. Expulsion

A student who is determined to have brought a controlled substance or imitation controlled substance onto school property or to a school-sponsored activity may be expelled in accordance with Policy Policy JGD/JGE Student Suspension and Expulsion Student Suspension/Expulsion. The School Board may determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another form of discipline is appropriate. Any such disciplinary action shall be taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

B. Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in Buena Vista City school division's drug and violence prevention plan.

The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

C. Required Reporting to Parents and Local Law Enforcement

The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy Policy CLA Reporting Acts of Violence and Substance AbuseReporting Acts of Violence and Substance Abuse.

II. Students with Disabilities

A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy Policy JGDA Disciplining Students with Disabilities Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a drug violation.

1. In addition to the authority granted in Section I and Section II, subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, "illegal drugs" and "controlled substance" are defined as follows:
   a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).

   b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

Adopted:
April 26, 2004

Revised:
August 26, 2021
July 27, 2023
May 23, 2024
July 25, 2024

Legal Refs:
20 U.S.C. § 1415.
21 U.S.C. § 812.
Code of Virginia, 1950, as amended, §§ 18.2-247, 18.2-250, 18.2-250.1, 18.2-255.2, 22.1-277.08.
8 VAC 20-81-10.

Cross Refs:

CLA	Reporting Acts of Violence and Substance Abuse
JGD/JGE	Student Suspension/Expulsion
JFC	Student Conduct
JGDA	Disciplining Students with Disabilities

Lost, Broken, Destroyed, or Unreturned School Property

***Code of Virginia* § Virginia Code Section 22.1-280.4 regarding school property and BVCPS Policy Policy JN Student Fees, Fines, and Charges (Student Fees, Fines, and Charges)**

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

Driving To and From School Expectations and Consequences

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

1. To be eligible to drive to school, you must
    a. have a valid Virginia State Driver's License,
    b. register your vehicle at your school,
    c. sign a driver contract with your parent/guardian (if under 18 years of age),
    d. be pre-approved by your school administration.
2. Parking permits have to be displayed on the rear windshield. (not on the dash or seat of the vehicle). Failure to comply may result in the loss of parking privileges or having your car towed at your expense.
3. If you park your vehicle on the school campus without a current parking permit, the vehicle **may be towed without warning at your expense**.
4. You must enter the parking lot in a timely and responsible manner. The speed limit on school grounds is fifteen (15) MPH. **Speed limits are strictly enforced**. All forms of reckless driving are strictly prohibited on school grounds.
5. You **must park your vehicle in the designated parking area according to school policy**. Vehicles parked in an incorrect parking space will be **subject to towing at the owner's expense**.
6. Your vehicle may be searched by school administration when circumstances warrant such action. **Remember, you are responsible for all items in your vehicle and that you are to ensure there are never items in your car which are in violation of the Code of Student Conduct or state law.**
7. You are not to display obscene, offensive, or disruptive items on or in your vehicle.
8. You are to keep your vehicle locked and secured.
9. Students must exit their cars immediately upon arrival on campus and must exit the parking lot immediately after dismissal.

10. You are not permitted in parking lots during the school day without written permission from your school administration.
11. Once you have arrived on campus, you are not allowed to leave early without administrative and parent permission for any reason.
12. Upon leaving school, you are to exit the parking lot in a timely and responsible manner obeying all traffic controllers.

In addition to the rules listed above, your driving privileges may also be suspended for the following reasons:

- Violation of Virginia Attendance Laws
- Reckless Driving on School Grounds
- Carrying unauthorized number of passengers
- Consequence for Disruptive Behavior Assigned
- Leaving School Without Permission/Skipping
- Loud Music
- Any Other Reason Deemed Appropriate by the Administration

Students must adhere to the state driving requirements/laws.

Weapons in School Policy JFCD

I. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school principal or the superintendent or superintendent's designee is prohibited, and grounds for disciplinary action. The superintendent or superintendent's designee is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade or stiletto knife, ballistic knife, machete, knife or razor,
- slingshots or slingbows,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in Va. Code § 22.1-277.07, and other dangerous articles

II. Expulsion for Possession of Firearms

A student who has possessed a firearm on school property, school buses, or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07, or a firearm muffler or firearm silencer, or a pneumatic gun as defined in Va. Code § 15.2- 915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion.1 The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. The School Board authorizes the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If it is determined by the superintendent or superintendent's designee that a disciplinary action other than expulsion is appropriate, such disciplinary action is taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

A. Students with Disabilities
B. Students with disabilities are subject to this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

A. Additional authority to remove a student with a disability from school for a weapons violation.
1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition: "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length."

Student Suspension and Expulsion Policy JGD and JGE

I. **Definitions**
As used in this Policy,

"Alternative education program" includes night school, adult education, or another education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

“Destructive device” means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code Virginia Code section 18.2-299 regarding destructive devices or any firearm prohibited from civilian ownership by federal law; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. “Destructive device” does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of Va. CodeVirginia Code section 18.2-308.2:2 regarding antique firearms.

“Disruptive behavior” means a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

“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.

“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 calendar days after the date of the expulsion.

“Firearm” means (1) any weapon, including a starter gun that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any such weapon; or (3) any unloaded firearm in a closed container. “Firearm” does not include any pneumatic gun as defined in this Policy.

“Long-term suspension” means any disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days.

“One year” means 365 calendar days as required in federal regulations.

“Pneumatic gun” means any implement, designed as a gun that will expel a BB or a pellet by action of pneumatic pressure. "Pneumatic gun" includes a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact.

“School property” means any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.
“Short-term suspension” means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.

"Superintendent's designee" means a 1) trained hearing officer or 2) professional employee in the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.

II. **Suspensions and Expulsions Of Students Generally**

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy.

Except as provided in subsection C of Va. Code Virginia Code section 22.1-277 regarding student suspension or Va. Code Virginia Code section 22.1-277.07 regarding firearms on school property or Virginia Code section 22.1-277.08 regarding controlled substances, no student in preschool through grade three is 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 School Board or the superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Any student for whom the superintendent has received a report pursuant to Va. Code Virginia Code section 16.1-305.1 regarding adjudication reports of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code Virginia Code section 16.1-260 regarding juvenile court petitions may be suspended or expelled from school attendance.

The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

III. **Short-Term Suspensions**

A pupil may be suspended for not more than ten school days by either the school principal, any assistant principal, or, in their absence, school board personnel. The principal or assistant principal or in their absence school board office personnel may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal or in their absence school board personnel responsible for such suspension reports the facts of the case in writing to the superintendent or superintendent's designee and the parent of the pupil suspended. The superintendent or superintendent's designee reviews forthwith the action taken by the principal, assistant principal or in their absence school board personnel upon a petition for such review by any party in interest and confirms or disapproves such action based on an examination of the record of the pupil's behavior.

The decision of the superintendent or superintendent's designee is final and may not be appealed.

Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days includes notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration

of the suspension. The costs of any community-based educational program or alternative education program or educational option, which is not a part of the educational program offered by the school division, are borne by the parent of the student.

IV. **Long-Term Suspension**

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the superintendent or superintendent's designee. The decision of the superintendent or superintendent's designee may be appealed to the School Board. Such appeal shall be decided by the School Board within thirty days.

The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code Virginia Code section 22.1-277.07 regarding firearms on school property or Virginia Code Section 22.1-277.08 regarding expulsion for drug offenses or involves serious bodily injury or (ii) the School Board or division superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.

V. **Expulsion**

A. Generally

Pupils may be expelled from attendance at school after written notice to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board in accordance with the regulations of the School Board. The School Board confirms or disapproves of the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and his parent includes notification of the length of the expulsion and provides information to the parent of the student concerning the availability of community-based educational, training and intervention programs. The notice also states whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or

intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion is borne by the parent of the student.

Nothing in this Policy shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this Policy to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice also advises the parent of such student that the student may petition the School Board for readmission to be effective one calendar year from the date of his expulsion, and of the conditions, if any, under which readmission may be granted.

The School Board establishes, by regulation, a schedule pursuant to which such students may apply and reapply for readmission to school. Such a schedule is designed to ensure that any initial petition for readmission will be reviewed by the School Board or the superintendent, and, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the superintendent denies such a petition, the student may petition the School Board for review of such denial.

B. Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below are 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
- other appropriate matters.

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection precludes the School Board from considering any of the factors listed above as "special circumstances" for purposes of expulsions discussed in the following subsections.

Firearms

The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code Virginia Code Section 18.2-308.1 regarding possession of firearms on school property, or to have possessed a firearm or destructive device as defined in this policy, a firearm muffler or firearm silencer or a pneumatic gun as defined in this policy on school property or at a school-sponsored activity. A school administrator, pursuant to School Board policy, or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary

action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student's expulsion regardless of the facts of the particular situation.

The exemptions set out in Va. Code Virginia Code Section 18.2-308 regarding concealed weapons and exemptions regarding concealed weapons apply, *mutatis mutandis*, to the provisions of this Policy. The provisions of this policy do not apply to persons who possess such firearm or firearms or pneumatic guns as a part of the curriculum or other programs sponsored by the schools in the school division or any organization permitted by the school to use its premises or to any law-enforcement officer while engaged in his duties as such.

Drug Offenses

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance, imitation controlled substance or marijuana as defined in Va. Code Virginia Code Section 18.2-247 regarding definitions of controlled substances and marijuana onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student's expulsion regardless of the facts of the particular situation.

C. Procedure for School Board Hearing
The procedure for the School Board hearing is as follows:

- The School Board determines the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing is private unless otherwise specified by the School Board.
- The School Board may ask for opening statements from the principal or his representative and the student or his parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.
- The parties then present their evidence. Because the principal has the ultimate burden of proof, he presents his evidence first. Witnesses may be questioned by the School Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, his parent(s) and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional evidence as the School Board may deem necessary. The School Board is the judge of the relevancy and materiality of the evidence.

- Exhibits offered by the parties may be received in evidence by the School Board and, when so received, are marked and made part of the record.
- The School Board may, by majority vote, uphold, reject or alter the recommendations.
- The School Board transmits its decision, including the reasons therefore, to the student, his parent(s), the principal and superintendent.

VI. **Alternative Education Program**

The School Board may require any student who has been (1) 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, or with an offense that is required to be disclosed to the superintendent pursuant to Va. Code Virginia Code Section 22.1-277.2:1 regarding reporting of certain student offenses, Virginia Code Section 16.1-260.G regarding juvenile petition requirements and disclosures; (2) found guilty or not innocent of an offense relating to Virginia's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to Va. Code Virginia Code Section 16.1-260.G regarding juvenile petition requirements and disclosures; (3) found to have committed a serious offense or repeated offenses in violation of School Board policies; (4) suspended pursuant to Va. Code Virginia Code Section 22.1-277.05 regarding long-term suspension procedures; or (5) expelled pursuant to Va. Code Virginia Code Section 22.1-277.06 regarding student expulsion requirements, Virginia Code Section 22.1-277.07 regarding expulsion for possession of firearms, or Virginia Code Section 22.1-277.08 regarding expulsions or subsection C of Va. Code Virginia Code Section 22.1-277 regarding student suspensions and expulsions, to attend an alternative education program. The School Board may require such students to attend such programs regardless of where the crime occurred. The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

A principal or principal's designee may impose a short-term suspension, pursuant to Va. Code Virginia Code Section 22.1-277.04 regarding short-term suspensions, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code Virginia Code Section 16.1-260 concerning offenses required to be reported, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

As used herein, "charged" means that a petition or warrant has been filed or is pending against a pupil.

VII. **Reporting**

A. Except as may otherwise be required by federal law, regulation or jurisprudence, reports are made to the superintendent and to the principal or principal's designee on all incidents involving

(1) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity;
(2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in

Va. Code Virginia Code Section 18.2-47 regarding abduction and kidnapping or Va. Code Virginia Code Section 18.2-48 regarding abduction with intent to extort money, or stalking of any person as described in Va. Code Virginia Code Section 18.2-60.3 regarding stalking offenses, on a school bus, on school property or at a school-sponsored activity;

(3) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;

(4) any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;

(5) the illegal carrying of a firearm as defined in Va. Code Virginia Code Section 22.1-277.07 regarding firearms on school property onto school property;

(6) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code Virginia Code Section 18.2-85 regarding explosive materials and devices or explosive or incendiary devices, as defined in Va. Code Virginia Code Section 18.2-433.1 regarding explosive or incendiary devices, or chemical bombs, as described in Va. Code Virginia Code section 18.2-87.1 regarding chemical bombs, on a school bus, on school property or at a school-sponsored activity;

(7) any threats or false threats to bomb, as described in Va. Code Virginia Code section 18.2-83 regarding bomb threats, made against school personnel or involving school property or school buses;

(8) the arrest of any student for an incident occurring on a school bus, on school property or at a school sponsored activity, including the charge therefore; and

(9) any illegal possession of weapons, alcohol, drugs or tobacco products.

B. The superintendent and the principal or principal's designee receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code Virginia Drug Control Act section 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this policy, and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code Virginia Code section 16.1-260 regarding juvenile offenses reports such information to the principal of the school in which the juvenile is enrolled.

C. The principal or principal's designee submits a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education.

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

D. The principal or principal's designee also notifies the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information concerning other students.

E. Whenever any student commits any reportable incident as set forth in this subsection, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent's designee.

F. Except as may otherwise be required by federal law, regulation or jurisprudence, a principal immediately reports to the local law-enforcement agency any act enumerated in clauses (2) through (7) of subsection VII.A. of this policy that may constitute a criminal offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.

   In addition, except as may be prohibited by federal law, regulation or jurisprudence, the principal also immediately reports any act enumerated in clauses (2) through (5) of subsection VII.A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal reports that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

G. For purposes of this section, "parent" or "parents" means any parent, guardian or other person having control or charge of a child.

