

EDUCATIONAL PHILOSOPHY

BUENA VISTA CITY PUBLIC SCHOOLS

STUDENT AND PARENT HANDBOOK

BUENA VISTA CITY PUBLIC SCHOOLS
2123 CHESTNUT AVENUE, SUITE 1
BUENA VISTA, VA 24416
(540) 261-2129

DR. TONY FRANCIS, SUPERINTENDENT
MS. TERESA ELLISON, CHAIRMAN

Notice: A copy of the Policies and Regulations Manual for Buena Vista City Public Schools is maintained in each school library, the office of the school principal and the central office.

These policies are available upon request to students, employees and the public.

The Buena Vista City School Board is committed to providing equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth and to ensuring that each student be equipped to communicate effectively with other people, to be competent both in the workplace and in higher education and to feel confident of the ability to make creative and constructive decisions in his/her life.

Buena Vista City School Board:

- provides the necessary trained and dedicated leadership, qualified personnel, equipment and materials to assure an appropriate education for every student;
- treats all members of the school community equitably with the highest degree of respect;
- allocates and uses assets fairly and efficiently

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“OUR WHY”

“Why do we do what we do?”

TO INSPIRE, MOTIVATE, ENCOURAGE AND CONNECT SO THAT OUR STUDENTS BELIEVE IN THEMSELVES AND PURSUE THEIR DREAMS!”

Buena Vista City Public Schools

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.

COMMITMENTS for Every Student and Parent of Buena Vista City Public Schools

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 must 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 Office

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 sworn 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
2329 Chestnut Avenue
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: Juli Gibson (540) 261-2129

SCHOOL BOARD MEMBERS

Chairman:

Ms. Teresa Ellison

Vice-Chairman:

Mrs. Lisa Kerr

Board Members:

Ms. Teresa Ellison

Mr. Wayne Flint

Mr. John Rice

Mr. Roy Mohler

Mr. John Roberts

SCHOOL BOARD OFFICE

Superintendent:

Dr. Tony Francis

Assistant Superintendent:

Dr. Gennifer Miller

Director of Operations:

Ms. Sherrie Wheeler

Director of Special Education:

Mrs. Juli Gibson

School Board Finance:

Mrs. Sandra Mohler

Director of Technology:

Mr. Robin Williams

Database Manager and Technology Specialist: Conrad Patterson

Web and Technology Specialist: Melanie Beard

Director of Testing:

Dr. Lisa Clark

Director of Nutrition:

Mrs. Pam Conley

Mrs. Hope Williams

Director of Transportation:

Mr. Steve Buchanan

Director of Maintenance:

Mr. Jimmy Mason

School Nurse:

Ms. Sara Kelly

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 (bvcp.net).

General Information

BUENA VISTA CITY PUBLIC SCHOOLS

Parry McCluer High School (8 – 12)

100 Bradford Drive

Buena Vista, Virginia 24416

540-261-2127 fax 540-261-1828

Todd Jones, Principal

Troy Clark, Assistant Principal

Parry McCluer MiddleSchool (6 – 7)

2329 Chestnut Avenue

Buena Vista, Virginia 24416 540-261-7340 fax 540-261-3292

Debbie Gilbert, Principal

Enderly Heights Elementary School (3 – 5)

101 Woodland Avenue

Buena Vista, Virginia 24416

540-261-6151 fax 540-261-7009

Devan Nicely, Principal

F.W. Kling Elementary School (PreK – 2)

3400 Lombardy Avenue

Buena Vista, Virginia 24416

540-261-6717 fax 540-261-1389

Lisa Clark, 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, WSL10, 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.

EARLY DISMISSAL SCHEDULES

When school is dismissed early, each school will dismiss two(2) hours before normal dismissal time.

ADDRESS CHANGES

Students who change their residence, mailing address, email addresses or home/work 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 moment of silence will be observed, as well.

ARRIVAL TO AND DEPARTURE FROM SCHOOL

Kling Elementary: 7:35 AM - 2:50 PM (Bus) 3:00 PM (Car); Pre-K 2:30 PM
Enderly Heights Elementary: 7:45 AM - 3:00 PM (Bus) 3:10 PM (Car)
Parry McCluer Middle School: 7:40 AM - 3:16 PM
Parry McCluer High School: 7:45 AM - 3:00 PM

INSTRUCTIONAL DAY

Kling Elementary: 8:00 AM - 2:50 PM; Pre-K 8:00 AM - 2:30 PM
Enderly Heights Elementary: 8:00 AM - 3:00 PM
Parry McCluer Middle School: 8:00 AM - 3:16 PM
Parry McCluer High School: 8:15 AM - 3:00 PM

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 for him/her to attend city schools. This application can be found on our website at www.bvcps.net under the parent resource 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.

