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NONDISCRIMINATION STATEMENT

The Northumberland County School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

Adopted: December 18, 2000
Amended: June 10, 2013
Amended: September 13, 2013

Legal Refs.: 20 U.S.C. sections 1400 et seq., 1681 et seq.
29 U.S.C. sections 621 et seq., 794
42 U.S.C. sections 2000e seq., 12101 et seq.
45 CFR, Parts 81, 86;
Executive Order 11246, as amended by Executive Orders 11375, 11478, and 12086;
Constitution of Virginia, article I, section 11;
Cross Refs.: GB/JB Equal Employment Opportunity/Non-Discrimination
GBA/JFHA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion.
STUDENT ORIENTATION - CODE OF CONDUCT

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

Additionally, each student will receive a published copy of this Student Code of Conduct for his/her own personal use and reference. This manual includes a page, which must be signed by both parent or guardian and the student, noting that they acknowledge receipt of and agree to read and discuss the manual with their student(s).

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

COMPULSORY ATTENDANCE – STATE LAW (Code of Virginia §22.1-254)

COMPULSORY ATTENDANCE

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

Further, in the case of any five-year-old child, the requirements of this policy may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program. The requirements of this policy apply to

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

The requirements of this policy do not apply to

- any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing a general educational development (GED) certificate but is not enrolled in an individual student alternative education plan, and
- any child who has obtained a high school diploma or its equivalent, a certificate of completion, or a GED certificate, or who has otherwise complied with compulsory school attendance requirements.
Individual Student Alternative Education Plan

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

1. The student must be at least sixteen years of age.
2. There shall be a meeting of the student, the student’s parents, and the principal or principal’s designee of the school in which the student is enrolled to develop the plan, which must include the following:
   - Career guidance counseling;
   - Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the school board, with attendance reported to the principal or his designee;
   - Mandatory enrollment in a program to earn a Board of Education approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment;
   - Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
   - Counseling on the economic impact of failing to complete high school; and
   - Procedures for re-enrollment.

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

Alternative Education Programs

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

(i) charged with an offense relating to the Commonwealth’s laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person;
(ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of Va. Code § 16.1-260;
(iii) suspended pursuant to Va. Code § 22.1-277.05; or
Whenever a court orders any pupil into an alternative education program, including a program of general educational development, offered in the public schools, the School Board shall determine the appropriate alternative education placement of the pupil regardless of whether the pupil attends the public schools it supervises or resides within its school division.

Adopted: September 10, 2001
Amended: July 4, 2004
Amended: July 18, 2011
Amended: September 10, 2012
Amended: June 9, 2014

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

STUDENT ATTENDANCE POLICY

Regular attendance in school is the responsibility of students and their parent(s) or guardian(s). Learning experiences that take place in the school environment are essential to the educational process. The regular contact of students with one another in the classroom and other teacher-supervised activities is vital in reaching educational goals. Regular classroom attendance is an important factor in academic achievement because it develops good habits for advanced study and/or employment and is a significant factor as to whether a student will be promoted.

Principals must establish adequate procedures for student accounting, for determining the nature of absences, and for making reports as required by local and state authorities. Principals will comply with all school laws in student accounting including the State Compulsory Attendance Law. Students receiving homebound instruction are considered present for attendance accounting. The principal or designee will distribute copies of the attendance policy and procedures to all students and devise a procedure for explaining the attendance policy and procedures to all students.

STUDENT ABSENCES/EXCUSES/DISMISSALS

I. Student Attendance Policy

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child’s regular and punctual attendance at school as required under provisions of the law.
A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student’s absence, where there is no indication that the student’s parent is aware of and supports the absence. A log will be kept of call attempts. Students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee.

High school students may spend school days each academic year participating in high School to Work Partnerships established pursuant to guidelines developed by the Board of Education. The superintendent’s regulations will specify that students who miss a partial or full day of school while participating in Partnership programs will not be counted as absent for the purposes of calculating average daily membership. The regulations will also include procedures by which students may make up work missed while participating in a high School to Work Partnership.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

II. Compulsory Attendance Procedures

A. Upon Fifth Absence Without Parental Awareness and Support
If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student’s parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil’s absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, the pupil, and the pupil’s parent shall jointly develop a plan to resolve the pupil’s nonattendance. Such plan shall include documentation of the reasons for the pupil’s nonattendance.

B. Upon Sixth Absence Without Parental Awareness and Support
If the pupil is absent an additional day after direct contact with the pupil’s parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil’s absence, the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil’s nonattendance. Other community service providers may also be included in the conference.
C. Upon Additional Absence Without Parental Awareness and Support
Upon the next absence after the conference without indication to the attendance officer that the pupil’s parent is aware of and supports the pupil’s absence, the Principal or designee shall notify the attendance officer or Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil’s absence. If the student’s parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remedying Excessive Unexcused Absences
It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student’s attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student’s attendance problem, the superintendent or the superintendent’s designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent’s failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division’s compliance with this Code section.

III. Attendance Reporting
Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

IV. Dismissal Precautions
Principals shall not release a student during the school day to any person not authorized by the student’s parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent or guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

Adopted: December 10, 2001
Amended: July 4, 2004
Amended: July 20, 2009
Amended: August 9, 2010
Amended:
ATTENDANCE POLICY GUIDELINES BY SCHOOL

Number of Allowable Absences
The 2016-2017 school calendar has 172 days of instruction. It is imperative for students to attend school daily. The following attendance requirements apply in order for students to earn passing credit or grade-level advancement:

High School: The high school uses a 4x4 semester schedule. In order to remain eligible for course credit, students are limited to five (5) absences per class. Students exceeding five (5) absences per class may forfeit credit for the course regardless of their course grade, but may earn credit through one of the following recovery options:

a) Repeat the course successfully in summer school, or
b) Repeat the course successfully in a subsequent school term.

Middle School: In order to remain eligible for course credit and/or be promoted to the next grade level, students are limited to ten (10) absences per class. Students exceeding ten (10) absences per class may forfeit credit for the course regardless of their course grade, but may earn credit through one of the following recovery options:

a) Repeat the course successfully in summer school, or
b) Repeat the course successfully in a subsequent school term.

Elementary School: In order to be promoted to the next grade level, students are limited to ten (10) absences per school year. Students exceeding ten (10) absences per school year may earn grade-level promotion through one of the following recovery options:

a) Attend summer remediation and demonstrate successful skills, or
b) Repeat the grade level successfully in a subsequent school term.

Absence Verification
A student's absence is considered unverified when the school has no documentation of the student’s absence from the parent/guardian.

The parent is required to verify any absence (within three (3) school days) upon the student’s return to school. Extended absences due to illness may require medical documentation. All documentation will be retained until the end of the school year. If documentation of an absence is not received within the three-day timeframe, the absence will be considered unverified. Unverified absences within the appropriate timeframe will not be considered for an attendance waiver at the end of the school year.

**Extenuating Circumstances**

The following extenuating circumstances provide the only acceptable reasons for a student’s absence from school. However, should a student exceed the allowable number of absences, documentation within the required timeframe of these absences must still be provided for consideration of an attendance waiver.

- **Illness** – When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness must be presented with three (3) days of the student’s return to school.
- **Family Death** – When a student is absent because of death in the family, the parent must notify the school and provide documentation for the absence within three (3) days of the student’s return to school.
- **Court or Agency** – When a student is absent because of an appointment with the court, social services, or other state agencies, official documentation from the court or agency must be presented to the school.
- **Religious Observances** – Absences as a result of religious holidays should be prearranged by the parent, the parent is responsible for notifying the student’s school of the religious holidays to be observed.
- **Suspensions/Exclusions** – When a student is absent due to a suspension or exclusion, the parent will ensure the student returns to school on the student’s date of return as specified by the school administration.

**K-12 Attendance Waiver**

The principal may consider a request for a waiver of the attendance regulation for extenuating circumstances beyond the parent’s and/or student’s control. However, only verified absences will be considered for an attendance waiver. Each waiver request will be considered on an individual basis, taking into consideration documentation provided and extenuating circumstances. The principal may request that the parent or adult student provide documentation from a medical professional when absences due to illness are excessive and/or a pattern appears to exist.

- A parent of an elementary and a middle/high school student may submit an attendance waiver no later than 5 calendar days after the close of the semester or school year.
• The principal shall act on the waiver within ten (10) administrative days after receiving it. The parent/guardian shall be notified of the decision in writing within five (5) days after the administrative decision has been made.

• Appeal of Waiver Decision: The parent may appeal the decision of the principal by submitting a written request to the principal within three (3) days of receipt of the decision from the principal. Each school shall have an Attendance Committee. The school-based Attendance Committee will review all appeals. The principal, who is a member of the school-based Attendance Committee, shall present the written appeal to the school-based Attendance Committee, and parents will be notified, in writing, of the decision of the Attendance Committee within five school days.

The school shall have available in the main office and/or school counselor’s office the Northumberland County Public Schools Attendance Waiver Request Form.

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

Tardies or early dismissals for reasons other than personal illness, required court/agency appearances, or emergency reasons, as determined by a building principal or designee, may be counted toward an absence.

• Middle/High School – Three (3) unexcused tardies/early dismissals to the same class can be counted as one full day absence in that class block/period.
• Middle/High School – Any student who misses more than fifty (50) percent of a class will be counted as absent in that class block/period.
• Elementary School – Three (3) unexcused tardies/early dismissals can be counted as one full day of absence from school when excessive tardies/early dismissals occur.
• Notification will be provided to the parent/guardian of any student with three unexcused tardies/early dismissals and a conference with the student and parent, and teacher, counselor, and/or administrator may be required.