VIII. Re-Admission Of Suspended And/Or Expelled Students

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his or her regular school.

Any student who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the Buena Vista City Public Schools, in accordance with Policy Policy JEC School Admission portal School Admission. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

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

No suspended student is 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 principal's designee determines that re-admission, without parent conference, is appropriate for the student.

If the parent fails to comply with this policy or Policy Policy JEC School Admission portal School Admission, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board or superintendent or superintendent's designee, as the case may be at the relevant hearing, the student may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission.

The School Board may permit students excluded pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such exclusion.

IX. **Disciplining Students With Disabilities**
Students with disabilities are disciplined in accordance with Policy JGDA Disciplining Students with Disabilities.

Adopted:
November 30, 2006

Revised:
July 22, 2021
July 27, 2023
Legal Refs.:
20 U.S.C. § 7961.
Code of Virginia, 1950, as amended, §§ 15.2-915.4, 16.1-260, 18.2-119, 18.2-308.1, 18.2-308.7, 18.2-308.2:2, 22.1-200.1, 22.1-254, 22.1-276.01, 22.1-276.2, 22.1-277, 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-277.2:1, 22.1-279.3:1.
8 VAC 20-560-10.

Cross Refs.:

IGBH	Alternative School Programs
JEC	School Admission
JFC	Student Conduct
JFCD	Weapons in School
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
KG	Community Use of School Facilities

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Policy JGDA Disciplining Students with Disabilities portal

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

I. Long-Term Suspensions, Expulsions or Short-Term Suspensions Which Constitute a Pattern are Long Term Removals and Considered a Disciplinary Change in Placement

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

(1) the removal is for more than 10 consecutive school days at a time; or
(2) Pattern analysis: there is a series of removals during the school year, each of which is for 10 days or less and they cumulate to more than 10 days in a school year and constitute a pattern because of:
    (a) the length of each removal,
    (b) the proximity of the removals to each other,
    (c) the total time the student is removed, and
    (d) the child's behavior is substantially similar to the child's behavior in the series of removals for previous incidents in the school year.
    (e) The pattern analysis determination is made and documented by the administration.

If the disciplinary action will result in a long term removal, the student's parents must be sent notice of the recommendation of discipline the same day as the decision is made for the disciplinary change in placement and must be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed.

A parent may request a due process hearing to challenge the pattern analysis determination. For any disciplinary change in placement, a Manifestation Determination Review ("MDR") must be held and the Individualized Education Program (IEP) team must meet to determine the educational services to be provided during the long-term removal.

II. Short-Term Suspensions

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

School authorities may remove a student with a disability from the student's current educational setting for 10 school days cumulative in a school year to the extent that such removals would be applied to students without disabilities and for additional short-term suspensions during the school year provided no pattern exists. Short term suspensions which constitute a pattern will be handled through long term removal procedures.

No MDR or IEP meeting is required for a short term removal, although an IEP meeting may be held if needed. Educational services are provided for each day of removal after the first ten days of removal in a school year. Educational services should also be provided during the first ten days of removal if services are provided to a student without disabilities in the same circumstances.

III. Functional Behavior Assessments and Behavior Intervention Plans

If the MDR team members determine that a manifestation exists, the IEP team must:

- conduct a Functional Behavioral Assessment (FBA) and implement a Behavioral Intervention Plan (BIP), if no FBA was conducted previously; or,

- if the student already has an FBA and a BIP in place, review and modify the BIP, as necessary to address the behavior.

If a manifestation is found, the school division and the parent may still agree to a change in placement made through the IEP process. Without this agreement, the student must return to the placement from which the student was removed. Nothing in this section limits the authority of the school division for the first ten days of removal in a school year or for applicable forty-five school day removals.

If the MDR team members determine that there is no manifestation, then the IEP team should decide whether there is a need to conduct or review an FBA and BIP.

IV. Educational Services While Disciplined

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

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

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

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

V. Manifestation Determination Review

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

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

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

VI. Disciplinary Action Following an MDR Determination that there is No Manifestation

If the behavior is not a manifestation of the student's disability, the disciplinary procedures will be applied in the same manner as applied to students without disabilities. The student must continue to receive the educational services necessary to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. In addition, the special education and disciplinary records of the student must be made available to the person who makes the final decision regarding the imposition of discipline.

A parent may request an expedited due process hearing if the parent disagrees with the determination that the behavior was not a manifestation of the student's disability or if the parent disagrees with any decision regarding the placement of the student while disciplined. During any appeal, the student will remain in the interim alternative education setting unless reversed by decision of the hearing officer; provided, however, the student may still serve the balance of any applicable forty-five school day removal. The placement may also be changed through the IEP process with the consent of the parent.

VII. Disciplinary Action Following MDR Determination that there is a Manifestation

A student with a disability whose behavior is determined to be a manifestation of the student's disability may not be disciplined except to the extent a removal is otherwise permitted by law. The student may be removed to a more restrictive placement by following change in placement procedures through the IEP process. The IEP team must conduct or review an FBA and/or BIP as provided in Section III.

VIII. Interim Alternative Educational Settings for Weapons, Drugs and Infliction of Serious Bodily Injury

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

Weapons, controlled substance and serious bodily injury have the meaning given under state regulations in 8 VAC 20-81-10.

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

IX. Change of Placement by Hearing Officer

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

X. Placement During Appeals

During the course of any appeals, the student's placement shall be in accordance with the provisions of state and federal law unless the parent and the school division agree otherwise. Students with disabilities are also entitled to the due process rights available to a non-disabled student who is subject to discipline. In addition, students with disabilities are entitled to the due process procedures available under the Individuals with Disabilities Education Act, as amended, and any state procedures.

XI. Students Not Yet Identified as Disabled

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

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

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

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

If a request for an initial evaluation is made during the period a student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is found eligible as a child with a disability, taking into consideration information from the evaluation conducted by the school division and information provided by the parents, then the student must be provided special education and related services, although in another setting. Pending the results of the evaluation, the student shall remain in the educational placement determined by the school authorities which placement can include suspension or expulsion without services.

XII. Disciplining Certain Section 504 Students Who Violate Alcohol and Drug Policies

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

XIII. Reporting of Crimes

Nothing in these procedures prevents the reporting of a crime to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities.

Adopted:
June 26, 2008

Revised:
July 22, 2021

Legal Refs.:
20 U.S.C. § 1415.
29 U.S.C. § 705.
34 C.F.R. 300.530-300.536.
Code of Virginia, 1950, as amended, § 22.1-279.6.
8 VAC 20-81-160.

Cross Ref.:

JFC	Student Code of Conduct
JFCD	Weapons in School
JFCF	Drugs in School
JGD/JGE	Student Suspensions/Expulsions
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

Student Behavior Categories

The following behavior categories are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness for administrators, teachers, parents, and counselors of students' social-emotional (SEL) development and emphasize the importance of helping students achieve academically and develop SEL competencies.

A. **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.

B. **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.

C. **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.

D. **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.

E. **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 SEL competencies.

The categories are a means to sorting behaviors in order to apply leveled administrative responses to student behaviors. The *Standards of Student Conduct* section provides examples of how the behavior categories work with leveled administrative responses.

Equitable Process For Managing Student Behavior

BVCPS promotes the use of positive, proactive, preventive, evidenced-based approaches to respond to student behavioral incidents that include appropriate teacher responses. As with academic error correction and feedback, responses to student behavior are anchored in an instructional approach that emphasizes teaching and the modeling of desired behaviors in a supportive classroom environment. A combination of teacher and administrative responses is used with the goal of preventing misbehavior from occurring, encouraging positive student behavior, developing social-emotional skills, and maximizing academic instructional time.

Principals and leadership teams engage staff in data informed decision-making that identifies student behaviors that are teacher managed versus those that are administrator managed. Such decisions are then documented in writing and include an explanation of the processes and procedures for addressing student behavior. Effective evidence-based responses within the classroom-managed and administrator-managed categories are disseminated, taught, and reinforced to the entire school community. Uniform definitions and decision rules applied consistently are essential to ensuring equitable application of disciplinary actions across teachers, grades, and school buildings within a division.

Teacher Responses To Manage Student Behaviors

Prior to administrative involvement in student behavior issues, teachers support students in acquiring the behaviors expected in the school environment. Teachers use proactive and instructional strategies to assist students in meeting behavioral expectations. Teachers have the authority to remove a student from a class for disruptive behavior in accordance with Code of Virginia Section 22.1-276.2 of the *Code of Virginia*.

Leveled Systems of Disciplinary Responses and Instructional Interventions

When students do not meet behavioral expectations, they receive support to address the root causes of the behavior and learn appropriate alternatives. When a specific student behavior does not change following an intervention—or the behavior increases in frequency, intensity, or duration—a problem solving approach identifies alternative interventions and responses. All stages of a system of intervention include opportunities for learning acceptable replacement behaviors within the school and community and access to interventions to address the underlying causes of behavior.

Delivering disciplinary responses to unwanted behaviors is often a needed but never sufficient strategy for reducing inappropriate behavior. Therefore, leveled systems of disciplinary responses are always only one part of more comprehensive policy around behavior that includes instructional, preventive, and proactive strategies as described earlier in this document. The delivery of disciplinary responses serves four key functions:

- preventing a negative behavior from being rewarded;
- preventing a problem behavior from escalating;
- preventing a problem behavior from significantly interrupting instruction; and
- preventing physical and/or social-emotional harm to others.

BVCPS administrators and leadership teams engage in a data driven decision-making process to determine appropriate responses for behaviors at all levels. Consequent actions or punishment is addressed in combination with instruction and intervention. Instruction focuses on helping students develop social-emotional competencies needed to change the behavior.

BVCPS administrators will investigate incidents of misbehavior thoroughly. Administrative responses are designed to address student behavior, reinforce school and classroom expectations for appropriate behavior, and prevent further behavioral issues. The following levels of administrator responses go hand-in-hand with tiered supports. The following lists of leveled administrative responses to student behavior are provided as examples of the practices of BVCPS administrators. Collaboration and cooperation from family partners is essential when tiered supports are intended to prevent out-of-school removals. When any level of interventions and consequences is considered unsuccessful, the administrator may utilize consequences or interventions from additional levels.

PK-3 Discipline

Students in grades K-3 cannot be expelled or suspended for more than 3 days unless (Virginia Code Section 22.1-277.08 – effective July 1, 2018) student has been adjudicated delinquent or convicted of one of the following offenses:

- Possession of a firearm or destructive device, or firearm silencer on school property or at a school-sponsored activity.
- Possession of a controlled substance, imitation controlled substance, or marijuana on school property or a school-sponsored activity.
- The offense involved physical harm or credible threat of physical harm to others.
- School board or superintendent finds that aggravating circumstances exist.

Transportation Information

Bus and Bus Stop Information

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who have disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely.

The bus driver and/or bus assistant is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office. Bus run times may vary significantly during the first week of school until all students have registered and adjustments are made due to construction, traffic and final student loads. During the first week of school, students should arrive at the bus stop 15 minutes before the published stop time. If the bus has not arrived by the published stop time, students are asked to remain at the bus stop for another 15 minutes. If the bus has not arrived by then, please call your school for assistance. After the first week of school, students should arrive at the bus stop 10 minutes before stop time.

Buena Vista City Schools requests that parents or their designee accompany their young children to and from the bus stop. Students are under the authority of the bus driver while on the bus. The driver is to control student conduct and report behavior problems to the principal. The principal shall be responsible for all disciplinary action. Failure on the part of any student to follow the rules and regulations dealing with school bus operation may result in termination of privilege to ride the school bus in addition to other appropriate disciplinary measures.

Students are expected to adhere to school policy and rules while on the bus.

The following actions are prohibited:

- Smoking
- Vaping
- Eating on the bus (exemption for extracurricular events)
- Use of any type of profanity and/or vulgarity

All students who ride a bus are expected to:

- Practice acceptable classroom behavior
- Remain in seat when bus is in motion
- Keep aisles clear
- Avoid extending arms, hands, or head from bus windows
- Refrain from throwing objects from bus

Please Note: For safety reasons, BVCPS buses may be equipped with video cameras. When registering for school, parents and students are required to sign the Buena Vista City Schools Code of Student Conduct, Responsibility and Attendance Statement which acknowledges receipt of this information.

Student Safety

Safety on the school buses and at the bus stops is a major priority. Parents are encouraged to monitor student behavior going to and returning from the bus stops and at the bus stop locations.

Students' behavior on the bus that endangers others will not be tolerated. The state law authorizes the proper discipline of students going to and returning from school. "As a general rule, this authority to discipline extends to pupils on their way to or from school if such conduct directly affects the good order and welfare of the school." (1960-61 Op. Att'y. Gen. 274)

Principals stress to students that they are expected to conduct themselves in an orderly manner at all times and that failure to do so going to and from school may result in disciplinary action described in this Handbook.

- All carry-on items (i.e. book bags, backpacks, etc.) should be held on laps or placed under the seat. Carry-on items must not take a seat required for another student. School projects and band instruments are exempted.
- On occasion, a student may ride a different bus and be dropped off at a different bus stop. Disciplinary action may be taken against students who purposely board or exit a bus at a stop other than the assigned stop.

Operating a safe school bus requires the cooperation of students, parents, and drivers. To ensure the safety of all passengers, students must abide by the following regulations. Failure to comply may result in the suspension of bus riding privileges or school suspension.

Student Responsibilities & Conduct

- Follow Directions: Students must cooperate with and follow the instructions of the bus driver at all times.
- Assigned Seating: Students must remain in the seat assigned to them by the bus driver or school principal.
- Stay Seated: All riders must remain safely seated while the bus is in motion and until it has come to a complete stop.
- Keep Inside: Head, hands, arms, and all other body parts must remain inside the bus windows.
- Respectful Environment: The use of profane, obscene, or abusive language is strictly forbidden.
- No Fighting: Dangerous physical behavior and fighting are prohibited.
- Note: School insurance does not cover injuries sustained from fighting or dangerous behavior on the bus.
- Keep it Clean: Littering the bus with food, wrappers, or other debris is prohibited.
- Vandalism: Students and their parents/guardians will be held financially responsible for any damage caused to the bus.
- Cell Phone Usage: Cell phone usage will be at the discretion of the bus driver.

