



Code of Student Conduct 2019-2020

Includes Parent's Guide to Bus Safety

*El Código de conducta
para estudiantes está
disponible en español.
Puede pedir una copia
en su escuela.*

August 2019

Dear Student and Parent:

Whether you are a returning student or new to our schools, I would like to welcome you to a new school year!

The school division is required by the *Code of Virginia* to publish and distribute a ***Code of Student Conduct*** to all students and parents annually. This document explains the expectations, rights, privileges, and responsibilities for students, parents and staff. Establishing and adhering to student conduct standards will help us create an environment conducive to high achievement for all.

The Mutual Accountability Agreement at the back of the book is a ***sample*** of the form that is part of our back-to-school paperwork. It reminds us that education is a mutual responsibility of students, parents, teachers and administrators. The agreement outlines ways to strengthen the home/school connection and our partnership in supporting students.

This booklet also contains the Parent's Guide to School Bus Safety (Appendix D), the Acceptable Use of Technology Policy (Appendix E.), and the CHS Training Rules for Athletes and Managers. (Appendix F).

Please review the ***Code of Student Conduct*** as a family and discuss the contents. Teachers and administrators will review the *Code* with students at the opening of school. If you have questions, please contact a member of the administrative team at your student's school.

Sincerely,

Dr. Rosa S. Atkins
Superintendent

El Código de conducta para estudiantes está disponible en español! Puede pedir una copia en su escuela. Si tiene preguntas, puede hablar con el director/la directora de su escuela, o para ayuda en español, llame a nuestra línea telefónica en español al 434-245-2548 y deje un mensaje. Una maestra de español le devolverá la llamada.

The Value of Education

The U.S. Bureau of Labor statistics prove that high school graduates earn an average of nearly \$10,000 more per year than individuals without a diploma. For a 25-year-old who works full-time for 40 years, a high school diploma could mean as much as \$400,000 in additional pay over the course of a lifetime.

Education can be the key to higher earnings, but it is even more importantly linked to the accumulation of assets. Household wealth, also known as “assets,” is broadly defined as the accumulation of investments that appreciate over time. This wealth may take various forms, including cash investments, savings, material possessions that hold value and investments in nontangible property such as degrees.

Research shows that, on average, households headed by a high school graduate accumulate ten times more wealth than households headed by a dropout. In other words, for every \$500 of wealth in households headed by a high school dropout, peers with diplomas have accumulated approximately \$5,000. Based on this finding, the Alliance for Excellent Education has determined that United States citizens would have over \$74 billion more in accumulated wealth if all heads of households had graduated from high school. In Virginia, there would be \$1,858,774,500 more wealth.

Furthermore, the Brookings Institution reports that the media lifetime earnings of college graduates are twice as much as those of high school graduates. At every level of educational attainment, the potential for income increases.

Table of Contents

Reference Chart for Code of Conduct/Discipline Referral Form	i
1. VISION AND PURPOSE	1
2. RESPONSIBILITIES	1
3. GENERAL INFORMATION	3
Pledge of Allegiance	3
Minute of Silence	3
Conduct Going to and from School	3
4. ALCOHOL, OTHER DRUGS, AND TOBACCO PRODUCTS (State Reporting Codes AL1, DR1-DR5, D4G-D6G, TB1, T4B)	4
Administration of Student Medications	4
Self-Administration of Asthma Medication and Auto-Injectable Epinephrine	5
5. ATTENDANCE (State Reporting Code A1T)	6
Absence from School	6
Absence from Class	7
Tardiness	7
Truancy	7
6. BULLYING/GANGS/INTIMIDATION/EXTORTION	8
A. Bullying (<i>State Reporting Code BUI</i>)	9
B. Sexual Offences (<i>State Reporting Codes SX0-8</i>)	9
C. Assault and Battery (<i>State Reporting Code BA1-6</i>)	10
D. Gangs and Gang Activity (<i>State Reporting Code GA1</i>)	11
E. Hazing (<i>State Reporting Code HIZ</i>)	11
F. Stalking (<i>State Reporting Code ST1</i>)	11
G. Explosive Devices (<i>State Reporting Codes WP6, WP7, BB1</i>)	12
H. Extortion (<i>State Reporting Code EX1</i>)	12
I. Threats or Intimidation (<i>State Reporting Code TII-2</i>)	12
J. Kidnapping (<i>State Reporting Code KII</i>)	12
7. DISRUPTIVE BEHAVIOR (State Reporting Codes D3C, D5C)	13
A. Student Dress (<i>State Reporting Codes SIV, S3V</i>)	13
B. Gambling (<i>State Reporting Code GIB</i>)	14
C. Fighting (<i>State Reporting Codes FA2, FIT</i>)	14
D. Minor Physical Altercation (<i>State Reporting Code FIT</i>)	14
E. Rioting (<i>State Reporting Code RT1</i>)	14
F. Knowingly Making False Reports (<i>State Reporting Code S2V</i>)	14
G. Inappropriate Literature or Illustrations (<i>State Reporting Code D4C</i>)	14
H. Profane or Obscene Language or Conduct (<i>State Reporting Code D6C</i>)	15
I. Self-Defense	15
J. Insubordination and Disrespect (<i>State Reporting Codes D1C, D2C, D8C</i>)	15
8. ELECTRONICS AND INTERNET USE	16

A. Electronic Devices (<i>State Reporting Codes CIM-C3M</i>)	16
Assignment to an alternative class/program	16
9. FIREARMS AND OTHER WEAPONS	17
A. Firearms and Destructive Devices (<i>Codes WP0-WP9, W1P, WT1, WS1</i>)	17
B. Weapons and Dangerous Objects (<i>Codes H01-4, W2P, W3P, W8P, W9P</i>)	17
10. INTEGRITY VIOLATIONS (<i>State Reporting Code S3V</i>)	18
A. Cheating	18
B. Plagiarism	18
C. Falsification (<i>State Reporting Code S2V</i>)	19
D. Theft (<i>State Reporting Code TH1-2</i>)	19
Felony Charges	19
11. PROPERTY OFFENSES (<i>State Codes TH1, AR1, VA1, BR1, RO1</i>)	20
12. TRESPASSING ON SCHOOL PROPERTY (<i>State Reporting Code TR1</i>)	20
13. PUPIL TRANSPORTATION	21
School Buses	21
Motor Vehicles	22
Bicycle Riders	22
Walkers	22
14. CONSEQUENCES OF INAPPROPRIATE BEHAVIOR	22
15. ROLE AND RESPONSIBILITIES OF SCHOOL PERSONNEL	23
School Resource Officers	23
Teacher Removal of Students from Class	23
Reasonable Actions by School Personnel	24
Search and Seizure	24
16. SUSPENSIONS	26
In-School Behavioral Intervention (ISBI) Site	26
Suspensions for 10 Days or Less	26
Emergency Suspension	27
Assignments During Suspension	27
Suspensions for More Than 10 Days	27
Lugo-McGinness Academy	28
Habitually Disruptive Students	28
17. EXPULSIONS	29
Expulsion Process	29
Readmission Following an Expulsion	30
Expulsions from Outside the School Division	31
18. SPECIAL EDUCATION AND STUDENT SERVICES	32
Special Education Students	32
Students Not Yet Determined to be Disabled	33
Criminal Activity by Students with Disabilities	33
19. EQUAL ACCESS	33
20. LEGAL BASIS FOR CODE OF STUDENT CONDUCT	34
21. NON-DISCRIMINATION NOTICE	35

Appendices

A.OFFENSES AND PROBABLE CONSEQUENCES	36
B. GUIDE FOR REPORTING TO LAW ENFORCEMENT	37
C. SAMPLE MUTUAL ACCOUNTABILITY AGREEMENT	38
D. PARENTS' GUIDE TO SCHOOL BUS SAFETY	39
E. ACCEPTABLE USE OF TECHNOLOGY AGREEMENT	42
F. CHS ATHLETES' TRAINING RULES	48
G. SAMPLE FORMS FOR REPORTING AND INVESTIGATING BULLYING	50

Reference Chart for Code of Conduct/Discipline Referral Form

Code of Conduct Entry	Refers to....
4	Alcohol, Other Drugs, and Tobacco Products
5	Attendance
6A	Bullying
6B	Sexual Offenses
6C	Assault/Battery
6C-1	Sexual Battery
6D	Gangs and Gang Activity
6E	Hazing
6F	Stalking
6G	Explosive Devices
6H	Extortion
6I	Threats or Intimidation
6J	Kidnapping
7A	Student Dress
7B	Gambling
7C	Fighting
7D	Minor Physical Altercation
7E	Rioting
7F	Knowingly Making False Reports
7G	Inappropriate Literature or Illustrations
7H	Profane or Obscene Language or Conduct
7I	Self-Defense
7J	Insubordination and Disrespect
8A	Electronic Devices
8B	Internet Use
9A	Firearms and Destructive Devices
9B	Weapons and Dangerous Objects
10A	Cheating
10B	Plagiarism
10C	Falsification
10D	Theft
11	Property Offenses
12	Trespassing On School Property

1. VISION AND PURPOSE

Vision Statement

The vision statement of Charlottesville City Schools is “Personal and Academic Excellence Inspired by a Collaborative and Innovative Learning Environment.”

Mission

Every learner. Every day. Everyone.

Our Focus Areas (from the 2017-2023 Charlottesville City Schools Strategic Plan)

- **Academic Excellence:** Learning will promote life-ready graduates through student-centered and equitable practices.
- **Safe and Supportive Schools:** Our learning communities will promote social, emotional, and physical wellness in facilities that are safe and conducive to learning.
- **Organizational Supports:** Our systems and processes will enable students, staff, and schools to thrive.

If our goals are to be realized, an atmosphere that fosters a disciplined student body must exist so that students enjoy appropriate educational opportunities and experiences. Parents must promote responsibility and students must develop self-discipline in order to promote an environment conducive to learning.

Purpose of the Code of Conduct

The Charlottesville City School Board believes that all students have the right to an environment that is safe, drug-free, and conducive to learning. To that end, the student conduct policy sets forth standards for student conduct. The primary objectives of the standards of student conduct are to provide standards and guidelines for student behavior; to assist the student in becoming a responsible, productive, and self-disciplined citizen; and to maintain a safe and orderly environment in the classroom and all other areas of the school.

2. RESPONSIBILITIES

Partnership

School personnel have a responsibility to:

- Initiate and maintain an orderly school environment
- Initiate and maintain open communication with parents
- Develop a discipline plan that is based on the needs of the individual student and the school community as a whole
- Be familiar with the Code of Student Conduct and discuss it annually.