Makeup Work
It is the student’s responsibility to communicate with the teacher on the day he or she returns to class to schedule the make-up of missed work. Students are expected to make up all work missed within a time period not to exceed the total number of days absent. The principal or designee may consider extenuating circumstances in extending the time limit for make-up work.
**Elementary Students:** Teachers will have make-up work ready when students return to school. Teachers and students will work out a schedule to have all assignments/tests/quizzes made up within a reasonable amount of time.

**Middle/High School Students:** Middle/High school students are expected to make contact with each teacher upon their return to school. Upon their return to school, students are expected to turn in any work that was due on the day(s) of the absence which was previously assigned. Previously assigned work does not qualify for extended make-up time. Additionally, upon return to school the student is expected to make contact with each teacher and to set a mutually agreed upon time, not to exceed timeline previously outlined in this section, for the submission of work that was missed during the absence. The principal or designee may consider extenuating circumstances in extending the time limit.

**Absence and Student Activities**
Students absent or suspended from school are not permitted to attend or to participate in after school extra-curricular activities or events, nor are they permitted to attend dances or participate in other school-sponsored social activities.

**STUDENT CONDUCT**

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of NORTHUMBERLAND COUNTY. It is the responsibility of the NORTHUMBERLAND COUNTY School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct.

Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent issues Standards of Student Conduct, and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is also sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3, and the compulsory school attendance law is also sent.
Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia.

Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

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

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parent's responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.
No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student. If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

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

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

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

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

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the superintendent or superintendent’s designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

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

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

Adopted: December 10, 2001
Amended: May 12, 2003
Amended: May 15, 2006
Amended: July 14, 2008
Amended: May 13, 2013
Amended: July 14, 2014
Amended: April 13, 2015

____________________________________________________
Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse
ECAB Vandalism
IIBEA/GAB Acceptable Computer System Use
IIBEA-R/ Acceptable Computer System Use
GAB-R
JFHA/GBA Prohibition Against Harassment and Retaliation
JGA Corporal Punishment
JGD/JGE Student Suspension/Expulsion
JGDA Disciplining Students with Disabilities
JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
JN Student Fees, Fines and Charges
POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Northumberland County Public Schools is a PBIS school division.

Positive Behavioral Interventions and Supports (PBIS) is a nationally-recognized approach to support positive academic and behavioral outcomes for all students. In Virginia schools, PBIS is the behavioral component of the Virginia Tiered Systems of Supports (VTSS).

PBIS helps teachers and administrators learn about and implement new techniques that reduce disruptive student behavior, which typically leads to office referrals, in school suspensions, and out-of-school suspensions that decrease instructional time for students. Based on extensive research, PBIS utilizes a positive approach to discipline. PBIS ultimately impacts the very culture of the school to shift attention to positive behavior and successful learning systems for children, teachers and administrators.

PBIS is interrelated to the Student Code of Conduct. PBIS is not a specific intervention or curriculum. Through focused attention on data collection and analyses, PBIS provides a framework of proactive, evidence-based prevention and intervention behavioral strategies that aid schools in defining, teaching, and supporting appropriate student behaviors in a positive school culture.

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STUDENT DRESS CODE

At Northumberland County Public Schools, it is of primary importance to foster an atmosphere that is most conducive to learning. Students need to come to school in safe, non-distracting attire. The dress code applies during the school day and at all field trips. Students are expected to attend school in clothing that is appropriate for a productive educational environment. Clothing and accessories that bring excessive attention to an individual will be prohibited. Dress code will be checked daily. Appropriate and acceptable apparel include the following:

- Dresses, skirts, mini-skirts, shorts, culottes, skorts, and split skirts that reach the end of the fingertips when standing with the arms fully extended.

- No hats, scarves, bandanas, hoods, and head coverings INSIDE of building (unless worn for religious beliefs).

- Skirts, dresses, or shorts covering leggings, jeggings, athletic tights, and/or yoga pants. Skirts, dresses, or shorts must reach the end of the fingertips when standing with the arms fully extended.

- Shirts must meet the following requirements:
- Sleeves that cover the shoulder and underarm
- Necklines no lower than 3" below the collarbone, with no visible cleavage (no off-shoulder shirts)
- Long enough to remain tucked in with arms raised, while leaning over, or while seated
- No crop tops

- No visible undergarments
- No transparent or slashed clothing
- No holes in jeans or other garments above the knee
- No inappropriate symbols, words, pictures, or articles depicting violence, tobacco, drugs, alcohol, sex, vulgarity, demeaning to race, or gang-related
- Any clothing that interferes with or disrupts the educational environment is unacceptable.
- No wallet chains or jewelry (including spiked jewelry) that poses a safety hazard
- No pajamas, flannel pants, or bedroom shoes
- No gang related clothing or paraphernalia
- Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency.

Violation of the student dress code may result in the following consequences:

- The student may be required to change into a suitable garment or cover the piece of clothing that violates the dress code before returning to class.
- If the procedure outlined above is not possible, the student may be requested to contact his/her parent or guardian in order to obtain suitable clothing before returning to class.
- Refusal to comply with the Dress Code will be documented and reported to parents.

In addition to the above, repeated offenses of the Dress Code regulation will result in disciplinary action ranging from a minimum of a warning to a maximum of short-term suspension of 10 days or less. The administration reserves the right to amend or change the Dress Code to protect the learning environment and safety of students.
STUDENT SUSPENSION/EXPULSION DEFINITIONS

I. DEFINITIONS

As used in this Policy,

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

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

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

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

“Expulsion” means any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

“Firearm” means (1) any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any such weapon; or (3) any unloaded firearm in a closed container. “Firearm” does not include any pneumatic gun as defined in this Policy.
“Long-term suspension” means any disciplinary action whereby a student is not permitted to attend school for more than ten school days but less than 365 calendar days.

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

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

“School property” means any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

“Short-term suspension” means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.

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

II. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

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

Any student for whom the superintendent of the school division in which the student is enrolled has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled from school attendance.

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

III. SHORT-TERM SUSPENSIONS

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

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

The decision of the superintendent or superintendent's designee may be appealed to the School Board unless the School Board has provided by regulation that the decision of the superintendent or superintendent’s designee is final.

Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days includes notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student’s right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program or alternative education program or educational option, which is not a part of the educational program offered by the school division, are borne by the parent of the student.

IV. LONG-TERM SUSPENSION

A pupil may be suspended from attendance at school for more than ten days after written notice is provided to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board or the superintendent or superintendent’s designee in accordance with regulations of the School Board. If the regulations provide for a hearing by the superintendent or superintendent’s designee, the regulations shall also provide for an appeal of the decision to the full School Board. Such appeal shall be decided by the School Board within thirty days.

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

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

V. EXPULSION

A. Generally
Pupils may be expelled from attendance at school after written notice to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board in accordance with the regulations of the School Board. The regulations provide for subsequent confirmation or disapproval of the proposed expulsion by the School Board regardless of whether the pupil has exercised the right to a hearing.

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

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

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

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

B. Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below are based on consideration of the following factors:

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

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

Firearms

The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1, or to have possessed a firearm or destructive device as defined in this policy, a firearm muffler or firearm silencer or a pneumatic gun as defined in this policy on school property or at a school-sponsored activity. A school administrator, pursuant to School Board policy, or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student’s expulsion regardless of the facts of the particular situation.

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

Drug Offenses

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

C. Procedure for School Board Hearing

The procedure for the School Board hearing is as follows:

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

VI. ALTERNATIVE EDUCATION PROGRAM

The School Board may require any student who has been (1) charged with an offense relating to the laws of Virginia, or with a violation of School Board policies, on weapons, alcohol, or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G; (2) found guilty or not innocent of an offense relating to Virginia’s laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G; (3) found to have committed a serious
offense or repeated offenses in violation of School Board policies; (4) suspended pursuant to Va. Code § 22.1-277.05; or (5) expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection B of Va. Code § 22.1-277, to attend an alternative education program. The School Board may require such student to attend such programs regardless of where the crime occurred.

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

A principal or principal’s designee may impose a short-term suspension, pursuant to Va. Code § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code § 16.1-260.G, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

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

VII. REPORTING

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

(1) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity;

(2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity;

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

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

(5) the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;

(6) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85 or explosive or incendiary devices, as defined in Va.
Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school-sponsored activity;
(7) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
(8) the arrest of any student for an incident occurring on a school bus, on school property or at a school sponsored activity, including the charge therefor; and
(9) any illegal possession of weapons, alcohol, drugs or tobacco products.

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

C. The principal or principal's designee submits a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education. In submitting reports of such incidents, principals and superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this policy.

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

E. Whenever any student commits any reportable incident as set forth in this subsection, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent's designee. Prevention and intervention activities are identified in the school division drug and alcohol violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV-Safe and Drug-Free Schools and Communities Act).

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

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

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

VIII. RE-ADMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

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

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

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

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

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

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board or superintendent or superintendent’s designee, as the case may be at the relevant hearing, the student may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the
length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission. The School Board may permit students excluded pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such exclusion.

IX. DISCIPLINING STUDENTS WITH DISABILITIES

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

Adopted: December 10, 2001
Amended: February 11, 2002
Amended: May 12, 2003
Amended: September 8, 2003
Amended: July 4, 2004
Amended: May 15, 2006 (Option 1)
Amended: July 14, 2008 (Option 2)
Amended: July 20, 2009
Amended: June 9, 2011 (Option 1)
Amended: April 13, 2015

8 VAC 20-560-10.
Cross Refs.: BCEA Disciplinary Committee
IGBH Alternative School Programs
JEC School Admission
JFC-R Standards of Student Conduct
JFCD Weapons in School
JGDA Disciplining Students with Disabilities
JGBD Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
File: JGD/JGE-R
(Option 1)
STUDENT SUSPENSION/EXPULSION

Suspension

The following violations of the Code of Student Conduct and School Board policy are grounds for suspension:

- Violations of the Code of Student Conduct (JFC-R) and school board policy may be grounds for suspension.