Arrival and Safety Procedures

- Punctuality: Students must be at their designated loading zone at the scheduled morning and afternoon pickup times.
- PK-1 Students: An adult must be present for morning and afternoon pick up times or the student will be returned to the bus lot and the parent will be notified.
- Afternoon Bus Changes: Afternoon bus changes must be made to the school and transportation office prior to 2:00 pm.

Disciplinary Procedures

- Reporting: Bus drivers will report any student misconduct to the respective school principal.

- Parent Notification: If a student's misconduct continues, the principal will notify the parents or guardians.
- Consequences: Principals will handle bus misconduct with the same disciplinary measures and protocols used for classroom misbehavior

Bus Stop Responsibilities of Preschool-Grade 1 Parents
Parents or another responsible person must meet preschool and kindergarten students at the bus stop. If no one is available, the child will be taken to the transportation office and the parent will be contacted to pick up the child.

The Department of Transportation for Buena Vista City Public Schools is available to answer questions regarding transportation of students to school or questions regarding students who walk to school.
Safety Tips For Walking to Bus Stops and School

- Always walk with a friend or in a group.
- Walk on the sidewalk. If there is no sidewalk walk near the side of the road or the curb in order to be better seen.
- Stay in well-lit or populated areas.
- Never approach or talk to anyone you do not know.
- Report any suspicious activity or anything that makes you feel uncomfortable to the principal immediately. Dial 911 if you need to.

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

Administration will work with the transportation department to investigate and determine the consequences for the disruptive behavior. All students should follow the bus safety rules as outlined in Policy JFCC-R Student Conduct on School Buses.

Consequences for disruptive behavior include meetings with the building Principal up to loss of bus privileges. The Transportation Director and Principal have the final say in disciplinary action.

Bus Video cameras
Many of the school buses are equipped with video cameras. These tools monitor the passenger area of the bus. The purpose of this equipment is to provide an extra tool to assist the driver administrator in managing student conduct on school buses which is important for passenger safety. Bus video footage may be shared with students and their parents/guardians if it is used for discipline purposes. Otherwise, bus video footage is only accessed and viewed by school staff and other authorized viewers

BVCPS Transportation Department
540-261-6867

Buena Vista City Police Department 540-261-6171

Medical and School Entrance Information

School Entrance Information

A School Entrance Health Form, MCH 213F, completed by a licensed physician, licensed nurse practitioner, or licensed physician's assistant regarding the child, must be presented at the time of enrollment. The three-part form includes Part I-Health Information Form, Part II Certification of Immunization, and Part III-Comprehensive Physical Examination Report. The report must indicate that the child has received a comprehensive physical examination performed within the twelve months prior to the date the child first enters a public kindergarten or elementary school (K-5). The physical examination report must include "Recommendations to School" and other information as required by school division policy.

The Comprehensive Physical Examination is not required of any child if it violates the family's religious beliefs and the child's parent or guardian states in writing that the child is free from any communicable or contagious disease and there is no visual evidence of sickness. Parents/guardians must submit a Certificate of Religious Exemption to the school to which the student is seeking admission.

Immunizations

Documentation (Part II of the School Entrance Health Form MCH 213F) indicating that the child has received the required immunizations must be provided. The required immunizations include:

- **Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap) –** A minimum of 4 properly spaced doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis-containing vaccine (DTaP or DTP). Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective July 1, 2021 a booster dose of the Tdap vaccine is required for all children entering the 7th grade.
- **Meningococcal Conjugate (MenACWY)** – Effective July 1, 2021, a minimum of 2 doses of MenACWY vaccine. The first dose should be administered prior to entering 7th grade. The final dose should be administered prior to entering 12th grade.
- **Human Papillomavirus (HPV) Vaccine** - Effective July 1, 2021, a complete series of 2 doses of HPV vaccine is required for students entering the 7th grade. The first dose shall be administered before the child enters the 7th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parents or guardians sole discretion, may elect for the child not to receive the HPV vaccine.
- **Hepatitis B Vaccine** – A complete series of 3 doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule ONLY for adolescents 11-15 years of age AND ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.

- **Measles, Mumps, & Rubella (MMR) Vaccine** – A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older. Second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.
- **Haemophilus Influenzae Type b (Hib) Vaccine -** This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.
- **Pneumococcal (PCV) Vaccine -** This vaccine is required ONLY for children less than 60 months of age. One to four doses, dependent on age at first dose, of pneumococcal conjugate vaccine are required.
- **Rotavirus Vaccine -** This vaccine is required ONLY for children less than 8 months of age. Effective July 1, 2021, 2 or 3 doses of Rotavirus Vaccine (dependent upon the manufacturer) is required.
- **Polio Vaccine** – A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday.
- **Varicella (Chickenpox) Vaccine** – All susceptible children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.
- **Hepatitis A (HAV) Vaccine** – Effective July 1, 2021, a minimum of 2 doses of Hepatitis A vaccine. The first dose should be administered at age 12 months or older.

Administration of Medicine

Administration of medications, especially short term, should be done at home whenever possible. However, if a student is required to take prescription or non-prescription medication during the school day, the following guidelines must be met prior to any doses being given:

- Prescription Medication: A written order from the physician, dentist, or practitioner is required, stating the student's name, the name of the medication, the dosage, the time for administration, the route (oral, injectable, inhaled, patch, etc.), and the duration of time that it is to be given (e.g., one week, the school year, etc.), along with parent/guardian signature. All prescription medication MUST be brought to the school in the original container as it was received from the pharmacy that includes a label with the same instructions for administration that are stated on the Prescription Medication Authorization Form. You can request a second prescription container from your pharmacy for this purpose.
- Non-prescription medication: Nonprescription medication includes over the counter medication your child may need periodically such as Tylenol, Ibuprofen, cough syrup, etc.; no aspirin products please. A physician's signature is not required for non-prescription medication, however, a form that outlines the indications for use is required and needs to be completed and signed by the parent/guardian. Please send medication in its original, sealed bottle; pills in baggies will not be accepted.
- Medication Authorization Forms for both prescription and non-prescription medications are available in the handbook or at your child's school.
- Parents/guardians must deliver all medications to the schools' clinic or office, as students are not allowed to transport medications.
- All medications must be picked up at the end of the school year. Medication not picked up will

be disposed of.

Asthma

For children who have a diagnosis of asthma and who may require an inhaler at school please have your provider complete the required Virginia Asthma Action Plan Form PDFthat will cover all instructions for use should your child need it during the school day.

Allergies

If your child has an allergy to food or other substances that would require immediate reaction if exposed, please arrange a meeting with the nurse to review this allergy and to arrange to have an epi-pen or other medication at school. Food allergies require an order by your child's licensed healthcare provider to ensure the food is not served on your child's breakfast or lunch tray per federal guidelines.

If you have any questions or concerns regarding medications, or chronic illness, please contact our School District nurse, Sara Kelly, RN.

Learning About Scoliosis

This page contains information about **scoliosis**. Please read this material so that you may become familiar with this condition. Should you have any questions, please contact your family physician.

What is scoliosis?

Scoliosis is a lateral, or sideward, curvature of the spine. Normally, the spine curves backward in the chest area and forward in the waist area when looking at a person from the side. The curvature of the spine to one side, or to both sides at different levels, is the condition known as scoliosis.

Scoliosis is not a disease. It often occurs in more than one family member in the same or different generations. It does not develop as a result of anything that a child or his parents did or didn't do. Most often it appears with growth during the early teen years, although it may be found in younger children as well.

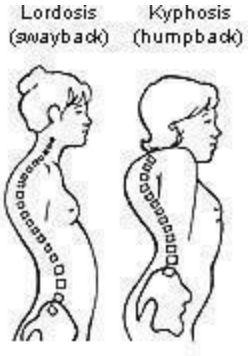
How is scoliosis noticed?

One of the most common signs of scoliosis is a prominent shoulder blade, frequently the right one. One shoulder may also be higher and the child tends to lean to one side. The hips may be uneven, and one may seem to be higher than the other. Scoliosis should not be confused with poor posture. Scoliosis will not disappear as a child gets older. Very often the first indication of scoliosis is that there is something wrong with the fitting of clothes. This is apparent when observing the hemline of a skirt or dress or the length of pant legs. When a child with scoliosis bends forward, the appearance of a rib hump is one of the definitive signs.

How common is scoliosis?

Approximately 10% of the adolescent population has some degree of scoliosis. This means that about 1 million youngsters in the United States alone have scoliosis. Some scoliosis may be so mild that treatment may not be needed. Approximately one-quarter of these will require attention.

Is there a cause of scoliosis?



About 80%-90% of the patients have the type that is known as idiopathic scoliosis. This means that the exact cause of this type of curvature is unknown. Idiopathic scoliosis often runs in families and appears to be genetic in nature. It is not known what causes the development of the curve, or why some curves progress more than others. Scoliosis occurs in perfectly healthy children. Because scoliosis may appear at any time during the growing years, it is essential that the spine be checked regularly until growth is complete. The curvature may progress considerably during the rapid teenage growth spurt. Two other spinal conditions are lordosis and kyphosis. These differ from scoliosis. There is no evidence to support that scoliosis is caused by carrying heavy book bags and backpacks.

Scoliosis, in its early years, produces no pain and may be difficult to detect. It may be present for several years in a form so mild that even a doctor might very well fail to recognize it. One of the easiest ways to detect scoliosis is by using the forward bending test.

Can scoliosis be cured?

There are currently no medications to treat scoliosis, nor can its onset be prevented. The treatment is mechanical in nature. When the curvature is recognized early in development, there are methods of correcting the curvature and preventing its increase. Delay in treating scoliosis may necessitate major treatment. Consulting your doctor is vital to proper treatment. If it progresses, bracing and/or surgery may be needed.

Simple Checklist for the Early Detection of Scoliosis

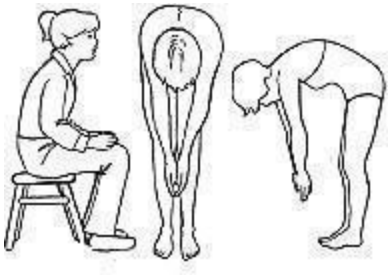
Question	Answer
Is one shoulder higher than the other?	Yes ☐ No ☐
Is one shoulder blade more prominent than the other?	Yes ☐ No ☐
Does one hip seem higher or prominent than the other?	Yes ☐ No ☐
Is there a greater distance between the arm and the body on one side than on the other, when the arms are hanging down loosely at the sides?	Yes ☐ No ☐

When the child is bending forward with the arms hanging down loosely with the hands even and the palms touching each other at about the level of the knees:

Question	Answer
Is there a hump in the rib area?	Yes ☐ No ☐
Is there a lump in the lumbar region (near the waist)?	Yes ☐ No ☐

If you answered "yes" , it is advised that you consult with your physician, an orthopedist, or your pediatrician for further evaluation. The school nurse at your child's school may be able to assist you

and address your concerns.



Rockbridge Area School Based Health Center

Rockbridge Area Health Center (RAHC) has opened a medical clinic at Parry McCluer High School. The clinic provides students, staff, and families with convenient access to healthcare services during the school day.

Licensed healthcare professionals are available to assess, diagnose, and treat a variety of acute and chronic health concerns. Services may include sick visits, management of ongoing health conditions, sports and school physicals, vaccines, and health education.

The school-based health clinic (SBHC) is intended to supplement, not replace, a primary care provider. RAHC providers will work collaboratively with primary care when services are complete. By providing healthcare services at school, the clinic helps reduce barriers to care and supports student health, wellness, and academic success.

Participation in clinic services requires parent/guardian consent and completion of registration forms.

Additionally, behavioral health and dental services are available onsite throughout the school year.

Kling Handbook Addendum

Vision Statement

The vision of the administration, faculty, and staff of F.W. Kling Elementary School is to provide a safe, nurturing environment where every child is respected and held to a high level of achievement through rigorous, standards-based curriculum that supports the development of high moral character and independent life-long learning.

Mission Statement

Administration, faculty, and staff at F.W. Kling Elementary School believes that the road to academic success begins at an early age and every stakeholder should strive to provide academic excellence. Kling Elementary provides students with a social/emotional and academic foundation that will sustain them throughout their academic careers.

Goals and Objectives

Build partnerships with our families and our community that foster healthy, positive relationships while building and fostering mutual respect among students, staff and community.

Value each individual student's unique physical, social-emotional and intellectual needs.

Promote learning, engaging academic and social experiences for all students.

Incorporate instructional strategies that provide appropriate opportunities for success and actively engage students in their learning while promoting different learning styles both inside and outside of the classroom.

Provide a safe, physically comfortable and well maintained environment.

Provide exceptional students appropriate services and resources.

Share the responsibility of teaching and learning with the community, parents, teachers, and students.

Maintain current up to date aligned curriculum standards that promote literacy, math, technology, science, history, physical education, music and art.

Arrival and Dismissal

Arrival

**Parents will not be allowed to walk students into class the first day of school due to school safety concerns.

Car riders should be dropped off at the front doors in the morning. Parents driving their children to school should follow the signals of the teachers on duty to maximize the safety of all children. Passing stopped cars in the driveway is not allowed. We use only one lane. PLEASE DO NOT PARK IN THE DRIVEWAY. Staff will be on duty at 7:30 to welcome students.

All cars should pull up to the first crosswalk to drop off students. Students should have their belongings ready, so that a quick exit may be made from the car. Cooperation among parents, students, and teachers will ensure a smooth, safe, and expeditious arrival. If your student is able to exit the vehicle on their own, they may, but you should remain in the line until it moves – no passing.