Parents and guardians have a responsibility to:

- Ensure students attend school regularly
- Ensure students arrive at school and to class on time
- Notify the school when students are absent
- Teach students to assume responsibility for learning and respecting the rights of others
- Provide accurate information to the school to ensure that the school can have immediate contact with parent(s)/guardian(s) in case of an emergency
- Provide students' birth certificates, social security numbers, documentation of physical examinations and completed series of immunizations upon initial entry to school as required by the Code of Virginia
- Provide a sworn statement or affirmation indicating whether students have been expelled from attendance at a private school or public school division of the Commonwealth or in another state for offenses in violation of School Board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person as required by the Code of Virginia
- Sign and return a statement (part of the back-to-school forms) acknowledging receipt of the Code of Student Conduct as required by the Code of Virginia.

School principals may request a meeting with parents/guardians to discuss student conduct and other matters. A parent who willfully and unreasonably fails to accompany a suspended student to meet with school officials to discuss improving the student's behavior or, upon the student's receiving a second suspension or being expelled, may be reported to the Juvenile and Domestic Court. The court may order the student and/or one or both parents, if they have legal and physical custody, to participate in parenting counseling or a mentoring program, as deemed appropriate, to improve the student's behavior.

Students have a responsibility to:

- Comply with all rules and regulations of the school division, state and federal governments
- Attend school regularly
- Arrive on time to school and to each assigned class
- Bring appropriate supplies, textbooks and/or equipment as required for class
- Accept the authority of school personnel, and appeal decisions through appropriate channels
- Obtain and complete assignments when absent
- Seek help when needed
- Respect other students, school personnel, parents and visitors
- Accept responsibility for their actions

Mutual Accountability

Parents, students, teachers, and principals must sign the Mutual Accountability Agreement by the end of the first month of school. Failure by the parents or students to sign the agreement may result in loss of privileges for the student.

3. GENERAL INFORMATION

Overview

The Charlottesville City Schools division expects students to be responsible, respectful, dedicated to achieving their full potential, and full partners in the educational process, along with their parents and school personnel.

It is the school division's responsibility to provide competent personnel, effective instruction, and appropriate support services so that students may realize their potential, and eventually become gainfully employed. Parents, students, the school division, and the community are partners in this endeavor. To this end, an orderly, safe, and secure environment must exist in our schools. The policies, regulations, and references within the Code of Student Conduct are consistent with federal and state laws and regulations and relevant case law.

Pledge of Allegiance

All students are required by state law (Code of Virginia 22.1-202) to learn the Pledge of Allegiance and to demonstrate such knowledge through daily recitation in the classroom. Students shall stand and recite the Pledge. No student, however, shall be compelled to recite the Pledge if he/she, or his/her parent or legal guardian objects on religious, philosophical or other grounds. Students who are thus exempt shall remain quietly standing or sitting and shall make no display that disrupts or distracts others who are reciting the Pledge.

Minute of Silence

The daily observance of one minute of silence in each classroom is required by state law (Code of Virginia 22.1-203). During the one-minute period of silence, the teacher shall take care that all students remain seated and silent. The teacher further shall ensure that no student disrupts or distracts other students during the minute of silence.

Conduct Going to and from School

The authority of school administrators and School Board over the conduct of students is not limited to that occurring on school property during regular school hours. The authority extends to the conduct of students on their way to or from school and to students who participate in school-sponsored events off school

grounds, in- or out-of-town, or on overnight trips and weekends. Unless otherwise noted, all behaviors included in the Code of Conduct are subject to disciplinary consequences for conduct on school property, at school-sponsored events and on school vehicles.

In the opinion of the attorney general, administrators “may subject students to punishment for acts committed away from school property and outside of school hours which are detrimental to the interests of the school or adversely affect school discipline (1960-61 Opinion Attorney General 274).”

4. ALCOHOL, OTHER DRUGS, AND TOBACCO PRODUCTS (State Reporting Codes AL1, DR1-DR5, D4G-D6G, TB1, T4B)

A student may not bring, possess, use, buy or sell, manufacture, or distribute alcohol, tobacco and/or tobacco products, electronic cigarettes, and other drugs on school grounds, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, tobacco including smokeless, anabolic steroids, inhalants, stimulants, depressants, hallucinogens, marijuana, imitation or look-alike drugs, drug paraphernalia, and any drug not prescribed for the student by a physician.

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

The Charlottesville School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school sponsored activity to undergo evaluation for drug and/or alcohol abuse. The Board may require the student to participate in a treatment program if recommended and with parental consent.

Disciplinary consequences for any drug or alcohol offenses will be determined on a case-by-case basis and will adhere to state and federal laws.

Administration of Student Medications

All medications (prescription and over-the-counter) must be administered using the medications’ policy for the school division. All medication must be in the original container with physician and parental signature. The medications must be brought to the school nurse and dispensed from the office or clinic. The only exception allowing a student to possess any medication is for students with asthma or anaphylaxis under certain conditions.

Self-Administration of Asthma Medication and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, as the case may be, during the school day, at school-sponsored activities, or while on a school bus or other school property provided the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medication or auto-injectable epinephrine, or both, must be on file with the school;
- Written notice from the student's health care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medication or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered, and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication;
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medication or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be reviewed annually. See: Charlottesville City School Board Policy Manual; Policy 7-31, File JHCD.

Consequences for violating any of the offenses in this section may include one or more of the following:

- Removal of student from class or activity
- Parent or guardian contact
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative program
- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

5. ATTENDANCE (State Reporting Code A1T)

Student attendance is a cooperative effort; schools shall involve parents and students in accepting responsibility for regular attendance. Regular daily attendance has a positive impact on student achievement and develops the habits of responsibility, punctuality and self-discipline. In enforcing the regulations listed in this document, the age, maturation level and/or disabling conditions of the student will be considered.

In accordance with the Code of Virginia, Section 22.1-254, it is the legal responsibility of parents and guardians to ensure that students are in regular daily attendance for the entire school day. It also is their responsibility to seek homebound instruction when their students are absent from school because of extended periods of illness. Noncompliance with state law may lead to legal action and/or referral to law enforcement authorities.

The School Board promotes regular attendance by providing the services of attendance counselors, social workers and school nurses to assist parents in finding solutions to attendance and/or medical problems. The attendance counselors are authorized and required to file petitions in the Juvenile and Domestic Relations Court to obtain compliance with the school attendance laws.

Absence from School

Regular, prompt attendance is essential for students to receive maximum benefits from the school's educational program. Recognizing that there are legitimate circumstances that may prevent students from being in school, the School Board provides that a principal shall excuse students who are absent because of:

- Personal illness or illness in the immediate family
- Death in the family
- Medical or dental appointment
- Court appearance
- Religious holiday or instruction
- Emergency that, in the judgment of the principal, requires absence from school
- A trip that extends or enhances education, when such a trip is approved in advance by the principal

The principal or the principal's designee must approve in advance requests for excused absences for reasons not listed above.

Parents should contact the school as soon as possible to notify the school of any absence and the reasons for the absence. School staff will attempt to call the parents of any child absent from school to notify the parent of the absence. Students who

are absent from school for an entire day or for one or more class periods must bring notes written and signed by parents or guardians. The note shall contain the reason(s) for the date(s) of the absence(s).

Students who have been absent are responsible for requesting assignments immediately upon their return to school and must complete makeup work within the time period assigned by the teachers. When absences are excused, teachers must provide assignments, tests and other work missed, and schedule a reasonable time period for their completion. Make-up work completed on time will be graded on the same basis as other work. Make-up credit will be given when absences are excused.

Absence from Class

If students need to leave school early, a parent or guardian should sign them out (or give prior permission). Students who miss class without permission will be marked absent unexcused from the class periods they missed. All students must maintain a full-day schedule of classes unless they are participating in bona fide work programs, are granted waivers by the division Superintendent or are a student with a disability with an Individualized Education Plan which sets a schedule for less than a full day.

Parents or guardians of students who wish to apply for waivers may do so in writing, clearly stating the reasons for the waivers. Only the Superintendent may grant waivers to students who wish to be dismissed early on a regular basis. The principal or the principal's designee approves early dismissals on an occasional basis.

Tardiness

Students are expected to arrive at school and attend all classes on time daily. Students are tardy when they do not cross the threshold of the instructional area by the sound of the tardy bell. Excessive and unexcused tardiness to school or class creates a serious interruption of the orderly learning process, and corrective action will be taken. Students arriving late to school must be signed in by parents or guardians, or present notes signed by parents or guardians stating the reasons for tardiness.

Truancy

When a student fails to report to school for a total of three (3) scheduled days, school personnel will attempt to make direct contact with the parent to obtain an explanation for the student's absence. School principals or attendance officers will make a reasonable effort to notify the parent either in person or by phone to explain the consequences of continued nonattendance. If a student is absent an additional day after direct contact with the parent, and the attendance officer receives no indication that the parent is aware of and supports the student's absence, the attendance officer shall schedule a conference within ten days with the student,

parent, and school personnel to resolve issues related to the student's nonattendance. The conference shall be held no later than 15 days after the sixth absence.

Upon the next absence by such student, without indication that the student's parent is aware of and supports the absence, the attendance officer shall enforce the provisions of Section 22.1-258 of the Code of Virginia by filing a complaint with the Juvenile and Domestic Relations Court alleging the student is a child in need of supervision or instituting proceedings against the parent pursuant to Section 18.2-371 or Section 22.1-262 of the Code of Virginia.

Students who are absent from school (skip) for an entire day or for one or more classes and are picked up by the police or school attendance officers will be transported to the school. On the second occurrence of skipping, a petition will be filed in the Juvenile and Domestic Relations Court against the parent and student to obtain compliance with the school attendance laws. Additional expectations and procedures for attendance may be provided to students and parents.

Consequences for violating any of the offenses in this section may include one or more of the following:

- Teacher/student conference
- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative program
- Referral to juvenile court services
- Involvement with city police

Suspension of Driver's License

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

6. BULLYING/GANGS/INTIMIDATION/EXTORTION

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to

be repeated, over time on the part of one or more persons. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

A. Bullying (*State Reporting Code BUI*)

Bullying is 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.

The principal or designee shall notify the parent of any student involved in an incident required to be reported to the Superintendent and Virginia Board of Education. Any student found to have engaged in bullying shall be subject to appropriate punishment, up to and including potential suspension and/or expulsion from school, and the principal of said school shall report the bullying to the Superintendent of Schools and, in severe cases, to the appropriate law enforcement agency. School administrators will also notify the parent of the victim to explain the rights to file charges.

Harassing (*State Reporting Code HR1*)

Harassing is intentionally annoying or attacking students or staff members, which creates an intimidating or hostile educational or work environment. Any student found to have engaged in harassment shall be subject to appropriate punishment, up to and including potential suspension and/or expulsion from school, and the principal of said school shall report the harassment to the Superintendent of Schools and, in severe cases, to the appropriate law enforcement agency.

School administrators will also notify the parent of the victim to explain the rights to file charges.