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. Any medical appointment during lunch must have a medical note stating date and time of appointment. This note must be brought back from the doctor, upon the student's return. A parent or guardian must come to the office for any other lunch check-outs.

Only parents 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. If parents are bringing restaurant food (which is discouraged), the food must be in a lunch box (not the identifiable restaurant containers/bags.)

LUNCH TIMES

Kling Elementary School

Pre-K: 11:00-11:25

KG: 11:30-11:55

1st: 12:00-12:25

2nd: 12:40-1:05

Enderly Heights Elementary School

3rd: 11:00 - 11:30

4th: 11:15 - 11:45

5th: 11:45 - 12:15

Parry McCluer Middle School

6th: 10:44-11:14

7th: 11:15-11:45

Parry McCluer High School

1st Lunch: 11:55-12:20

2nd Lunch: 12:25-12:50

3rd Lunch: 12:55-1:20

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.

WELLNESS/NUTRITION POLICIES

The Wellness/Nutrition Policy is located on the division website at www.bvcps.net.

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:

§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 §63.1-248.3. 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

- b. That 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, publish and distribute the guidelines required by §22.1-272.1 to the local school divisions by October 1, 1999.
- c. That, notwithstanding the effective date of this act, no person shall be required to comply with the parental contact requirements set forth in §22.1-272.1 until the guidelines of the Board of Education are developed, published, and distributed to the local school divisions.

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:

§ 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.).

Please see the BVCPs policy manual to access the policy in full.

HOW TO ACCESS THE VIRGINIA SEX OFFENDER REGISTRY

Go to the Virginia State Police website: www.vsp.state.va.us and click on Sex Offender Registry.

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 <http://www.doe.virginia.gov/testing/index.shtml>.

HOMEWORK

Buena Vista City School administrators and teachers believe that homework plays a vital role in The educational process of all students. The positive effects of homework are numerous, including increasing retention and understanding; developing effective study and time management skills, along with a sense of independence and responsibility; and fostering the concept that learning can occur anywhere, not just in school. Homework also 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. Ultimately, however, students bear the responsibility for completing homework assignments according to the directions of the teacher.

For homework to be effective, certain principles must be followed consistently. Teachers should assign homework (independent practice) only after thorough explanation and guided practice of the skills necessary for students to complete the assignment successfully. In addition, teachers must stress student's accountability in the homework process by regularly checking homework and providing instructional feedback. Not all homework needs to be formally evaluated or graded, but that which is, should be assessed promptly and returned to the students.

Finally, teachers must consider student's access to study materials and plan assignments which do not penalize students for lack of available resources. Neither should students be penalized by having to complete several major homework projects within the same time period. Thus, as much as possible, teachers of different subjects should coordinate major projects so that they are spread throughout a semester or year. Administrators, teachers, parents and students need also remember that homework may have many different purposes. Whatever its purpose, however, the frequency and duration of homework assignments must be adapted to the age and special needs of students. All persons concerned in the homework process must realize that within any group of students, the time to do a common assignment will vary.

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

- **Primary (Pre K-2)** Homework is assigned two to four times per week with the total time per night being no more than thirty minutes. In addition, students practice reading at their independent reading level daily, for at least twenty minutes and include a written response. Appropriate assignments include extensions of classroom instruction, review of previously achieved skills and information, problem solving applications of classroom skills, writing assignments, spelling and vocabulary review, practice to improve competency, and special projects.
- **Elementary (3-5)** Homework is assigned four or five times per week with the total time per night being no more than sixty minutes. In addition, students should practice reading at their independent level daily, for at least twenty minutes and include a written response. Appropriate assignments include those for Pre K-2 with the addition of content reading assignments from texts and reference materials.
- **Middle School (6-7)** Homework consists of two to four assignments per class per week as appropriate for the subject. Each assignment lasts from 15-30 minutes. Additional assignments approximating those given at the high school level may be required of students enrolled in subjects receiving credit toward graduation. Teachers of middle school students are expected to be especially aware of the developmental diversity among this group of students. Varied activities that foster critical thinking are highly encouraged as well as the consistent continuation of independent reading. In addition, students should practice reading at their independent level daily, for at least twenty minutes and provide a written response.
- **High School (8-12)** Homework consists of three to five assignments per class per week as appropriate for the subject, each assignment lasting 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.
- **Students with Disabilities:** Homework is an essential component of the educational process for students with disabilities. Students with disabilities should be assigned homework to support the goals and objectives stated in the Individual Education Plan (IEP). The frequency, duration and type of assignments will be determined by the nature of the child's disabilities.