Bus riders will enter through the cafeteria doors. Upon arrival students who are eating breakfast should go to the cafeteria, move quickly through the line, find a seat and eat breakfast. Students who are not eating breakfast will go to their classes or remain in the hallway with supervision. At 7:55 the tardy bell will ring and all students should go to class at this time.

Dismissal

The instructional day does not end until 2:50. Students checking out before 2:50 are missing instruction and will be required to make up any missed work.
Buses load from the cafeteria area and all car pickup takes place in the front of the school. We ask that all families stay in the car line, avoid passing other vehicles, and refrain from parking to walk inside to pick up your child.

Attendance

- The parent/guardian should call the school office no later than 8:30 a.m. to report absences.
- Prearranged Absence Forms are available in the office. Teachers will collect missed work and give it to students with instructions upon their return to school.
- Parents will come to the front door when checking a child out early or bringing a child in late. The office staff will call the child to come to the office and then walk the student to the door. Parents will not go to classrooms during the instructional day unless it has been prearranged with the teacher.
- Early check-outs will be monitored and parents will be contacted if these become excessive.

Breakfast and Lunch Procedures/Policies

Breakfast is served between 7:30 and 7:50 a.m. If someone arrives and needs breakfast after the tardy bell, they will get breakfast and then return to class.

Each student is assigned a five-digit ID number that they will enter as they go through the breakfast/lunch line. Please help your students learn this number.

We kindly ask that fast food brought in by parents or guardians not be consumed in the school cafeteria. Students who receive fast food are welcome to enjoy their meal in one of two alternate locations: the courtyard or the conference room.

**Parents should let teachers know if a visitor will be coming for lunch so that an extra meal can be ordered. An accurate count is necessary to ensure the cafeteria will prepare enough lunch.

Building Safety

All classroom doors will be shut during instructional time and locked for safety. Students who are in transition from one class to another will be supervised. Teachers should escort students or stand at their door to supervise them. All outside doors will remain secure during the school day. Only authorized personnel or those with appointments will be admitted to the building during the school day. All scheduled visitors will be issued a visitor's badge, and proper ID will be required.

Parties/Invitations

Children are not allowed to bring party invitations to school unless every child in the class is receiving one. Plans for get-togethers, play dates, and parties that include only part of the class should be handled outside of school.

Classes will have the opportunity to celebrate Halloween, Winter Holidays, and Valentine's Day with a short classroom party. All classroom parties will begin no earlier than 2pm and should take place on the same day. End of the year activities may also be planned at each grade level. The homeroom teacher will coordinate plans for each of these events.

Playground Rules and Procedures

Grade level teachers will be responsible for providing appropriate playground supervision during recess.

Playground Rules:

General Safety

- Students are expected to keep their hands and feet to themselves at all times. Rough play, wrestling, play-fighting, and contact games such as tackle football or "king of the hill" are not permitted.
- Sticks, mulch, rocks and other natural objects are not toys and should remain on the ground.

Slide

- Only one child may use the slide at a time.
- Children must go down the slide feet first, in a seated position. Climbing up the slide is not permitted.

Swings

- Students should sit in the center of the seat and hold on with both hands while swinging.
- Jumping from swings or twisting the chains is not permitted.
- Only one child per swing at a time.

Climbing Structures

- Children should use all equipment as intended. Climbing surfaces are for climbing, not jumping from heights.
- Students should wait their turn and be aware of others around them while on climbing structures.

Dress Code for Outdoor Play

- We strongly encourage closed-toe shoes with secure soles for playground play. Sandals, flip-flops, and shoes with heels can make it difficult to run and climb safely.
- In cooler weather, please ensure your child comes to school dressed appropriately for outdoor play, including a jacket or coat. Children go outside daily unless weather conditions prevent it.

Student Folders

Students will be provided with folders to transport work and correspondence between home and school.

Visitors

All visitors must report to the office upon entering the school building, sign in with a valid ID and wear a visitor's badge. When exiting the building, please sign out with the front office

Enderly Handbook Addendum

Vision Statement

The vision of the administration, faculty, and staff of Enderly Heights Elementary School is to provide a safe, nurturing environment where every child is respected and held to a high level of achievement through rigorous, standards-based curriculum that supports the development of high moral character and independent life-long learning.

Goals and Objectives

Build partnerships with our families and our community that foster healthy, positive relationships while building and fostering mutual respect among students, staff and community.

Value each individual student's unique physical, social-emotional and intellectual needs.

Promote learning, engaging academic and social experiences for all students.

Incorporate instructional strategies that provide appropriate opportunities for success and actively engage students in their learning while promoting different learning styles both inside and outside of the classroom.

Provide a safe, physically comfortable and well maintained environment.

Provide exceptional students appropriate services and resources.

Share the responsibility of teaching and learning with the community, parents, teachers, and students.

Maintain current up to date aligned curriculum standards that promote literacy, math, technology, science, history, physical education, music and art.

Arrival and Dismissal

Arrival

**Parents will not be allowed to walk students into class the first day of school due to school safety concerns.

Car riders should be dropped off in the front car loop in the morning. Parents driving their children to school should follow the signals of the teachers on duty to maximize the safety of all children. Passing stopped cars in the driveway is not allowed. We use only one lane. PLEASE DO NOT PARK IN THE DRIVEWAY. Staff will be on duty at 7:30am to welcome students.

All cars should pull up to the end of the carloop to drop off students. Students should have their belongings ready, so that a quick exit may be made from the car on the sidewalk side of the vehicle. Cooperation among parents, students, and teachers will ensure a smooth, safe, and expeditious arrival.

Once your student exits the vehicle you should remain in the line until it moves – no passing.

Upon arrival, students who are eating breakfast should go to the cafeteria, move quickly through the line, find a seat and eat breakfast. All students will go to the cafeteria when they arrive and will be released to classrooms at 7:40. At 7:55 the tardy bell will ring.

Dismissal

The instructional day does not end until 2:50pm. Students checking out before 2:30pm are missing instruction and will be required to make up any missed work.

No early dismissals are allowed after 2:30 pm.

Transportation changes must be communicated to the school by 2:00pm.

Bus riders will be dismissed first followed by car riders so please do not park in the bus loop after 2:30pm.

Cars and car riders will be given a number that will correlate with a marked space in the loop. Please remain in your vehicle. Stay in line until the line pulls forward, no passing. If you need to get out to buckle your student(s) please pull forward to the designated area to do so when the line pulls forward. If there is a delay in your student(s) reporting to their designated numbered space we may ask you to pull forwards to the designated buckling area and remain in your car until a staff member brings your student(s) to the car and when the path is clear please pull off.

Please do not honk your horn in the pick up line unless you need assistance; as it does not benefit anyone.

Attendance

The parent/guardian should call the school office no later than 8:30 a.m. to report absences.

Prearranged Absence Forms are available in the office but do not guarantee an excused absence. Teachers will collect missed work and give it to students with instructions upon their return to school.

Parents will come to the front door when checking a child out early or bringing a child in late. The office staff will call the child to come to the office to be dismissed. Parents will not go to classrooms during the instructional day unless it has been prearranged with the teacher.

Early check-outs will be monitored and parents will be contacted if these become excessive.

Breakfast and Lunch Procedures/Policies

Breakfast is served between 7:30 and 8:00 a.m. If someone arrives and needs breakfast after the tardy bell, they will get breakfast and then return to class.

Each student is assigned a five-digit ID number that they will enter as they go through the breakfast/lunch line.

We kindly ask that fast food brought in by parents or guardians not be consumed in the school cafeteria.

**Parents should let teachers know if a visitor will be coming for lunch so that an extra meal can be ordered. An accurate count is necessary to ensure the cafeteria will prepare enough lunch.

Building Safety

All classroom doors will be shut during instructional time and locked for safety. All doors will remain secure during the school day. Only authorized personnel or those with appointments will be admitted to the building during the school day. All scheduled visitors will be issued a visitor's badge, and proper ID (driver's license) will be required.

Parties/Invitations

Children are not allowed to bring party invitations to school unless every child in the class is receiving one. Plans for get-togethers, play dates, and parties that include only part of the class should be handled outside of school.

Classes will have the opportunity to celebrate Halloween, Winter Holidays, and Valentine's Day with a short classroom party. All classroom parties will begin no earlier than 2pm and should take place on the same day. End of the year activities may also be planned at each grade level. The homeroom teacher will coordinate plans for each of these events.

Playground Rules and Procedures

Grade level teachers will be responsible for providing appropriate playground supervision during recess.

Playground Rules:

General Safety

- Students are expected to keep their hands and feet to themselves at all times. Rough play, wrestling, play-fighting, and contact games such as tackle football or "king of the hill" are not permitted.
- Sticks, mulch, rocks and other natural objects are not toys and should remain on the ground.

Slide

- Only one child may use the slide at a time.
- Children must go down the slide feet first, in a seated position. Climbing up the slide is not permitted.

Swings

- Students should sit in the center of the seat and hold on with both hands while swinging.
- Jumping from swings or twisting the chains is not permitted.

- Only one child per swing at a time.

Climbing Structures

- Children should use all equipment as intended. Climbing surfaces are for climbing, not jumping from heights.
- Students should wait their turn and be aware of others around them while on climbing structures.

Dress Code for Outdoor Play

- We strongly encourage closed-toe shoes with secure soles for playground play. Sandals, flip-flops, and shoes with heels can make it difficult to run and climb safely.
- In cooler weather, please ensure your child comes to school dressed appropriately for outdoor play, including a jacket or coat. Children go outside daily unless weather conditions prevent it.

Student Folders

Students will be provided with folders to transport work and correspondence between home and school.

Visitors

All visitors must report to the office upon arrival, sign in with a valid ID and wear a visitor's badge for the duration of the time you are at the school. When leaving the building, please sign out in the office.

Parry McCluer Middle School Handbook Addendum

Mission

To provide a safe, respectful, academically challenging and rigorous environment, in which all students demonstrate excellence in academics, and develop socially and emotionally healthy habits to become responsible and successful citizens.

Vision

Parry McCluer Middle School is a place where all students demonstrate excellence in academic standards to be high school, college, and career ready, and to develop skills necessary to be creative problem solvers and reflective thinkers to meet the demands of the 21st Century.

Arrival and Dismissal

Arrival

- Car Riders
    - Students arriving by private vehicle should be dropped off in front of the high school.
    - Students may not be dropped off before 7:30am.
    - Students will enter the building and report to the cafeteria.
- Bus Riders
    - Students will exit their buses and report directly to the cafeteria.

Morning Schedule

- 7:30-8:00am Breakfast is served.
- Students eating breakfast should move promptly through the serving line, find a seat, and finish breakfast.
- Students not eating breakfast should remain in the cafeteria until dismissal to classrooms.

Dismissal

- Bus Riders
    - Bus riders are dismissed at 3:00pm.
- Student Drivers/Rides with Other Students
    - Students riding home with another student will be dismissed at 3:00pm.
    - Written permission from both the parent/guardian of the rider and the parent/guardian of the driver must be on file prior to dismissal.
- Car Riders
    - Parent pick-up takes place in the middle school loop.
    - Vehicles should remain in a single line around the traffic circle.

    - Students will begin loading vehicles after 3:05pm.
    - Vehicles must remain in line until directed to exit. Passing other vehicles or leaving the line early is prohibited for student safety.
- Early Dismissals
    - No student checkouts will be permitted after 2:30pm.
    - Bus transportation changes must be communicated to the school before 2:00pm.
    - Students leaving early must be signed out through the middle school office.

Parent Access

Any person needing access to the school to attend meetings, check out students, or receive information may park in the middle school lot and enter the middle school through the main middle school entrance. Please park in the painted parking spaces.

Attendance

- Parents or guardians should notify the school office of a student's absence no later than 8:30 a.m.
- Prearranged Absence Forms are available in the school office.
- Teachers will provide missed assignments upon the student's return.
- Parents checking students in late or checking them out early should report to the front office.
- Office staff will escort students to and from the office.
- Parents and visitors may not go directly to classrooms during the instructional day unless prior approval has been granted by both the teacher and an administrator.

Breakfast and Lunch

- Breakfast is served daily from 7:30–8:00 a.m.
- Students arriving after the tardy bell who need breakfast will receive a grab-and-go breakfast to take to class.
- Each student is assigned a five-digit meal identification number for breakfast and lunch.
- Lunch is served from 11:06 a.m.–11:36 a.m.

Parry McCluer High School Handbook Addendum

2026-2027

Principal- Dr. Todd Jones
Assistant Principal- Troy Clark

Home of the Fightin' Blues!

Alma Mater

Parry McCluer, we dearly love thee
True, we'll always be,
We are loyal to your honor, Faithful to thee.
Where the mountains meet the sunset
Stands our school serene
Hail, all hail, our alma mater, Parry McCluer, hail to thee!

School Song

Let's give a rah for PMHS, And let us pledge to her anew
Others may like black or crimson, but for us it's white and blue.
Let all your troubles be forgotten, let high school spirit rule.

We'll join and give a royal effort, for the good of our ol' school.
It's PMHS, it's PMHS, the pride of every pupil here.
It's PMHS, it's PMHS, it's PMHS, now we cheer, Rah! Rah!

So now's the time, boys, to make a big noise no matter what the rivals say.
For there is none to fear, the gang's all here. So hail to PMHS .....Hail!!!!!!