B. Sexual Offences (*State Reporting Codes SX0-8*)

The School Board strictly prohibits all forms of sexual harassment against individuals associated with the school on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the division. School-related conduct that the School Board considers unacceptable and often a part of sexual harassment includes, but is not limited to, the following:

- Rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the Code of Virginia
- Unwelcome public sexual displays of affection, including kissing, groping, fondling, petting, inappropriate touching of one’s self or others, sexually suggestive dancing and massages

- Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motive or intentions, such as sexual remarks, or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual exploits; sexual rumors and rating lists; hawking, catcalls, and whistles; sexually graphic computer files, messages or games, etc.;
- Unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual orientation.

Policy and Regulation JFHA (Harassment) are available on the web site and at each school. They include the complaint procedure for any student who believes he or she has been harassed by an employee or student. Students and families can contact a trusted school employee or a central office administrator for assistance. Questions about harassment should be addressed to the principal or the Director of Student Services at 434-245-2405.

In compliance with applicable federal and state law, an administrator will investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of gender or sexual orientation. The principal/designee and/or the Superintendent's designee have the responsibility to conduct an investigation immediately upon receipt of a complaint of harassment. Violators of this policy shall be subject to the appropriate disciplinary consequences up to expulsion from school attendance.

False or malicious complaints of sexual harassment will result in corrective or disciplinary action taken against the complainant.

C. Assault and Battery (*State Reporting Code BA1-6*)

An assault is a threat of bodily injury. A battery is an intentional or wrongful physical contact, by any person (student or other) against a person without his/her consent, which entails some injury or offensive touching.

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

- Threatening or physically assaulting another student or another person (other than a staff member) who has reason to be at school, whether or not causing injury, shall result in disciplinary measures up to and including a 10-day suspension and a recommendation for expulsion.
- Threatening or physically assaulting school staff members while in the performance of their duties in any school in this division will be reported to the appropriate law enforcement agency and shall result in suspension from

school for up to 10 days, and the principal may recommend expulsion. In the event of injury to the staff member, expulsion shall be recommended.

C-1. Sexual Battery (State Reporting Code SB1-2)

Any inappropriate behavior which is of a sexual nature including, but not limited to, touching of sensitive and private areas of one's body is considered sexual battery and is prohibited.

D. Gangs and Gang Activity (State Reporting Code GA1)

A gang is defined as any group of two or more persons whose purposes or activities include the commission of illegal acts, or the initiation, advocacy or promotion of such acts, or participation in activities which threaten the safety or well-being of persons or property on or off school grounds or which disrupt the school environment.

Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited which include but are not limited to clothing that symbolizes association, rituals associated with, or activities by an identified group of students, displaying gang behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate another student.

Gangs or gang-related activities on or off school grounds and/or at school activities shall be subject to suspension or expulsion by the School Board or committee of the School Board.

E. Hazing (State Reporting Code H1Z)

Students are prohibited from recklessly or intentionally endangering the health or safety of another student or students or inflicting bodily harm on another student in connection with, or for the purpose of initiation, admission to 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 so endangered participated voluntarily in the activity. Any student reported for hazing that causes bodily harm to another student shall be recommended for expulsion from school and the principal of said school shall report the hazing to the Commonwealth's Attorney.

F. Stalking (State Reporting Code ST1)

Stalking is defined as conduct, occurring on more than one occasion and directed at another person, that places that other person in reasonable fear of death, criminal sexual assault, or bodily injury. Students shall not engage in any pattern of behavior that places another person in fear of serious harm. In addition to any disciplinary consequences given for stalking, the principal or designee is required to report stalking to law enforcement officials.

G. Explosive Devices (*State Reporting Codes WP6, WP7, BB1*)

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

H. Extortion (*State Reporting Code EX1*)

Extortion, as defined in the Code of Virginia, is the unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat of eventual physical injury or other harm to that person or the person's property, or a third person. Extortion is strictly prohibited.

I. Threats or Intimidation (*State Reporting Code TII-2*)

Students shall not make any verbal or written (including electronic) threats to kill, injure, or use force against another person. This prohibition includes oral or written threats on school property, at school sponsored events and on school division vehicles. Threats against students may be reported to local law enforcement officials; threats against staff members will be reported to local law enforcement officials.

J. Kidnapping (*State Reporting Code KII*)

Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parents or legal guardian is prohibited.

Consequences for violating any of the offenses in this section may include one or more of the following:

- Teacher/student conference
- Removal of student from class or activity
- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative class/program
- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

7. DISRUPTIVE BEHAVIOR (State Reporting Codes D3C, D5C)

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities that interrupts or interferes with teaching and orderly conduct of school activities is prohibited. In addition to the following specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state or local law.

A. Student Dress (*State Reporting Codes S1V, S3V*)

Note: In November 2018, the Charlottesville School Board unanimously passed a resolution that bans students from wearing clothing that depicts symbols “associated with racial hatred and violence,” including swastikas or Confederate imagery. For details, see charlottesvilleschools.org/dress-code-resolution.

The school board and administration of Charlottesville City Schools understand that styles of dress are important forms of expression for students. All students are expected to dress appropriately for a K-12 educational environment. Clothing is prohibited if it: disrupts the learning environment; contains language or images that are vulgar, discriminatory, or obscene; promotes illegal or violent conduct (such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia); or contains threats such as gang symbols.

Clothing should conform to standards of safety and follow the Code of Virginia. Clothing that exposes private parts, the midriff, the breasts, the section of the back below shoulder blades, or undergarments is prohibited. Examples of prohibited clothing include but are not limited to: sagging or low-cut pants because they reveal portions of the back and buttocks which are considered a private area of the body, low-cut necklines that reveal portions of the breasts because that is considered a private part of the body for both genders for the purposes of this dress code. See-through material does not constitute covering these aforementioned private parts; they must be covered with opaque material. The head must be uncovered for optimal identification ability due to safety concerns, 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 code will be asked to cover the non-complying clothing or wear a change of clothes provided by the school. Repeated infractions will result in disciplinary action.

B. Gambling (*State Reporting Code G1B*)

Students shall not bet money or other things of value, or knowingly play or participate in any game involving a bet on school property or during any school-sponsored activity.

C. Fighting (*State Reporting Codes FA2, FIT*)

Exchanging mutual physical contact between two or more students by pushing, shoving, or hitting with or without injury is prohibited. A distinction is made between a fight and an assault/battery. An assault/battery is physical contact from one person to another and a fight is a mutual exchange between two or more people. Actions, comments, or written messages intended to cause others to fight or which may result in a fight are considered incitement or instigation and such actions are prohibited.

D. Minor Physical Altercation (*State Reporting Code FIT*)

Confrontation, tussle, or verbal physical aggression not resulting in injury is prohibited. This action can be initiated by one person.

E. Rioting (*State Reporting Code RT1*)

Any unlawful use of force or violence, by three or more persons acting together, which seriously jeopardizes the public safety, peace or order is prohibited. It is unlawful whenever three or more persons assembled share the common intent to advance their purpose by the commission of an act or acts of force or violence likely to jeopardize public safety, peace or order.

F. Knowingly Making False Reports (*State Reporting Code S2V*)

Students shall not willfully or maliciously make false accusations/reports against school personnel or other students. The determination of consequences will be considered on a case-by-case basis. False reports of child abuse or neglect and false reports to law enforcement officers may constitute criminal violations.

G. Inappropriate Literature or Illustrations (*State Reporting Code D4C*)

Inappropriate literature or illustrations (print or electronic) that are pornographic, obscene or disrupt the educational process are prohibited. Included are inappropriate student expression, distribution of non-authorized literature, and illegal assembly when any of these activities causes a disruption. Internet viewing of pornographic, obscene, or violent graphics is also prohibited.

H. Profane or Obscene Language or Conduct (*State Reporting Code D6C*)

Students shall not use vulgar, profane, or obscene language, or gestures, or engage in conduct that is vulgar, profane, or obscene.

I. Self-Defense

Students are subject to disciplinary action for misconduct. Cases for which self-defense is claimed must meet the following criteria: (1) the claimant must not have provoked or behaved in a manner to cause the incident; (2) the claimant must have had reasonable fear of danger of harm; and (3) the claimant used no more force than needed for protection from the threatened harm. Such incidents should be reported immediately to school officials. When claims of self-defense have been established, the administrator shall: (1) allow the student to present his version of what occurred and (2) review circumstances and relevant information from others pertaining to the incident, including relationships and previous patterns of interaction among the students involved. Findings from the review of circumstances and other relevant information should be considered in determining appropriate corrective disciplinary action. Claims of self-defense do not constitute a valid defense against possession or use of a weapon on school property or at any school sponsored activity. Weapons are prohibited on school property and at school-sponsored events.

J. Insubordination and Disrespect (*State Reporting Codes D1C, D2C, D8C*)

Failure to appropriately respond to written or verbal directions given by school personnel is considered insubordination and disrespect. Also included is disobedience or defiance of reasonable requests made by school personnel. Disrespect to students, staff or other adults will not be tolerated.

Except for the last item (Insubordination and Disrespect), the consequences for violating any of the offenses in this section may include one or more of the following:

- Teacher/student conference
- Removal of student from class or activity
- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative class/program
- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

The consequences for insubordination and disrespect include all of the above EXCEPT the last four (referral to juvenile court services, involvement with city police, suspension, and expulsion.)

8. ELECTRONICS AND INTERNET USE

A. Electronic Devices (*State Reporting Codes CIM-C3M*)

Any portable electronic devices, including any beeper, cell phone, electronic music device, headphone, or other similar device, including any equipment capable of receiving or transmitting text messages, on school property and during the school day must be used in accordance with school rules. The school and district are not responsible for the loss or theft of the devices.

In addition to the consequences listed below, any such portable communication device shall be subject to confiscation by school officials and returned only to the student's parent or guardian following the disciplinary process.

B. Internet Use (*State Reporting Codes TIC-T4C*)

Internet use by students shall be in accordance with acceptable computer use policies and regulations. All materials gained through searching or electronic mail communication are accessible to school administrators. Violations of policy will result in a suspension of access privileges.