EXPUNGING THE GRADE(S) OF HIGH SCHOOL COURSES TAKEN IN EIGHTH GRADE

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, a completed form 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 the 8th grade.

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

PROMOTION, RETENTION AND REMEDIATION POLICIES

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, with disabilities. The special education services are provided based on an individualized education plan which is developed by a student's parent(s) and a school-based instructional team. When a parent, teacher, or counselor suspects a student is disabled, a referral is processed through the building principal 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, Advanced Studies Diploma or Advanced Studies 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 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 \(a\), \(b\)](#). Please contact denise.fitzgerald@bvcps.net to receive the policy.

REPORT CARDS/QUALITY PROFILES

Report cards and interim reports will be issued electronically through the powerschool parent portal at the end of each nine weeks. Parents may request a paper copy. 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.

ACCEPTABLE USE COMPUTER POLICY

School Board Policy GAB/IIBEA

The school board provides a computer system, including the internet, to promote educational excellence by facilitating 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, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate school 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.

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

The Guidelines include:

- A. a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- B. 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. a child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. 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;
- D. provisions establishing that the technology protection measure is enforced during any use

- of the division's computers;
- E. provisions establishing that all usage of the computer system may be monitored;
- F. 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;
- G. provisions designed to prevent unauthorized online access by minors, including "hacking"
- H. and other unlawful online activities;
- I. 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;
- J. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- K. a component of internet safety for students that is integrated in the division's instructional program.

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

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.

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

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

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

Adopted: July 25, 2019

Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

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

Cross Refs.: EGAA Reproduction and Use of Copyrighted Materials GAB-R/IIBEA-R
Technology Use Guidelines

GBA/JHFA Prohibition Against Harassment and Retaliation GCPD

Professional Staff Discipline

GCQB Staff Research and Publishing

JFC Student Conduct

JFC-R Standards of Student Conduct

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ATTENDANCE POLICY

Please see APPENDIX L: 2022-2023 Attendance Policy for additional information

COMPULSORY SCHOOL ATTENDANCE EXPECTATIONS IN STATE LAW

§ [22.1-254](#). Ages of children required to attend.

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

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

- B. Instruction in the home of a child or children by the parent, guardian or other person having control or charge of such child or children shall not be classified or defined as a private, denominational, or parochial school.
- C. The requirements of this section shall not apply to any child who obtained a high school diploma, its equivalent, or a certificate of completion, or has otherwise complied with compulsory school attendance requirements as set forth in this article.
- D. The requirements of this section shall apply to any child in the custody of the Department of Youth and Family Services, or any child who may have been adjudicated as an adult, and who has not passed his eighteenth birthday.
- E. Within one calendar month of the opening of school, each school board shall send to the parents or guardians of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board. Each parent or guardian shall submit to the School Board a statement, provided with the materials, acknowledging receipt of these materials.

JEASBA BUENA VISTA CITY COMPULSORY ATTENDANCE

Every parent, guardian, or other person having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall 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 22.1-254.01.

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 § 22.1-276.01 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 § 16.1-260; suspended pursuant to Va. Code § 22.1-277.05; or expelled from school attendance pursuant to Va. Code §§ 22.1-277.06, 22.1-277.07, or subsection C of § 22.1-277, requires a student to attend an alternative education program as provided by Va. Code §§ 22.1-209.1:2 or 22.1-277.2:1.

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

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Adopted: July 26, 2018

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1254.
Cross Ref.: JEG Exclusions and Exemptions from School Attendance
LBD Home Instruction

ABSENCES

Absences will be excused if notes signed by the parent, guardian or medical professional are received by the school within 24 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 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)
- Request for work to be picked up at the end of the day, and a parent/guardian signature and/or verifiable email address.

Examples of excused absences include: student illness, doctor appointment (with a dr. note upon return), death in the family, subpoena for court appearance, medical condition (with accompanying documentation), religious holiday, or pre arranged absence approved by the principal.

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.

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:

- 16.1-278.5 Failure to follow the Court's order could result in a fine of \$100 per day.
- 22.1-263 Violation of Compulsory School Attendance is a Class III Misdemeanor. May be fined up to \$500.
- 8.2-371 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.

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. All tardiness is deemed unexcused after the 3rd tardy each semester unless a doctor's note is provided or a chronic illness form is filed.