School Board Members

Teresa Ellison, **Chairperson**: teresa.ellison@bvcps.net

Lisa Kerr, **Vice Chairperson**: lisa.kerr@bvcps.net

Paula Charlton: paula.charlton@bvcps.net

Ray Gilbert: ray.gilbert@bvcps.net

Roy Mohler: roy.mohler@bvcps.net

Mr. Jolley: charles.jolley@bvcps.net

Mac Felts: mac.felts@bvcps.net

Superintendent. Dr. Heather Ault

Asst. Superintendent: Dr. Brenda Walton

PMHS Mission, Vision, and Values

Mission:

- **Parry McCluer High School students and faculty will consistently achieve the highest level of performance possible in academics, the arts, and athletics.**

Vision:

- **Parry McCluer High School will provide students with the highest-quality, innovative, real-world, student-centered educational experiences to prepare students for post-secondary education, life, and the current workforce.**

Values:

- **We value and respect all students, employees, parents, partners, and community members.**
- **We demonstrate visionary leadership**
- **We practice ethical behavior and personal integrity**
- **We ensure that each person's well-being, social-emotional, and physical wellness is a priority.**
- **We promote personal and organizational learning to ensure every student receives the best educational experience possible.**

PMMS/Parry McCluer High School Bell Schedules 2026-2027

PMMS	PMMS	PMHS	PMHS
PMMS	**Normal Schedule**	**PMHS**	**Normal Flex Schedule**
Student Arrival: 7:35	Teacher Arrival:7:30	Student Arrival: 7:35	Teacher Arrival: 7:30
Gym/Room 216	7:30-7:55	Cafeteria	7:30-7:50
1st Period	8:00-9:00 (60 min)	1st Block	8:00-9:30 (90 min)
2nd Period	9:03-10:03 (60 min)		
		PMHS Flex	9:33-10:07 (34 min)
3rd Period	10:06-11:06 (60 min)	2nd Block	10:10 -11:31 (81 min)
PMMS Lunch	11:06-11:36 (30 min)		
4th Period	11:39 - 12:39 (60 min)	3rd Block	11:34-1:32 (118 min) 88 instructional min
		PMHS 1st Lunch	11:40- 12:10 (30 min)
5th Period	12:42-1:42 (60 min)	PMHS 2nd Lunch	12:15-12:45 (30 min)
		PMHS 3rd Lunch	12:50-1:20 (30 min)
6th Period	1:45-2:45 (60 min)	4th Block	1:35 - 3:00 (85 min)
Pit Stop	2:45-3:05 (20 min)		
PMMS Dismissal	3:05	Seniors	Dismissed @ 2:55
		8-12	Dismissed @ 3:00
Student Arrival: 7:35 Teacher Arrival: 7:30		Student Arrival: 7:35 Teacher Arrival: 7:30	
Instructional Minutes = 395 (with passing)		Instructional Minutes = 390 (with passing)	
Teacher Dismissal 3:15		Teacher Dismissal 3:15	

PMHS Standard Diploma

- Credits = Numeric units earned by students when they pass a HIGH SCHOOL class
- Standard Credit = 1 Credit for passing a class FOR HIGH SCHOOL CREDIT
- Verified Credit = 1 Credit for passing a class and the attached EOC/SOL (End of Course) Test

PMHS STANDARD DIPLOMA GRADUATION REQUIREMENTS			
Standard Credit	SUBJECT/ COURSE AREAS	Verified Credit	COURSE DESCRIPTIONS
4	English / Language Arts	2	End-of-Course (EOC) tests are given in English 11 Writing and English 11 Reading / Literature / Research.
3	Mathematics	1	Must include at least two different courses among: Algebra I, Geometry, Algebra Functions and Data Analysis, Algebra II, or other courses above the level of Algebra II. EOC tests are given in Algebra I, Geometry, and Algebra II.
3	Laboratory Science	1	Must include courses from at least two different areas: Environmental Science, Geology, Biology, Chemistry, or Physics. EOC tests are given in all courses except Geology & Physics.
3	History / Social Science	1	Must include US/VA History and US/ VA Government and one course in World History, World Geography or both. EOC tests are given in World History I, World History II, World Geography, and US/VA History.
2	Health & Physical Education	0	Health PE 9 / Health PE 10
2	Any 1 of the following choices 2 sequential electives ● Fine Arts ● C.T.E- Career Technical Education ● Foreign Language	0	Credits earned for this requirement shall include one credit in fine or performing arts or career and technical education. An approved computer science course credit earned by students may be considered a career and technical course credit.
1	Economics & Personal Finance	0	N/A
4	Electives *One must be an online class*	0	Courses to satisfy this requirement shall include at least two sequential electives.
22	Total Credits Earned	5	Total verified credits required

PMHS Advanced Diploma

- Credits = Numeric units earned by students when they pass a HIGH SCHOOL class
- Standard Credit = 1 Credit for passing a class FOR HIGH SCHOOL CREDIT
- Verified Credit = 1 Credit for passing a class and the attached EOC/SOL (End of Course) Test

PMHS ADVANCED STUDIES DIPLOMA GRADUATION REQUIREMENTS			
Standard Credit	SUBJECT/ COURSE AREAS	Verified Credit	COURSE DESCRIPTIONS
4	English / Language Arts	2	End-of-Course (EOC) tests are given in English 11 Writing and English 11 Reading / Literature / Research.
4	Mathematics	1	Must include at least three different courses among: Algebra I, Geometry, Algebra II, or other courses above the level of Algebra II. EOC tests are given in Algebra I, Geometry, and Algebra II.
4	Laboratory Science	1	Must include courses from at least three different areas: Environmental Science, Geology, Biology, Chemistry, or
4	History / Social Science	1	Must include US/VA History and US/ VA Government and two courses in World History, World Geography, or both. EOC tests are given in World History I, World History II, World Geography, and US/VA History.
3	Foreign Language Two Options ● Choose 1 option	0	Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
2	Health & Physical Education	0	N/A
1	Fine Arts Class or C.T.E- Career Technical Education Class		An approved computer science course credit earned by students may be considered a career and technical credit.
1	Economics & Personal Finance	0	N/A
3	*1 class must be a virtual online class	0	Student selected SOL other than the 5 listed above
26	Total Credits Earned	5	Total verified credits required

Academic Planning

Upon entering high school, 9th-grade students will meet with counselors to complete a 4-Year Plan / Course of Study. This plan will be updated in 11th grade. The ACP-Plans will be completed and signed by the student and sent home to the parent. These plans are available at https://www.vawizard.org/wizard/home for parents/students to view at any time. Parents are encouraged to contact PMHS school counselors to discuss.

PMHS SUGGESTED COURSE SEQUENCES	
Standard Diploma	Advanced Studies Diploma
Grade 8	
• English 8 • Health/PE 8 • Pre-Algebra • Science 8 • World Geography • 3 Electives	• English 8 • Health/PE 8 • Pre-Algebra • Science 8 • World Geography • 3 Electives
Grade 9	
• English 9 • Health/PE 9 • Algebra I • Environmental Science • 4 Electives	• English 9 • Health/PE 9 • Algebra 1 • Biology • World Geography or World History 1 • Language I • 2 Electives
Grade 10	
• English 10 • Health/PE 10/Driver's Ed. • Geometry • Biology • Personal Finance • 3 Electives	• English 10 • Health/PE 10/Driver's Ed. • Geometry or Algebra II • Biology or Chemistry • Personal Finance • Language II • 2 Electives
Grade 11	
• English 11 • AFDA or Algebra II • Geology or Chemistry • VA/US History • 4 Electives	• English 11 or ENG 111/112 • Advanced Math • Geology or Biology • VA/US History or US History • Language III • 3 Electives
Grade 12	
• English 12 • VA/US Government • 6 Electives	• English 12 or ENG 112/ AP LITERATURE • VA/US Government • 6 Electives

Transition Programs, and Parent-Teacher Meetings can be requested. Parents and students are encouraged to view the PowerSchool site regularly and routinely check the PMHS website and Teacher Class Pages for the most current information.

What are the senior graduation requirements?

- Students at Parry McCluer High School should be engaged in the educational process until all high school credits are obtained and meet the graduation guidelines of the Department of Education. Students are expected to graduate from high school with their cohort.

- School attendance and the activities/experiences provided by the school should be experienced by all members of a class.

- The release of twelfth-grade students after the first semester of the twelfth grade destroys class unity and diminishes the school community; therefore, we discourage January completion. Graduation for seniors occurs at the end of the academic year.

- If students choose to complete all requirements for graduation and to withdraw from school prior to June, they are considered graduates. The only school function to which they may participate is the graduation exercise.

Homework

Homework is a powerful tool for the extension of a student's instruction. Homework assignments should focus on independent practice of concepts learned in class that day, or should review previous learning rather than assign new learning at home. The purpose of homework is to strengthen skills, develop a better understanding of concepts, and provide practical applications. Furthermore, homework builds a sense of responsibility and self-discipline, as well as nurturing independent study habits. Homework percentages should not be more than 10% of a student's grade. Students are expected to work as directed on homework by teachers and are expected to receive some homework from any class offered.

Parry McCluer High School Dual Enrollment Pathways for Success

What is Dual Enrollment?

Dual enrollment allows high school students to enroll in college courses and earn credits that count towards both high school and college graduation requirements. These courses are typically offered through partnerships between high schools and local colleges or universities. BVCPS partners locally with Mountain Gateway Community College.

Dual Enrollment Eligibility & Requirements @ PMHS

- A/B averages for all credit-bearing courses during the freshman and sophomore years.
- Must be either a junior or a senior upon enrolling. Exceptions will be made at the administrator level for students who plan to pursue an associate's degree or a specific pathway that requires an earlier start.
- Students must have passed the following SOL/EOC exams. Science 8, English 8, Math 8, Biology, and Algebra I.
- No frequent/consistent disciplinary infractions that result in ISS or Alternative school.
- Student must have the intent to attend a post-secondary educational institution (College or Trade)
- Students may not be placed on probation by MGCC (MGCC handbook for high school and home schooled students
- Students must provide a one-page written explanation/description of the purpose behind taking dual enrollment classes for their future.

- Students will sign a contract for both MGCC and PMHS stating that they understand the expectations by both institutions.
- Students may take only 4 dual-credit courses per semester or 8 per year that count toward their high school GPA.
- Any dual-enrollment courses beyond the allocated 8 per year will not be paid for by BVCPS.
- Students will be financially responsible if they fail or withdraw from a class after the deadline and will be required to sign a contract acknowledging this financial responsibility.
- All Dual Enrollment Mountain Gateway Community College courses will occur on-site or online. Courses may be taken at Parry McCluer High School, at the Joe Wilson Workforce Center in Buena Vista, or at Mountain Gateway in Clifton Forge. Online courses may be taken from home.

How to Get Started	Benefits of Dual Enrollment
• *Consult with a Counselor: Meet with your high school and MGCC staff advisor to discuss your interest in dual enrollment and ensure it aligns with your academic goals.* • *Research Pathways: Identify potential dual enrollment pathways with MGCC that align with student goals and interests.* • *Meet Requirements: Ensure you meet all academic and application requirements set by the college or university.* • *Apply and Register: Complete any necessary applications and register for courses once accepted.*	• *Academic Advancement: Student can challenge themselves with college-level coursework, which can enhance their academic skills and readiness for post-secondary education.* • *Cost Savings: By earning college credits in high school, students may reduce the time and money spent on their college education.* • *Exploration: Students can explore different fields of study, helping them make informed decisions about their college majors and career paths.* • *Five robust pathways from beginner to advanced options for all students who qualify.*

Early College Scholar	**UCGS**	**Associates** (Science, Social Science)	**Jackson River Governor's School** (Science Associates)	**G3/Fast Forward Program (Trade and Certificate)**
What is it?	**What is it?**	**What is it?**	**What is it?**	**What is it?**
An Early College Scholar in Virginia is a high school student who earns at least 15 transferable college credits before graduation while completing the requirements for an Advanced Studies Diploma	The UCGS or Uniform Certificate of General Studies is a program where all credits will cover one year of basic coursework that will transfer to a four-year college in Virginia. The UCGS certificate requires 31-32 hours of dual credit coursework.	An associate's degree may be earned while in high school. This is the equivalent of two years of college coursework and a specific focused area of study. An associate's degree requires 61-62 hours of coursework.	The Jackson River Governor's School is a regional public school for motivated high school students who want to go beyond the traditional high school offerings in science, mathematics, and technology. A student engaged in this program can earn anywhere from 42-62 credits in dual	The G3/Fast Forward Program is focused on trade and certification routes to the workforce. Many options are available for consideration.

Early College Scholar	**UCGS**	**Associates** (Science, Social Science)	**Jackson River Governor's School** (Science Associates)	**G3/Fast Forward Program (Trade and Certificate)**
			enrollment classes by engaging in rigorous programming designed to challenge even the strongest student.	
Requirements for it	**Requirements for it**	**Requirements for it**	**Requirements for it**	**Requirements for it**
Maintain a "B" average or better.	Meet dual enrollment requirements as expected by PMHS and MGCC.	Meet dual enrollment requirements as expected by PMHS and MGCC.	Meet dual enrollment requirements as expected by PMHS and MGCC.	Some programs require students to be 18 years or older. Must meet PMHS and MGCC requirements.
Be working toward an Advanced Studies Diploma.				**Program Options**
Sign an official Early College Scholar agreement alongside their parents, principal, and school counselor.				• HVAC • E and I • CDL • Plumbing • NCCER Core • Health Care
Earn at least 15 college credits. These credits can come from Dual Enrollment (DE) Advanced Placement (AP) courses.				• Phlebotomy • CNA Assistant • CDLs • Machining • Welding
Apply and be accepted to a college or university after high school.				

What is part of a student's record?

Scholastic records are kept on each student enrolled in Buena Vista City Schools. The building principal is responsible for the maintenance of these records at Parry McCluer High School, located at 100 Bradford Drive, Buena Vista, VA 24416. The telephone number is (540-261-2127). The Director of Special Education maintains the records housed in Parry McCluer Middle School.