Consequences for violating any of the offenses in this section may include one or more of the following:

- Teacher/student conference
- Removal of student from class or activity
- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)

Assignment to an alternative class/program

- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

9. FIREARMS AND OTHER WEAPONS

A. Firearms and Destructive Devices (State Reporting Codes WP0—WP9, W1P, WT1, WS1)

In compliance with the Federal Improving America's Schools Act of 1994 (Part F "Gun-free Schools Act of 1994") and corresponding state laws, any student who brings a firearm, is in possession of any type of unauthorized firearm or other dangerous weapon, buys or sells a restricted item, or who has been reported to have brought a firearm or destructive device onto school property, to a school-sponsored activity, or in a school vehicle shall be expelled from school attendance for a period of not less than one year (365 calendar days). "Firearm" or "destructive device" includes but is not limited to:

- any pistol, shotgun, stun gun, laser, revolver, or other firearm listed in Section 22.1-277.7(E) of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle.
- possession of ammunition
- unloaded firearms in closed containers
- any air rifle or BB gun
- toy guns and look a-like guns
- slingshots
- spring sticks
- brass or metal knuckles, and blackjacks
- any flailing instruments which may be known as nunchaka, nunchaku, or fighting chain
- any disc of whatever configuration, having at least two points or a pointed blade, and which is designed to be thrown known as throwing star, oriental dart, or shuriken
- explosives, as defined in Virginia Code Section 18.2-85 and 18.2-433.1
- firearm muffler, firearm silencer, a pneumatic gun as defined in Virginia Code Section 15.2-915.4 and
- destructive devices as defined in Section 22.1-277.07(E) of the Code of Virginia, or other dangerous articles.

B. Weapons and Dangerous Objects (*State Reporting Codes H01-4, W2P, W3P, W8P, W9P*)

Carrying, bringing, using, or possessing dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity on or off school property is grounds for disciplinary action.

Examples of weapons include pellet guns, knives, razors, letter openers, screwdrivers, hammers, hatchets, and other devices that could be used to inflict harm upon another person. Not subject to mandatory expulsion is possession of a knife that is customarily used for food preparation or service and is possessed by the student for the sole purpose of personal food preparation and service.

Disciplinary actions for bringing or possession of any of the above listed firearms or weapons will be determined based on appropriate state and federal laws and required consequences.

Consequences for violating any of the offenses in this section may include one or more of the following:

- Teacher/student conference
- Removal of student from class or activity
- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative class/program
- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

10. INTEGRITY VIOLATIONS (State Reporting Code S3V)

A. Cheating

Students are expected to perform honestly on any assigned schoolwork or tests. Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. This includes technology and the use of the Internet.

B. Plagiarism

Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one's own original work. This includes technology and the use of the internet.

C. Falsification (*State Reporting Code S2V*)

Students shall not willfully or maliciously make false accusations/reports against school personnel or other students. Falsification includes forgery or counterfeiting by verbal, written, or electronic transmission. This act also includes school forms, hall passes, permits, notes from parents and doctors, and materials obtained from the Internet. The determination of consequences will be considered on a case-by-case basis. Also, false reports of child abuse or neglect and false reports to law enforcement officers may constitute criminal violations.

D. Theft (*State Reporting Code TH1-2*)

Theft includes acquiring another's possession without right or permission. This may include pocket-picking, purse snatching, theft of electronic data, theft from building, from a motor vehicle, from, coin-operated machines, or theft or attempted theft of a motor vehicle. Any acts of theft are prohibited and will result in disciplinary consequences and possibly, criminal charges.

Felony Charges

Any student 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 or intervention activities. These cases will be reviewed by the Assistant Superintendent for Administrative Services.

Consequences for violating any of the offenses in this section may include one or more of the following:

- Teacher/student conference
- Removal of student from class or activity
- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative program
- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

11. PROPERTY OFFENSES (State Codes TH1, AR1, VA1, BR1, RO1)

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

- Willful causing or attempting to cause damage to school property
- Theft of, taking, or trying to take another person's property or money by force, fear, or other means
- Vandalism, arson, or any threat or false threat to damage or destroy in any manner a school building or school property

A student (or the student's parent/guardian) shall be required to reimburse the school board for any property loss, damage or destruction caused or committed by such student.

Consequences for violating any of the offenses in this section may include one or more of the following:

- Teacher/student conference
- Removal of student from class or activity
- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative class/program
- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

12. TRESPASSING ON SCHOOL PROPERTY (State Reporting Code TR1)

It is unlawful for persons, including students, to enter upon or remain upon school property in violation of any:

- Direction by the principal or designee to vacate the property
- Posted notice that contains such information
- Suspension or expulsion

All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action,

and student visitors who fail to do so also may be subject to disciplinary action as well as legal action.

Consequences for violating any of the offenses in this section may include one or more of the following:

- Teacher/student conference
- Removal of student from class or activity
- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative class/program
- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

13. PUPIL TRANSPORTATION

School Buses

For general education students, riding the school bus is a privilege. Students who ride school buses are expected to conduct themselves in a manner consistent with established standards for classroom behavior. Students who become disciplinary problems on school buses shall be reported to the principal by the driver and may have their riding privileges suspended. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school. The bus driver is in charge of all passengers and has the authority to assign seats and make any other reasonable arrangements deemed necessary to maintain a safe and orderly environment. Bus drivers may refuse transportation to students who possess unsafe objects or whose behavior constitutes a danger to themselves or others. Students are required to ride in their assigned buses and get off at their designated stops. Students may be allowed to ride a bus other than the assigned bus or get off at a stop other than the designated stop if they have written permission from parents or guardians, which has been approved in advance by the principal or principal's designee.

School bus rules are located in Appendix D and are enforced for all students riding buses to and from school, on field trips or participating in extracurricular activities.

Motor Vehicles

Elementary, upper elementary and middle school students are not permitted to drive motorized vehicles of any type to and from school. High school students who meet the requirements and accept the responsibilities of driving private automobiles to school are permitted to do so. Student high school driving privileges depend upon the student's willingness to follow the parking and auto usage regulations prescribed by Charlottesville High School. A student who drives to the high school must park in a designated student parking area and must display a Charlottesville High School parking decal on the rear bumper or window of the car. Unlicensed motor vehicles, including mini-bikes, are prohibited from school grounds. Failure to adhere to these regulations could result in forfeiture of the privilege of parking a motor vehicle on school property or, in the case of a parking violation, having one's vehicle towed from the premises at the operator's expense. All cars parked on public school property are subject to search.

Bicycle Riders

Bicycles may be ridden to school. The safety of the rider and the securing of the bicycle are the responsibility of the rider. Improper use of bicycles, such as riding in bus-loading areas, constitutes grounds for the loss of bicycle parking privileges. Bike riders are prohibited from violating the property rights of homeowners, apartment dwellers, and businesses on their way to and from school. The school principals evaluate traffic and safety conditions surrounding their buildings to determine whether or not bicycle riding is safe.

Walkers

Students who live within the designated walkers' zones are required to use safe routes and arrive promptly at school. Student walkers are prohibited from abusing the property rights of homeowners, apartment dwellers, or businesses on their way to and from school.

14. CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Inappropriate behavior in school, at school functions, on school vehicles and on school property may range from impoliteness to flagrant disregard of the rights of others. The consequences that follow inappropriate behavior must involve counseling and monitoring of subsequent behavior if self-control is to develop. Consequently, nearly all discipline begins with student/teacher conversation. Depending upon the seriousness of the inappropriate behavior and the frequency with which it occurs, the following additional consequences may take place:

- Teacher/student conference
- Removal of student from class or activity

- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative program
- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

It is not implied that all consequences listed above must occur or that a specific sequence of consequences must occur. It is essential that the student be made aware of inappropriate behavior and that an effort be made by school personnel, parent or guardian, and the student to prevent reoccurrence of such behavior.

Depending on the severity and/or frequency of offenses committed by a student, the principal or administrative designee may suspend or recommend expulsion.

To protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed in compliance with law or regulation. Parents and guardians will be notified of disciplinary action as soon as it is practical.

15. ROLE AND RESPONSIBILITIES OF SCHOOL PERSONNEL

School Resource Officers

School Resource Officers (SROs) are sworn law-enforcement officers employed to assist in the enforcement of School Board policies, rules and regulations as they relate to the Code of Student Conduct and other applicable city, state and federal laws. The SROs will intervene in any potential conflict, verbal or physical, and have the legal authority to arrest, if necessary.

Teacher Removal of Students from Class

Teachers may remove from class a student who engages in conduct that interrupts or obstructs the learning environment. The following shall be grounds for removal from a Charlottesville City School classroom:

- Assault upon, disorderly conduct toward, harassment of, intimidation of, discrimination against, or any criminal offense against, another student or teacher
- Continued willful disobedience or open and persistent defiance of proper authority
- Use of obscene or profane language or gestures to another student or staff member
- Willful destruction or defacing of school property, another student's property, or a staff member's personal possessions

School personnel shall discuss the consequences for the negative behavior and decide on the appropriate time for the student to return to class. Before the student returns to class, the student and the teacher must have a conference.

Reasonable Actions by School Personnel

Official school personnel may use reasonable physical contact or other actions designed to maintain order and control to:

- quell a disturbance or remove a student from the scene of a disturbance that threatens physical injury to persons or damage to property;
- prevent a student from inflicting physical harm on himself;
- provide for self-defense or the defense of others; or
- obtain possession of weapons or other dangerous objects or controlled substances.

Search and Seizure

The following guidelines are established for searches:

The extent of the search is limited to an examination necessary to find a weapon or other contraband for which reasonable suspicion originally existed.

Circumstances may exist in which a school administrator has substantial reason to believe that one or more in a group of students is in possession of a dangerous weapon or other contraband. In such a case, the immediate safety of students is the administrator's primary concern. If the possession of the dangerous instrument can be limited to an identified group, reasonable suspicion to search members of the group will exist.

The school administrator must make a list of the objects found and write a brief explanation of why the search was conducted. Upon completion of the search, a copy of the recorded information must be kept on file and a copy sent to the Superintendent's designee. Weapons and other illegal materials shall be reported to law enforcement authorities specified in this Code. The principal must maintain documentation of all searches.

1. Parent Notification of Search

Parents or guardians will be notified as soon as possible whenever a search is conducted. Information as to why the search was conducted and whether anything was found during the search will be sent by mail or hand delivered to the parents or guardians as soon as possible.

2. Lockers and Other Storage Facilities

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of the school administration and students. The school administration has the right to search lockers, desks, vehicles and other storage facilities for items that violate law, school policies and regulations, or which may be harmful to the school or to its students and staff. Lockers and other storage facilities are subject to periodic searches by school officials and drug-sniffing dogs. The search of students by drug-sniffing dogs is prohibited.

3. Personal Searches

While a student does have some expectation of privacy regarding personal possessions, a student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by school officials whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

A pat-down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Strip searches may be used only when an extremely serious situation exists requiring immediate action. Such a search should be used only in the context of imminent threat of death or great bodily injury to a person or persons. School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or his/her designee, unless the health or safety of the student is endangered by the delay.

4. Use of Metal Detectors

A school administrator may use a metal detector for a search where there is reasonable suspicion that the search will disclose the possession of a weapon or other contraband by the student being searched.