Make-up Work due to Tardiness or Early Check Out

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. They may do this according to the following 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.

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 §22.1-258).

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. Students are responsible for picking up their work and turning in assignments.

EXCLUSION/SUSPENSION

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.

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 §22.1-258, 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

The Code §22.1-260 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 **Rights and Responsibilities Handbook** to students and the Parent at the beginning of the school year. Attendance law, policies and procedures will be reflected in that handbook.

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 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.

STUDENT CONDUCT

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Buena Vista City. It is the responsibility of the Buena Vista City School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members and parents are provided the opportunity to become familiar with this policy.

The superintendent issues Standards of Student Conduct and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is also 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 the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 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, parents/guardian, if both have legal and physical custody, to meet with the principal or principal's designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct himself/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the

student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

It is the expectation of the Buena Vista City School Board that schools maintain an environment that is safe, drug free, and conducive to learning. To that end, **the School Board seeks to direct student behavior based on clearly defined expectations, responsibilities, procedures, and consequences by publishing a current Student Code of each school year. The primary purpose of these guidelines is to clarify rules specific to our school system.** The purpose of these rules is to protect the rights of students who seek an educational opportunity free from disruption and harassment and to minimize the use of teacher time and energies in dealing with students who are responsible for violating the code of conduct.

Students are expected to know and comply with the Buena Vista City Public School's Student Code of Conduct. The policies apply to any student who is in or on school property, in a private vehicle on school property, in attendance at a school-sponsored activity (on or off school grounds) including field trips, as well as going to/from school and waiting at bus stops. In addition to these policies, the following general rules of conduct will govern daily behavioral expectations at BVCPS:

- Maintain regular class attendance, and report to class on time.
- Have the materials and assignments needed for each class every day.
- Participate actively in all classes, and ask questions if directions or assignments are not clear; put forth best effort.
- Show respect for staff, and comply with the requests of any school employee the first time.
- Respect the rights and differences of others.
- Be responsible for personal and school property.
- Take pride in our facility, assume ownership of it, and share responsibility in maintaining and improving it.
- Promote school spirit by supporting and contributing to school-sponsored activities and events.
- Represent our school positively through good sportsmanship and responsible behavior at school sponsored activities and events.
- Resolve conflicts in a mature, appropriate, and non-violent manner.

The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed 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 and should report serious accidents to the Superintendent.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

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

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

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

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

- possession or use of alcohol, illegal drugs, including marijuana and anabolic steroids, or drug paraphernalia;
- selling drugs;
- assault/battery;
- sexual assault;
- arson;
- intentional injury (bullying, fighting);
- theft;
- bomb threats, including false threats, against school personnel or school property;
- use or possession of explosives (see Policy JFCD Weapons in School);
- possession of weapons or firearms (see Policy JFCD Weapons in School);
- extortion, blackmail or coercion;
- driving without a license on school property;
- homicide;
- burglary;
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation);
- malicious mischief;
- shooting;
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs;

- stabbing, cutting or wounding;
- unlawful interference with school authorities including threats;
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate 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.

The superintendent issues regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

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

Adopted: March 26, 2015

Code of Virginia, 1950, as amended, §§16.1-260, 18.2-308.1, 18.2-308.7, 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.

CLA	Reporting Acts of Violence and Substance Abuse
ECAB	Vandalism
IIBEA/GAB	Acceptable Computer System Use
IIBEA-R/ GAB-R	Acceptable Computer System Use

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

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
 - o an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1. 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
 - o 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 JED Student 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

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.

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 unless it is being used for instructional purposes at the direction of the student's teacher. 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 JFCE 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.

18. Internet Use

Students shall abide by the Buena Vista City School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA 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 JFCD Weapons 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 § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 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

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.

Clothing should fit, be neat and clean, and conform to standards of safety and decency. Skirts and shorts must be no shorter than mid-thigh. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

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.

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.

Student Code of Conduct Policy Guidelines (Virginia Board of Education October 2013).
Information Brief: Cyberbullying and School Policy (Virginia Department of Education August 2008).

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	ECAB	Vandalism
	GAB/IIBEA	Acceptable Computer System Use
	GAB-R/IIBEA-R	Acceptable Computer System Use Regulation
	GBECA	Electronic Cigarettes
	IEA	Pledge of Allegiance
	IGAG	Teaching About Drugs, Alcohol and Tobacco
	JED	Student Absences/Excuses/Dismissals
	JFC	Student Conduct
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JFCF	Drugs in School

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
JHCD	Administering Medicines to Students
JN	Student Fees, Fines and Charges

BULLYING AND BIASED BASED BEHAVIORS

§ 22.1-291.4. of the *Code of Virginia* requires that school boards implement policies and procedures to address bullying. The BVCPS Policy JFC 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 22.1-276.01).