Confidential information is also included in scholastic records and is usually developed for students requiring differentiated programs and/or special services such as gifted, disabled, and students with special needs. This confidential information may include the following: referrals, reports of educational, medical, psychological, sociological, and other assessments; permission for testing and placement; permission for release of information; reports of appeals, and a copy of the individualized education program (IEP).

Also included are legal reports, records of sensitive physical problems, and reports from institutions and agencies.

Buena Vista City Public Schools makes available the scholastic records to parents or eligible students, to school officials responsible for record maintenance, and to others authorized for legitimate educational interests. The purpose of disclosure may include sending records to another local educational agency (when a student transfers), an employer, or other appropriate person.

Parents or eligible students have the right to inspect, review, and expunge scholastic records at any time. The following information shall be kept permanently in the scholastic records: record data disclosure form; name and address of student; birth date, name and address of parents; program of studies plan; scholastic work completed; level of achievement (grades and grade point average); type of diploma or certificate earned; attendance; test data; birth number on birth certificate; certificate of immunization, and social security number.

Scholastic records exist for every student and include, at a minimum, the following information	
• record data disclosure form showing to whom data has been released and purpose;	• name and address of parents
• student's name;	• program of studies;
• address;	• scholastic work completed;
• birth date;	• level of achievement (grade and grade point average);
• birth number on birth certificate;	• attendance;
• test data;	• cumulative health record;
• certificate of immunization;	• The files may also contain school and community activities.
• record of employment counseling and placement; and citizenship status.	• Additional data as needed (see below)

Destruction of portions of scholastic records occurs when they are no longer educationally useful or five (5) years after the student graduates from secondary school, completes a program adopted by the Board of Education, or leaves school. Complete records are maintained on all students who are not in school. With proof of identity, eligible students or parents have the right to be provided a copy of any record being destroyed. Scholastic records may be needed by the student or the parents for social security benefits or other purposes. If copies are desired, contact your high school or the Director of Special Education.

Buena Vista City Public Schools recognizes the right of parents and eligible students to challenge the content of scholastic records and to file with the FERPA (Family Education and Rights Privacy Act) office a complaint concerning an alleged failure by the school division to comply with 20 USC 1232g.

No fees are charged for reproducing copies of scholastic records. There may be a charge if multiple copies are needed.

Buena Vista City Public Schools makes available the following Directory Information unless notified in writing that any part of or all of such information about the student shall not be disclosed without prior consent:

- name of student in attendance or no longer in attendance;
- address;
- date and place of birth;
- telephone;
- dates of attendance;
- participation in officially recognized activities and sports;
- height and weight;
- awards and honors received;
- and other similar information.

Student Athlete Requirements

What are the requirements for a student athlete?

By VHSL rules, in order to be eligible or maintain eligibility, a student on a 4X4 block schedule must pass three classes for each semester to be eligible the following semester. Eligibility is based on the preceding semester's coursework. Study hall periods do not qualify; only those courses for which grades and credit are given. All students participating in interscholastic sports shall have the Virginia High School League parental consent and physical certification forms submitted to the principal before they can practice with any team. See VHSL rules and regulations below:

28A-5-1 SCHOLARSHIP RULE-The student shall:

(a) For the first semester, be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit, and which may be used for graduation; and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation immediately preceding year or the immediately preceding semester for schools that certify credit on a semester basis; and

(b) For the second semester, be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation, and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation immediately preceding semester.

Note: Credit for courses must be recognized by the State Department of Education. Such credit is to be awarded for the semester in which the work is scheduled to be completed. Credit for summer school work must be applied to the immediately preceding semester or Year.

PM 28A-5-1 SCHOLARSHIP RULE/Block Scheduling (5-94)-When a school offers four classes each semester (block scheduling), students must pass three of these four classes to be eligible for the following semester. There is no yearly eligibility option (combine first and second-semester passing grades, since this block scheduling is on a “stand-alone” semester grade basis.

Student Athletes who check in after 10 a.m. cannot practice or play that day unless the absence is excused! Students will not be allowed to attend extracurricular events as observers without a qualifying event, such as a doctor’s appointment. Administrators have the final say on who attends extracurricular activities.

What is the policy for participating in extracurricular activities?

- Any student who is absent for the entire school day must not take part in any extracurricular activity, as a participant or as a spectator, for that day unless he has secured permission for participation from the principal or the assistant principal. Students absent for the entire day wishing to participate in an extracurricular activity must have a written excuse from a doctor (with permission to participate) or a court document.

- A student who is ill for a whole day may not participate in any athletic practice or game unless he has a doctor's certificate stating that he is physically fit to participate in that particular event and/or approval by the school administration and coach.

- All students participating in interscholastic events must make up any school work missed because of these events. Students should make every effort to turn in assigned work prior to leaving for an extracurricular event.

- Athletes wishing to participate in two sports in any sport season must have preliminary approval from each of the coaches involved. If it is determined that the athlete can attempt two sports, he/she will then arrange a meeting with both coaches and the athletic director to establish priorities. Once these priorities have been stated, the athlete will abide by them, and the coaches will enforce them.

- Any player who leaves a squad may be disqualified from competing in another sport until that season is over, unless the student has secured prior permission from the coach involved. Any student who feels an exception to this policy should initiate a conference with the athletic director and the two coaches involved and present valid reasons for requesting an exception. Within three school days following the conference, the athletic director will notify the student of his eligibility or ineligibility.

What are the rules for social functions?

All social events must be approved by the Assistant Principal or designee and must adhere to the following procedures:

- The club members must secure permission from the sponsors.
- Permission is then given by the administration, and a date is placed on the social calendar by the assistant principal.
- A list of chaperons, as deemed necessary by the administration, must be approved prior to the activity.
- A guest, regardless of age, will not be admitted to any school social function if he or she has one or more court convictions other than minor traffic violations.
- A guest who has created a problem or who has been removed from any school activity previously will not be admitted to any other school social functions.
- A student whose guest is out of school must use the following procedure for administrative approval of that guest: Have written parental permission for his or her guest and present that permission to the administration during a personal conference between the student, the administration, and the student's parent/guardian. No date is allowed to be below eighth grade (no exceptions). Any guest over the age of 21 will need to meet with the administration before the event

Does a guest have to follow school rules?

- If a student chooses to do so, he may come to any social function at Parry McCluer High School and bring a companion or a date (approved by the administration, in 8th grade or higher, and anyone over the age of 21 must meet with the administration before the event) if the PMHS student agrees to take the responsibility for that person's conduct.
- If a guest causes trouble and/or drinks, the following actions will be taken against the PMHS student:
- First Offense: The PMHS student will be warned and/or asked to leave the function with his/her guest.
- Second Offense: The student will not be allowed to bring a guest to any social function for one calendar

year.

- Third Offense: The student will not be allowed to bring a guest to any social function for the duration of his high school career.

School Dance Rules

- All dance plans must be brought before the Assistant Principal.
- Decorating hours will be determined by the club sponsors with the approval of the administration.
- There must be adult chaperones at each dance. If adult chaperons are not available, the dance will be canceled.
- The time for dances will be set by the sponsoring group with confirmation from the administration. Arrangement for paying for the band, disc jockey, etc., will be the responsibility of the sponsoring group.
- Each Parry McCluer High School student who holds a valid identification card may bring a date unless the sponsoring group stipulates differently. However, the cardholder must sign up their date ahead of time for administration approval. Also, the cardholder is responsible for the behavior of their date. **NO DATE BELOW EIGHTH GRADE AND ANYONE OVER THE AGE OF 21 MUST MEET WITH ADMINISTRATION BEFORE THE EVENT!**
- No one will be permitted to leave the dance and re-enter unless there is an emergency. In case of an emergency, the person shall get permission from an administrator or designee before leaving the dance.

Students are not permitted to attend dances if they:

- They are currently suspended at the time of the dance
- have been suspended 2 or more times during the academic year
- have been found not to be in good standing at the discretion of the administration.

Expected Behavior:

- Lewd dancing will result in the student and/or couple being warned and, after a second infraction, being asked to leave the event, and he/she will be ineligible to attend the next dance, including the next academic year (e.g., Homecoming the following year if the infraction occurs at prom – for both student and his/her guest). Parents/Guardians will be notified by phone number(s) provided.
- Every dancer must be in vertical (standing) position – "The Vertical Rule."
- Face-to-face is expected. No grinding or front-to-back dancing is allowed.
- No grinding – Grabbing neck/shoulder/waist and/or hip and pulling in front to back style of dancing.
- No inappropriate touching. Hands on waists or shoulders only.
- No "making out" (no public displays of affection)
- If too many couples are dancing inappropriately, the lights will be turned on and/or music changed as a collective warning for everyone. A verbal warning will be made on the microphone.
- Parry McCluer High School sponsors two major dances and several informal events.
- Homecoming is a semi-formal dance – NO JEANS
- Prom is a formal event (by invitation only). - NO JEANS
- Students attending dances MUST dress appropriately for such functions.

What are the rules for field trips?

- Field trips should be planned in accordance with SOLs and should list the objectives of the trip in relation to the targeted SOL.
- Permission forms signed by parents or guardians must be secured from each student before the day of the field trip and filed by the teacher. NO STUDENT may take a field trip without a signed permission slip on file with the sponsoring teacher for that particular field trip. This form may also be obtained from the office secretary. Field trip permission forms will remain on file for the academic year. Students will not be allowed to get parental permission for field trips by way of phone calls.
- Students may not be permitted to attend field trips if they are not in good academic or behavioral standing. Students on trips must be supervised at all times and must remain with the assigned group.

- No boys in girls' rooms, no girls in boys' rooms at any time. No other student from any school will be in any room or rooms of a Parry McCluer High School student. The Parry McCluer High School students are not to be in any rooms of other schools' students.
- Students are not to leave their rooms during the time specified by the head chaperones.
- Students riding together must get permission to ride in the car or to drive the car.
- All members are to eat at the specified location set up by the head chaperone.
- There will be no drinking of any alcoholic beverage by any student on a trip or at any school-sponsored function. School policy will apply to any person or persons violating this rule. The same policy will apply to the use of drugs.
- Courtesy shall be extended at all times to chaperones and supervising school personnel on trips and at any school function. Violation of this rule will be handled on an individual basis by a conference with the student and his or her parents, the school administration, and chaperons.
- Damage will result in said damage being paid for by the student and his or her parents. This covers motel damage, bus damage, equipment or uniform damage, or other damage resulting from misconduct by the student. Violations of the above rules will result in mandatory school discipline by the school administration.

How do I form a club?

Organization - Clubs will be formed at the beginning of each school year. Students interested in forming a specific club must follow these procedures:

- Secure permission from a faculty member who will serve as a sponsor.
- Develop a formal plan for each group.
- Present the constitution with objectives and planned activities for the school year to the administration for approval.
- Fundraising goals must also be approved by the assistant principal.

How does a club handle fundraising money?

- All fundraisers must be approved by the principal and the assistant superintendent
- All club money must be submitted to the main office upon receipt. Otherwise, the money becomes the responsibility of the club sponsor.
- The club treasurer and sponsor must sign all requests for withdrawals. Deposit and withdrawal forms may be obtained in the office.
- All deposits and withdrawals from club funds must be certified by an administrator and the administrative secretary.
- All school personnel who conduct/sponsor fundraising events/camps must have written approval from the administration prior to commencement.
- All money transactions (deposits and receipts) shall be handled in-house by the designated school bookkeeper in order to comply with state audit regulations.

Parry McCluer Students in Good Standing

This policy aims to recognize and assist all students to take responsibility for their actions and to encourage each student to maintain or improve his or her performance as an engaged, contributing, and empowered member of the Parry McCluer High School learning community.

The outcome sought is for each student to maintain a consistent focus on their intended educational outcomes by responsibly carrying through all of their requirements to achieve success as respectful, responsible, and safe school citizens in all areas, including academic, arts, extracurricular activities, and athletics. It is intended that all students will at all times maintain "Good Standing".

Parry McCluer High School students will be considered to obtain the status of being in "good standing" by achieving the following indicators:

Adhering to all Code of Conduct Handbook policies, including:

1. attendance
2. dress code
3. behavior requirements
4. Does not receive ISS or OSS at any time throughout the school year.

Students with excessive tardies/check-outs, and/or excessive absences, and behavior misconduct will lose their status of "good standing". Students deemed not to be in good standing may lose permission to:

· Attend /Participate in Before/After School Events and Activities
· Park on Campus
· Attend /Participate in Field Trips
· Attend Homecoming and/or Prom

In all cases, the administration will have the final say on a student's standing as it relates to the above criteria

Lockers, Cars, and Searches

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.

❖ A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

❖ Students' desks and lockers are the property of the school, and school officials reserve the right to search desks and lockers. Whenever possible, the administration will advise students in advance of the search. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. 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 material be found during a search, law enforcement officials should be notified.

Personal Searches- A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule.

❖ If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

❖ If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, the school official may use discretion in two actions: a more intrusive search of the student's person may be conducted, or the appropriate law enforcement officials may be

contacted. In the case of a more extensive search, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or his designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

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

Automobile Searches - The school retains authority to conduct routine patrols of student automobiles and inspections of the exteriors of student automobiles. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

What if I have non-alcoholic alcohol or tobacco-free snuff?

All look-alike drugs, alcohol, and tobacco products, including, but not limited to, cigarettes, e-cigarettes, vapes, smokeless tobacco, and chewing tobacco, are prohibited on school grounds. Any students caught with such products are subject to disciplinary action.