5. K-9 Searches

The Charlottesville City Schools, in cooperation with the Charlottesville City Police Department and the Virginia State Police may conduct searches of the Charlottesville City Schools' parking lots, lockers and classrooms. Specially trained dogs will be used in these searches which are designed to keep the schools safe and drug-free. The searches will be conducted randomly and without prior warning or announcement. The students will not be in contact with the dogs. The search of students by drug-sniffing dogs is prohibited.

6. Search of Vehicles

If an administrator has reasonable suspicion that contraband or a weapon is in a student's vehicle, the principal shall request that the student submit to a search of the vehicle. If the student refuses, the principal may suspend the student immediately and contact the parent or guardian and/or law enforcement officials. The privilege of driving to and parking at school will be revoked. If the suspected contraband is in plain view in the vehicle, the administrator may contact a law enforcement officer at the same time the student and/or parent are notified.

16. SUSPENSIONS

In-School Behavioral Intervention (ISBI) Site

Students suspended from school at Walker Upper Elementary School, Buford Middle School and Charlottesville High School may be assigned to an in-school behavioral intervention (ISBI), located in the home school. Depending on the disciplinary infraction, ISBI may serve as an alternative to an out-of-school-suspension at the discretion of the principal, assistant principal, or designee.

Suspensions for 10 Days or Less

No student in preschool through grade 3 shall be suspended for more than 3 school days from attendance at school unless (a) the student has been adjudicated delinquent or convicted of one of the offenses listed in subsection G of § 16.1-260 of the Code of Virginia; (b) the offense involves possession of a firearm, destructive device, firearm muffler, firearm silencer, or pneumatic gun on school property or at or at a school-sponsored activity; (c) the offense involves possession of a controlled substance, imitation controlled substance, or marijuana on school property or at or at a school-sponsored activity; (d) the offense involves physical harm or credible threat of physical harm to others, or (e) the School Board or the Superintendent or designee

finds that aggravating circumstances exists, as defined by the Virginia Department of Education.

The principal, assistant principal or designee may suspend a student in grades 4-12 for 10 days or less or, in the case of a student in preschool through grades 3 for 3 days or less, with the following procedures:

- The student shall be informed of the proposed action and reasons for the suspension orally or in writing.
- The student shall be given an opportunity to explain orally or in writing the circumstances of the alleged misconduct from his/her perspective and to present witnesses on his/her behalf.
- The student shall be informed of the conditions of the suspension, and prohibition from coming on school property and/or to scheduled school activities.
- The principal shall notify the student's parent or guardian in writing stating the condition of the suspension and the date that the student may return to school. A copy of the letter of suspension shall be given to the student, if possible, and mailed to the student's parent or guardian and reported to the division superintendent or superintendent's designee. The division superintendent or the superintendent's designee shall review the action taken by the principal, assistant principal or designee upon an appeal by the student or student's parent. The decision by the division superintendent or superintendent's designee shall be final.

Emergency Suspension

Any student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be summarily removed from school immediately. The notice, explanation of facts, and opportunity to present his or her version required under "Suspensions for 10 Days or Less" shall be given as soon as practical thereafter.

Assignments During Suspension

Students who have been suspended for 1-10 days have the opportunity to make up missed assignments. It is the student's responsibility to obtain assignments from the appropriate teachers. Students must complete assignments and submit within a time frame equal to the number of days suspended and at the convenience of the teachers.

Suspensions for More Than 10 Days (or More Than 3 Days for preK-grade 3)

The Superintendent or his/her designee may suspend students in grades 4-12 from school in excess of 10 school days or, in the case of a student in preschool through grades 3 for more than 3 days in accordance with the following list. However, the maximum length of a long term suspension is 45 days unless (a) The offense involves possession of a firearm, destructive device, firearm muffler, firearm

silencer, or pneumatic gun on school property or at or at a school-sponsored activity; (b) The offense involves possession of a controlled substance, imitation controlled substance, or marijuana on school property or at or at a school-sponsored activity; (c) The offense involves serious bodily injury, or (d) the School Board or Superintendent or designee finds aggravating circumstances exist as defined by the Virginia Department of Education.

- The student and parent or guardian shall be provided written notice of the proposed action and the reason, and of the right to a hearing.
- The student and parent or guardian has the right to review the student's school records.
- The student and parent or guardian shall be provided a copy of the Code of Student Conduct.
- If the student is suspended pending the hearing, the student may be assigned to ISBI or Lugo-McGinness Academy.
- In any case in which a student has been suspended by the Superintendent or his/her designee, the student and parent or guardian may appeal the decision to the committee of the School Board.
- Such appeal must be in writing and must be filed with the Superintendent's designee within seven (7) calendar days of the suspension decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.
- Such appeal shall be decided by the School Board or a committee of the School Board within 30 calendar days.

Lugo-McGinness Academy

The Lugo-McGinness Academy serves students attending the Charlottesville City Schools who would benefit from an alternative to a traditional academic setting. The program emphasizes an individualized program of coursework, work experience, vocational training, and comprehensive counseling. Students may earn a high school diploma or GED certificate. Only the Superintendent or designee, acting upon the principal's recommendation, may place a student in the Lugo-McGinness Academy.

Parents may request for their child to be placed at or remain at Lugo-McGinness Academy by contacting the program administrator.

Habitually Disruptive Students

A habitually disruptive student is defined as a student who has been suspended three to ten days on three different occasions during the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school sponsored activities or events. The student and the parent, guardian or legal custodian shall be notified in writing of each suspension.

No student shall be declared habitually disruptive prior to the development of a student remedial discipline plan that shall address the student's disruptive behavior, his or her educational needs, and the goal of keeping the student in school. The remedial discipline plan shall be developed after the first suspension for serious student code of conduct violation. If necessary, the discipline plan should be renewed and modified after a second suspension. The school shall encourage and solicit the full participation of the student's parent or guardian in the development of the remedial discipline plan.

17. EXPULSIONS

Expulsion Process

No student in preschool through grade 3 shall be expelled from attendance at school unless (a) the student has been adjudicated delinquent or convicted of one of the offenses listed in subsection G of § 16.1-260 of the Code of Virginia; (b) the offense involves possession of a firearm, destructive device, firearm muffler, firearm silencer, or pneumatic gun on school property or at or at a school-sponsored activity; (c) the offense involves possession of a controlled substance, imitation controlled substance, or marijuana on school property or at or at a school-sponsored activity; (d) the offense involves physical harm or credible threat of physical harm to others, or (e) the School Board or the Superintendent or designee finds that aggravating circumstances exists, as defined by the Virginia Department of Education.

The principal may recommend that a student be expelled. The principal shall notify the student and a parent or guardian in writing of the following:

- The proposed action and the reasons
- The right of the student and parent or guardian to a hearing before a committee of the School Board
- The right to inspect the student's school records

If the Superintendent's designee approves the recommendation of expulsion, he will notify the Board Chair of the need for designating a committee of the Board to hear the case. The procedure for the School Board committee hearing the case for expulsion is as follows:

- The School Board committee shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified.
- The parties shall present their evidence; the principal shall present evidence first.

- Witnesses may be questioned by the School Board committee and by the parties or their representatives. The School Board committee 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 opportunity to examine witnesses.
- The School Board committee may take the testimony of the student witnesses outside of the presence of the student, the parent or guardian, and their representatives if the School Board committee determines, at its discretion, that such action is necessary to protect student witnesses.
- The parties shall produce such additional evidence as the School Board committee may deem necessary. The School Board committee shall be the judge of the relevancy and materiality of the evidence. The rules of evidence shall not apply.
- The School Board committee may receive exhibits as offered by the parties and, when received, shall be marked and made part of the record.
- By majority vote, the School Board committee may vote, uphold, reject, or alter the recommendation.
- The School Board committee shall transmit its decision, including the reasons, to the student, parent or guardian, principal, and Superintendent within three days of the hearing.
- If the committee's decision is not unanimous, the student, parent or guardian may appeal the committee's decision to the full board. Such an appeal shall be decided by the School Board within thirty days.
- An explanation regarding the terms of the expulsion, conditions or an individualized academic and behavior plan for possible readmission should be provided to the student and parent/guardian. The notice should specify if the expulsion is for 365 days or is a total expulsion.

Readmission Following an Expulsion

The Superintendent or his/her designee will consider readmission for a student who has been expelled. In cases where readmission is desired, the principal or designee will develop a behavior modification plan with the student and parent with criteria for readmission. The plan will be approved by the Superintendent or designee. When readmission is requested, documentation of the successful completion of the plan is the responsibility of the student and the parent or guardian. The parent and parent or guardian must submit the request for admission to the Superintendent or designee for review.

In those instances where the Superintendent denies student readmission, the student and his/ her parent or guardian may appeal to the School Board committee for a review of the Superintendent's decision. This request for an appeal to the School Board committee must be made in writing within seven days of the date of receipt of the Superintendent's decision.

The following procedures shall be followed for a readmission request:

The parent or guardian shall submit a written request to the Superintendent. This request shall include the reason for requesting readmission and a brief summary of the student's activities since the time of expulsion. The current address and telephone number of the parent or guardian must be included.

The principal will contact the parent or guardian to schedule a conference. At the conference, the parent or guardian and student shall submit supporting testimony and documentation for the readmission. A recent drug-screening test for substance abuse may be required.

Other documentation may include, but is not limited to:

- Evidence of successful court probation
- Evidence of counseling with a recommendation for readmission from the student's therapist
- Letters of reference from employers, teachers, counselors
- Evidence of successful employment
- Evidence of successful school experience since the expulsion
- Other relevant material as determined by the school staff
- Completion of the student's readmission contract
- An information release form signed by the parent or guardian must be signed to enable school officials to confer with recommended references regarding readiness to return to school.

Expulsions from Outside the School Division

A student who has been expelled from a public or private school in any state for violation of school policies on weapons, alcohol, drugs, or willful infliction of injury to another person will be excluded from attendance up to one year (365 days). A student has the right to appeal the decision at a hearing held by the School Board or committee of the School Board (HB570, Code & 22.1-277.2). To determine whether a student seeking admission may be subject to exclusion, school boards have been directed to require the student, parent or guardian to provide upon registration a sworn statement or affirmation indicating whether the student has been expelled from attendance at a public or private school in any state for violation of school policies on weapons, alcohol, drugs, or willful infliction of injury to another person. The statement shall be maintained as a part of the student's scholastic record. The making of a false statement is punishable as a Class 3 misdemeanor (HB2360 & 22.1-3.2).

18. SPECIAL EDUCATION AND STUDENT SERVICES

Special Education Students

A special education student may be suspended for 10 days or less in accordance with the school division's suspension policies. The Principal/designee is responsible for keeping a tally of the number of days of suspension received by each student with disabilities.

If further suspension occurs beyond the tenth day, a Manifestation Determination Review meeting must be held.