The decision of the superintendent or his/her designee regarding a suspension for 10 days or less may not be appealed to the School Board, pursuant to Policy JGD/JGE. The decision of the superintendent or designee is final.

In the case of a suspension for more than ten days if the School Board’s regulations provide for a hearing by the superintendent or his designee, the regulations shall also provide for an appeal of the decision to the full School Board. Such appeal shall be decided by the School Board within 30 days. If the regulations of the School Board provide for a hearing by a committee of the School Board, the regulations shall also provide that such committee may confirm or disapprove the suspension. If the committee’s decision is not unanimous, the student or his parent may appeal the committee’s decision to the full School Board. Such appeal shall be decided by the School Board within 30 days.

Expulsion

The following violations of the Code of Student Conduct and School Board policy are grounds for expulsion:

- Violations of the Code of Student Conduct (JFC-R) and school board policy may be grounds for expulsion.

In the case of expulsion, the School Board shall confirm or disapprove the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

Adopted: December 10, 2001
Amended: April 22, 2002
Amended: April 15, 2013
Amended: November 4, 2013
Amended: June 9, 2014

Legal Ref.: Section 22.1-278.
SHORT-TERM SUSPENSION

DEFINITION:

Short-term suspension is considered out-of-school suspension for not more than ten school days.

NOTIFICATION:

Oral and written notification of the charges against the student, and if the student denies them, an explanation of the facts as known to school personnel should be provided to the student. Students should be given the opportunity to present his/her version of the event.

Upon suspension of the student, the principal or designee shall report the facts of the case in writing to the division superintendent or his designee and to the parent of the student suspended. Written notice to the parent of a student who is considered short-term suspension should include length of suspension, alternative educational options if appropriate, and the student’s right to return to his/her regular educational program upon the completion of the suspension. Costs of alternative educational programs that are not part of the educational program offered by Northumberland County Public Schools are the financial responsibility of the parent/guardian of the student.

APPEAL:

The division superintendent or his designee will review the action taken by the principal or designee. The decision of the superintendent or designee in the determination of short-term suspension is final.

Adopted by School Board: January 8, 2007
NORTHUMBERLAND COUNTY PUBLIC SCHOOLS

GRADING REGULATION FOR SUSPENDED STUDENTS

A student may be suspended for a number of reasons (See Policy JGD-JGE, Option 1). The term of the suspension may range from a day or two to a long-term suspension (more than 10 days but less than 365 calendar days).

This regulation concerns itself only with short-term suspensions (1-10 days).

The philosophy of the Northumberland County Public School Division is that the suspended student’s educational program be given an opportunity to continue during the suspension period. Taking into consideration the suspension itself, the following regulation applies in such cases.
1. The teacher or teachers of a suspended student must give him/her an opportunity to make up work done by the rest of his/her class during the suspension period. Tests or quizzes are to be done upon the student's return to class. Evidence of the rest of the work having been done are to be given to the teacher(s).

2. The most credit a suspended student can receive for work missed during his/her suspension is 80%. The remaining 20% deduction is a direct result of the suspension.

**TEACHER REMOVAL OF STUDENTS FROM CLASS**

Teachers have the initial authority to remove students from class for disruptive behavior. “Disruptive behavior” means a violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment.

Criteria for Removal for 10 Days or Less

In order for a teacher to remove a student from class for disruptive behavior:
- removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student’s behavior.
- interventions by the teacher and/or administrators have been attempted and failed to end the student’s disruptive behavior, and
- notice of the student’s disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student’s parents as described below.

When all of the above criteria have been satisfied, a teacher may remove a student from class.

Requirements for Incident Reports

Teachers must then write an Incident Report regarding all incidents of disruptive behavior. The report(s) shall be filed with the school administrator and provided to the student’s parents within 24 hours of the incident. The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student’s behavior and the possible consequences if the behavior continues. The teacher will document, in writing, his or her attempts to request and encourage the parents to meet with him or her or school administrators.

In the case of removal from class for in excess of ten days, a student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student’s parents concerning two prior incidents of disruptive behavior. Upon removal, the teacher shall file a “Student Removal Form” (JFCA-E) with school administrators. The teacher will include any other documentation to supporting the removal including, but not limited to the previous two incident reports.

Procedures for Written Notification of Student and Parents
The teacher will provide copies of the above reports to the student and his or her parents. Such notice shall be provided within twenty-four hours of the incident. The teacher shall also document, in writing, his or her attempts to request and encourage the parents to meet with school administrators and/or the teacher.

Guidelines for Alternative Assignment and Instruction of Removed Students

The principal shall determine the appropriate placement of any student removed from class by a teacher. The principal may:

- assign the student to an alternative program
- assign the student to another class
- send the student to the Principal’s office or study hall. If the Principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student
- suspend the student or recommend the student for expulsion. If the principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and in the case of students with disabilities, in accordance with federal law
- return the student to class (in accordance with the procedures below)

Procedure for the Student’s Return to Class

The principal shall determine, after consultation with the teacher, the duration of the student’s removal from class. The principal shall notify the teacher of the decision to return the student to class. If the teacher disagrees with the Principal’s decision to return a student to the class:

- the teacher and principal shall discuss the teacher’s objection to returning the student to class and the principal’s reason for returning the student.
- the teacher, after meeting with the Principal, may appeal the Principal’s decision to the Superintendent or designee within one school day. The incident reports and removal form must accompany the appeal. After discussion with the Principal and teacher or receiving their written comments, the decision of the Superintendent or designee shall be final. The decision shall be made within forty-eight hours of the teacher’s appeal.

Once the decision has been made to return the student to class, the teacher and Principal shall develop a plan to address future disruptive behavior.

Other Provisions
The Principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

Teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to Policy GCN Evaluation of Professional Staff. This policy does not limit or restrict the
ability of School Board employees to apply other policies, regulations or laws for maintaining order in the classroom.

Adopted: December 10, 2001
Amended: May 13, 2013

___________________________________________________________________________________________

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-276.01, 22.1-276.2
Cross Refs: GCN Evaluation of Professional Staff
JFC Student Conduct
JFC-R Standards of Student Conduct
JGDA Disciplining Students with Disabilities
JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
JGD/JGE Student Suspension/Expulsion

STUDENT CONDUCT ON SCHOOL BUSES

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

If a student’s riding privileges are suspended or revoked, the student’s parents are responsible for seeing that the student gets to and from school safely.

The bus driver is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student’s principal and provide a copy of the report to the transportation office.

Adopted: July 20, 2009

___________________________________________________________________________________________

Cross Ref.: EEA Student Transportation Services
JFC Student Conduct
JFC-R Standards of Student Conduct
WEAPONS IN SCHOOL

I. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action.

A student who has possessed a firearm, on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code §22.1-277.07 or a firearm muffler or firearm silencer or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Disciplinary proceedings for violation of this policy will be initiated promptly.

Such weapons include, but are not limited to:

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

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

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

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

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

Adopted: July 18, 2011
Amended: June 9, 2014
Amended: June 8, 2015

Code of Virginia, §§ 15.2-915.4, 18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 277.07:1.
8 VAC 20-81-10.
Cross Refs.: JGD/JGE Student Suspension/Expulsion
JFC Student Conduct
JGDA Disciplining Students With Disabilities
JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
GANG ACTIVITY OR ASSOCIATION

The NORTHUMBERLAND COUNTY School Board acknowledges the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students shall not engage in gang activity on school grounds, on school buses or on any school sponsored activity. In addition, students shall not engage in gang activity using the School Division’s computer system at any time. A gang is defined as any group of two or more persons whose purpose includes:

- commission of illegal acts
- participation in activities that threaten the safety of persons or property
- disruption of the school environment
- creation of an atmosphere of fear and intimidation.

Students shall be subject to disciplinary action in accordance with Policy and Regulation JFC for participating in gang activity. Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang;
- using any speech or committing any act or omission in furtherance of the interests of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and (d) inciting other students to act with physical violence;
- inappropriate congregating, bullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

The superintendent shall, in cooperation with local law enforcement and/or juvenile agencies, develop a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes and symbols. The list shall be updated regularly.

The superintendent shall provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

Adopted: July 12, 2004
Amended:
DRUGS IN SCHOOL

I. Generally

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Va. Code § 18.2-247, on school property or at a school-sponsored activity is prohibited.

A. Expulsion
A student who is determined to have brought a controlled substance, imitation controlled substance, marijuana, onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. In addition, the School Board may, by regulation, authorize the superintendent or superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate.

B. Prevention and Intervention

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

The School Board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student’s parent consents.

C. Required Reporting to Parents and Local Law Enforcement

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

II. Students with Disabilities

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

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

2. For purposes of this forty-five (45) school day removal, “illegal drugs” and “controlled substance” are defined as follows:

a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).

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

Adopted: December 10, 2001
Amended: May 15, 2006
Amended: July 18, 2011 (Option 2)
Amended: June 9, 2014 (Option 1)
Amended: April 13, 2015 (Option 1)

Code of Virginia, 1950, as amended, §§ 18.2-247, 18.2-250, 18.2-250.1, 18.2-255.2, 22.1-277.08.
8 VAC 20-81-10.
Cross Refs: CLA Reporting Acts of Violence and Substance Abuse
JGD/JGE Student Suspension/Expulsion
JFC Student Conduct
JFC-R Standards of Student Conduct
JGDA Disciplining Students with Disabilities
TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy:

1. “School property” means:
   a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
   b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
   c. All vehicles used by the division for transporting students, staff, visitors or other persons.