2026-2027 PMHS Expectations for Senior Parking and Painting a Senior Spot

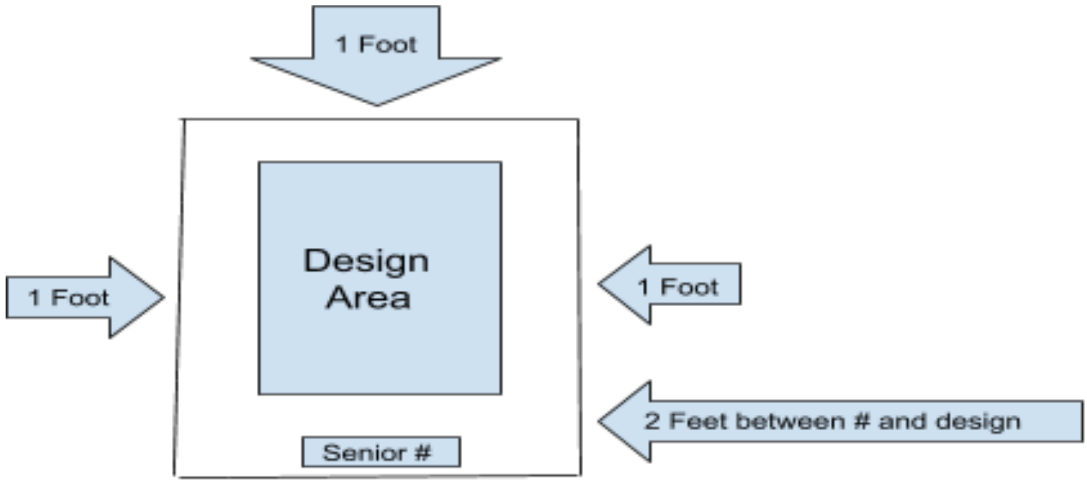
If seniors want to reserve a parking space, they can get a senior parking sticker, which displays the parking space number assigned to them. There is no cost for this. Seniors are also able to paint their specifically assigned senior parking spaces for a fee of $35.00. Senior-painted parking spaces will be allowed only in specific numbered sections on the east side of the building. These numbered locations can be reviewed in the principal's office and are designated by number. Seniors must submit an application for a painted spot, submit a drawing of the design, and pay a $35 fee. Seniors must get approval before painting. At the end of the year, seniors who paint must cover their spot in the designated gray paint. Students must follow all regulations for painting their spots.

Seniors will need to submit drawing proposals to the high school office for approval **BEFORE** painting is started. All designs must adhere to SCOC (Student Code of Conduct) expectations and be approved by the principal. Parking spots will be monitored and photographed to ensure standards and expectations are being met. The administration has final authority over whether or not a submitted draft is approved for painting on the lot.

When painting a spot, seniors must use latex paint. No oil-based paint is allowed. Seniors must paint over the spot at the end of the school year. Seniors must use latex and gray-colored paint to cover their design at the end of the year. A notice will be sent to students who paint in the spring, and it will need to be completed by the front office. If it is not painted over by that date, a fine will be assessed for $50. As with all fines, students will not receive their diplomas until all fines are paid.

The following are the specific requirements for painting a spot:

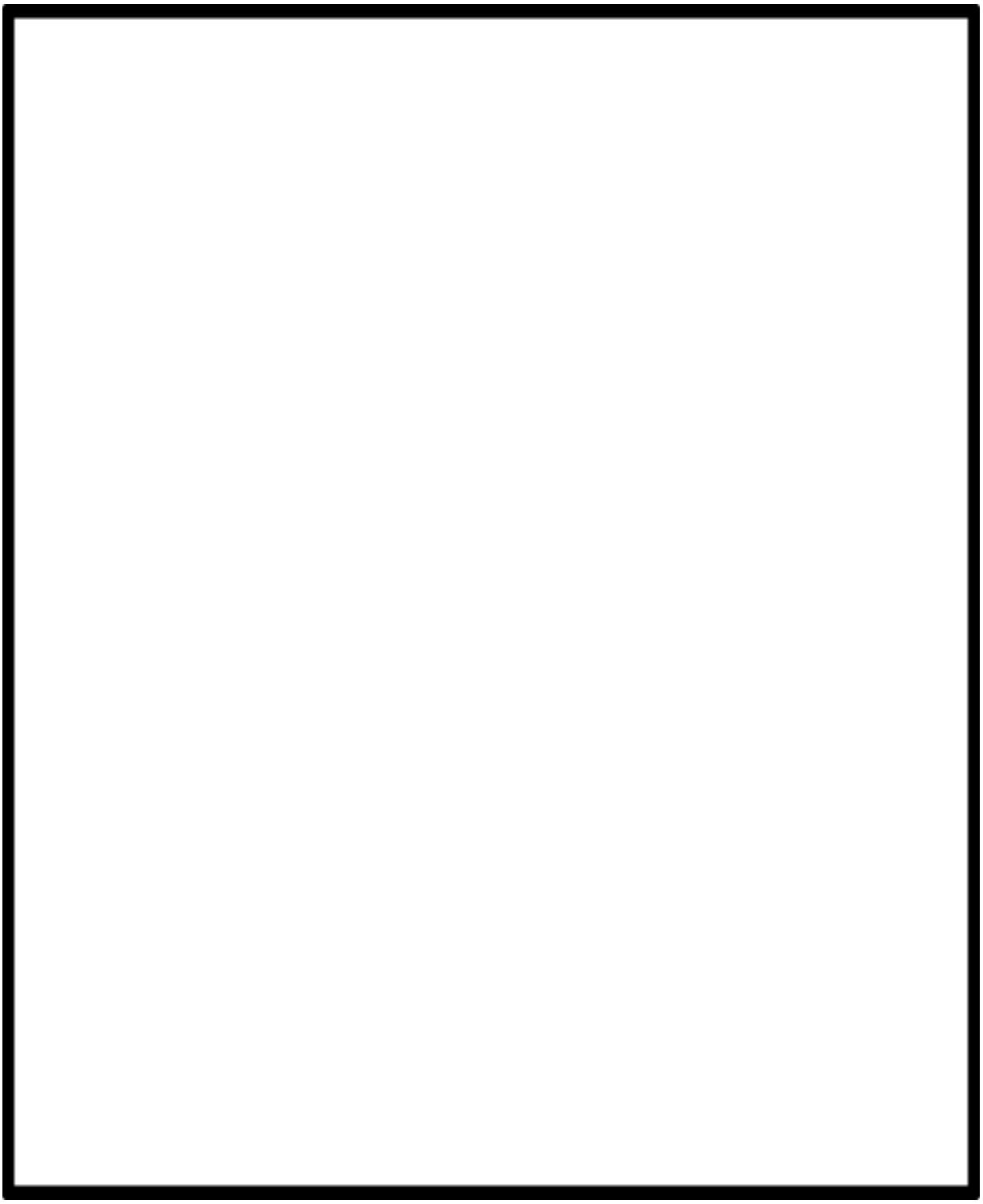
- You are only allowed to paint the area described in the picture below.
- All fees and paperwork need to be turned in to the front office before painting.
- There are no refunds once you have paid the fee.
- All painting must be done on the designated senior paint days.



I have read the regulations for a senior design parking space and will abide by these regulations and the SCOC.

Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____
DL#: _____ LP#: _____

Paint a draft of your design here and turn it into the front office for approval.



Name: _____

Signature: _____

Date of Submission: _____

Paint Dates are: **June-August 31st by appointment.**

Appendix A:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Bullying Reporting Form

Directions: The Buena Vista City School Board believes that all students have a right to a safe and healthy school environment free from bullying and harassment and is committed to promoting mutual respect, tolerance and acceptance. This is a form to report alleged bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and /from school in the current school year. If you are a student victim, parent/ guardian of a student victim, or a school staff member and wish to report an incident of alleged bullying, complete this form and return it to the administration.

Bullying is defined as "any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyberbullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

This intentional behavior includes any bullying based upon race, religion, ancestry, national origin, economic status, gender, sexual orientation (reported or perceived), gender identity, physical appearance, social interactions or disability. Bullying may take many forms, including the following:

Physical Bullying – physical acts of aggression including, but not limited to, hitting, kicking, tripping, blocking, or pushing and physical intimidation by gesture.

Verbal/Nonverbal Bullying – threats or gestures of physical aggression, name-calling or insults, mocking behaviors, obscene gestures, or graffiti reflecting bullying behavior on school property.

Relational Bullying – spreading rumors with intent to harm, intentional exclusion or isolation, or group actions unified toward threatening or humiliating another.

Cyberbullying – bullying by use of information and communication technologies that may include, but not be limited to, spreading information or pictures that would be defined as bullying, impersonation of a virtual identity or forwarding information intending to be private. Cyber-bullying would fall under the investigation of school staff when it materially and substantially disrupts the educational process or the orderly operation of school.

Sexual Bullying/Harassment – unwanted touching of a sexual nature, obscene gestures or comments made about a person's sexuality or sexual activity.

Bullying Reporting Form (Please print all information)

Today's Date _____/_____/_____ School_____

Do you believe the behavior was intentional, repeated over time, intended to harm, involved a power differential, and created a hostile educational environment? ____Yes ____No

Person Reporting Incident:

Name_____

Telephone_____-_____-_____ Email_____

Check appropriate identification:

_____Student_____Parent/Guardian of student_____Staff_____Bystander_____Close adult relative

Name of alleged student victim:_____

Name of alleged witness(s) (if known):_____

Name of alleged offender(s) (if known):_____

On what date(s) did this happen? _____

Where did the incident happen (choose all that apply)?

_____On school property (Specifically where did the incident occur?)

_____At a school sponsored activity or event off school property (Please be specific.)

_____On a school bus. On the way to/from school (Please circle one.)

_____Via internet

Describe the incident(s), including what the alleged offender(s) said or did. Attach a separate sheet if necessary.

Signature of person submitting form_____Date:_____

Date report received by school administrator_____ Received by:_____

Date investigation started:_____ Date investigation concluded:_____

Appendix B:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Field Trip Permission Form PK-7

Dear Parent or Guardian,

Classes may take field trips as part of the school program, to provide concrete examples, and to facilitate learning. Parental permission is required before your child can participate.

Please complete this parental consent form for field trips to be taken during the school year.

The teacher will send home a notice of each field trip. It will not be necessary for you to grant permission for each trip. When teachers plan field trips, they divide the cost of admission and transportation costs equally among all students. **These monies cannot be refunded.** If your child cannot participate in a particular field trip, please notify the teacher.

In the event of an accident, injury, or medical emergency, the school has my permission to obtain proper medical treatment for my child (at my expense) until I can be notified.

I give permission for my child, _____, to participate in field trips to be taken by the school this year.

Signature of Parent/Guardian_____

Date:_____

I **Do Not** give permission for my child,_____, to participate in field trips to be taken by the school this school year.

Signature of Parent/Guardian_____

Date:_____

Appendix C:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

PMHS Field Trip Permission Form

This form is to certify that _____ has advanced permission to be out of school on _____to attend a field trip sponsored by _____ to go to _____

Part A: To be completed by teachers

I certify that the above mentioned student is in good academic standing (at least a C average in each class) and may miss the following classes to attend the field trip:

1st Block Class:_____Teacher Signature_____Yes or No

2nd Block Class:_____Teacher Signature_____Yes or No

3rd Block Class:_____Teacher Signature_____Yes or No

4th Block Class:_____Teacher Signature_____Yes or No

Part B: To be completed by parent/guardian

I hereby give my permission for my son/daughter to go on the field trip as indicated above.

Parent/Guardian Signature:_____Date:_____

Part C: To be completed by Principal/Assistant Principal

Please note: The field trip sponsor must collect the Field Trip Permission Forms and submit to the Principal/Assistant Principal.

I certify that the above student is in good standing and, therefore, may represent Parry McCluer High School on this field trip.

Principal/Assistant Principal Signature:_____Date:_____

Appendix D:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Media Opt Out Form

State law allows for the release of student directory information, which is information that is generally not considered harmful or an invasion of privacy if released, to parties outside the school district unless the adult student, parent, legal guardian, or guardian ad litem issues a written exception. Directory data means those records that include student's name; address; telephone listing; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; photographs; degrees, honors and awards received; date and place of birth; and the name of the most recent educational agency or institution attended. Parent email may also be provided for institutions to contact parents if necessary.

In addition, federal law requires that educational agencies provide military recruiters with names, addresses, and telephone numbers of students unless parents opt out of the public, nonconsensual disclosure of directory information.

If parents/guardians do not want all or part of any directory data for their child to be released without their prior consent, please complete this form. There are several different areas where this request could be made. **Please check any or all of the areas you would like to withhold the release of directory data for your child.**

- ☐ Higher Education – Excludes student information from being sent to institutions of higher education. (This is for Juniors and Seniors ONLY)
- ☐ Military Use – Excludes student information from being sent to military recruiters. (This is for Juniors and Seniors ONLY)
- ☐ Public Use – Excludes student information from being sent outside the district to entities such as newspapers, photographers, driving schools, etc.
- ☐ Local Use – Excludes student information and photos from being sent within the district for things like websites, yearbooks, class lists, sports information such as rosters and programs, or articles where student directory information is identified.
- ☐ School photography companies may email parents information regarding picture day and picture ordering options

Name_____Date of Birth_____Grade _____

Parent/Guardian Name/Address_____

Signed _____Date_____

Appendix E:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Student Information Update

Child's Name_____ Teacher_____
Last /First / Middle / Nickname
Birthdate____/____/____ Sex_____ Place of Birth_____

Home Language_____ Other languages spoken in the home_____

Please select ethnic group: ____American Indian/Alaskan Native ____Asian/Pacific Islander ____Hispanic ____Black(not Hispanic) ____White(not Hispanic) ____Native Hawaiian.