If a pattern of misconduct is evident in the suspensions, a Manifestation Determination Meeting must be held in order to:

- review the student's current educational/behavioral situation and all available information
- discuss the misconduct which resulted in the suspension
- determine if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability, or determine if conduct in question was the direct result of Charlottesville City Schools' failure to implement the Individualized Education Program.

If the committee determines that either of the last two statements apply, there is a manifestation and the student is not disciplined (except for any applicable 45 school day removal). The IEP may be reviewed and revised.

Manifestation Determination Meetings must be held within 10 days of the suspension decision. The following individuals are typically present at the Manifestation Determination Meeting:

- ◆ special education administrator
- ◆ building principal/designee
- ◆ student's general education teacher
- ◆ student's special education teacher
- ◆ psychologist
- ◆ visiting teacher/school social worker
- ◆ student's parents, and
- ◆ student, if appropriate

The special education administrator, who also schedules the meeting and notifies the participants, typically chairs Manifestation Determination Meetings. If the committee members find that the misconduct was a manifestation of the student's disability, the student may not be given a long-term suspension or expelled. If, on the other hand, the committee finds that the misconduct was not a manifestation of the disability, the student may be disciplined, just as if he/she were non-disabled. Education services, however, may not be terminated. Students whose misconduct

involves illegal drugs, weapons, or serious bodily injury to another person may be suspended for 45 school days to an alternate educational setting. Suspensions of longer than 10 days automatically require that a Manifestation Determination Meeting be held. For any student whose IEP specifies the handling of discipline, the IEP provisions will supersede this policy.

Students Not Yet Determined to be Disabled

Students who are not eligible for special education and related services are not covered by these additional disciplinary procedures unless it can be established that the school division, prior to the misconduct, had knowledge of a disability as established by one of the following criteria:

- The parent has expressed concern in writing to supervisory or administrative personnel of the school division or to a teacher of the child (unless the parent is illiterate or has a disability that prevents providing written notice) that the student is in need of special education and related services;
- The parent has requested an evaluation of the child, but no evaluation was conducted; and
- The teacher of the student and/or other qualified personnel has expressed written concern about the behavior or performance of the student to the Director of Special Education or to other qualified personnel.

Criminal Activity by Students with Disabilities

Crimes committed by a child with a disability may be reported to appropriate authorities. School division personnel must send copies of the special education and discipline records to the authority to which the crime is reported. Transmission of records must be in compliance with the Family Educational Rights and Privacy Act.

19. EQUAL ACCESS

This policy is intended to implement the Federal Equal Access Act, 20 U.S.C. Section 4071, et seq., as upheld by the Supreme Court in *Board of Education v. Merges*, 496 US. 226 (1990). The School Board believes that it is important for students to learn the responsible exercise of freedom of speech, as well as the leadership qualities, individual skills, and team cooperation that student extracurricular activities develop. In adopting this policy, the school division does not forego its authority to maintain an orderly and disciplined school environment. Students shall have a limited open forum for student groups wishing to meet to engage in speech, subject to the following criteria:

- Students shall be permitted to meet during non-instructional time of the students involved in the meeting.
- All meetings shall be student-initiated and open to all students in the school. Student attendance at any meeting shall be voluntary.
- All student groups shall have a faculty advisor. The faculty advisor for religious student groups shall be present only in a non-participatory role to monitor student safety.
- Student groups may invite non-school persons to attend their meetings, as long as the non-school persons do not direct, conduct, control, or regularly attend activities of the group. Non-school persons must follow the school's established procedure for allowing non-school persons on campus, including registration procedures.
- All student groups shall have equal access to the school newspaper, bulletin boards, public address system and club fairs.

Permission to meet will not be given to any meeting that:

- Materially and substantially interferes with the orderly conduct of educational activities within the school
- Is likely to involve unlawful conduct
- Threatens order and discipline on school premises
- Threatens wellbeing of students and staff
- Requires involuntary attendance of the students

The school, its agents and employees will not:

- Influence the forum or content of any prayer or other religious activity
- Require any person to participate in prayer or other religious activity
- Expend public funds beyond incidental costs for student-initiated meetings
- Compel any employees to supervise a meeting to which he/she objects
- Impose a minimum size limit on student meetings

20. LEGAL BASIS FOR CODE OF STUDENT CONDUCT

Each local school board shall ensure that the policy manual includes “the standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.” (*Code of Virginia 22.1-253.13:7.D.3 also known as Standards of Quality, Policy Manual, Policy 7-4l*) Section 22.1-78 of the Code authorizes local school boards to adopt bylaws and regulations “for its own government, for the management of its official business and for the supervision of schools, including but not limited to the proper discipline of students, including their conduct going to and returning from school.”

Section 22.1-279 (6.B and .9) of the Code also require local school boards to adopt and revise regulations on codes of student conduct that are consistent with, but may be more stringent than, the guidelines of the Virginia Board of Education. Procedures for suspension, expulsion, and exclusion decisions are required along with a biennial review of the student conduct code. Prohibitions against hazing and profane or obscene language or conduct must be included. School divisions are authorized to regulate certain communications devices and at their discretion, require or encourage drug testing. School Boards are required to work in cooperation with local law enforcement agencies, juvenile and domestic court judges and personnel, parent and the community at large to develop programs to prevent violence and crime on school property and at school-sponsored events.

21. NON-DISCRIMINATION NOTICE

Charlottesville City Schools does not discriminate on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital or veteran's status, physical or mental genetic information, sexual orientation, gender identity or expression, or any classification protected by law. The Director of Human Resources shall act as the Compliance Officer for discrimination issues regarding employees and the general public under Title IX. The Director of Student Services shall act as the Compliance Office for discrimination issues regarding students under Title IX and Section 504 of Rehabilitative Act of 1973.

Compliance officers may be contacted at the Charlottesville City School Division Administrative Office, 1562 Dairy Road, Charlottesville, VA. 22901. The phone number is 434-245-2400.

APPENDIX A OFFENSES AND PROBABLE CONSEQUENCES

Tables from Student Conduct Policy Guidelines 2005 Update adopted by Virginia Board of Education

Suspension of 10 days and Mandatory Recommendation for Expulsion	Suspension of Up to 10 Days	Discretion of the Principal (Consequences range from an intervention without suspension to a recommendation for expulsion.)
<ul style="list-style-type: none"> • Sexual assault or battery • Mob assault • Distribution or manufacture of alcohol or inhalants • Possession of controlled or imitation controlled substance • Illegal use or possession of prescription drugs (second offense) • Distribution or manufacture of a controlled substance, illegal drugs, or drug paraphernalia • Unauthorized use or possession of any weapon or any object used as a weapon • Under influence of marijuana or other controlled substance within 12 months of prior offense 	<ul style="list-style-type: none"> • Use, possession, or under influence of alcohol, inhalants, or nonalcoholic beer • Under influence of marijuana or other controlled substance (first offense) • Distribution of nonprescription drugs • Illegal use or possession of prescription drugs (not classified as controlled substances) (first offense) • Assault or assault and battery 	<ul style="list-style-type: none"> • Physical assault on staff with bodily injury • Threat to assault a staff member; threat or assault of another student • Disruption, disobedience, insubordination, defiance of school officials • Endangering well-being of others; fighting, bullying • Possession or display of obscenity; indecent exposure • Cursing, verbal abuse including gestures • False reporting of harassment • Fireworks – use or possession • Forgery, cheating, plagiarism, dishonesty, theft • Gambling • Improper touching • Unauthorized or illegal use or disruption of information technology • Gang-related activities • Portable communication devices • Attendance violations • Use or possession of nonprescription drugs • Vandalism of school property; bomb threats • Unauthorized presence • Tobacco and e-cigarette violations • Hazing • Minor physical altercation

APPENDIX B
GUIDE FOR REPORTING TO LAW ENFORCEMENT

These Tables Have Been Taken Directly From Student Conduct Policy Guidelines Update Adopted By The Virginia Board Of Education

Suspension of 10 Days & Recommendation for Expulsion	Report to Law Enforcement
Physical Assault On Staff Member With Bodily Injury	Yes
Sexual Assault Or Battery	Yes
Mob Assault	Yes
Distribution Or Manufacture Of Alcohol Or Inhalants	Yes
Possession Of Controlled Or Imitation Controlled Substance	Yes
Illegal Use Of Possession Of Prescription Drugs (Second Offense)	Yes
Distribution Or Manufacture Of A Controlled Or Imitation Controlled Substance, Illegal Drugs, Or Drug Paraphernalia	Yes
Unauthorized Use Or Possession Of Any Weapon Or Any Object Used As A Weapon	Yes
 Suspension for up to 10 Days	 Report to Law Enforcement
Threat To Assault A Staff Member	Yes
Threat Or Assault Of Another Student	Possible
Use, Possession, Or Under Influence Of Alcohol, Inhalants, Or Nonalcoholic Beer	Yes
Assault Or Assault And Battery Of Another Student Or Person Other Than Staff Member With Bodily Injury	Yes
Assault or Assault and Battery without Bodily Injury	Possible
Pulling A Fire Alarm	Yes
 Discretion of Principal	 Report to Law Enforcement
Improper Touching	Possible
Endangering Well-Being Of Others: Fighting, Bullying	Possible
Fireworks-Use Or Possession	Possible
Unauthorized Or Illegal Use Or Disruption Of Information Technology	Possible
Gang-Related Activities	Yes
Vandalism Of School Property; Bomb Threats	Yes
Theft	Possible
Unauthorized Presence	Possible
Tobacco (Second And Subsequent Violations)	Possible
Hazing	Yes (Report To Commonwealth's Attorney)

APPENDIX C:

SAMPLE MUTUAL ACCOUNTABILITY AGREEMENT

These agreements are signed in the back-to-school paperwork. The Charlottesville School Board believes that learning takes place best when parents, students, and the schools are full partners in providing a successful educational experience for all students. We are committed to the success in school of and promise to work together to promote his or her achievement.

As a student in the Charlottesville City Schools, I pledge to:

1. Accept responsibility for my actions and respect myself and the rights of others.
2. Attend school regularly, on time, and dressed appropriately.
3. Follow the Code of Student Conduct.
4. Complete my assignments on time and ask my teachers questions when I don't understand.

Signed _____ Date _____

As a parent, I pledge to:

1. Ensure that my child attends school regularly and on time.
2. Monitor my child's homework and grades and communicate regularly with my child's teachers.
3. Do my best to make sure my child follows the Code of Student Conduct
4. Provide complete and accurate information to the school as requested

Signed _____ Date _____

On behalf of the student's team of teachers, I pledge to:

1. Explain my expectations, instructional goals, and grading system to the student and parent.
2. Uphold the Code of Student Conduct and provide a climate in my classroom that is conducive to learning.
3. Communicate with parents through conferences, progress reports, report cards, and by telephone.
4. Employ various teaching methods which work best for the student.