2. “Tobacco” includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. “Tobacco” includes cloves or any other product packaged for smoking.

3. “Smoking” means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings. Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Designated Smoking Areas
The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

Electronic Cigarettes
Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities. All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.
SUBSTANCE ABUSE - STUDENT ASSISTANCE PROGRAM

The primary responsibility for helping students who are involved with substance abuse lies with the students and their parents. Nevertheless, the School Board strives to provide a supportive school environment for students involved with substance use or abuse.

The School Board supports substance abuse programs which vary according to individual needs. Included among these are programs for persons who desire more information, and for those who need help with intervention activities and programs.

The School Board supports efforts to help students during the school day as well as to reinforce programs provided by other sources. To that end, individual school substance abuse programs may provide group experiences, individual counseling and other programs. Alcohol and illegal drug use and abuse are prohibited by the Code of Student Conduct in compliance with all applicable federal, state or local laws and ordinances.

Adopted: April 15, 2013

Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse
IGAG Teaching about Drugs, Alcohol and Tobacco
JFC Student Conduct
JFC-R Standards of Student Conduct
JFCF Drugs in School
JGD/JGE Student Suspension/Expulsion
JHG Child Abuse and Neglect Reporting
JO Student Records
WRITTEN NOTIFICATION OF VIOLATION OF SCHOOL POLICIES BY STUDENTS IN ALTERNATIVE EDUCATION PROGRAMS

The School Board requires written notification of an offense to the parent, guardian, or other person having charge or control of a pupil in an alternative education program as described in Va. Code § 22.1-209.1:2 when:

- a pupil commits an offense in violation of School Board policies and school officials determine the offense was committed without the willful intent to violate such policies, or
- the offense did not endanger the health and safety of the individual or other persons.

The notification shall be made no later than two school days following the incident. The School Board requires the principal of the school the child attends, or other appropriate school personnel, to develop appropriate measures, in conjunction with the pupil's parent or guardian, for correcting such behavior.

Adopted: April 16, 2007
Amended: May 12, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-209.1:2 (D).

NOTIFICATION REGARDING PROSECUTION OF JUVENILES AS ADULTS
The NORTHUMBERLAND COUNTY

School Board will annually provide information developed by the Office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes.

Adopted: September 10, 2012


SEARCH AND SEIZURE

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student’s right to privacy and freedom from unreasonable search and seizure against the school division’s responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school
personnel, school authorities may search a student, student belongings, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school or any item described as unauthorized in school rules available beforehand to the student. The locations at which searches of students and student property may be conducted are not limited to the school building or school property. Searches may be conducted wherever the student is involved in a school-sponsored function.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official 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. All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be:

1. justified at its inception and
2. reasonably related in scope to the circumstances justifying the search. An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school.

A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. A personal search may include requiring a student to be scanned with a metal detector. A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion 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 involve an extreme intrusion into the rights of a student and may only be conducted when an extremely serious situation exists requiring immediate action because of an imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness. 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 superintendent’s designee, unless the health or safety of the student is endangered by the delay.

LOCKER AND DESK SEARCHES

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

AUTOMOBILE SEARCHES Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school 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, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

COMPUTER SEARCHES

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school and in accordance with Policy IIBEA Acceptable Computer System Use. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

CONSENT SEARCHES

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student’s consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive himself at risk of punishment for refusing to grant permission for the search. SEIZURE OF ILLEGAL MATERIALS If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Adopted: April 11, 2005 Amended: December 8, 2014

DISCIPLINARY CONSEQUENCE/PROCEDURES

Disciplinary consequences for offenses may include, but are not limited to, the following: student conferences, warning, parent contact, school conference with parent/guardian, confiscation, restitution, detention, loss of privilege to ride a school bus or hold a parking permit, social probation, loss of privilege to participate in extracurricular activities including academic clubs or athletics, court referral, alternatives to suspension, placement in alternative education, suspension, and expulsion. Repeat offenders will face the possibility of other disciplinary actions based on their individual disciplinary record.

High school students should be aware that colleges and universities may collect high school disciplinary information. Many colleges and universities collect disciplinary information through questions contained on the Common Application. College and universities use student disciplinary information when making admissions decisions.

NORTHUMBERLAND ELEMENTARY SCHOOL DISCIPLINARY CONSEQUENCES/PROCEDURES

Northumberland Elementary School specifies the following actions to be taken (in sequential order) by classroom teachers prior to referring a child to the office:

1. Warning
2. Classroom consequences
3. Note to parent concerning student's behavior
4. Telephone parent concerning student's behavior
5. Conference with parent concerning student's behavior
6. Lunch detention
7. Consultation with School Counselor and possible referral to CSB counseling, Empowering Youth or school social worker

8. Consultation with school administrator

Serious infractions that involve student safety such as fighting, harassment, and bullying will result in an automatic administrative referral to the office. Consequences such as in-school suspension and/or out-of-school suspension may be used to deter unwanted behaviors that infringe upon the safety and rights of others to learn. Restorative and/or skills based/therapeutic approaches may also be used to deter disruptive behaviors.

**NORTHUMBERLAND MIDDLE/HIGH SCHOOL DISCIPLINARY CONSEQUENCES/PROCEDURES**

The following misbehaviors are considered Level I offenses:

- Being in an unauthorized area
- Violation of dress code
- Littering, leaving trash at lunch/breakfast or on school bus
- Classroom disruption caused by unauthorized use of an electronic device (smart phone, cell phone, other electronic devices).
- Public display of affection

**Level I Consequences:**
- Student conference, warning, parent contact, school conference with parent/guardian, confiscation, detention, loss of privilege to ride a school bus, social probation, loss of privilege to participate in extracurricular activities including academic clubs or athletics, alternatives to suspension (restorative and/or skills based/therapeutic approaches), in school suspension.

The following misbehaviors are considered Level II offenses:

- Chronic minor offender
- Any disruptive behavior in classrooms, hallways, or on campus
- Failure to attend a teacher assigned after school detention
- Cheating/plagiarism
- Giving false information
- Disrespect for authority/disrespectful attitude
- Failure/refusal to obey reasonable request
- Leaving class without permission
- Gambling
- Any inappropriate social behavior/obscenity/vulgarity
- Violation of the internet policy (may result in revocation of computer and/or internet privileges)
- Skipping class
• Any act considered a misdemeanor under VA law
• Undirected profanity/abusive language/ethnic and/or religious slur
• Horseplay/Arguments/Disagreements
• Property Damage

Level II Consequences:
Student conference, warning, parent contact, school conference with parent/guardian, confiscation, restitution, detention, loss of privilege to ride a school bus or hold a parking permit, social probation, loss of privilege to participate in extracurricular activities including academic clubs or athletics, court referral, alternatives to suspension (restorative and/or skills based/therapeutic approaches), in school suspension, short-term suspension from 1-10 days.

The following misbehaviors are considered Level III offenses:
• Leaving campus without permission
• Habitual disruption of class
• Bomb and Terrorism Threats/Hoax (1st offense: Ten days OSS with recommendation of expulsion)
• Threats to safety
• Fighting (1st offense: Five days OSS, 2nd offense: Ten days OSS)
• Bullying (physical, cyber, or verbal abuse)
• Directed Profanity/Abusive Language/Ethnic and/or Religious Slurs
• Possession of tobacco/electronic cigarette/matches/lighters (1st offense: 1 Day OSS)
• Damage, destruction or theft or school or private property
• Sale, use, possession, or distribution of drugs/alcohol (1st offense: Ten consecutive days OSS with recommendation for expulsion)
• Odor of alcohol or marijuana
• Threat/intimidation
• Gang activity
• Harassment
• Assault of a school employee or student (1st offense: 365 consecutive days OSS)
• Extortion/harassment
• Sexual offenses
• Unauthorized presence at school or school function during a suspension
• Possession of weapons (1st offense: 365 consecutive days OSS)
• Possession of dangerous objects
• Arson
• Blatant insubordination/incorrigible attitude
• Chronic Level II offender
• Any act that shocks the social conscience
• Substantial disruption of school
• Any act which is a felony in Virginia
• Any act which endangers the health and safety of others
Level III Consequences

Level III offenses will result in suspension and possible criminal charges as determined by the administration and SRO. Recommendation for long-term suspension up to expulsion may be made to the Superintendent for severe situations or repeat offenders.

Level III offenses may also include restorative and/or skills based/therapeutic approaches, loss of privilege to ride a school bus or hold a parking permit, social probation, loss of privilege to participate in extracurricular activities including academic clubs or athletics, court referral, and placement in alternative education.

What offenses must schools immediately report to law enforcement?

*Code of Virginia § 22.1-279.3:1 (D) requires principals to immediately report to the local law enforcement agency any act enumerated in clauses (ii) through (vii) of *Code of Virginia § 22.1-279.3:1 (A) that constitute a criminal offense:

(i) the assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;

(ii) the assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;

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

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

(v) the illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;

(vi) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;

(vii) any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or

(viii) the arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefor.

What offenses may schools report to law enforcement?
The following offenses do not carry the requirement of immediate reporting to law enforcement. Many of them are, however, crimes and school administrators should consider reporting them to law enforcement. The following DCV offenses are not required to be reported to law enforcement, but depending on the severity of the offense law enforcement contact could prove beneficial and/or necessary.