Home Phone_____ Cell Phone(s)_____

Home Address_____

Mailing Address_____

Preferred E-Mail Address_____

Child Resides With: ___Mother& Father ___Mother Only ___Father Only ___Mother & Stepfather ___Father & Stepmother ___Guardian ___ Grandparent(s) ___ Other(please explain)_____

Individual(s) who have custody of this child_____

Mother's Name_____Home Address_____
Home Phone_____Cell Phone_____Work Phone_____ext_____
Place of Employment_____

Father's Name_____Home Address_____
Home Phone_____Cell Phone_____Work Phone_____ext_____
Place of Employment_____

Stepparent's Name_____Home Address_____
Home Phone_____Cell Phone_____Work Phone_____ext_____
Place of Employment_____

Guardian's Name_____Home Address_____
Home Phone_____Cell Phone_____Work Phone_____ext_____
Place of Employment_____

Sitter's Name_____Home Address_____
Home Phone_____Cell Phone_____Work Phone_____ext_____
Persons in the home under the age of 18
Name_____age_____ Name_____age_____
Name_____age_____ Name_____age_____
Name_____age_____ Name_____age_____

Name of adults in the home:
Name_____ Name_____
Name_____ Name_____

Is the student Homeless or Unaccompanied Youth? ___Yes ___ No (if yes, please select reason for relocation)

□ Sharing housing with other people due to loss of housing, economic hardship, or a similar reason (e.g. doubled up)
□ Living in a motel, hotel, campground, or similar temporary accommodation due to lack of alternative adequate housing
□ Living in an emergency or transitional shelter
□ Living in a place not designed for or ordinarily used as a regular sleeping accommodation for human beings (e.g. cars, parks, public spaces, abandoned buildings, substandard housing)
□ Unaccompanied Youth: Living in one of the above situations without a parent or guardian.

Will your child ride the bus? ___YES ___NO if yes, please provide the following:
Pickup Address_____ Drop off Address_____

Please list any medications your child takes on a regular basis:

Please list any medical information you feel the school should be aware of:
(including allergies, food sensitivities or chronic health conditions)

Does your child wear glasses? ___Yes ___No Contact lenses ___YES ___NO

In an emergency situation the school has my permission to take my child to their health care providers listed below or nearest emergency room, at my expense. ___YES___NO

Doctor's Name_____ Phone_____

Address_____

Dentist's Name_____ Phone_____

Address_____

Internet Access for Remote Learning (please select one):
Internet speed allows for streaming_____Too slow for streaming_____No internet connection due to cost_____
No internet due to availablity_____No internet for unknown reasons_____

Device Access for Remote Learning (please choose one):
Schoolprovided_____Personal device_____Shared device with family_____Smartphone only_____No device_____

Emergency Contacts (people who we may contact if unable to reach parents)

Name_____Address_____Phone Number_____
Name_____Address_____Phone Number_____

If there are any legal complications regarding your child (custody, visitation,etc) please make sure the office has copies of legal documentation.

Parent/Guardian Signature_____ Date_____

Appendix F:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Bus Rider Safety Rules

Operating a safe school bus requires the cooperation of students, parents, and drivers. To ensure the safety of all passengers, students must abide by the following regulations. Failure to comply may result in the suspension of bus riding privileges or school suspension.

Student Responsibilities & Conduct

- Follow Directions: Students must cooperate with and follow the instructions of the bus driver at all times.
- Assigned Seating: Students must remain in the seat assigned to them by the bus driver or school principal.
- Stay Seated: All riders must remain safely seated while the bus is in motion and until it has come to a complete stop.
- Keep Inside: Head, hands, arms, and all other body parts must remain inside the bus windows.
- Respectful Environment: The use of profane, obscene, or abusive language is strictly forbidden.
- No Fighting: Dangerous physical behavior and fighting are prohibited.
- Note: School insurance does not cover injuries sustained from fighting or dangerous behavior on the bus.
- Keep it Clean: Littering the bus with food, wrappers, or other debris is prohibited.
- Vandalism: Students and their parents/guardians will be held financially responsible for any damage caused to the bus.
- Cell Phone Usage: Cell phone usage will be at the discretion of the bus driver.

Arrival and Safety Procedures

- Punctuality: Students must be at their designated loading zone at the scheduled morning and afternoon pickup times.
- PK-1 Students: An adult must be present for morning and afternoon pick up times or the student will be returned to the bus lot and the parent will be notified.
- Afternoon Bus Changes: Afternoon bus changes must be made to the school and transportation office prior to 2:00 pm.

Disciplinary Procedures

- Reporting: Bus drivers will report any student misconduct to the respective school principal.
- Parent Notification: If a student's misconduct continues, the principal will notify the parents or guardians.
- Consequences: Principals will handle bus misconduct with the same disciplinary measures and protocols used for classroom misbehavior

I have reviewed and understand the bus rules outlined above and agree to follow these rules.

Student's Name:_____

Parent/Guardian Signature_____Date:_____

Appendix G:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

SOL Expedited Retake Permission Form

Dear Parents/Guardians,

As you are aware, your child will take the Virginia Standards of Learning Assessments during the school year. Legislation allows students in grades 3-8 an opportunity to retake their SOL assessments if they score between a 375 and a 399. A score of 400 is passing.

In order for your child to take advantage of this opportunity, we must have permission from you. In an effort to expedite our testing procedures, we are seeking permission now. Please know that refusal to give permission will have no negative impact on your child or their academic record. If your child does participate in the retake opportunity and passes the test, the failing score will no longer be reported on their permanent record or on the school's accreditation rating.

If you have any questions, please contact your child's school.

- ☐ If eligible, my child has permission to participate in the expedited retake of any qualifying Standard of Learning Assessment for the 2026-2027 school year.

- ☐ My child DOES NOT have permission to participate in the expedited retake of any qualifying Standard of Learning Assessment for the 2026-2027 school year.

Student's Name:_____

Grade:_____

Parent/Guardian Signature_____

Date:_____

Appendix H:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Unscheduled Early Dismissal Transportation Plan

In case of early unscheduled dismissal, my child will leave school and go:

Child's Name:_____

Homeroom Teacher's Name:_____

Address where your child will be going_____

Car Rider or Bus Rider (please circle one)
If by bus, bus #_____

Students will not be allowed to use the school telephone to arrange transportation.

Appendix I:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Permission to purchase extras in the cafeteria

Parents & Guardians,

Buena Vista City Public Schools uses a computerized software program in the school cafeterias. Each student has been assigned a student ID number and this number is used for meals during breakfast and lunch. All students receive free breakfast and lunch. Parents may place money in student accounts at any time for extras. Students are required to prepay for extras on a weekly or monthly basis. When making payments on student accounts, please place payment in a sealed envelope marked **Lunch Account.** The **Student's ID number, first and last name** should also be written on the outside of the envelope. You can also access your child's account and add money online. Parents, you can also monitor purchases by requesting an itemized printout of your child's account or view on My School Bucks.

Students have an opportunity to buy extra items such as water or ice cream, etc. Students will not be allowed to buy extras using money from their accounts unless they have a signed permission form on file in the cafeteria. It is our hope that this will help parents monitor their child's account.

It is our goal to provide a nutritious meal. If you have any questions concerning the child nutrition program, please call the School Board Nutrition Office at 261-2129. The Nutrition Manager, Hope Williams, is available to answer questions from 7am to 2 pm daily.
Thank you.

Student Name:_____

Homeroom Teacher:_____

_____ My child has permission to purchase extra items

_____ My child may not purchase extra items

Non-discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-3272 or (202) 720-6382(TTY). USDA is an equal opportunity provider and employer**.**

Parent Signature: _____

Appendix J:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Authorization to Administer Prescription Medication

1. Written orders using this form from a physician detailing the name of the drug and the specific information below is required.
2. Using this form, the signature of the parent or guardian requesting that the school district comply with the physician's order is to be obtained.
3. Medication must be brought to school by parent or guardian in the original container, appropriately labeled by the pharmacy or physician. Medication in baggies will not be accepted.
4. Schools are required to keep the medication in the original container (no pre-pouring is allowed) and under lock and key.
5. Any change of prescription requires a new written order from the prescribing physician.

Please fill in and sign this form.

Name of student:_____ Allergies:_____

Diagnosis:_____ Name of medication:_____

Dates medication must be administered: (please check one)
_____Short Term (1-14 days) ____Every day ____Episodic/Emergency events only ____PRN (as needed)

Dosage:_____Route:_____Time of day:_____

Can serious reactions occur if the medication is not given as prescribed? Yes or No
If Yes, please describe:_____

Serious reactions/adverse side effects from this medication may occur? Yes or No
If Yes, describe:_____
Action/Treatment for Reaction:_____
Report to you? Yes or No

Special handling instructions: Refrigeration:____ Keep out of sunlight:____ Other:_____

Physician/License Prescriber Name:_____Phone:_____
Signature:_____Date:_____

I request that the school give the above medication as ordered by the physician and I give my permission for the school to contact the physician's office regarding the medication should this be necessary.

Parent/Guardian Signature:_____Daytime Phone:_____

Appendix K:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Authorization To Administer Over The Counter Medications

Do not use this form for prescription medications

If medication can be given at home or after school hours, please do so. However, if an over the counter medication must be given during school hours this form must be completed. Use one form for each medication.

Student Name:_____Date of Birth:_____
Teacher:_____Grade:_____

I request that _____School, through the principal or designee,assists in the administering of medication to my child, according to instructions below. I understand that:

- Medications must be transported by parent/guardian.
- Medications must be in the original labeled container (no baggies, foil, etc.)
- Parent/guardian must provide specific instructions, as well as the medication.
- It will be the responsibility of the parent/guardian to inform the school of any changes. New medication or new doses will not be given unless a new form is completed.
- Unused medication will be disposed of unless picked up by the parent/guardian within 30 days after the authorization expires or on the last day of school.

Name of medication:_____Dose:_____Route:_____

Time(s) to be given:_____Stop medication on:_____

Condition/Illness requiring medication:_____
Known allergies:_____
Possible side effects, if any:_____

I hereby authorize the personnel of Buena Vista City Public Schools to administer my child over the counter medication according to policy. I understand that, in the event of a change in medication, I am responsible for presenting a new request form.

Parent/Legal Guardian Signature:_____Date:_____
Home Phone:_____Work Phone:_____Cell Phone:_____

Appendix L:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent

Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Anti-Bullying Pledge

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

Bullying is defined as 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(s) and the victim; and is repeated over time or causes severe emotional trauma. Cyber bullying is the use of electronic media (including but not limited to the following devices: email, social media, peer to peer media, audio and/or video footage, texting) to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others.

Everyone should enjoy school equally and feel safe and accepted, regardless of popularity, athletic ability, school performance, family circumstances, gender, political affiliation, sexual orientation, race, and/or religion.

In signing this pledge, you, as the student, agree to:

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

Student Name:_____ Homeroom Teacher:_____

Student Signature:_____

Date:_____

Appendix M:

Compulsory School Attendance Expectations in State Law

Definition: Violation of state, school division, or school policy relating to attendance.
***Code of Virginia* 22.1-254**

Code of Virginia Section 22.1-254 regarding ages of children required to attend school Ages of children required to attend.

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

   As prescribed in the regulation of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school, or by a public or private degree – granting institution of higher education.

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

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

C. The requirements of this section shall not apply to any child who obtained a high school diploma, its equivalent, or a certificate of completion, or has otherwise complied with compulsory school attendance requirements as set forth in this article.

D. The requirements of this section shall apply to any child in the custody of the Department of Youth and Family Services, or any child who may have been adjudicated as an adult, and who has not passed his eighteenth birthday.

E. Within one calendar month of the opening of school, each school board shall send to the parents or guardians of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board. Each parent or guardian shall submit to the School Board a statement, provided with the materials, acknowledging receipt of these materials.

Chronic Absenteeism

Attendance has been increasingly the focus of attention among school divisions and educators. According to research, regular attendance is a significant factor in a student's success:

- Chronic absenteeism correlates to low academic achievement;
- Absenteeism is a powerful predictor of dropout rates;
- Absenteeism has been linked to poor outcomes later in life.

Chronic absenteeism is defined as missing ten percent or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. Based on a 180-day school year, that means approximately 18 days per year or 2 to 3 days per month.

Truancy is the act of accruing one or more unexcused absences, where the parent is unaware of or does not support the student's absence, or where the parent's provided reason for the absence is not acceptable to the school administration.

Missed instruction, regardless of the reason, can have significant academic consequences. Therefore, the broader emphasis is on improving attendance for every student.

BVCPS is employing attendance officers to monitor attendance daily. Students missing school may be asked to participate in after school attendance make up sessions, so they do not reach the chronic absenteeism threshold.

I have reviewed and understand the Attendance Policy outlined in the handbook and agree to follow this policy.

Student's Name:_____

Parent/Guardian Signature_____

Date:_____

Student-Parent Handbook Acknowledgement

My child and I have read and reviewed the contents of the Student- Parent Handbook for the current academic year. We realize that we are responsible for fulfilling the rules and regulations of this handbook. All rules and regulations are also posted on our division website that can be accessed at www.bvcps.net.

Signature of Parent/Guardian: _____ Date: _____

Print Parent Name: _____

Signature of Student: _____ Date: _____

Print Student Name: _____

Please circle student grade: PreK K 1 2 3 4 5 6 7 8 9 10 11 12

Acknowledgement of Parental Responsibility

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

Student Name_____ DOB_____

School_____

Homeroom_____ Grade_____

I have reviewed each of the following. These are found in the Parent-Student Handbook and on our division website, www.bvcps.net under Parents & Students.

1. Standards of Student Conduct

2. A copy of Code of Virginia Section 22.1-279.3 regarding parental responsibility for student conduct and attendance, of the Code of Virginia that sets forth the duty of each parent of a student enrolled in a public school, to assist the school in enforcing the standards of student conduct and compulsory attendance.

3. A copy of the compulsory attendance law.

My signature acknowledges receipt of above-listed documents. By signing this statement of receipt, I do not waive, but expressly reserve, my rights protected by the constitution or laws of the United States or Commonwealth of Virginia. I retain the right to express disagreement with a school's or school division's policies or decisions.

Print Parent/Legal Guardian Name_____

Date_____

Signature of Parent/Legal Guardian_____

Date_____

Signature of Student if Age 18 or above_____

Date_____