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; and
- **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 staff will investigate reports of bullying and communicate with all appropriate parties after the investigation. This includes the principal notifying the parent of any student involved in an alleged incident of bullying of the status of any investigation within five (5) school days of the allegation of bullying. 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.

The *Code of Student Conduct* contains a **Bullying Reporting Form** that may be used to report alleged incidents of bullying.

DRUGS IN SCHOOL-POLICY JFCF

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 JGD/JGE Student Suspension/Expulsion. The superintendent may determine, based on the facts of the particular case, that special circumstances exist and 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 is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

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 CLA Reporting 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 JGDA 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 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: August 26, 2021

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 § 22.1-280.4 and BVCPS Policy JN (Student Fees, Fines, and Charges)

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

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 permit has 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 limit is strictly enforced.** All forms of reckless driving are strictly prohibited on school grounds.
5. You **must park your vehicle in the designated parking area according to school policy.** Vehicles parked in an incorrect parking space will be **subject to towing at the owner's expense.**
6. Your vehicle may be searched by school administration when circumstances warrant such action. **Remember, you are responsible for all items in your vehicle and that you are to ensure there are never items in your car which are in violation of the Code of Student Conduct or state law.**
7. You are not to display obscene, offensive, or disruptive items on or in your vehicle.
8. You are to keep your vehicle locked and secured.
9. 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. If you receive **five (5) unexcused tardies** to school, your parking privileges will be suspended for one (1) week. All subsequent tardies will extend the period of lost driving privileges – administrators will determine the length of suspension.
12. Once you have arrived on campus, you are not allowed to leave early without administrative and parent permission for any reason.
13. Upon leaving school, you are to exit the parking lot in a timely and responsible manner obeying all traffic controllers.

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

- Violation of Virginia Attendance Laws
- Tardiness
- 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

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

In accordance with state and federal law, a student who brings or possesses a firearm as defined in section 22.1- 277.07(E) of the *Code of Virginia* or other weapon or device prohibited by section 22.1-277.07(A) of the *Code of Virginia* onto school property or to a school sponsored activity must be expelled for a minimum of 365 days. The School Board may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action is appropriate. Nothing herein shall prohibit the Board from permanently expelling such students. In addition, the superintendent or his designee is authorized to conduct a preliminary review of the matter and determine whether disciplinary action other than expulsion is appropriate.

The following weapons on school property or at school-sponsored events require an automatic recommendation of expulsion:

- Any firearm. “Firearm” means 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 or the frame or receiver of any such weapon.

"Firearm" does not include any pneumatic gun, as defined in subsection E of § 15.2-915.4.

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

STUDENT SUSPENSION/EXPULSION (2019 VSBA Policy)

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 § 18.2-299 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. Code § 18.2-308.2:2.

“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 § 22.1-277 or Va. Code §§ 22.1-277.07 or 22.1-277.08, 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 § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 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 §§ 22.1-277.07 or 22.1-277.08 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 § 18.2-308.1, 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.¹ 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 § 18.2-308 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 § 18.2-247 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.² 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

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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 § 22.1-277.2:1, 16.1-260.G; (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 § 16.1-260.G; (3) found to have committed a serious offense or repeated offenses in violation of School Board policies; (4) suspended pursuant to Va. Code § 22.1-277.05; or (5) expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection C of Va. Code § 22.1-277, to attend an alternative education program. The School Board may require such student 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 § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code § 16.1-260.G, 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 § 18.2-47 or Va. Code § 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity;
 - (3) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, 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 § 22.1-277.07 onto school property;
 - (6) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85 or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school-sponsored activity;
 - (7) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
 - (8) the arrest of any student for an incident occurring on a school bus, on school property or at a school sponsored activity, including the charge therefor; 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 § 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 § 16.1-260 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 JEC 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 § 22.1-277.06. 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 JEC 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.

VI. DISCIPLINING STUDENTS WITH DISABILITIES

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 JFCD Weapons in School, JFCF Drugs in School or JGDB 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: 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 [§ 22.1-276.2](#) of the *Code of Virginia*.

LEVELLED 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 (VA Code 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.