ANONYMOUS REPORTING OF BULLYING AND NEGATIVE BEHAVIORS

Northumberland County Public Schools uses Anonymous Alerts to combat bullying and other negative activity in our schools. Anonymous Alerts empowers students to come forward to help themselves, others, and our school in reducing negative behavior.

Students or parents in the school community can anonymously submit any suspicious activity, bullying or other student related issues to a school administrator(s). We encourage you to report important issues by using the Anonymous Alerts. Once you complete the contact form at https://www.anonymousalerts.com/northumberlandcountypublicschools/, you will receive a confirmation that your information has been submitted to the school district.

False reporting will be taken seriously to the full extent of the law.

This system will be monitored between the hours of 7 am to 5 pm during the school year. Any reports submitted outside of these hours or during holidays will be responded to during the following normally scheduled school day.

Please do not use this system for issues requiring immediate assistance.

If you have an emergency requiring immediate assistance, please call 911.

STUDENT RECORDS

Generally The Northumberland County School Board maintains accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws. The superintendent and/or his designee(s) is responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The superintendent also provides for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

Definitions For the purposes of this policy, the NORTHUMBERLAND COUNTY Public Schools uses the following definitions.

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

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

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

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

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

- records that are kept in the sole possession of the maker, are used only as a personal
memory aid, and are not accessible or revealed to another person except a temporary
substitute for the maker of the record;
- records created and maintained for law enforcement purposes by the
NORTHUMBERLAND COUNTY School Board’s law enforcement unit, if any. A law
enforcement unit is any individual, office, department, or division of the school division
that is authorized to enforce any local, state, or federal law, refer enforcement matters to
appropriate authorities or maintain the physical security and safety of the school division;

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

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

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

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

Eligible student - a student who has reached age 18.

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

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

Dissemination and Maintenance of Records about Court Proceedings

Adjudications

The superintendent shall disseminate the notice or information regarding an adjudication of
delinquency or conviction for an offense listed in Va. Code § 16.1-260.G. contained in a notice
received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the
management of student records and to other relevant school personnel, including, but not
limited to, the principal of the school in which the student is enrolled. The principal shall further
disseminate such information to licensed instructional personnel and other school personnel
who (1) provide direct educational and support services to the student and (2) have a legitimate
educational interest in such information. A parent, guardian, or other person having control or
charge of a student, and, with consent of a parent or in compliance with a court order, the court
in which the disposition was rendered, shall be notified in writing of any disciplinary action taken
with regard to any incident upon which the adjudication of delinquency or conviction for an
offense listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefor. The
parent or guardian shall also be notified of his or her right to review, and to request an
amendment of, the student’s scholastic record. Every notice of adjudication of delinquency or
conviction for an offense listed in subsection G of Va. Code § 16.1-260 received by a superintendent, and information contained in the notice, which is not a disciplinary record as defined in Board of Education regulations, shall be maintained by him and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260, the notice shall become a part of the student's disciplinary record.

Petitions and Reports

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

- If the juvenile is not enrolled as a student in a public school in the division to which the notice or report was given, the superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed or the Director of the Department which sent the report and may forward the notice of petition or report to the superintendent of the division in which the juvenile is enrolled, if known.

- Prior to receipt of the notice of disposition in accordance with Va. Code § 16.1-305.1 the superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the division.

- The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.

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

Annual Notification
The school division annually notifies parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) including

- the right to inspect and review the student’s education records and the procedure for exercising this right;

- the right to request amendment of the student’s educational records that the parent believes to be inaccurate, misleading or in violation of the student’s privacy rights and the procedure for exercising this right; • the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;

- the type of information designated as directory information and the right to opt out of release of directory information;

- that the school division releases records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer;

- the right to opt out of the release of the student’s name, address, and phone number to military recruiters or institutions of higher education that request such information;

- a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and

- the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division’s alleged failure to comply with FERPA.

Procedure to Inspect Education Records

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

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

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.
When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

Copies of Education Records

The NORTHUMBERLAND COUNTY Public Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review the records. Fees for Copies of Records The fee for copies will be 10¢ per page. The actual cost of copying time and postage will be charged.

The NORTHUMBERLAND COUNTY Public Schools does not charge for search and retrieval of the records.

The NORTHUMBERLAND COUNTY Public Schools does not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

Types, Locations, and Custodians of Education Records

The NORTHUMBERLAND COUNTY Public School shall provide parents on request a list of the types and locations of education records collected, maintained, or used by the school division. The following is a list of the types of records that the NORTHUMBERLAND COUNTY Public Schools maintain, their locations, and their custodians. Types Location Custodian Student Records Guidance Department, NES Guidance Counselor, NES Student Records Guidance Department, NMS Guidance Counselor, NMS Student Records Guidance Department, NHS Guidance Counselor, NHS Student Records Central Office Administrative Assistant.

Disclosure of Education Records

The NORTHUMBERLAND COUNTY Public Schools discloses education records or personally identifiable information contained therein only with the written consent of the parent or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following.

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

• performing a task that is specified in his or her position description or by a contract agreement

• performing a task related to a student's education • performing a task related to the discipline of a student

• providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid

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

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

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

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

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

- specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
- requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study stated in the written agreement;
- requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
- requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

7. To accrediting organizations to carry out their functions.

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

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

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

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

11. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.
12. Directory information so designated by the school division.

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

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

Unauthorized Disclosure of Electronic Records

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

Disclosure to Federal Agencies

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

Disclosure of Information Relating to Home Instructed Students

Neither the superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of Policy LBD Home Instruction or subdivision B 1 of Va. Code § 22.1-254. Nothing in this policy prohibits the superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

Audit or Evaluation of Education Programs

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

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

- designates the individual or entity as an authorized representative;

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

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

- establishes policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personally identifiable information from further disclosure and unauthorized use, including limiting use of personally identifiable information to only authorized representatives with legitimate interests in the audit or evaluation of a federal- or state-supported education program or for compliance or enforcement of federal legal requirements related to such programs.

Military Recruiters and Institutions of Higher Learning

The NORTHUMBERLAND COUNTY Public Schools will provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. The school division will notify parents of the option to make a request and will comply with any request.

The school division will provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

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

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

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

Directory Information

The NORTHUMBERLAND COUNTY School Board notifies parents and eligible students at the beginning of each school year what information, if any, it has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

Parents and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student’s name, identifier, or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.

NORTHUMBERLAND COUNTY Public Schools has designated the following information as directory information:

- Name of Student
Correction of Education Records

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

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

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

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

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

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

6. NORTHUMBERLAND COUNTY Public Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.
7. If NORTHUMBERLAND COUNTY Public Schools decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.

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

Confidentiality of HIV and Drug and Alcohol Treatment Records

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


RELEASE OF STUDENT DATA/RECORDS

The parent/legal guardian of any student enrolled in NORTHUMBERLAND COUNTY School Division may authorize the release of their student's data/records to any individual or Agency upon completion and execution of the Consent for Release of Student Data/Records form accompanying this policy.
SEX OFFENDER REGISTRY INFORMATION

Northumberland County Public Schools take every precaution regarding our students’ safety, including being informed of updates to the Sex Offender Registry, which is maintained by the Virginia State Police. In our effort to keep parents informed, please know that this registry can be accessed at the Virginia State Police’s web site: http://sexoffender.vsp.virginia.gov/sor/index.htm.

**Code of Virginia Title 18.2. Crimes and Offenses Generally Chapter 8. Crimes Involving Morals and Decency**

§ 18.2-370.5. Sex offenses prohibiting entry onto school or other property; penalty.

A. Every adult who is convicted of a sexually violent offense, as defined in §9.1-902, shall be prohibited from entering or being present (i) during school hours, and during school-related or school-sponsored activities upon any property he knows or has reason to know is a public or private elementary or secondary school or child day center property; (ii) on any school bus as defined in § 46.2-100; or (iii) upon any property, public or private, during hours when such property is solely being used by a public or private elementary or secondary school for a school-related or school-sponsored activity.

B. The provisions of clauses (i) and (iii) of subsection A shall not apply to such adult if (i) he is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his vote; (ii) he is a student enrolled at the school; or (iii) he has obtained a court order pursuant to subsection C allowing him to enter and be present upon such property, has obtained the permission of the school board or of the owner of the private school or child day center or their designee for entry within all or part of the scope of the lifted ban, and is in compliance with such school board's, school's or center's terms and conditions and those of the court order.

C. Every adult who is prohibited from entering upon school or child day center property pursuant to subsection A may after notice to the attorney for the Commonwealth and either (i) the proprietor of the child day center, (ii) the Superintendent of Public Instruction and the chairman of the school board of the school division in which the school is located, or (iii) the chief administrator of the school if such school is not a public school, petition the circuit court in the county or city where the school or child day center is located for permission to enter such property. The court shall direct that the petitioner shall cause notice of the time and place of the
hearing on his petition to be published once a week for two successive weeks in a newspaper meeting the requirements of § 8.01-324. The newspaper notice shall contain a provision stating that written comments regarding the petition may be submitted to the clerk of court at least five days prior to the hearing. For good cause shown, the court may issue an order permitting the petitioner to enter and be present on such property, subject to whatever restrictions of area, reasons for being present, or time limits the court deems appropriate. D. A violation of this section is punishable as a Class 6 felony. 2007, cc. 284, 370; 2008, c. 781; 2010, c. 402; 2011, cc. 648, 796, 855; 2015, c. 688. Addendum Approved by School Board: September 14, 2015

PUBLIC AWARENESS CAMPAIGN IN SPECIAL EDUCATION

The Northumberland County Public School System conducts an on-going campaign of locating, identifying, and evaluating those children residing in the jurisdiction, between the ages of 2 and 21, who are suspected of having a disability. Any child who is identified as having a disability is entitled to a free, appropriate, public education which is designed to meet his/her individual needs. Special Education Programs are available through your public school division. Contact your local school board office or school to receive more information on special education in your school division.