Signed _____ Date _____

As the principal of your child's school, I pledge to:

1. Provide a safe and orderly environment that is conducive to learning.
2. Ensure that the Code of Student Conduct is upheld in a fair and equitable manner.
3. Support teachers in their efforts to teach all of the students.
4. Maintain open and clear communication with students, parents, and teachers.

Signed _____ Date _____

APPENDIX D: PARENTS' GUIDE TO SCHOOL BUS SAFETY

INTRODUCTION

Charlottesville Pupil Transportation is committed to providing safe, timely, and courteous transportation to the students of Charlottesville City Public Schools. In this brochure, you will find tips to help guide your child in maintaining a safe and positive environment on the school bus.

MEETING THE BUS IN THE MORNING

Parents are strongly encouraged to monitor the safety of students at bus stops, especially students in grades preschool through grade 4. Students should be at the bus stop no earlier than five (5) minutes before the scheduled pickup time.

Students must not stand in the roadway while and must refrain from running/pushing at the bus stop.

While waiting at the bus stop, students must respect the property of homeowners in the area.

Students must not run along the side of a moving bus. Students should wait until the bus has fully stopped and then walk to the front door.

Any students crossing the street must wait until the bus comes to a full stop and the driver signals that it is safe to cross.

Students must walk across the street at a distance of **at least 10 feet** in front of the bus.

When entering the bus, students must go directly to their seats in an orderly fashion according to the driver's seating arrangements.

MEETING THE BUS IN THE AFTERNOON

A parent or designee **MUST** meet children younger than the second grade at the bus stop each day. Any student younger than second grade who is not met by the parent or designee **WILL** be returned to the school.

A Bus Referral Report will be submitted to the school principal to document the incident. After the third report, if the parent/designee is not cooperative, the parent/designee will be requested to pick up the student at the school at which he/she attends.

Parents/guardians are **not permitted** to enter the bus without explicit permission from the driver. Anyone entering the bus without permission is subject to trespassing charges if the driver believes that the individual's presence creates an unsafe situation on the bus.

Afternoon drop off times can vary greatly due to many factors. Because of this, we can only provide an estimate for when the bus will drop off. Please call the transportation department for that information.

BUS STOPS

To keep your bus routes running safely and efficiently, the transportation office manages routes and bus stop locations.

The driver is not permitted to alter routes or change the location of stops without approval from the transportation office.

If you believe your child's bus stop is unsafe or unsuitable, please call the transportation office first to file a Stop Request. Stop Requests typically take 7 to 10 days to process and re-time the route.

Students must ride their assigned bus. Students may not change bus routes without written permission from the school administration and the parents.

Please note that if a student does not use a stop for ten (10) consecutive school days, the transportation office may remove the stop from the route.

STUDENT CONDUCT ON THE BUS

The driver will communicate their rules and expectations for student behavior throughout the year.

Students must go directly to their assigned seats after entering the bus and must remain seated unless told to do otherwise by the driver.

Students must obey the driver's rules and expectations. On the bus and at the bus stop, students should behave as if they were in school.

Students must stay seated until the bus has stopped, then walk to the front door when exiting the bus.

Students must not deface the bus or throw litter on the floor of the bus. Tampering with the emergency door, equipment, or controls is strictly prohibited.

Costs for willful damage to the bus will be charged to the parents or guardians of students responsible for the damage.

BEHAVIOR REFERRALS

It is essential for students and parents to know that riding a school bus is a privilege. If students and parents do not follow the rules of conduct, they may compromise the safety of the entire bus. Students who continuously disregard the rules **may be denied** bus transportation.

Drivers are **required** to report any infraction of the rules and regulations to the school principal. The driver submits a written referral report to the school principal on the student's behavior. After the second report, the student may be suspended from riding the bus. The school administration will be responsible for disciplinary action.

Buses are monitored by audio/video equipment.

If a serious disciplinary problem occurs on an afternoon bus, the driver can return the student(s) to the principal of the school at the discretion of the transportation office and the driver.

Charlottesville Pupil Transportation maintains these policies for the sole purpose of maintaining a safe environment in and around the school bus. If you have any questions or concerns regarding the safety or operations of the school buses, please contact the transportation office

QUESTIONS OR CONCERNS

- City of Charlottesville Pupil Transportation Office: 434-970-353
- Charlottesville City Schools Administration: 434-245-2400

APPENDIX E: ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Charlottesville City Schools (CCS) recognizes that technology enhances learning opportunities. CCS provides technology resources for educational purposes. Use of CCS technology resources, including the CCS network and access to the Internet, is a privilege, not a right. Inappropriate use may result in immediate termination or suspension of access and other privileges relating to the use of CCS technology resources. Inappropriate use may also result in disciplinary action (up to and including suspension or expulsion for students, or formal reprimand, suspension or dismissal for staff) as well as potential civil or criminal liability and prosecution.

CCS reserves the right to monitor the use of CCS technology resources, including electronic mail communications and access to the Internet, in order to provide an acceptable level of service to all authorized users and to enforce the terms of this policy. CCS may capture student images, likeness, and/or voice on digital media in accordance with Community Relations guidelines and Opt-Out procedures. Students and staff should understand when communicating electronically that their screen name, posted photographs, and language represents them online and must meet acceptable standards.

Users of CCS technology resources should be aware that data that resides on CCS technology resources or passes through the CCS network is not private and is subject to review without prior notice. CCS is not responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. CCS may store student and staff information on third party servers in order to use cloud based storage and services. CCS cannot ensure that electronic transmissions are secure and private and cannot guarantee the accuracy or quality of any information obtained using CCS technology resources.

This agreement supports School Board personnel and instruction policies. Please review policy GAB/IIBEA and its associated regulation online by visiting the Charlottesville City Schools web site (www.charlottesvilleschools.org) and navigating to the Policy Manual tab.

Students and families should review Policy Manual Section I - Instruction, links IIBEA and IIBEA-R. Employees and contractors should review Policy Manual Section G - Personnel, links GAB and GAB-R.

The school division will:

- Provide access to technology resources for students, staff, and other authorized users who have agreed to abide by the terms of this policy.

- Provide instruction on proper use of technology resources and internet safety for all authorized users.
- Implement and monitor Internet Safety instruction and curriculum within the division's instructional program to meet all federal and state mandates. All students and staff will receive instruction in Internet Safety including the following topics: personal safety, cyber bullying, cyber security, intellectual property, copyright, and networking etiquette. Policy and implementing procedures will be reviewed every 2 years and revisions will be made as needed.
- Supervise and monitor student use of the Internet and make an effort to ensure that students access sites with only age-- and topic--appropriate materials. Specifically,
 - **Elementary (K–4)** staff will make an effort to bookmark sites or use portals to direct students to preselected Internet sites and online activity will be monitored.
 - **Upper Elementary (5–6)** staff will model skills needed to search for information within an area of study, filter information for credibility and worth, and recognize inappropriate information sources or sites. Teachers will explore Internet sites before directing students to those sites.
 - **Middle School (7–8)** staff will supervise student-initiated information search activities and provide support as students begin to assume responsibility for becoming independent users of the Internet.
 - **High School (9–12)** staff will advise students as they participate in independent Internet use.
- Employ technology protection measures to comply with federal and state mandates to filter or block materials deemed to be harmful to juveniles.
- Provide access to technology resources that allow authorized users to create and post web pages on the CCS network and the Internet. All such web content must follow CCS Web Policy and Regulations EGAAAA-R. All employees and students shall follow the requirements and responsibilities for the development and use websites and materials described in Policy EGAAAA: Management of School Division Website.
- Provide access to electronic mail for all staff members. Students may be issued individual electronic mail accounts as part of specific instructional programs and initiatives? students should only access electronic mail through a teacher supervised class account.
- Monitor remotely CCS-issued student computer devices within the CCS network to determine appropriate use during the instructional day.
- Monitor the use of CCS technology resources, including electronic mail communications and access to the Internet, in order to provide an

acceptable level of service to all authorized users and to enforce the terms of this policy.

- Leverage technology and/or services to aid in locating and recovering technology that has been reported lost or stolen.

Authorized users will:

- Use CCS technology resources in compliance with all local, state, and federal laws including, but not limited to, laws that govern copyright and intellectual property.
- Ensure when downloading, uploading, or importing music, images or videos on district-owned technology during or outside of school hours, that it does not violate copyright law or contain words or images that are pornographic, obscene, graphically, violent or vulgar.
- Adhere to guidelines each time the Internet is used at school and at home on CCS provided hardware.
- Use CCS technology resources responsibly and with respect for others. Users must leave computers, keyboards, mice, monitors, printers, and other peripherals unaltered and in good working condition.
- Be held financially responsible for lost, stolen and/or damaged technology. Assignment of fees will be based on the approved fee schedule.
- Users issued CCS hardware are required to bring a fully charged computer device to school daily as well as electronic media and files required for class.
- Use CCS technology resources responsibly and with respect for others.
- Use only assigned accounts and passwords (where applicable) and take appropriate precautions to safeguard account or password information and prevent the use of assigned accounts and passwords by others.
- Report any security problem or breach to a teacher or administrator immediately.
- Maintain the confidentiality and security of protected information.
- Use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.
- Use student images, likenesses, or voice recordings in digital format in accordance with guidelines.
- Maintain the security and functionality of all CCS technology resources.
- Access, modify, or delete another user's data only after receiving appropriate permission.
- Use only software that has been legally obtained, licensed, and authorized for use on CCS computers.

- Return upon withdrawal from a CCS school or employee termination all issued property prior to leaving the district or as part of the computer collection programs including but not limited to all peripherals, charger & power cords, stylus, carrying case, mice, and keyboard.

Prohibited Acts:

- Computers are to be used for instructional purposes only.
- Students are prohibited from playing games during the instructional day unless otherwise directed to by a teacher or administrator.
- Students are not allowed to connect a portable computer to ethernet jacks in the school unless instructed by teacher or administrator.
- Students shall not save, transfer, or load non-school related materials and files on a school file server or storage system provided by CCS. Students are expected to maintain their instructional files and media in a responsible manner, which includes backing up data and files at regular intervals. USB and other external storage media (e.g. micro-SD, etc.) can only be used for file storage and shall not be used to launch software.
- User may not use technology resources for financial gain, commercial purposes, or political activities outside of this district purpose. Users may not create, distribute, or forward chain letters or hoaxes? nor may users create, distribute, or forward unsolicited bulk electronic communications that are unrelated to the division's educational mission.
- Users are not to misrepresent or assume the identity of other users.
- Students and staff will never reveal identifying information, files, or communication to unknown entities through email or posts to the internet.
- Users may not provide access to confidential information to others who are not authorized to have such information.
- Employees shall not use electronic mail for confidential matters or privileged communications, such as student records, unless appropriate security precautions are taken.
- Users will not attempt to bypass security measures or gain access to unauthorized resources or attempt to conceal the identity of one's computer or user information on the CCS network.
- Users will not create or use unauthorized networks including but not limited to voice, data, IP, peer-to-peer, ad hoc, or proxy networks.
- Users will not knowingly create or spread malicious code.