Every bus rider must abide by the following rules: (Section JFCC,S.B. Policy Manual)

1. All riders shall remain seated until the bus has come to a complete stop.
2. All riders shall keep head, hands, and arms inside the bus at all times.
3. Each rider shall remain in the bus seat assigned to him by the bus driver or principal.
4. Scuffling and fighting are not covered by school insurance in case of injury.
5. Profane and/or obscene language will not be tolerated.
6. Bus riders will not litter the bus with food or other debris. Also, no articles or trash should be thrown either inside or outside the school bus.
7. The rider or his parents (State Law 22-200) will pay for any damages to the bus other than from regular usage.
8. Pupils must be at the loading place at the scheduled time both morning and afternoon.
9. Pupils shall follow recommended safety procedures when crossing streets and roadways.
10. Pupils should inform the driver, if possible, when they will not be riding the bus.
11. Pupils shall cooperate with the driver at all times.
12. The bus driver shall report any misconduct to the principal.
13. The bus driver is in complete charge at all times.
14. Parents shall be notified by the principal and/or the assistant principal of misconduct on the bus.

15. The principal will discipline pupils for misconduct on the bus.
16. Any person that verbally threatens to do bodily harm to the bus driver can be found guilty of a Class One misdemeanor.

BUS STOP RESPONSIBILITIES OF PRESCHOOL - 2 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.

- **Pre-School -5th Grade:** Students receiving referrals at these grade levels may be subject to the following guidelines as consequences to their inappropriate behavior.
- **6th -12th Grades:** Students receiving referrals at these levels will be subject to the following guidelines as consequences to their inappropriate behavior. Consequences will range from a conference with the principal to removal of bus privileges.

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

Contact information:

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. Parent/guardian 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)** – A minimum of 4 doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday.
- **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.
- **Human Papillomavirus Vaccine (HPV)** – Effective October 1, 2008, a complete series of 3 doses of HPV vaccine is required for females. The first dose shall be administered before the child enters the 6th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.
- **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.
- **Polio Vaccine** – A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday.
- **Tetanus, Diphtheria, & Acellular Pertussis (Tdap)** – A booster dose of Tdap vaccine is

required for all children entering the 6th grade, if at least five years have passed since the last dose of tetanus-containing vaccine.

- **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.

ADMINISTRATION OF MEDICINES

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:

- **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. Medication forms are available in the handbook or at your child's school.
- **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. Forms are available in the handbook or at your child's school. Please send medication in its original, sealed bottle; pills in baggies will not be accepted.
- Parent/guardian 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 an Asthma Action Form. If you and your child's healthcare provider deem it appropriate for a child to have an inhaler on his/her person, the nurse will meet with your child regarding his/her responsibility regarding the possession of the inhaler and the importance of not sharing with others.

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.

Scoliosis Hump

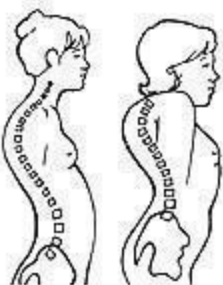


How common is scoliosis?

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?

Lordosis
(swayback) Kyphosis
(humpback)



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

Yes No

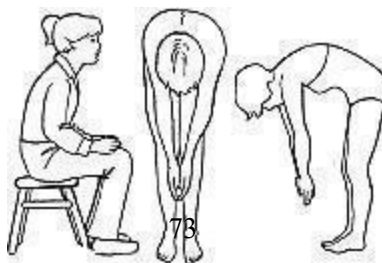
- | | | |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Is one shoulder higher than the other? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is one shoulder blade more prominent than the other? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does one hip seem higher or more prominent than the other? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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? |

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:

Yes No

- | | | |
|--------------------------|--------------------------|--------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a hump in the rib area? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a hump in the lumbar region (near the waist)? |

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.



APPENDIX A: Bullying Reporting Form

BUENA VISTA CITY PUBLIC SCHOOLS

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.

(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 student victim _____

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

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

Name of alleged offender(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 offenders(s) said or did. (Attach a separate sheet if necessary.)