School divisions provide services to children determined eligible within the following disability categories when the identified disability affects their educational performance.

- Autism: a developmental disability that affects communication and social interaction.
- Developmental delay - children ages 2 through 6 who experience a significant delay in physical, cognitive, communication, social, emotional, or adaptive development.
- Deaf-blindness
- Deafness so severe that the child is impaired in processing information through hearing, with or without amplification.
- Hearing impairment, whether permanent or fluctuating.
- Intellectual Disability: significantly subaverage general intellectual functioning with deficits in adaptive behavior.
- Multiple Disabilities, including two or more impairments at the same time.
- Orthopedic Impairment; including those caused by congenital anomaly, disease and other causes such as cerebral palsy.
- Other Health Impairment, such as limited strength, vitality, or alertness due to chronic or acute health problems.
- Emotional Disability: an inability to learn that cannot be explained by intellectual, sensory, or health reasons. An inability to maintain relationships, demonstrates inappropriate behaviors and/or feeling in normal circumstances, a pervasively depressive mood, physical symptoms or fears associated with school.
- Specific Learning Disability, a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, that may manifest in an imperfect ability to listen, write, spell, or do math calculations.
- Speech and Language Impairment, a communication disorder such as stuttering, impaired articulation, language, or voice.
- Traumatic Brain Injury, an injury to the brain caused by an external physical force resulting in total or partial functional disability, psycho-social impairment, or both. This can apply to head injuries that are congenital or degenerative, or brain injuries induced by birth trauma.
- Visual Impairment including Blindness—impairment in vision that even with correction, adversely affects a child’s educational performance.

For more information:
Contact your child’s school Principal or school counselor.
ANNUAL NOTIFICATION TO PARENTS
Scoliosis Information

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

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

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

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

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

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

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

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

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

**Long-term outlook for an adolescent with scoliosis:**
The management of scoliosis is individualized for each adolescent depending on age, amount of curvature, and amount of time remaining for skeletal growth. Scoliosis will require frequent examinations by the adolescent’s doctor to monitor the curve as the child grows and develops.

Early detection and follow-up is very important to prevent the serious consequences that can occur from untreated scoliosis.
If you have any concern that your child may have scoliosis, or if your child has not had a routine physical exam in the past year, we urge you to make an appointment with your child’s primary care physician.

**Where Can You Get More Information?**
• National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS), http://www.niams.nih.gov/Health_Info/Scoliosis/default.asp
• National Scoliosis Foundation, 800-673-6922, http://www.scoliosis.org/
• The Scoliosis Association, Inc, 800-800-0669, http://www.scoliosis-assoc.org/
ANNUAL NOTIFICATION REGARDING EATING DISORDERS

What Are Eating Disorders?

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

Eating disorders can be diagnosed based on weight changes, but also based on behaviors, attitudes and mindset. Be alert for any of these signs in your child.

Key things to look for around food:
- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—eats only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry
- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won’t eat them
- Averts mealtimes or situations involving food
- Goes to the bathroom after meals often
- Uses a lot of mouthwash, mints, and/or gum
- Starts cutting out foods that he or she used to enjoy

Key things to look for around activity:
- Exercises all the time, more than what is healthy or recommended (despite weather, fatigue, illness, or injury)
- Stops doing their regular activities, spends more time alone (can be spending more time exercising)

Physical Risk Factors:
- Feels cold all the time or complains of being tired all the time.
- Likely to become more irritable and/or nervous.
- Any vomiting after eating (or see signs in the bathroom of vomiting - smell, clogged shower drain)
- Any use of laxatives or diuretics (or you find empty packages)

Other Risk Factors:
- Believes that they are too big or too fat (regardless of reality)
- Asks often to be reassured about how they look
- Stops hanging out with their friends
- Not able to talk about how they are feeling
- Reports others are newly judgmental or “not connecting”

If Your Child Shows Signs of a Possible Eating Disorder

Seek assistance from a medical professional as soon as possible; because they are so complex, eating disorders should be assessed by someone who specializes in the treatment of eating disorders. The earlier a person with an eating disorder seeks treatment, the greater the likelihood of physical and emotional recovery.
Appendix A

EQUAL EDUCATIONAL OPPORTUNITIES/
NON-DISCRIMINATION

I. Policy Statement

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities.

The School Board shall:

● provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons;

● provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;

● not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and

● not discriminate against qualified disabled persons in the provision of health, welfare or social services.

II. Complaint Procedure

A. File Report

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the compliance officers designated in this policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any employee who has knowledge of conduct which may constitute
prohibited discrimination shall immediately report such conduct to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to the compliance officer. Any complaint that involves the compliance officer shall be reported to the superintendent.

The complaint, and identity of the complainant and of the person or persons allegedly responsible for the discrimination will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit the school division’s ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged prohibited discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which should generally be not later than 14 school days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person or persons responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.
The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 school days of receiving the compliance officer’s report, the superintendent or designee shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the superintendent or designee determines that prohibited discrimination occurred, the NORTHUMBERLAND COUNTY SCHOOLS School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

D. Appeal

If the superintendent or designee determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant. Written notice of the School Board’s decision will be given to both the complainant and the person or persons responsible for the alleged discrimination.

If the Superintendent or designee determines that prohibited discrimination occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

E. Compliance Officer and Alternate Compliance Officer

The NORTHUMBERLAND COUNTY SCHOOLS School Board has designated Mrs. Sophronia Smith, Director of Federal Programs and School Improvement, 2172 Northumberland Highway, Lottsburg, Virginia, (804)529-6134, as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination.
Complaints of discrimination may also be made to the Alternate Compliance Officer, Mr. Michael Ransome, 2172 Northumberland Highway, Lottsburg, Virginia, (804)529-6134

The Compliance Officer shall

- receive reports or complaints of discrimination;
- conduct or oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity, including the authority to protect the alleged victim and others during the investigation.

III. Retaliation

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. The School division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings. The compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

IV. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

V. Prevention and Notice of Policy

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training. This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. All students and their parent/guardian shall be notified annually of the names and contact information of the compliance officers.

VI. False Charges
Students or school personnel who knowingly make false charges of discrimination shall be subject to disciplinary action.

Adopted: September 10, 2001
Amended: January 14, 2012
Amended: February 9, 2015
34 CFR part 106.9.
Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.
Cross Refs: AC Nondiscrimination
AD Educational Philosophy
GB Equal Employment Opportunity/Nondiscrimination
JB-F Report of Discrimination
JBA Section 504 Nondiscrimination Policy and Grievance Procedures
JFHA/GBA Prohibition Against Harassment and Retaliation
Appendix B

SECTION 504 NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURES

The NORTHUMBERLAND COUNTY SCHOOLS School Board does not discriminate against individuals on the basis of disability. Where a student believes that he or she has been discriminated against on the basis of disability, the student shall have the right to file an informal or formal grievance in accordance with the following procedures:

A. FORMAL PROCEDURE

1. Filing a Complaint

Any student who believes he or she has been the victim of discrimination on the basis of a disability should submit a complaint alleging discrimination as soon as possible to the compliance officer designated in this policy (Compliance Officer) or to any other school or School Division staff. The complaint should be submitted as soon as possible and generally within 15 school days of the alleged discrimination. Any employee who has knowledge of conduct which may constitute discrimination shall immediately report such conduct to the compliance Officer, their supervisor, or to any other school or School Division staff.

The complainant should use the “Complaint of Discrimination” form (see end of this policy) to make a complaint of discrimination. However, oral complaints shall also be accepted. The complaint should be filed with the school principal, other school or school division staff, or the Compliance Officer. School or school division staff receiving a complaint of discrimination shall forward it to the school principal; who shall immediately forward the complaint of discrimination to the compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the Superintendent.

The complaint and the identity of the complainant, the individual who reported the alleged discrimination (if other than the complainant), and the persons allegedly responsible for the discrimination will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint, or as authorized by the complainant.

2. Investigation

Upon receipt of a report or complaint of discrimination, the Compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school staff or a third party designated by the School Division. The investigation shall be completed as soon as practicable, which should generally be not more than 15 school days after receipt of the complaint of alleged discrimination by the Compliance Officer. Within 3 school days of receiving the complaint, the Compliance
Officer shall send written notice that the complaint has been received to the complainant and the person or persons allegedly responsible for the discrimination.

Also upon receiving the complaint, the compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 15 days will be required to investigate the complaint, he or she will notify the complainant and the persons allegedly responsible for the discrimination of the reasons for the extended investigation and of the date by which the investigation is projected to be concluded. The investigation may consist of personal interviews with the complainant, the persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The School Division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegation are substantiated, whether this policy was violated, and recommendations for corrective action, if any. The Compliance Officer’s written report, and all written notices sent pursuant to this policy shall be maintained and distributed in accordance with the Family Educational Rights and Privacy Act.

3. Action by the Superintendent

Within 10 school days of receiving the Compliance Officer’s report, the Superintendent or designee shall issue a decision regarding: (1) whether this policy was violated and, if so (2) what action, if any, will be taken. This decision must be provided in writing to the complainant. If the Superintendent determines that discrimination occurred, the School Division shall take prompt, appropriate action to address and remedy the harm and prevent any recurrence. Such action may include discipline up to and including recommending that a student be expelled or that an employee be discharged.