Use of Cloud-hosted Services

Charlottesville City Schools utilizes cloud based products to achieve educational goals. Using these tools, students and staff collaboratively create, edit and share files

and websites for school related projects and communicate with other students and staff members. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

The use of web-based products in Charlottesville City Schools is governed by federal laws including:

Children’s Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Charlottesville City School’s use of cloud based services uses services where advertising is turned off and no personal student information is collected for commercial purposes. This agreement acknowledges that the school will act as an agent for parents in the collection of information within the school context as it applies to cloud based products used in the educational context. The school’s use of student information is solely for education purposes. (COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>)

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. (FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>)

Under FERPA and corresponding Virginia law, a student’s education records are protected from disclosure to third parties. This agreement is intended as notification that education records stored in cloud services partner domains may be accessible to someone other than the student, staff member, or CCS staff by virtue of this online environment.

This agreement indicates consent to allow student and/or staff education records to be stored by CCS third party vendors providing cloud based services and solutions.

Any violations of this agreement or problems with any CCS technology resource shall be reported to a teacher, administrator, or other appropriate source. CCS reserves the right to amend this agreement at any time and to enforce such amendments after giving notice of such amendments.

Violations of these items may result in disciplinary action and may also result in criminal charges if the violation is also a violation of Federal, State, or local law or ordinance. Examples of such dual violations are computer hacking or trespassing,

harassment, threat, or cyber bullying via a CCS computer, and computer fraud (See title 18.2 of the Code of Virginia). Ignorance of these regulations will not excuse the infraction. Where Virginia law is violated, legal actions may be taken.

Return of Equipment

Failure to return the CCS-issued computer and peripherals in accordance with the stated condition may result in prosecution for all applicable crimes to include, but not limited to grand larceny. Users will be held financially responsible for lost, stolen and/or damaged technology. Assignment of fees will be based on the approved fee schedule.

Adopted: August 1, 2011

Revised: August 1, 2013

APPENDIX F:
TRAINING RULES AND REGULATIONS FOR STUDENTS
PARTICIPATING IN HIGH SCHOOL ATHLETIC ACTIVITIES (SAMPLE)

This information is provided as a reference for student-athletes, managers, and their families. The actual form (to be signed and returned to the coach) can be found at gocville.com. Athletes, managers, and parents must sign and return this form to the coach and should keep a copy for their records.

All rules become effective for each sport season on the first day of tryouts through the last official contest date.

1. Decisions concerning an athlete's or manager's eligibility to participate in the athletic program will be made by the school administration subject to Virginia High School League Rules and Regulations.
2. All athletes and managers are to abide by all school rules for student conduct; they are to conduct themselves at all times in a manner that brings credit to themselves as athletes and as representatives of Charlottesville City Schools.
3. The athlete and/or parents/guardians **MUST REPORT** all athletic injuries to the coach or Athletic Trainer immediately upon occurrence.
4. Athletes and managers must travel to and from contests with their team, unless the Permission to Ride form has been submitted and prior approval is given by the coach or school administration.
5. All students are expected to abide by the rules established by Charlottesville City Schools and/or their respective team(s) regarding practice schedules and excused and unexcused absences from practice.
6. Any athlete or manager who is participating in the athletic program and who becomes involved in a situation which is detrimental to the team and/or school can expect disciplinary action in accordance with school rules for behavior of students and deemed appropriate by the coach and school administration.
7. In order to participate in an athletic activity or practice on any given day, an athlete or manager must be at school for at least one-half of the academic day. Exceptions may be made for medical appointments, academic field trips, or specific reasons excused by the Principal and/or the Director of Student Activities.
8. Any athlete or manager serving suspension or in-school restriction for violation of school rules will be ineligible to practice or play in a scheduled event on the day or days they are serving the punishment, including Saturdays.
9. Any athlete or manager who uses or possesses tobacco, electronic cigarettes, drugs, or alcohol during his or her VHSL athletic career will be

ineligible to participate for 15 calendar days in competitions on the first violation. During the 15-day suspension from competitions, the athlete may attend practices and events (not in uniform at competitions) unless the student is suspended from school or otherwise declared ineligible to participate. A second violation would result in a 30 calendar day removal of the athlete from all team events or until the end of the season, whichever is longer. If the next 30 calendar day suspension extends into the next sport season, the athlete may still have the opportunity to try out for the next season and will have to serve the remainder of the 30-calendar day suspension after the conclusion of the tryouts. A third violation may result in a 365 day suspension from all VHSL team participation and extracurricular activities. Each incident is cumulative over the athlete's VHSL athletic career and is not rescinded at the end of each school year.

10. Any athlete or manager may resign from a team any time before the final squad is selected without sacrificing his or her availability to participate for any other sport during the sports season if the other sport has not secured its roster.
11. When an athlete or manager resigns or is dismissed from a team after the first game, match or meet, they will be ineligible to participate in sport specific out-of-season instructional activities until the team from which he or she resigned or was dismissed from has concluded all regular season activities. In this situation, students may be deemed immediately eligible to participate in sport specific, out-of-season instructional activities if they schedule a meeting with the coach and the Director of Student Activities and/or Principal. Students may attend weight-lifting sessions and conditioning open to the general school population.
12. Any athlete who is ejected from a game by an official during the regular season may be suspended for at least one subsequent game. The coach and administration may take additional disciplinary measures in accordance with school rules. If the disqualification occurs in the final contest of the season (including playoffs and tournaments), the penalty shall carry over to the next sports season for students who are seniors in eligibility or to the next school year for underclassmen. A second violation in the same sport may carry a minimum two-contest suspension.

APPENDIX G
SAMPLE FORMS FOR REPORTING AND INVESTIGATING BULLYING

Sample Form for Reporting an Incident of Bullying

1. Name of reporter/person filing the report: _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Are you the target of the bullying: Yes No

3. Are you: Student Staff member (specify role): _____
 Parent Administrator Other (specify): _____

Your contact information/telephone number: _____

4. If student, what school do you attend? Grade: _____

5. If staff member, name of your school or work site: _____

6. Information about the incident:

Name of target/victim (of aggression): _____

Name of aggressor (Person who started the aggression): _____

Date(s) of incident(s): _____

Time when incident(s) occurred: _____

Location of incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

8. Describe the details of the incident (people involved, what occurred, and what each person did and said, including specific words used). Use additional space on back if necessary.

Signature of person filing this report: _____ Date: _____

(Note: Reports may be filed anonymously.)

Form given to: _____ Position: _____ Date: _____

Signature: _____ Date received: _____

Sample Report Form for Investigating Bullying Incidents

1. Investigator(s): _____ Position(s): _____

- If the incident is within scope of the school division, move to procedures for investigating bullying.
- If the incident is outside the scope of the school division, and determined a criminal act, refer to appropriate law enforcement. Referred to: _____ Date: _____
- If the incident is outside the scope of the school division, and determined not a criminal act, inform parents/legal guardians of all students involved.

2. Interviews:

Interviewed aggressor Name: _____ Date: _____

Interviewed target Name: _____ Date: _____

Interviewed witnesses Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

3. Behaviors exhibited were intended to harm the target or targeted group?

Yes No

4. Are there any prior documented incidents by the aggressor? Yes No

- If yes, have incidents involved target or target group previously?

Yes No

- Any previous incidents with findings of bullying or retaliation? Yes No

5. The aggressor's relationship to the target or target group included an imbalance of power/the target or targeted group felt the aggressor was in a position with more physical or social power? Yes No

6. The investigator shall collect and evaluate the facts including, but not limited to:

- a. a description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
- b. how often this conduct occurred;
- c. whether there were past incidents or past continuing patterns of behavior;
- d. the relationship between the parties involved;
- e. the demographics of the parties involved (i.e., grade, age, etc.);
- f. the identity and number of individuals who participated in bullying or harassing behavior;
- g. the location of the alleged incident;
- h. whether the conduct adversely affected the student's education or educational environment;

- i. whether an imbalance of power is evident; and
- j. the date, time, and method in which parents/legal guardians of all parties involved were contacted.

7. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:

1. recommended remedial steps necessary to stop the bullying and/or harassing behavior and
2. a safety plan

Summary of Investigation (Please use additional paper and attach to this document as needed)

Date: _____

Signature: _____

Sample Form for Follow-Up to a Bullying Incident

1. Finding of bullying or retaliation: Yes No

Bullying incident documented as Retaliation Discipline referral only

2. Contacts:

Target's parent/guardian. Date: _____

Division Compliance/Discipline Officer. Date: _____

Law Enforcement (if needed). Date. _____

Aggressor's parent/guardian. Date: _____

3. Action Taken (Note action taken with all students if more than 1)

- Loss of Privileges Detention Suspension
 Community Service Education Other _____

4. Description of Safety Plan (for Target/Victim)

Follow-up with Target: Scheduled for: _____

Follow-up with Aggressor: Scheduled for: _____

Follow-up completed:

With Target: _____ (initial and date)

With Aggressor: _____ (initial and date)

Report forwarded to Principal (*if principal wasn't the investigator*): Date: _____

Report forwarded to Superintendent: Date: _____

Signature and Title: _____

Date: _____



Division Administration

1562 Dairy Road, Charlottesville, Virginia 22903
Telephone (434) 245-2400 Fax (434) 245-2603

Dr. Rosa S. Atkins, Superintendent

Mr. James M. Henderson, Associate Superintendent for Curriculum and Instruction

Ms. Kim Powell, Assistant Superintendent for Finance and Operations

Dr. Gary Blair, Director of Human Resources

Mr. Jeff S. Faust, Director of Technology

Ms. Renee Hoover, Director of Finance

Dr. Kendra King, Director of Student Services and Achievement

Charlottesville City School Board

Mr. James Bryant

Dr. Sherry Kraft

Ms. Lisa Larson-Torres

Ms. Jennifer McKeever, Chair

Mr. Ned Michie

Ms. Leah Puryear, Vice Chair

Mr. Juandiego Wade

Charlottesville City Schools does not discriminate on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital or veteran's status, physical or mental genetic information, sexual orientation, gender identity or expression, or any classification protected by applicable law. The Director of Human Resources shall act as the Compliance Officer for discrimination issues regarding employees and the general public under Title IX. The Director of Student Services shall act as the Compliance Office for discrimination issues regarding students under Title IX and Section 504 of Rehabilitative Act of 1973.

Compliance officers may be contacted at the Charlottesville City School Division Administrative Office, 1562 Dairy Road, Charlottesville, VA. 22901. The phone number is 434-245-2400.

(Updated July 2019)