Signature of person submitting this form. _____ Date _____

APPENDIX B:

Field Trip Permission Form

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:

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.
- ☐ LifeTouch National School Studios(or other School Photography Companies) may email parents information regarding picture day and picture ordering options. – Excludes the parent email from being provided to LifeTouch National School Studios. Student

Name_____

Date of Birth_____ Grade _____

Parent/Guardian Name/Address_____

Signed _____ Date_____

APPENDIX D:

Student Information Update

Child's Name _____ Teacher _____

Birthdate _____ / _____ / _____ Sex _____ Place of Birth _____

Home Language _____ Other languages spoken in the home _____

Please circle ethnic group: American Indian/Alaskan Native: Asian/Pacific Islander:
Black(not Hispanic); 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 _____ age _____	Name _____ age _____

Name of adults in the home:

Name _____	Name _____
Name _____	Name _____

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 my family physician or nearest emergency room, at my expense. ___YES ___NO

Doctor's Name _____ Phone _____

Address _____

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

Name _____ Name _____

Phone Number _____ Phone Number _____

Address _____ Address _____

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 E:

Bus Rider Safety Rules

Every bus rider must abide by these rules or the rider may be deprived of the right to ride the bus/attend school.

1. All student riders will remain seated until the bus comes to a complete stop.
2. All riders will keep hands, head, and arms inside the bus.
3. Each rider will remain in the seat assigned to him/her by the bus driver, principal, or the teacher on duty.
4. Scuffling or fighting is prohibited. They are not covered by insurance, should they occur and in case of injury.
5. Bus riders will not litter the bus with food and other debris.
6. The use of profane and obscene language is forbidden.
7. Any damage to the bus other than from regular usage will be paid for by the rider or the parents. (State Law 22.1-267)
8. Students must be in the loading place at the scheduled time both morning and afternoon.
9. Students will follow the recommended procedure when crossing streets and roadways.
10. Parents are required to send a note to the school if their child is to get off the bus at a different place or go home a different way. The note should include the address of where the child is to get off the bus. **Sending a note will help insure that your child gets to the correct location and help alleviate confusion.**
11. Students should inform the driver, when possible, when the rider will be absent from school.
12. Students will cooperate with the driver at all times.
13. Parents or their designee are requested to accompany young riders to and from the bus stop.
14. The bus driver will report any misconduct to the principal.
15. Parents will be notified by the principal if misconduct by a student continues. The principal will discipline students for misconduct on the bus as indicated in the student handbook.

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

Student's Name: _____

Parent/Guardian Signature _____

Date: _____

APPENDIX F:

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 2022-2023 school year.
- ☐ My child DOES NOT have permission to participate in the expedited retake of any qualifying Standard of Learning Assessment for the 2022-2023 school year.

Student's Name: _____

Grade: _____

Parent/Guardian Signature _____

Date: _____

APPENDIX G:

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 H:

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 Managers, Pam Conley and Hope Williams, are 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 I:

BUENA VISTA CITY PUBLIC SCHOOLS AUTHORIZATION TO ADMINISTER OVER THE COUNTER MEDICATIONS

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 at school: (check one)

_____ Short Term (1-14 days) _____ Episodic/Emergency Events Only

_____ Every Day at School _____ PRN (as needed)

Dosage _____ Route _____ Time of day _____

Can serious reactions occur if the medication is not given as prescribed?

_____ Yes _____ No

If yes, describe: _____

Serious reactions/adverse side effects from this medication may occur?

_____ Yes _____ No

If yes, describe: _____

Action/Treatment for reactions: _____

Report to you? _Yes_ _No

Special Handling Instruction: ___Refrigeration___Keep out of sunlight

Other _____

Physician/Licensed Prescriber Name _____ Phone Number _____

Physician/Licensed Prescriber 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 number

APPENDIX J:

BUENA VISTA CITY PUBLIC SCHOOLS AUTHORIZATION TO ADMINISTER OVER THE COUNTER 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.

****DO NOT USE THIS FORM FOR PRESCRIPTION MEDICATIONS****

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 (mouth, topical, etc.) _____

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 Schools to administer my child an over the counter medication according to policy.

I understand that, in the event of a change in medicine, I am responsible for presenting a new request form.

Parent/Legal Guardian Signature: _____ Date: _____

Home phone: _____ Work phone: _____ Cell phone: _____

APPENDIX K:

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 L:

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

§ [22.1-254](#). Ages of children required to attend.

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

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

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

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

- C. The requirements of this section shall not apply to any child who obtained a high school diploma, its equivalent, or a certificate of completion, or has otherwise complied with compulsory school attendance requirements as set forth in this article.
- D. The requirements of this section shall apply to any child in the custody of the Department of Youth and Family Services, or any child who may have been adjudicated as an adult, and who has not passed his eighteenth birthday.
- E. Within one calendar month of the opening of school, each school board shall send to the parents or guardians of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board. Each parent or guardian shall submit to the School Board a statement, provided with the materials, acknowledging receipt of these materials.

Attendance

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.