4. Appeal

If the Superintendent or designee determines that no discrimination occurred, the complainant may appeal this determination to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the Superintendent, who shall forward the Compliance Officer’s report and any documentation or information...
deemed relevant by the Compliance Officer during the course of the investigation to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may require oral or written argument from the complainant, the superintendent, and any other individual it deems appropriate. An extension for the 30 calendar day limit may occur if necessary as determined by the School Board Chair.

If the Superintendent or designee determines that discrimination occurred and discipline is imposed, the disciplined person (i.e. student or employee) may appeal the disciplinary sanction in accordance with existing School Board policies and regulations.

5. Compliance Officer and Alternate Compliance Officer

The School Board has designated Mrs. Sophronia Smith, Director of Federal Programs and School Improvement, (804) 529-6134, as the Compliance Officer responsible for identifying, preventing and remedying discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer, Mr. Michael Ransome, 2172 Northumberland Highway, Lottsburg, Virginia, (804)529-6134

The Compliance Officer duties may include the following:

a. receive reports and complaints of discrimination;
b. conduct or oversee the investigation of any alleged discrimination;
c. assess the training needs of the School Division in connection with this policy;
d. arrange necessary training to achieve compliance with this policy;

B. INFORMAL PROCEDURE

If the complainant and the persons allegedly responsible for the discrimination agree, the school principal, designee, or the Compliance Officer may arrange for them to resolve the complaint informally with the assistance of a counselor, teacher, or other school or School Division staff.

If the complainant and the persons allegedly responsible for the discrimination agree to attempt to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the above formal procedures.

If the complaint is resolve informally, the counselor, teacher, or other school or School Division staff shall notify the School Principal of the resolution. The School Principal shall notify the complainant, the persons allegedly responsible for the discrimination, and the Compliance Officer in Writing that the complaint has been resolved informally.
C. RETALIATION

Retaliation against students, school staff, or School Division staff who report discrimination or participate in the related proceedings is prohibited. The School Division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

D. FALSE CHARGES

Students, school staff, or School Division staff who make false charges of discrimination shall be subject to disciplinary action.

COMPLAINT OF DISCRIMINATION

Name of Complainant:___________________________________________________________

Student’s School and Class:_____________________________________________________

Address:____________________________________________________________________

Email Address: __________________________ Phone Number(s): ______________________

Name(s) of Parent/Legal Guardian:______________________________________________

Address(es):________________________________________________________________

Email Address(es): ______________________ Phone Number(s): _______________________

Dates of Alleged Discrimination:_________________________________________________

Names of the persons you believe discriminated against you or others:

Please describe in detail the incidents of alleged discrimination, including where and when the
incidents occurred. Please name any witnesses that may have information regarding the alleged discrimination. Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

______________________________  _________________
Signature of Complainant          Date

______________________________  _________________
Complaint Received By:           Compliance Officer  Date

Adopted: July 18, 2011
Amended: February 9, 2015

____________________________________________________________________________
____________________________________________________________________________

Legal Ref.: 29 U.S.C. § 794
34 CFR Part 104.7(b)
Cross Ref: JB Equal Educational Opportunities/Nondiscrimination
JO Student Records
Form A

Acknowledge of Receipt of Northumberland County Public Schools Code of Conduct

Parents or guardians and students are asked to read and discuss the Student Code of Conduct manual (contained in the student handbook/agenda) for Northumberland County Public Schools, sign below, and then return this form to their school.

STUDENT’S NAME:

Last________________________First_______________________Middle_________________

Student’s ID #_________________

GRADE LEVEL:__________________SCHOOL ATTENDING:_________________________

We acknowledge receipt of and agree to read and discuss with our student the Student Code of Conduct for the Northumberland County Public Schools. We understand that the signing of this statement does not waive, but expressly reserves, our rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia and that we have the right to express disagreement with the school division’s policies or decisions.

Parent(s)/Guardian(s) Signature_________________________________________Date_________________

Student’s Signature________________________________________________________Date_________________

DISCLAIMER

By signing and returning this form parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school’s or school division’s policies or decisions.

PLEASE RETURN THIS FORM TO THE SCHOOL
Form B

Acknowledgment of Prohibition of Cyberbullying

NCPS POLICY ON CYBERBULLYING

This school division provides the electronic infrastructure and supporting software and communication devices to enhance students’ education. Other uses of the technology, specifically the harassment or bullying of fellow students, will not be tolerated. To access the school division’s technological resources, students must adhere to the following policy.

Cyberbullying in schools is relatively new, paralleling the proliferation of electronic communication devices. Just like traditional bullying, cyberbullying can continue off campus. Bullying and cyberbullying can persist at any time of the day or week and be broadcast to a much larger audience.

School Division Policy on Cyberbullying

Bullying—in any form—will not be tolerated on school grounds. It disrupts the learning environment and adversely affects the quality of a student’s education. It harms the victim, the students exposed to it, and, in many cases, the actual bully. Since the advent of the Internet and personal electronic communication devices, bullying has expanded to include cyberbullying.

Cyberbullying is defined as the use of information and communication technologies—such as email, cell phone and text messages, instant messaging, and defamatory personal Websites and online personal polling sites—to support deliberate, hostile behavior intended to frighten or harm others. Whereas traditional bullying was limited to direct confrontations, cyberbullying can happen anytime and be much more far reaching. When harassing language or pictures are posted to the Internet, the words and images can stay forever, which affects the victim far into the future. To that end, this school division has adopted the following policy to address this abuse of electronic communication technologies, whether the actions occur at school or off campus. Virginia lawmakers have criminalized the use of computers and computer networks to harass another person (Code of Virginia, §18.2152.7:1). This school division has adopted a similar policy. Students must follow three basic rules:

1. Any student who uses a school-provided communication device (including a computer) or computer network (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.

2. Any student who uses a personal communication device on school grounds or at a school-related function (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
3. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary proceedings.

Consequences for Violation

Any violation of these regulations shall result in loss of computer-system privileges and may also result in appropriate disciplinary action, as determined by school board policy, or possible prosecution through the judicial system.

Reporting and Investigating Students and staff are required to report to designated staff any incidents of cyberbullying about which they are aware. Reports may be made anonymously. Designated staff will investigate all reports, using any electronic communications records currently kept by the school division, and recommend the school’s next course of action.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

______________________________  __________________________ Student Date
______________________________  __________________________ Parent/Guardian Date

PARENTS,
PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM. Additional information can be found at www.cyberbullying.org.

PLEASE RETURN THIS FORM TO THE SCHOOL
INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

In compliance with Code of Virginia § 22.170.2, Northumberland County Public Schools recognized that the Internet is a valuable educational tool and student access to the schools’ computer network is consistent with the goal of promoting excellence in education. The learning community supports the school system’s vision of providing an environment to enable our students to become technologically literate and life-long learners. The Northumberland County School Board, administrators, teachers, and members of the community have equipped the schools with state of the art technology to help make the digital divide between rural communities and their urban and suburban counterparts a thing of the past. Access to high speed internet in the schools was made possible by the support of the community. As a result, the opportunities for resource sharing, collaboration, communication, intellectual challenges, critical thinking, and creative growth will be greatly improved. Along with the privilege of computer access, staff members are expected to demonstrate safety, ethics, and respect while using school computers, software, hardware, terminals, printers, servers, and any internal or external network.

Internet safety education will be integrated into the content areas in kindergarten to 12th grade. Age appropriate lessons that focus on safety, security, and ethics will be imbedded in the curricula. Students will also be taught how to discern the validity of internet sources, understand copyright laws, and explore legal issues related to internet use. The school's internet security filters restrict most access to social networking sites and inappropriate material. However, you may possibly come across material of adult content. The school system takes a no tolerance approach to accessing such material. Proper precautions should be taken by students when using the internet and they will be made aware of the appropriate steps to take if they encounter a problem. Students are expected to honor the Acceptable Use Policy (AUP) or they may lose the privilege of internet access.

Within reason, freedom of speech and access to information will be honored. During school, teachers of students will guide students toward appropriate materials. The following are not permitted on any district computer, district network, or the Internet:

- Sending, receiving, or displaying offensive messages, images, or materials
- Using obscene language
- Harassing, insulting, or attacking others (cyber bullying)
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another’s password
- Trespassing in another person’s folder, work, or files
- Intentionally wasting limited resources
- Using school resources and accounts to access services requiring payment
- Employing the network for commercial purposes
- Damaging hardware or software
- Misusing hardware or software
- Downloading programs using school computers

The items above should not be considered comprehensive. Other inappropriate actions not listed may also be considered unacceptable use of electronic communications. Disciplinary action may range from a reprimand to expulsion by school authorities and may be subject to local, state, federal, and international law. Violations may result in a loss of access as well as other disciplinary or legal action.

We, the undersigned, have read, understand, and agree to abide by the Acceptable Use Policy for Northumberland County Public Schools. Please sign and return to school.

Student __________________________ Parent/Guardian __________________________
Date __________________________ Date __________________________

Approved: July 20, 2009 Revised: February 11, 2013

PLEASE RETURN THIS FORM TO THE SCHOOL
NHS Student Academic-Athletic Participation Regulation

The purpose of this policy is to stress that student-athletes are students first and foremost. In order for a student-athlete to compete in a VHSL sanctioned event at Northumberland High School (NHS), the student-athlete must be passing all classes at the end of a one week academic evaluation period. Coaches must base decisions on how the student-athlete is performing during the marking period in which the VHSL sanctioned sport falls.

Each week student-athletes will receive an academic evaluation which is defined as 5 school days (not calendar days). Student-athletes who are in danger of not being allowed to compete due to poor grades will be placed on notice on the 5th day of the evaluation period. Parents are to be notified that their child may be ineligible for competition due to failing grades. If a student-athlete is not passing all classes on the 5th day by 3 pm, the student-athlete will have 5 school days to bring his/her grade up to a passing grade. If the grade is not brought up to a passing grade, then the student-athlete will not be permitted to compete in a VHSL sanctioned game by the head or assistant coach. It is the responsibility of the student-athlete to ensure his or her eligibility for competition. Eligibility may be regained once the student is passing all classes.

The athletic director will provide coaches and the administration with up-to-date reports of student-athlete grades on a weekly basis. The athletic director report will highlight student-athletes who are in danger of not being allowed to compete in a VHSL sanctioned event due to D’s and failing grades. If the student-athlete has a D or is failing a course on the 5th day of the academic evaluation period, he or she will be required to attend after-school tutoring. Coaches will work with classroom teachers to schedule after-school tutoring sessions. Student-athletes must provide coaches with written documentation verifying attendance at required tutoring sessions. Student-athletes who do not attend required tutoring sessions will not be permitted to attend scheduled practices.

This regulation applies to only student-athletes participating in junior and varsity VHSL sanctioned sports to include baseball, basketball (boys), basketball (girls), cheerleading, cross country (boys and girls), field hockey, football, golf, indoor track (boys and girls), outdoor track (boys and girls), Soccer (boys and girls), softball, volleyball, wrestling, dance, forensics, scholastic bowl, student media (publications), and theatre festival.

This regulation does not apply to trying out for a VHSL sanctioned sport at the beginning of a season.

**Excessive absences and tardies**

Students with excessive unexcused absences and tardies during the season in which a sport is in session will not be permitted to compete in VHSL scheduled games. Excessive is defined as 3 or more unexcused absences and/or 5 or more unexcused tardies. The NHS administration will notify parents of student-athletes who are in danger of losing eligibility to compete due to excessive absences and/or tardies. If the student-athlete continues to have unexcused absences and/or tardies after the parent receives verbal or written notification, the student-athlete will not be permitted to compete. If the
student-athlete continues to exhibit poor attendance after the initial warning and consequence, the student-athlete may be removed from the team by the administration.

The athletic directors and coaches are responsible for enforcement of the regulation. The school principal will form a committee consisting of students, parents, teachers, coaches, athletic directors, and community leaders to review and provide further recommendations to this regulation.

Student-Athlete Name__________________________Date_____________________________

Signature Denotes Receipt of Regulation:

Student Signature____________________Parent/Guardian Signature____________________

*Appeals of this regulation may be made directly to the high school principal. The high school principal has final authority on decisions related to the participation of student-athletes in team sports.

Northumberland County Public Schools - Revised 11/10/2015

IF PARTICIPATING IN A VHSL SPORT TO INCLUDE INDIAN SPIRIT DANCE TEAM, PLEASE RETURN THIS FORM TO THE ATHLETIC DIRECTOR
Form E

Northumberland County Public Schools
ATTENDANCE WAIVER REQUEST FORM

A parent/guardian may request a waiver of the attendance regulation for extenuating circumstances beyond their control and/or the student’s control. A waiver request may be submitted to the principal prior to the close of a semester or school year, but no later than ten (5) calendar days after the close of the semester or school year. If supporting documentation is available, it should be submitted with the waiver request. The principal shall act upon a waiver request and the parent/guardian shall be notified of the decision in writing within (10) business days after it has been received. A parent/guardian may appeal the decision of the principal by submitting a written request to the principal within three (3) days of receipt of the decision from the principal. Each school shall have an Attendance Committee. The school-based Attendance Committee will review all appeals. The principal, who is a member of the school-based Attendance Committee, shall present the written appeal to the school-based Attendance Committee, and parents will be notified, in writing, of the decision of the Attendance Committee within five school days.

__________________________DATE OF REQUEST ________________

STUDENT NAME__________________________________________GRADE ____________

PARENT/GUARDIAN ________________________________________PHONE _____________

WAIVER REQUEST (Circle One): Fall Semester Course Spring Semester Course Year_________

LIST COURSES/CLASS/GRADE LEVEL FOR WHICH A FAILING GRADE IS DUE TO EXCESSIVE ABSENCES.
Course / Class or Grade Level Period or Block Teacher Number of Absences School Principal Only Approved Disapproved Describe in detail the extenuating circumstances for which this waiver is being filed. Attach any appropriate documentation (i.e. physician statements) not already provided to the school at the time of the absence(s). If you need additional space, you may write on the back of this form or attach any additional sheets.

LIST COURSES/CLASS/GRADE LEVEL FOR WHICH A FAILING GRADE IS DUE TO EXCESSIVE ABSENCES.

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Please state the reasons for requesting the attendance waiver.

____________________________________________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________
____________________________________________________________________________________

Student Signature__________________ Parent Signature_______________________________

Date Request Received ________________ Date Request Acted Upon ________________

Comments
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
______________

Principal's Signature ____________________________ Date ________________
Form F

CONSENT FOR RELEASE OF STUDENT DATA/RECORDS

Student Name: ___________________________ Date of Birth _____________________

Name of School ___________________________ School ID # _________________________

Student Address ________________________________________________________________

Home Telephone #: ________________________________

Parent/Legal Guardian (1) Mobile Telephone # ________________________________

Parent/Legal Guardian (2) Mobile Telephone # ______________________________________

I authorize Northumberland County Public School Division to release to the individual or Agency identified below identifying educational/medical data and records (the “Records”) of the student listed above. I understand that in addition to educational records and data, such Records may also contain health information pertaining to diagnosis and treatments, immunization records, suspensions/office referral data, attendance data, referrals to student service teams, as well as written communications with school staff related to mental health interventions.

Time Period During Which Release of Student/Data is Authorized:

From: Date that form is signed below.

Until: __________________________________________________

Name of Authorized Individual or Agency

Name and Title _________________________________________________________________

Agency Name (if applicable) _______________________________________________________

Address (1) ____________________________________________________________________

Address (2) ____________________________________________________________________

Email Address ___________________________________________________________________

Phone Number ___________________________________________________________________

Fax Number _____________________________________________________________________

Signature of Parent/Guardian _______________________________________________________

Name of Parent/Guardian _________________________________________________________

Relationship to Student ___________________________________________________________

Date __________________________________________________________________________

Witness _________________________________________________________________________

© 2/15 VSBA NORTHUMBERLAND COUNTY SCHOOLS
CONSENT TO DISCLOSE STUDENT EDUCATION RECORDS TO THIRD PARTY

I, _______________________, am the parent of ____________________________
(Student), DOB __________________, a student enrolled in the Northumberland County Public
Schools. I consent to the disclosure of all of Student’s education records and any personally
identifiable information contained therein in the possession of the Northumberland County
Public Schools, its employees and/or agents, and which is otherwise protected from disclosure
pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and
pursuant to Virginia Code § 22.1-287, to the following recipient(s) for the purpose of

______________________________:

1. ________________________________

2. ________________________________

3. ________________________________

[Parent Signature]

______________________________

Date
Form H

Bullying Incident Report Form

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

   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: _____________
Form I

NORTHUMBERLAND COUNTY PUBLIC SCHOOLS MEDICATION CONSENT FORM

We attempt to discourage administration of medication during school hours and request that whenever possible medication be administered at home. We realize that this is not always possible and will cooperate in the administration of medication when needed.

1. PRESCRIPTION MEDICATIONS: The physician must complete this form detailing the name of the drug, dosage, and time intervals that the medication is to be taken. The parent or guardian must sign this form requesting that the school district comply with the physician’s order. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

2. "OVER THE COUNTER" MEDICATIONS: The physician must complete this form and prescribe a PRN (as needed) order. The parent or guardian must complete this form requesting that the school district administer the medication. All "over the counter" medication must be in the original container and be provided by the parent or guardian.

3. All medication must be kept in the school clinic and brought to the school by the parent and/or guardian. Students are permitted to carry prescribed inhalers and/or epipens for after-school activities such as field trips and sporting events. Violations of this policy could place the student in violation of the Substance Abuse Policy.

4. Medication MUST be picked up by the parent/guardian or designated adult. ALL medication not picked up by the last day of school will be destroyed. PLEASE FILL IN AND SIGN THIS FORM:

Name of Child:

Date of Birth: ___________________________ Grade: __________ ID#: __________________________

Date of Order: ___________________________ Allergies: _______________________________________

Condition Being Treated: _________________________________________________________________

Name of Medication: ___________________________________________________________________

Dose: ________________________________________________________________________________

Possible side effects: __________________________________________________________________

Duration of Order: ______________________________________________________________________

____________________________________________________________________________________

Physician’s Stamp _______________________________________________________________________

Signature of Physician ___________________________ Telephone Number ______________________

I request that the school give the above medication(s) as ordered by the physician.

________________________________________ Date __________________________

Signature of Parent/Guardian Daytime Telephone

School Name: ___________________________

Fax#: ________________________________
Review and Revision of the NCPS Student Code of Conduct
An annual evaluation of the NCPS Student Code of Conduct will be conducted within a month of the close of the school year. Revision of the Code of Conduct, if necessary, will be completed prior to the opening of the next school year.

Distribution of the NCPS Student Code of Conduct
A copy of the NCPS Student Code of Conduct will be issued to all students within one month of the opening of school. All transfer students will be issued a copy of the Code as a part of the registration process. Principals will stress to all students that compliance with the Code is mandatory. The “Acknowledgement of Receipt of Northumberland County Public Schools Code of Conduct” form must be signed by the parent/guardian and returned to the school.