ATTENDANCE FACTS

Compulsory school attendance is required by the Code of Virginia 22.1-254. If your child is between the ages of five and 18, the Virginia Compulsory Attendance Law (Code of VA 22.1-254) requires that your child be enrolled and attending a public, private or homeschool program. The law further states that **if your student has seven or more unexcused absences you could be in violation of the law and are subject to various penalties allowed under the law.**

- Excused absences will only be granted for specific reasons (examples-sick, death in the family).
- Absences will be unexcused if notes signed by the parent, guardian or medical professional are not received by the school within 24 hours of the

student's return to school, even if the parent or guardian has called and **LIST A SPECIFIC ILLNESS OR REASON FOR ABSENCE**. (Example- A student is out sick on Monday and returns on Tuesday, he/she must bring a note no later than Wednesday; if a note is sent on Thursday the absence is unexcused.)

- **Notes received late will not change the absence from an unexcused absence to an excused absence.**

- Absence Notes may be sent to the school by a parent /guardian via email.

- Absences for extenuating circumstances, college visits, or extended vacation require prior approval.

- 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, or the parent/guardian refuses to attend the conference a CHINS will be issued through the court system.

- If absences continue and a student accumulates **seven days of unexcused absences** The Student is considered Truant: A referral will be made to the Director of Operations and Buena Vista City Schools will make a referral to the Juvenile and Domestic Relations Court. **A parent may be charged under the Code of Virginia for the following acts of aiding a child to be truant:**

- **16.1-278.5 Failure to follow the Court's order could result in a fine of \$100 per day.**
- **22.1-263 Violation of Compulsory School Attendance is a Class III Misdemeanor. May be fined up to \$500.**
- **8.2-371 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.**

Notification for Absences: When a student is absent from school for an entire day or for one or more class periods, a parent or guardian must notify

the school in a written, faxed, or emailed note **within three (3) days of the student returning to school. The notification must contain the following:**

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

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

Excused Absences: Students shall not be tardy to school or absent without an acceptable excuse. Absences due the following conditions will be considered excused if documented **within three (3) days of the student returning to school.**

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

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.

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

Prior to the school filing a CHINS report with the courts (after five unexcused absences) it will be required that the student and family meet with the Multidisciplinary Team (MDT) which is FAPT. FAPT will then determine the recommended services to the family. If the FAPT recommendations are not followed the school is required to file, the CHINS with the courts.

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.

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 five days 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

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'S 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 §22.1-258).

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. **Students are responsible for picking up their work and turning in assignments.**

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.

Parent Notification Procedures

For all absences, the school will contact the home on each day of the child's absence from school using the automated dialing system.

In compliance with the Code §22.1-258, 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.

- **Whenever a student fails to report to school for a total of three (3) days**, a warning letter will be sent by the school explaining the consequences when a Parent and student are in violation of the Code §22.1-258.
- **Whenever a student fails to report to school for a total of five (5) days in the school year**, as defined above (unexcused absence), the school principal/designee shall make a reasonable effort to ensure that direct contact is made with the Parent, whether in person or through telephone conversation by the attendance officer or school based superintendent's designee to obtain an explanation for the absence and to warn of the consequences of continued nonattendance.

- **After the 5th unexcused absence, as defined above**, prior to the school filing a CHINS report with the courts (after five unexcused absences) it will be required that the student and family meet with the Multidisciplinary Team (MDT) which is FAPT. FAPT will then determine the recommended services to the family. If the FAPT recommendations are not followed the school is required to file the CHINS with the courts.

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

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, not the office. Excessive tardiness, even though excused by a note, will result in a conference with the student's parent or guardian. For unexcused tardiness a student will be required to make up time after school. Repeated offenses will result in stricter disciplinary measures such as additional time after school. **All tardiness is deemed unexcused after the 4th tardy each semester unless a doctor's note is provided or a chronic illness form is filed.**

Make-up Work

1. 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.
2. All work must be completed within three school days from return to school or as agreed upon with the teacher/principal.
3. 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. They may do this according to the following procedures:

Absence of one or two days: Contact a friend in class to obtain information on work missed.

Absence of three or more days: Call the school office requesting assignments remembering that teachers need 24 hours to prepare assignments

Reports of Children Enrolled and Not Enrolled

The Code §22.1-260 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 **Rights and Responsibilities Handbook** to students and the Parent at the beginning of the school year. Attendance law, policies and procedures will be reflected in that handbook.

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 § 22.1-279.3, of the Code of Virginia that sets forth the duty of each parent of a student enrolled in a public school, to assist the school in enforcing the standards of student conduct and compulsory 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 _____